ACCOUNTABLE FORMS (MEMBERS AND CEO)

COUNCIL POLICY

PURPOSE

To ensure the proper use and management of accountable forms issued to members and the CEO for the purposes of conducting Council business.

PRINCIPLES

The City of Palmerston is committed to the safe custody, provision and proper use of accountable forms by members and the CEO whilst conducting council business. Members and the CEO are required to apply good judgement for all expenditure incurred whilst conducting council business

DEFINITIONS

For the purposes of this Policy, the following definitions apply:

TERM	DEFINITION
Authorised Delegate	Means any staff member within Council who has been delegated appropriate authority by the CEO to undertake the specified function on the CEO's behalf.
Member	Includes council members, committee members and local authority members.

POLICY STATEMENT

1. Accountable forms

1.1. Accountable forms are readily negotiable financial instruments, other than cash, that can be used as a method of payment for expenditure (e.g. cheques, taxi vouchers, travel vouchers, sport vouchers or meal vouchers).

1.2. All accountable forms need to be carefully monitored and safeguarded due to their inherent risk of theft, fraud, loss or misuse.

2. Responsibilities of Members and the CEO

2.1. All Members and the CEO are responsible for ensuring that accountable forms are only used in the course of conducting official Council business. Accountable forms must not be used for private purposes.

2.2. In the event an accountable form is inadvertently used for private purposes, the full value of the transaction must be reimbursed to Council within seven business days.

2.3. Accountable forms may only be used by the individual Member or CEO who has been issued with the accountable form. A Member or the CEO must not pass the accountable form to any other individual for use.

2.4. Once an accountable form has been used, the Member must keep a copy of the receipt and invoice and submit this to the CEO (or the authorised delegate). Details of the nature of Council business, date and time of use of the accountable form should also be provided.

2.5. When an accountable form is used by the CEO, the CEO must also retain a copy of the receipt and invoice and submit this to the delegated officer along with details of the nature of council business, date and time of use of the accountable form.

3. Safeguard of Accountable Forms

3.1. It is the responsibility of individual Members and the CEO to ensure all accountable forms issued by Council for conducting council business are kept in a safe and secure place to minimise the risk of theft or unauthorised transactions.

3.2. Unused or expired accountable forms must not be destroyed by a Member or the CEO.

3.3. Unused or expired accountable forms must be returned to the authorised delegate responsible for issuing the accountable form.

ASSOCIATED DOCUMENTS

- Code of Conduct for Members
- Code of Conduct for Chief Executive Officer Policy

REFERENCES AND RELATED LEGISLATION

- *Local Government Act 2019* (NT)
- *Local Government (General) Regulations 2021* (NT)

POLICY DETAILS

OWNER	Chief Executive Officer	RESPONSIBLE OFFICER	General Manager Finance & Governance
APPROVAL DATE	21 April 2026	NEXT REVIEW DUE	Term of 12th Council
RECORDS NUMBER	688110	COUNCIL DECISION	11/0338