



FUEL CARD POLICY

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Purpose

Central Darling Shire Council (CDSC) has no bulk fuel storage and therefore needs to purchase fuel for vehicles and plant from private fuel retailers. To facilitate this, all vehicles and plant operated by CDSC have been provided with cards allowing the purchase of fuel on Council's account. The purpose of this policy is to:

- Provide a convenient and accessible method of refuelling for Council Assets
- Allow for the accurate recording and accounting for fuel purchased by CDSC
- Eliminate, as far as possible, the risk of fraud and/or theft using Council-issued fuel cards.

All local government organisations are obliged to maintain an effective system of internal control, in accordance with the *Local Government (General) Regulation 2021*.

Application

This policy applies to all Council Officials and associates of CDSC who are issued with a Council fuel card, and all administration staff who are involved in the processing of fuel card transactions. The policy covers:

- The purchase of fuel for all Council vehicles, plant, and equipment
- Authorisation and use of Council-provided fuel cards

Coverage of this policy will extend to electric-charged fleet and plant if required.

Definitions

Council Official – as defined by the Council Code of Conduct and including Councillors, members of staff, administrators, council committee members, delegates of council, volunteers, and council advisors.

Fuel card – a card used to purchase fuel at a petrol station or similar retail outlet.

Provisions

Policy Statement

Fuel cards are subject to appropriate controls to protect organisational funds, maintain the integrity of governance processes and maintain public confidence in CDSC operations.

All purchases made on Council Fuel Cards are to be properly accounted for and reconciled.

CDSC as the purchaser is to receive any eligible reward points, discounts, promotional benefits, loyalty bonuses or similar that are associated with fuel card transactions.

Use of Fuel Cards

Fuel cards must only be used in line with CDSC's procurement framework and procedures as determined from time to time.

Fuel cards must only be used for the item or items of plant for which they have been issued and will be restricted to allow for the purchase of appropriate fuel for that vehicle or item of plant.

Council officers responsible for a vehicle or plant fuel card may allow other Council officers to use that card, for the purpose of refuelling the assigned asset/s. It is the responsibility of the Council officer who has been issued with the card to ensure that the use of the fuel card by others is in accordance with this policy and other procedures.

Risk Management and Fraud Control

- a) Employees and associates are only to use the fuel card for the purchase of fuel and oils relating to Council business and for authorised private usage.
- b) All employees and associates issued with a fuel card will be required to sign a document (Attachment 1) acknowledging their compliance with the fuel card policy once adopted by Council.
- c) Reviews of the usage of the fuel card will be conducted by the Finance Manager. A report will be submitted to the Senior Management Team (ManEx) periodically and to the Audit, Risk and

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Improvement Committee (ARIC) annually detailing any issues on the use of the fuel cards over the past 12 months.

- d) Where a card is lost, stolen or damaged the holder must notify the Finance Manager immediately. Steps will then be taken to rectify the situation. This may include cancelling the card and reissuing a new fuel card.
- e) Inappropriate use of fuel cards must be referred to the General Manager or other Manager in accordance with the Code of Conduct and the Fraud and Corruption Prevention Policy. Suspicions should be reported immediately to only those people who absolutely need to know. This protects people from allegations that may not be proven and prevents the possible destruction of evidence.
- f) It is the responsibility of the cardholder to return the fuel card to the Finance Manager on resignation from CDSC. The Finance Manager or delegate will follow up on any cards that are not returned. The cards will be cancelled where this occurs.
- g) Other methods of payment, such as cash are only to be used in exceptional circumstances. An example of this is where there are no service stations that accept a Council operated fuel card. The employee or associate must make every effort to seek out a service station that accepts a Council owned fuel card. In the case of using cash to pay for fuel purchases, the reimbursement of the fuel payment must be authorised by the employee or associate's Manager.

Consequences

Appropriate measures will be taken to ensure adherence to this policy. Council officials misusing fuel cards will be subject to disciplinary action up to and including dismissal. Theft of fuel and fraudulent card use will be reported to the police.

Legislation

- *Local Government Regulation (General) 2001*

Related Documents

- Codes of Conduct
- Procurement Policy
- Fraud and Corruption Prevention Policy
- Public Interest Disclosures Internal Reporting Policy
- Statement of Business Ethics

Monitoring and Review

This policy will be monitored and reviewed by the Finance Manager to ensure compliance. Once adopted, it remains in force until it is reviewed by Council. It is to be reviewed approximately every two (2) years to ensure that it meets requirements, or sooner if the General Manager determines appropriate.

Attachments

1. Acknowledgement and Acceptance of Conditions of Use of CDSC Fuel Card.

Attachment 1 – acknowledgement and acceptance of conditions of use of CDSC fuel card

ACKNOWLEDGEMENT AND ACCEPTANCE

Acknowledgement and Acceptance of Conditions of Use of CDSC Fuel Card

CARDHOLDERS' RESPONSIBILITIES

1. I have been issued with a fuel card(s), which authorises me to purchase fuel, oil or other lubricants for nominated CDSC vehicles, plant and equipment only.
2. If I lose any fuel card(s), I will immediately notify the Finance Manager.
3. I understand that the fuel card(s) are not to be used for personal vehicles or non-business purposes.
4. I understand that each time I use the fuel card(s) I am required to provide the fuel supplier with an accurate odometer reading, Plant Number/Job Costing, Name clearly printed & signed on the supplier's receipt and Council's receipt.
5. I understand that each fuel card(s) is assigned to either an individual Council vehicle or a specific fuelling purpose (Fuel cans, Mowers, etc) and at times other Council officers may need to use the card for refuelling a particular vehicle or purpose. I acknowledge that I remain responsible for the fuel card and any transactions made on that card.
6. I understand that it is against Council policy to swap or share cards between vehicles or to use card(s) for anything other than the intended purpose.
7. I understand once purchase from the service/fuel station has been made, a copy of the receipt will be handed to the Administration Officer in the Engineering Department within one week for processing.
8. I understand that I will be subject to disciplinary action up to and including dismissal if I am found to have misused the fuel card, or breached Council's policies regarding the use of the fuel card(s).
9. I understand that using any fuel or fuel card(s) for any purpose other than official CDSC business will be considered theft of Council property and reported to the Police.
10. I understand that upon resignation, termination of my employment, or going on leave, that the fuel card (s) is to remain with CDSC for the benefit of their asset/s.

ACCEPTANCE OF CONDITIONS

I acknowledge and accept the above conditions and will act in accordance with CDSC's Fuel Card Policy. I certify that I have read and understand the information provided to me in CDSC's Fuel Card Policy, including being provided with the opportunity to seek clarification on areas that are unclear.

Name:

Position:

Signature:

Date: