
Debt write-off information summary

Responsible Officer: Group Manager Corporate and Commercial (Guy Bezrouchko)

Recommendation

That Council receive and note the debt write-off information summary with debts written-off totalling \$699.80 for the period 1 July 2021 to 31 December 2021.

Background

Council's 'Debt Management and Financial Hardship' policy provides that an information summary report be submitted to Council on a bi-annual basis.

As per Council's 'Revenue' policy:

- All debts above \$1,000.00 (ex-GST) may be written off only by resolution of Council.
- Council has delegated to the General Manager the power to write-off debts equal to or below the \$1,000.00 threshold.

The General Manager has delegated authority for the write-off of debts equal to or below:

- \$500.00 to the Group Manager Corporate and Commercial
- \$250.00 to the Finance Manager
- Debts written off equal to or below \$1,000

Debts approved for write-off by Council staff were done so under delegation and in accordance with clauses 131 or 213 of the *Local Government (General) Regulation 2021*.

Debts approved for write-off during the period 1 July 2021 to 31 December 2021 are tabled below:

Table 1:

Customer type	Ref. numbe	Write-off amount	Background	Reason	Approved by
Retail water account	10930	\$349.75	Leak reported by property owner at water meter. Leak was found at meter union on private service line side of water meter and leak would have registered as usage for the quarter.	Debt not lawfully recoverable	Group Manager Corporate and Commercial
Retail water account	10464	\$23.20	Incorrect data was transmitted to the itron from the cyble unit during the quarter.	Debt not lawfully recoverable	Finance Manager
Retail water account	10231	\$326.85	Customer advised that meter number on the account does not match the meter number on the physical meter. Investigation determined that the customer had sold a parcel of land adjoining their current property and that the meter was assigned to the other property.	Debt not lawfully recoverable	Acting Group Manager Corporate and Commercial
	Total	\$699.80			

Debts written off above \$1,000

No debts were approved for write-off by Council resolution during the period 1 July 2021 to 31 December 2021.

Finance

Charges written off during the period 1 July 2021 and 31 December 2021 total \$699.80 and this amount will be included in Council's Annual Report.

Legal

Clause 131(6) of the *Local Government (General) Regulation 2021* requires the General Manager to inform Council of any amounts written off under delegated authority.

Conclusion

Charges totalling \$699.80 were written-off under Council resolution and delegated authority pursuant to clauses 131 or 213 of the *Local Government (General) Regulation 2021*. The next debt write-off information summary report will be included in the August 2022 business paper.