

## 1. Heads of Power

*Local Government Regulation 2012 (Qld)*, section 104(5)(b) – Sound financial management  
Australian Accounting Standards (AASB 9 – Financial Instruments)

## 2. Intent

To establish clear, consistent, and accountable procedures for the raising, management, and recovery of accounts receivable owed to Aurukun Shire Council.

## 3. Scope

This policy applies to all staff involved in raising invoices, managing receivables, and processing payments due to Council.

## 4. Definitions

**Accounts Receivable:** Amounts owed to Council for goods or services rendered.

**Debtor:** Any individual or entity that owes money to Council.

**Overdue Debt:** Any amount unpaid after the due date.

## 5. Policy Statement

- 5.1. All accounts receivable shall be raised promptly, accurately, and in accordance with applicable agreements and pricing schedules.
- 5.2. Council will pursue recovery of debts in a timely and lawful manner, using fair and transparent processes.
- 5.3. Council may offer payment arrangements or hardship provisions on a case-by-case basis, approved by the Director Corporate Services or CEO.
- 5.4. Irrecoverable debts may be written off only with approval of the CEO in line with the Financial Delegations Register. All debts exceeding the CEO delegation will be submitted to Council for approval to write off
- 5.5. Regular reviews will be undertaken of the aged debtors register and appropriate reporting made to ELT.

## 6. Associated Documents

- Debt Recovery Procedure (to be developed)
- Financial Delegations Register
- AASB 9 Financial Instruments

## 7. Document Controls

Council will review this policy every two years or as required by changes in law or best practice.

## **8. Policy Owner**

Finance Manager.