

POLICY

TITLE:	Accountable Forms Policy (Members and CEO)		
DIRECTORATE:	Council		
ADOPTED BY:	Council Resolution: OMC-24/355		
DATE OF ADOPTION:	29 November 2024	DATE OF REVIEW:	29 November 2026
POLICY NUMBER:	123		
LEGISLATIVE REF:	<i>Local Government (General) Regulations 2021; Div 2 (6)iii</i>		

1. INTRODUCTION

1.1. Purpose

This Policy ensures the proper use and management of accountable forms issued to Members (as defined) and the Chief Executive Officer (CEO) for the purposes of conducting Council business.

1.2. Scope

This Policy applies to Members and the CEO.

1.3. Definitions

Accountable Forms refers to readily negotiable financial instruments other than cash which can be used as a method of payment for expenditure (e.g. cheques, taxi vouchers, travel vouchers, sport vouchers, meal or other vouchers).

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 refers to elected members and committee members who may not be elected members. It also includes the same for local authorities.

1.4. Responsibilities

All persons within scope of this Policy are required to adhere to this Policy and its associated procedures.

The Council is accountable for the overall management of this Policy.

1.5. Policy Objectives

- 1) Council is committed to ensuring appropriate internal controls for the use accountable forms by Members and the CEO whilst conducting Council business.

2. POLICY STATEMENT

2.1 Policy

- 1) Members and the CEO are required to apply sound judgement for all expenditure incurred whilst conducting Council business.
- 2) All accountable forms need to be carefully monitored and safeguarded due to their inherent risk of theft, fraud, loss or misuse.
- 3) Authorised delegates of the CEO are responsible for undertaking their duties in relation to the monitoring and management of accountable forms.

3. RESPONSIBILITIES OF MEMBERS

- 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) In the event an accountable form is inadvertently used for private purposes, the full value of the transaction must be reimbursed to Council within 14 business days.
- 3) Accountable forms may only be used by the 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.
- 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 must also be provided.

4. SAFEGUARDING OF ACCOUNTABLE FORMS

- 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.
- 2) Unused or expired accountable forms must not be destroyed by a member or the CEO. Unused or expired accountable forms must be returned to the authorised delegate responsible for issuing the accountable form.
- 3) The CEO or their authorised delegate are responsible for following up with Members, and/or escalating any matters concerning the inappropriate use of accountable forms.

5. RELEVANT POLICIES

Policies and procedures to be read in conjunction with this policy are:

- 1) Accountable Forms Register
- 2) Codes of Conduct
- 3) Conflict of Interest Policy
- 4) Delegations Manual

6. IMPLEMENTATION AND REVIEW

6.1. Implementation

Relevant personnel will be made aware of this Policy. It is not a requirement of the Act for this Policy to be published on the Barkly Regional Council website.

6.2. Review

This policy will be reviewed on or before 29 November 2026.

7. VARIATIONS, REVOCATIONS AND/OR CHANGES

Barkly Regional Council reserves the right to revoke and/or amend this policy from time to time as is considered necessary to better manage its business and/or to comply with any legislative requirements.

8. APPROVAL

This policy is approved.

Chris Kelly
Chief Executive Officer


Signature

29 Nov 2024
Dated

END