



# Council Policy

**Policy Title:** Write-Off of Debtors  
**Policy Number:** 6.12  
**Responsibility:** Finance and Procurement  
**Meeting Adopted:** July 2018

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## OBJECTIVE

To authorise the writing-off of debts owed to Council that are not rates and charges in accordance with the *Local Government (General) Regulation 2005*.

## POLICY

1. Council delegate to the General Manager the authority to write-off debts if allowable under the Local Government Act 1993 that are no greater than \$5,000.00.
2. Any debt to be written off if allowable under the Local Government Act 1993 that is greater than \$5,000.00, be only written off if authorised by a resolution of Council. Council can also write-off debts if allowable under the Local Government Act 1993 for debts less than \$5,000.00 by way of resolution if the General Manager's delegated authority is not used.
3. Where the General Manager exercises his delegation in regard to write-offs that exceed \$1,000, an information summary report be submitted to Council on a bi-annual basis.
4. This policy relates only to debts owed to Council that are not rates or charges.
5. This policy at all times must be applied in terms of procedure as indicated in Clause 213 of the Local Government (General) Regulation 2005.

## REVIEW

This policy will be reviewed by Council at the time of any relevant legislative changes, compliance requirements or at least every four years.