

FP007 – Direct Debit Arrangements

1. Intention

To formalise arrangements and provide internal control measures for direct debits from Council's bank accounts.

2. Scope

This policy applies to Elected Members and employees of the Shire of Waroona.

3. Statement

Council will normally settle debts through the remittance of funds by generating cheques or Electronic Fund Transfers (EFT). In addition, in limited circumstances, Council acknowledges that a Direct Debit Authority allowing certain creditors to debit the Council Municipal Bank account for scheduled amounts on scheduled dates is the most administratively appropriate means of payment.

In accordance with that concept the following payments are currently endorsed for Direct Debit Authority:

Supplier	Description
Department of Planning & Infrastructure	Transport Licensing Receipts
WA Treasury	Periodic Repayments of Debenture Loans
Westnet Pty Ltd	Internet Service Provider Subscriptions
National Australia Bank	Credit Card Payments (to prevent interest accruals)
Caltex / Puma	Lake Clifton Fire Brigade Fuel Purchases
Canon	For monthly Photocopier payment
Click Super	All superannuation payment created through payroll procedures
iinet	Landcare Internet Fees

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legalisation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division	Finance
Policy Number	FP007
Contact Officer	Director Corporate Services
Related Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996
Related Shire Documents	F1 – Direct Debit Arrangement Application Form

Risk Rating	Low	Review Frequency	As required	Next Review	When required
Date Adopted	23/10/2012			OCM12/10/123	

Amendments		
Date	Details of Amendment	Reference
28/10/2014	Updated as part of major review.	OCM14/10/127
24/11/2015	Updated as part of major review.	OCM15/11/138
26/09/2017	Updated as part of major review.	OCM17/09/091
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
Previous Policies		
FIN022 – Direct Debit Arrangements 3.27 – Direct Debit Arrangements		