
Debt write-off information summary

Responsible Officer: Group Manager Corporate and Commercial (Geoff Ward)

Recommendation

That Council receive and note the debt write-off information summary with debts written-off totalling \$18,304.79 for the period 1 July 2022 to 31 December 2022.

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 resolution [50/22] made 17 August 2022:

- All debts above \$5,000.00 (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 \$5,000.00 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 \$5,000

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 2022 to 31 December 2022 are tabled below:

Table 1:

Customer type	Ref. number	Write-off amount	Background	Reason	Approved by
Retail water account	12212	\$19.98	The replaced meter was recording the usage correctly however the cyble unit was not collecting the data correctly. The account was reviewed and charges re-calculated based on actual usage.	Debt not lawfully recoverable	Finance Manager
Retail water account	12288	\$27.46	Meter was recording the usage correctly, however the cyble unit was not collecting the data correctly. The account was reviewed and charges re-calculated based on actual usage. This meter was one of the meters that was identified by Itron as the one of the 300 meters that had cyble unit issue.	Debt not lawfully recoverable	Finance Manager

Customer type	Ref. number	Write-off amount	Background	Reason	Approved by
Retail water account	10461	\$16.56	The replaced meter was recording the usage correctly however the cyble unit was not collecting the data correctly. The account was reviewed, and charges re-calculated based on actual usage.	Debt not lawfully recoverable	Finance Manager
TOTAL: \$64.00					

Debts written-off above \$5,000

Customer type	Ref. number	Write-off amount	Background	Reason	Resolution
Retail water account	11743-10000-7	\$18,240.79	Meter cyble unit had stopped working between 07/04/21 to 20/07/21 and therefore a nil read was recorded in the October 2021 read. The January 2022 read recorded another nil read. Following this nil read check, it was discovered that the cyble unit was not working. During this time, the ownership of the caravan park had changed. Therefore, part of the usage belonged to the previous owner, but there is no way to prove their usage. Estimated usage was calculated based on the ADU for the same period from the previous year. Credit adjustment was the difference between the actual charge and the estimated charge.	Debt not lawfully recoverable	50/22
TOTAL: \$18,240.79					

Finance

Charges written-off during the period 1 July 2022 and 31 December 2022 total \$18,304.79 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 \$18,304.79 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 2023 business paper.