

<b>DA</b>	<b>LOCAL GOVERNMENT ACT 1995 - DEBT WRITE OFF, CONCESSION OR WAIVER</b>
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<b>DIVISION:</b>	Finance
<b>BUSINESS UNIT:</b>	Finance
<b>SERVICE UNIT:</b>	Rating & Revenue
<b>RESPONSIBLE OFFICER:</b>	Head of Finance
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	9 August 2012
<b>DATE LAST REVIEWED:</b>	10 September 2020
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	6

<b>Dates of Amendments / Reviews:</b>		
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