

POLICY OWNER: Chief Executive Officer

POLICY STATEMENT: Bunbury-Harvey Regional Council will actively pursue all outstanding sundry debtors. All outstanding sundry debtors will be collected in accordance with the *Local Government Act 1995* and associated regulations.

POLICY DETAILS:

This policy will be applied to all:

- Sundry debtors with balances outstanding greater than seven (7) days.

GUIDELINES – SUNDRY DEBTORS

1. All Bunbury-Harvey Regional Council Sundry Debtors accounts are thirty (30) day accounts.
2. Accounts unpaid after the due date will be issued with a Reminder Letter requesting payment within seven (7) days from date of letter.
3. A Final Demand letter will be issued for all outstanding debtors 37+ days overdue requesting immediate payment. Courtesy phone calls will be made at this stage to attempt to contact and arrange payment with debtor.
4. Unless a payment arrangement has been agreed to all accounts overdue at 45 days will be referred to Council's Debt Collection Agency for immediate action.

LEGISLATION AND OTHER REFERENCES:

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*
- *Rates and Charges (Rebates and Deferments) Act 1992*

Authority: Chief Executive Officer

Adopted by Council:

Last Review: