



ACCOUNTABLE FORMS POLICY (Members and CEO)

CS_PLCY06A

Policy Title	Accountable Forms Policy (Members and CEO)		
Policy Type:	Corporate Services		
Policy Owner:	Council		
Policy Custodian	Director of Executive Services		
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Purpose

To ensure the proper use and management of accountable forms issued to Members (Council Members, Committee Members and Local Authority Members) and the Chief Executive Officer (CEO) for the purposes of conducting council business.

Scope

This policy applies to the proper use and management of accountable forms by Members and the CEO when conducting Council business.

Policy Statement

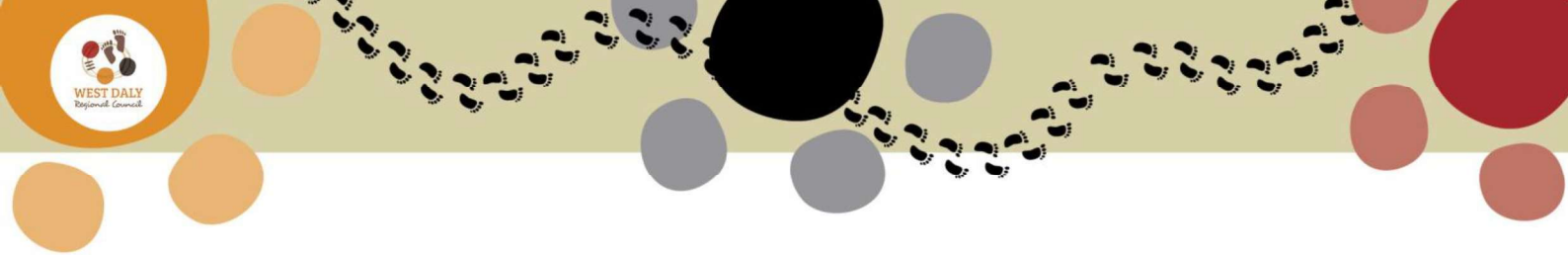
1. Policy Principles

- 1.1. Council is committed to the safe custody, provision, and proper use of accountable forms by Members and the CEO whilst conducting Council business.
- 1.2. Members and the CEO are required to apply good judgement for all expenditure incurred whilst conducting council business.
- 1.3. Accountable forms must only be used for legitimate Council business.

2. Accountable Forms

- 2.1. 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).
- 2.2. All accountable forms must be carefully monitored and safeguarded, to minimise the risk of theft, fraud, loss, or misuse.

3. Acquisition of Accountable Forms



- 3.1. Only the authorised delegate has the authority to order, restock or request supplies of accountable forms.
- 3.2. The authorised delegate must follow all requirements listed under section 3 of the Accountable Forms Policy for Council Staff when acquiring accountable forms.

4. Safeguarding of accountable forms

- 4.1. 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 fraud, theft, or unauthorised transactions.
- 4.2. Unused or expired accountable forms must not be destroyed. Unused or expired accountable forms must be returned to the authorised delegate responsible for issuing the accountable form.

5. Responsibilities of Members and the CEO

- 5.1. 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.
- 5.2. In the event an accountable form is inadvertently used for private purposes, the full value of the transaction must be reimbursed to Council within the following two pay periods.
- 5.3. 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.
- 5.4. 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.
- 5.5. When an accountable form is used by the CEO, the CEO must 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.

References and Legislation	
Related Legislation	<i>Local Government Act 2019</i> <i>Regulation 6(1)(d)(iii) of the Local Government (General) Regulations 2021</i>
Associated Documents	CS_PLCY06B Accountable Forms Policy (Council Staff) Taxi Voucher Form Accountable Forms Register

Definitions


In the context 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.

Review History

Version Number	Approval Date	Policy Number	Policy Name	Resolution	Doc ID
V1.0	23/06/2022	GOV19	Accountable Forms Policy	057/2022	27147
V1.1	26/03/2026	CS_PLCY06A	Accountable Forms Policy (Members and CEO)	OCM-2026/24	27156

Endorsement

Signature:	 <small>John Thomas, 7, 2026 09:37:53 GMT+9.5)</small>
Date:	07/04/2026
Name and Position:	John Thomas, Chief Executive Officer