

Fuel Card Policy 2021

POL016



Policy No: POL016
Policy Title: Fuel Card Policy
Section Responsible: Finance
Minute/Ref No: 558154
Doc ID: 409140

1. INTENT

The purpose of this policy is to ensure that employees and other users authorised by Council use fuel cards appropriately so that fleet assets are operated and managed efficiently and cost-effectively.

2. SCOPE

This policy applies to all Council employees and organisations associated with Council who are issued with a Council Fuel Card.

3. OBJECTIVE

1. To provide an alternative mechanism for the purchase of fuel for Council Supplied Vehicles and relevant associated parties (eg: Rural Fire Service), when employees and associates are away from Narrandera or outside Works Depot operating hours. Employees are required to refuel at Council's Works Depot when possible.
2. To ensure that only goods and services obtained are paid for, disbursements have been made to the correct party and are properly classified and recorded in the financial records.

4. POLICY STATEMENT

To ensure that all purchases made on Council's Fuel Cards are properly accounted for and reconciled.

5. PROVISIONS

5.1 ISSUE OF A FUEL CARD

Employees and associates driving a Council Supplied Vehicle, where required will be issued with a Council owned fuel card.

- The Plant Manager will maintain a register of all employees and associates who have been issued with Council fuel cards.

5.2 REQUIREMENTS FOR USE

Fuel cards may only be used for unleaded and diesel fuel.

5.3 COMMUNITY TRANSPORT AND HOME SUPPORT VEHICLES

1. Staff and volunteers refuelling vehicles in the Narrandera LGA will utilise fuel cards retaining a fuel sale docket. The docket will indicate the vehicle registration, odometer reading and the driver's name and signature. Fuel card dockets will be submitted to the Narrandera Community Transport office for verification and authorisation for payment.
2. Staff and volunteers refuelling vehicles in the Leeton LGA will obtain fuel from the Golden Apple Store.
 - o As with fuel cards, the docket issued will indicate the vehicle registration, odometer reading and the driver's name and signature.
 - o Fuel dockets will be returned to the Narrandera Community Transport office for verification against the supplier statement and authorisation for payment.

5.4 OTHER METHODS OF PAYMENT

- The employee or associate must make every effort to seek out a service station that accepts a Council fuel card.
- Other methods of payment, such as cash, must only be used in exceptional circumstances. An example of this is where there are no service stations that accept a Council operated fuel card.
- In the case of using cash to pay for fuel purchases, the reimbursement of the fuel payment must be authorised by the Fleet Manager.

5.5 CONSEQUENCES

Appropriate measures will be taken to ensure adherence to this policy, which may include cancellation of the fuel card or any other measures deemed necessary by SMT. This could include disciplinary action.

6. DEFINITIONS

- **Council Supplied Vehicles:** Vehicles within Councils or Community Transport vehicle fleet.
- **DGMI:** Deputy General Manager Infrastructure
- **NSC:** Narrandera Shire Council
- **SMT:** Senior Management Team

7. ROLES AND RESPONSIBILITIES

Employees and associates issued with fuel cards

- Sign acknowledging their compliance with this policy upon issue of a fuel card (Attachment 1).
- Use the fuel card for the purchase of fuel relating to Council business and for authorised private usage.
- Adhere to the requirements of the policy, otherwise use of the fuel card may be forfeited.
- Notify the Plant Manager immediately when a card is lost, stolen or damaged. Steps will then be taken to rectify the situation. This may include cancelling the card and reissuing a new fuel card.
- Return the fuel card to the Plant Manager on resignation from Council.

Finance team

- Process the monthly supplier tax invoice allocating costing to be authorised by the DGMI.
- Bring to the attention of the DGMI any unusual or inconsistent transactions.
- Follow up on any cards that are not returned and cancel cards where this occurs.

Plant Manager

- Order and issue fuel cards.
- Maintain a register of fuel cards issued.

Finance Manager

- Refer inappropriate use of fuel cards to DGMI.

8. RELATED LEGISLATION

- N/A

9. RELATED POLICIES AND DOCUMENTS

- Code of Conduct
- CS100 Procurement Policy
- CS150 Risk Management Policy

- POL007 Fraud and Corruption Prevention Policy
- POL070 Disciplinary Policy
- Procurement Manual

10. VARIATION

Council reserves the right to review, vary or revoke this policy in accordance with legislation, regulation and award changes, where applicable. Council may also make changes to this policy and the relevant procedures from time-to-time to improve the effectiveness of its operation.

11. PREVIOUS VERSIONS

Reference to a superseded policy number and/or name is also considered a reference to the new policy number. This policy was previously named:

- CS280 Fuel Card Policy

POLICY HISTORY

Responsible Officer	Finance Manager		
Approved by	General Manager		
Approval Date	17 June 2021		
GM Signature <i>(Authorised staff to insert signature)</i>			
Next Review	1 April 2023		
Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM
1 Adopted	3/05/2019	21/05/2019	3/06/2019
2 Reviewed	11/05/2021	-	17/06/2021

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Attachment 1

NARRANDERA SHIRE COUNCIL

ACKNOWLEDGEMENT AND ACCEPTANCE OF CONDITIONS OF USE OF COUNCIL FUEL CARD

CARDHOLDERS' RESPONSIBILITIES

Cardholders' must ensure that:

1. They have read and understand policy number "Fuel Card Policy". It is essential that each cardholder understands his or her responsibilities in relation to the correct use of the card.
2. Council Fuel Card is maintained in a secure manner and guarded against improper use.
3. Cards are only used for official business purposes and authorised private usage, as per Council's Unrestricted Motor Vehicle Lease Policy.
4. Cards are returned to the Finance Section upon termination of employment.

Acceptance of conditions:

I acknowledge and accept the above conditions and the conditions written in the Fuel Card Policy.

I have read and understand the correct procedures in the operation of the Council Fuel Card.

Signature



Date



12. Acknowledgement of Training Received

I hereby acknowledge that I have received, read and understood a copy of Council's Fuel Card Policy.	
Employee Name	
Position Title	
Signature	
Date	