

DA	DEBT WRITE OFF, CONCESSION OR WAIVER
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DIVISION:	Finance
BUSINESS UNIT:	Finance
SERVICE UNIT:	Rating & Revenue
RESPONSIBLE OFFICER:	Head of Finance
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:		
DAP 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.

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AUTONOMY OF DISCRETION:

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

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:

Chief Financial Officer