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|----|---------------------------|-------|
| DA | <b>DEBTORS MANAGEMENT</b> | AFCS9 |
|----|---------------------------|-------|

|                                  |                              |
|----------------------------------|------------------------------|
| <b>DELEGATED AUTHORITY CODE:</b> | AFCS9                        |
| <b>DIRECTORATE:</b>              | Finance & Corporate Services |
| <b>BUSINESS UNIT:</b>            | Financial Services           |
| <b>SERVICE UNIT:</b>             | Rating & Revenue Services    |
| <b>RESPONSIBLE OFFICER:</b>      | Manager, Financial Services  |
| <b>FILE NO.:</b>                 | 086/003                      |
| <b>DATE FIRST ADOPTED:</b>       | 9 August 2012                |
| <b>DATE LAST REVIEWED:</b>       | 8 December 2016              |
| <b>ATTACHMENTS:</b>              | AFCS9                        |
| <b>VERSION NO.</b>               | 4                            |

|                                       |                                   |                                 |
|---------------------------------------|-----------------------------------|---------------------------------|
| <b>Dates of Amendments / Reviews:</b> |                                   |                                 |
| DAPPS Meeting:                        | 26 July 2012<br>27 November 2014  | 26 May 2016<br>24 November 2016 |
| OCM:                                  | 9 August 2012<br>11 December 2014 | 9 June 2016                     |

**FUNCTION DELEGATED:**

The authority to write-off bad debts (other than rates & prescribed service charges)

**CONDITIONS/GUIDELINES:**

- (1) Authority applies to all debts owing to the City up to a maximum value of \$300 (other than rates and prescribed service charges)
- (2) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

**AUTONOMY OF DISCRETION:**

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

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

S6.12 (1)(c) of the Local Government Act 1995  
Policy AFCS9 "Debtors Management" refers.

**DELEGATE:**

CEO

**DELEGATE/S AUTHORISED:**

Director, Finance & Corporate Services