

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	14/06/2005 - Manex	-	14/06/2005
2	28/06/2005	249	28/06/2005
3	11/05/2010	0142	11/05/2010
4	27/01/2015	15/005	27/01/2015
5	13/02/2018	18/046	16/03/2018
6	14/06/2022	22/151	15/07/2022

2 Policy Objective

- 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 whenever possible).
- 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.
- To ensure that all fuel dockets are forwarded onto Council's designated Finance Staff in a timely manner (Once a week or as requested).

3 Policy Statement

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

4 Scope

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

5 Procedures

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

5.1 The Employees and Associates Responsibilities are as follows:

- 5.1.1 Ensure that the fuel cards are only used for Unleaded Fuel, Diesel, LPG and Lubes.

- 5.1.2 As a minimum employees and associates must provide the following information to the console operator after fueling 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.

- 5.1.3 The fuel card dockets must be sent to Council's designated Finance 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 or upon request. 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 Finance 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.

5.2 Risk Management and Fraud Control

- 5.2.1 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.
- 5.2.2 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.
- 5.2.3 Annual 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 annually detailing any issues on the use of the fuel cards over the past 12 months.
- 5.2.4 Where a card is lost, stolen or damaged the holder must notify the Finance staff immediately. Steps will then be taken to rectify the situation. This may include cancelling the card and reissuing a new fuel card.
- 5.2.5 Inappropriate use of fuel cards will be referred to the Senior Management 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 Senior Management Team. This could include disciplinary action.

- 5.2.6 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 Finance Officer will follow up on any cards that are not returned. The cards will be cancelled where this occurs.
- 5.2.7 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.

6 Definitions

None

7 Exceptions

None

8 Legislation

Local Government (Financial Management) Regulation 1999, Clause 14

9 Related Documents

Acknowledgement and Acceptance of Conditions of Use of Fuel Card

10 Directorate

Business Cultural and Financial Services



GRIFFITH CITY COUNCIL

ACKNOWLEDGEMENT AND ACCEPTANCE OF CONDITIONS OF USE OF COUNCIL FUEL CARD

CARDHOLDER'S 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 off the Council Fuel Card.

Signature



Date

