



# COUNCIL POLICY

## Bad Debts – Delegation of Authority

<b>Policy Number:</b>	PO008		
<b>Strategic Plan Objective:</b>	5. Responsible Governance and Leadership		
<b>Policy Owner:</b>	Chief Executive Officer	<b>Record Number:</b>	16/13846[v3]
<b>Responsible Officer:</b>	Director Corporate and Community Services	<b>Minute Reference:</b>	253/2023
<b>Date Adopted:</b>	08/11/2023	<b>Next Review Date:</b>	November 2027

### 1. POLICY OBJECTIVES

To expedite the write off of debts where the individual debt does not exceed \$1,000:

- If Council has no reasonable prospect of recovering the debt; or
- If the costs of recovery are likely to equal or exceed the amount to be recovered.

### 2. SCOPE

This Policy applies to all sundry debts raised by Council.

### 3. POLICY STATEMENT

That pursuant to Section 44 of the Local Government Act 1999, Council delegate authority to the Chief Executive Officer to write off individual bad debts not exceeding \$1,000 under the conditions detailed in Section 143 (Writing off Bad Debts) of the Local Government Act 1999

### 4. COMPLAINTS

Complaints about this policy can be made in writing to Council's Director Corporate and Community Services. Complaints will be managed in accordance with Council's Complaints Policy PO147.

### 5. REVIEW

This policy will be reviewed every four (4) years and as deemed necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

### 6. TRAINING

Council is committed to supporting employees in complying with this Policy/Procedure. Training will be developed by the responsible officer in consultation with the Training Administration Officer.

Training needs will be reviewed, as necessary, in consideration of any changes to legislation, relevant standards, codes and guidelines, audit findings or corrective actions/controls arising from risk assessments/ hazard or incident reports.

**7. RECORDS**

Records shall be maintained as required by Council's Records Management Policy (PO063) and relevant legislation.

**8. RELATED COUNCIL POLICIES/PROCEDURES AND DOCUMENTS**

PO139 Treasury Management Policy

PO027 Business Continuity Policy

PO048 Management and Recovery of Outstanding Debts Policy

PO147 Complaints Policy

**9. REFERENCES AND LEGISLATION**

Local Government Act 1999

**10. COUNCIL DELEGATION**

Any applicable delegations are available on Councils website via the Delegations register via <https://yorke.sa.gov.au/about-us/forms-plans-and-publications/registers/>

**11. VERSION HISTORY**

Version No	Issue Date	Description of Change
1	08/06/2010	Full Revision.
2	29/10/2019	Minor Revision.
3	11/12/2019	Minor Revision.
4	08/11/2023	Minor Revision.