



# BANANA SHIRE COUNCIL

## Policy

TITLE	<b>SUNDRY DEBTORS POLICY</b>
POLICY NUMBER	<b>49</b>
COUNCIL FUNCTION	<b>FINANCE AND RATES</b>
RESPONSIBLE DEPARTMENT	<b>CORPORATE &amp; COMMUNITY SERVICES</b>
LEGISLATION	<i>Local Government Act 2009 Section 9 (General Powers) &amp; Local Government Act 2009 Section 262 (Powers in Support of Responsibilities) Local Government Act 2009 Section 97 &amp; 98 (Cost Recovery Fees)</i>
ADOPTED	<b>July 1998 Meeting - Minute No. 17053</b>
REVIEWED/AMENDED	<b>07/05/2002 Ordinary Meeting - Minute No. 23537 Policy Review Special Meeting - 3 November 2004 Policy to be amended - Minute No. 29617 March 2005 Ordinary Meeting - Minute No. 30065 29/10/2013 Ordinary Meeting – Minute OM002518 27/09/2017 Ordinary Meeting – Minute OM003859</b>
NEXT REVIEW DUE	<b>SEPTEMBER 2021</b>

## SCOPE

This Policy relates to all dealings with customers where upfront payment is not made for a supply of any service by Council (excluding rates and related charges)

## OBJECTIVE

To establish the processes to be followed to ensure a fair, consistent and accountable approach to Council's sundry debt management including collection decisions and practices.

## DEFINITIONS

### Council

Banana Shire Council

### Sundry Debt

A sundry debt is a debt owing to Council for private works or any chargeable item other than rates and utility charges.

### **Bad Debt**

A sundry debt which is unlikely to be recovered by Council after taking reasonable steps for recovery, and/or

a sundry debt which is impractical to recover due to the cost of recovery relative to the amount outstanding.

## **POLICY**

### **General**

Payment for all sundry debts is due within thirty (30) days of the issue of Council's account/invoice.

Action is to be implemented for the recovery of overdue sundry debts.

Interest may apply to all accounts outside approved credit terms at the rate of 11.00% per annum compounding.

Bad debts of \$500.00 or less may be written off by the Chief Executive Officer or delegate.

Bad debts over \$500.00 may only be written off with the approval of Council by resolution.

## **PROCEDURE**

Procedure for Sundry Debt Recovery as approved and issued by the Chief Executive Officer and subject to future revision, amendment and issue under the authority of the Chief Executive Officer.

### **CERTIFICATION**



.....  
**CHIEF EXECUTIVE OFFICER**  
**BANANA SHIRE COUNCIL**

9.10.17  
.....  
**DATE**