

DA	DEBT WRITE OFF, CONCESSION OR WAIVER	
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DIRECTORATE:	Finance & Corporate Services
BUSINESS UNIT:	Financial Services
SERVICE UNIT:	Rating & Revenue Services
RESPONSIBLE OFFICER:	Manager, Financial Services
FILE NO.:	086/003
DATE FIRST ADOPTED:	9 August 2012
DATE LAST REVIEWED:	10 September 2020
ATTACHMENTS:	N/A
VERSION NO.	6

Dates of Amendments / Reviews:		
DAPPS Meeting:	26 July 2012	24 November 2016
	27 November 2014	27 August 2020
	26 May 2016	26 November 2020
OCM:	9 August 2012	8 December 2016
	11 December 2014	10 September 2020
	9 June 2016	

FUNCTION DELEGATED:

The authority to write-off any amount of money, or to waive or grant a concession in relation to any amount of money owing to the City (other than rates & prescribed service charges).

CONDITIONS/GUIDELINES:

- (1) Authority only applies to amounts of money owing to a maximum value of \$5,000 per debtor or transaction.
- (2) Authority does not apply to amounts of money owing for rates or prescribed service charges.
- (3) All reasonable endeavours must be used to recover outstanding debts before any write off is made.
- (4) A summary of transactions utilising this delegation is to be reported to the Audit & Strategic Finance Committee on an annual basis.
- (5) All transactions utilising this delegation are to be recorded in the City's Record Keeping system (ECM) by the delegated officer, or by another officer directed by the delegated officer.

AUTONOMY OF DISCRETION:

As provided under legislative requirements and the above conditions/guidelines.

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LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

s6.12 (1) (b), s6.12 (1) (c) & 6.12 (2) of the Local Government Act 1995

DELEGATE:

CEO

DELEGATE/S AUTHORISED:

Director, Finance & Corporate Services