

Fuel Card Policy – Correct Usage of Council Fuel Cards

POLICY – FS-CP-307



Directorate	Business, Cultural & Financial Services	
TRIM Ref	14/14347	
Status	Current	
Adopted	27 January 2015	Minute No: 15/005

Policy Objective

1. To provide an alternative mechanism for the purchase of fuel for Council Supplied Vehicles and relevant associated parties (e.g. Rural Fire Service), when employees and associates are away from Griffith or on weekends. (Employees are required to fuel up 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.
3. To ensure that all fuel dockets are forwarded onto Council's Accounting Staff in a timely manner (Once a week).

Policy Statement

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

Scope

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

Procedures

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

The employees and associates responsibilities are as follows:

- a) Ensure that the fuel cards are only used for Unleaded Fuel, Diesel, LPG and Lubes.
- b) As a minimum employees and associates must provide the following information to the console operator after fuelling the vehicle:
 - The current odometer reading on the vehicle.
 - The registration and/or plant number of the vehicle.

If this information is not printed on the fuel docket the driver of the vehicle is required to write the plant or registration number on the docket.

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- c) The fuel card dockets must be sent to Council's Accounting Staff in a timely manner. This is preferably the next working day. However, an acceptable time will be within 5 working days of returning to work. The fuel docket should have the plant number written on it and be signed by the employee or associate using the vehicle.

Accounting Staff will then verify that all fuel dockets have been received and will then process the fuel card statement for authorisation by the Financial Services Manager.

The Accounting Staff will maintain a register of all employees and associates who have been issued with Council Fuel Cards.

All employees must ensure that they adhere to the requirements of the policy. Otherwise they may forfeit the use of the Fuel Card.

Risk Management and Fraud Control

- a) Employees and associates are 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 acknowledging their compliance with the fuel card policy once adopted by Council.
- c) Annual reviews of the usage of the fuel card will be conducted by the Finance Manager. A report will be submitted to Senior Management Team 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 Accounting staff 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 will be referred to the Management Executive Team. Appropriate measures will be taken to ensure adherence to the Policy. These measures may include cancellation of the fuel card, or any other measures deemed necessary by the Management Executive Team. This could include disciplinary action.
- f) It is the responsibility of the cardholder to return the fuel card to the Financial Services department on resignation from the Griffith City Council. Council's Accounting Officer 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 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.

Definitions

None

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Exceptions

None

Legislation

Local Government (Financial Management) Regulation 1999, Clause 14

Related Documents

Acknowledgement and Acceptance of Conditions of Use of Fuel Card

Policy History

Revision Number	Date of Adoption/Amendment	Minute Number
1	14/06/05	Manex
2	28/06/05	249
3	11/05/10	0142
4	27/01/15	15/005

GRIFFITH CITY 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 Usage 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 Back Policy.
4. Cards are returned to the Assistant Finance Officer upon termination of employment.

Acceptance of conditions:

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

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

Signature	{	<div style="background-color: #e6f2ff; height: 30px; width: 390px;"></div>
Date	{	<div style="background-color: #e6f2ff; height: 30px; width: 390px;"></div>