

Policy Number:	FNC 5 / INT25/23926F86
Policy Type:	Finance
Policy Name:	Defer, Grant Discounts, Waive or Write Off Debts
Policy Owner:	Chief Executive Officer
Date of Approval	25 September 2025
Council Resolution #	250925.4

POLICY STATEMENT

The Shire of Nannup (the Shire) provides fee waivers, concessions and debt write-offs to support community groups, organisations and individuals.

OBJECTIVES

To provide clear guidelines for the equitable assessment of requests for fee waivers, concessions and debt write-offs that are within the parameters set by Council under delegated authority.

DEFINITIONS

Debt	A sum of money that is owed or due.
Concession	A preferential rate in relation to any amount of money which would ordinarily be owed to the Shire.
Fees and Charges	Fees and charges set by Council for goods or services being offered and the associated costs.
Not-for-Profit organisation	A non-commercial organisation or a sporting group, in which any profit made by the organisation goes back into the operation of that organisation and is not distributed to any of its members.
Statutory Fees and Charges	Fees and Charges set under a Statutory Act administered by the Shire.
Waiver	A waiver of any amount of money which would ordinarily be owed to the Shire (a debt has not been incurred).
Write-Off	Write-off of any amount of money that is owed to the Shire (the debt has been incurred).

SCOPE

Under *the Local Government Act 1995*, the Shire can –

- Waive an amount of money owed to the Shire;
- Grant a concession in relation to money which is owed to the Shire; and
- Write off an amount of money which is owed to the Shire.

The policy applies to all fees and charges adopted through the Shire's annual budget process, as detailed in the Fees and Charges Schedule, and any concessions authorised and granted throughout the financial year.

This policy does not apply to statutory fees and charges or penalties levied by the Shire.

IMPLICATIONS

This policy must be read and applied in conjunction with the Shire's endorsed Fees and Charges Schedule and other relevant policies and legislation.

The policy considers and adheres to the *Local Government Act 1995* (the Act) and associated Regulations.

IMPLEMENTATION

Under Section 6.12 of the *Local Government Act 1995*, the Shire is empowered to waive or grant concessions on any amount of money, or to write off any amount owed to the Shire. Additionally, Section 6.47 of the Act provides that a local government may resolve to grant a concession in relation to a rate or service charge.

These powers are subject to the limitations set out in Council's Delegated Authority Instrument titled "1.2.22 – Defer, Grant Discounts, Waive or Write Off Debts", which prescribes the scope and financial thresholds within which the Chief Executive Officer may exercise delegated authority.

Waiving Fees and Charges or Granting Concessions (s.6.12)

The waiver of fees and charges, or the granting of a concession, must be undertaken in a consistent and transparent manner that –

- a) Aligns with the Shire of Nannup's mission and objectives;
- b) Provides a significant direct benefit to the Shire of Nannup community;
- c) Supports an activity, event, or program with a community service-oriented purpose;
- d) Is requested by not-for-profit and non-government organisations; or in the case of a concession relating to rates and service charges, is requested by property owners; and
- e) Falls within the parameters set by Council under delegated authority, as detailed within the Delegated Authority Register.

Debts shall be considered for deferment or write off only when all reasonable attempts at recovery have been exhausted and are within the parameters set by Council under delegated authority, as detailed within the Delegated Authority Register.

Exclusions

A request will not be considered for –

- a) Any activity, event or program that contravenes Council's existing policies.
- b) The bond associated with the use of Council Facilities (only the waiver of fees for an activity, event or function will be considered).
- c) Retrospective applications.

- d) Requests from non-resident individuals or organisations which do not directly serve or represent the community of the Shire of Nannup.
- e) Requests from commercial organisations unless they clearly relate to community or not-for-profit projects and/or events occurring in, and directly serving the community of the Shire of Nannup.
- f) Requests that have the potential for income generation or profit or where an entry fee is being charged (excluding a gold coin donation).
- g) Waiver requests from organisations or individuals who have monies owing to the Shire which relate to past booking and/or application fees.
- h) Fund raising activities, for example, raffles, prizes for quiz nights, fetes and generic fundraising campaigns from individuals or National Charities.
- i) State or Federal government organisations.

AUTHORITIES AND ACCOUNTABILITIES

The CEO is delegated by Council to defer, grant discounts, waive or write off debts as detailed in the Shire's Delegated Authority Register.

The CEO has sub-delegated the exercise of Council's delegated power to the Executive Manager Corporate Services in circumstances that relate to their operational responsibilities and subject to the conditions as stated in the instrument of delegation.

The deferment or write off of a debt (other than those that require Council approval) shall be made following discussion with the responsible unit for the raising of the debt and limits are as detailed in the Shire's Delegated Authority Register.

ROLES AND RESPONSIBILITIES

The policy will be administered by both the Economic Community Development and Finance Departments.

DISPUTE RESOLUTION (if applicable)

The Shire's Executive Manager Corporate Services is responsible for monitoring compliance with this Policy and will provide interpretations in the event of clarification being required. All disputes regarding this Policy will be reviewed by the CEO.

EVALUATION AND REVIEW

The Policy is to be reviewed every three years at a minimum or where legislative amendments dictate a review.

RELATED DOCUMENTS

Delegated Authority Register
Application Request Form

REFERENCES

Local Government Act 1995, s. 6.12

RESPONSIBILITY FOR IMPLEMENTATION

Executive Manager Corporate Services

Version OCM Ref. #	Date:	Next Review	ECM Reference #
1.	25 September 2025	September 2028	INT25/23926F86
2.			
3.			