

## 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 Electronic Fund Transfers (EFT) or cheque payment. 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.

The Chief Executive Officer, Director Corporate & Community Services and Manager Corporate Services are authorised to approve the use of payment by direct debit arrangements for creditors who satisfy the following:

- Completion of a service agreement between the Shire and creditor that states the terms and conditions of the agreement.

### 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 triennially.

### 6. Associated Documents

Nil.

<b>Division</b>	Finance				
<b>Policy Number</b>	FP007				
<b>Contact Officer</b>	Director Corporate Services				
<b>Related Legislation</b>	Local Government Act 1995 Local Government (Financial Management) Regulations 1996				
<b>Related Shire Documents</b>	F1 – Direct Debit Arrangement Application Form				
<b>Risk Rating</b>	Low	<b>Review Frequency</b>	Triennially	<b>Next Review</b>	June 2027
<b>Date Adopted</b>	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
25/06/2024	Reviewed with amendments to 3. Statement – removed list of payment currently endorsed for Direct Debit Authority.	OCM24/06/090
<b>Previous Policies</b>		
FIN022 – Direct Debit Arrangements 3.27 – Direct Debit Arrangements		