

1 PURPOSE

The purpose of this policy is to ensure the proper use and management of accountable forms issued to Councillors and the Chief Executive Officer (CEO) for the purposes of conducting Council business.

2 SCOPE

City of Darwin is committed to the safe custody, provision and proper use of accountable forms by Councillors and the CEO whilst conducting Council business.

Councillors and the CEO are required to apply good judgement for all expenditure incurred whilst conducting Council business. All accountable forms need to be carefully monitored and safeguarded due to their inherent risk of theft, fraud, loss or misuse.

Councillors include Committee Members who may not be Councillors.

3 POLICY STATEMENT

3.1 RESPONSIBILITIES OF COUNCILLORS AND THE CEO

All Councillors 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.

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

In the event an accountable form is inadvertently used for private purposes, the full value of the transaction must be reimbursed to Council within 2 business days of the bearer becoming aware.

Once an accountable form has been used, the Councillor 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.

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.

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3.2 SAFEGUARDING OF ACCOUNTABLE FORMS

It is the responsibility of individual Councillors 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.

Unused or expired accountable forms must not be destroyed by Councillors or the CEO. Unused or expired accountable forms must be returned to the authorised delegate responsible for issuing the accountable form.

4 DEFINITIONS

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

Authorised Delegate means any staff member within City of Darwin who has been delegated appropriate authority by the Chief Executive Officer to undertake the specified function on the CEO's behalf

5 LEGISLATIVE REFERENCES

Local Government Act 2019 (NT)
Local Government (General) Regulations

6 PROCEDURES / RELATED DOCUMENTS

Nil

7 RESPONSIBILITY / APPLICATION

The CEO is accountable for the overall establishment and periodic review of this policy. Councillors and the CEO are responsible for responsibilities contained within this policy.

This Policy is subject to review every two (2) years, or as deemed appropriate, thereafter.

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