



# COUNCIL POLICY

## Bad Debts – Delegation of Authority Policy

<b>Policy Number:</b>	PO008		
<b>Strategic Plan Objective</b>	Financially sustainable organisation		
<b>Policy Owner:</b>	Director Corporate & Community Services	<b>File Number:</b>	12.63.1
<b>Responsible Officer:</b>	Chief Executive Officer	<b>Minute Reference:</b>	048/2013(13/03/2013)
<b>Date Adopted:</b>	13/03/2013	<b>Next Review Date:</b>	13/03/2018

### 1. POLICY OBJECTIVES

To expedite the write off of debts where the individual debt does not exceed \$1000:

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

### 2. SCOPE

This Policy applies to the Chief Executive Officer.

### 3. POLICY STATEMENT

That pursuant to the Section 44 of the Local Government Act 1999 Council delegate authority to the Chief Executive Officer to write off individual bad debts not exceeding \$1000 under the conditions detailed in Section 143 (Writing off Bad Debts) of the Local Government Act 1999.

### 4. COMPLAINTS

Refer to Director Corporate and Community Services

### 5. REVIEW

Every five years.

### 6. TRAINING

As required.

### 7. RELATED COUNCIL POLICIES AND DOCUMENTS

PO139 - Treasury Management Policy

PO027 – Expiation Notices – Not Paid

PO048 – Management and Recovery of Outstanding Debts

### 8. REFERENCES AND LEGISLATION

Local Government Act 1999

### 9. COUNCIL DELEGATION

<b>Delegate:</b>	Chief Executive Officer
<b>Sub Delegate:</b>	Not Applicable

### 10. VERSION HISTORY

<b>Archived Policy Name</b>	<b>Policy Number</b>	<b>Date Adopted</b>	<b>Last Reviewed</b>
Bad Debts – Delegation of Authority	PO008	07/04/2003	08/06/2010

Draft