

Chambers: 141 East Street Narrandera, NSW, 2700 **Phone:** 02 6959 5510
Email: council@narrandera.nsw.gov.au **Fax:** 02 6959 1884

Policy No: CS280
Policy Title: Fuel Card
Section Responsible: Corporate Services
Minute No: 19/095
MagiQ Document No: 409140
Next Review Date: June 2021

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 Narrandera. (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.
- 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.

Definitions

Nil

Content

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:

- 1) Ensure that the fuel cards are only used for Unleaded and Diesel Fuel.
- 2) As a minimum employees and associates must provide the following information on the fuel card issue docket.
 - The current odometer reading on the vehicle.
 - The registration and/or plant number of the vehicle.
- 3) 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 or job cost 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 Finance Manager.

The Plant Manager 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.

Community Transport & Home Support Vehicles

Staff and volunteers refueling vehicles in the Narrandera LGA will utilize fuel cards as determined in this policy with the exception that fuel card dockets will be submitted to the Narrandera Community Transport office for verification and authorization for payment by accounting staff.

Staff and volunteers refueling vehicles in the Leeton LGA will obtain fuel from the Golden Apple Store. As with fuel cards the issue docket will indicate the vehicle registration/plant number, odometer reading and the drivers name and signature. Fuel dockets will be returned to the Narrandera Community Transport office for verification against the supplier statement and authorization for payment by accounting staff.

Roles and Responsibilities

- 1) Employees and associates are to use the fuel card for the purchase of fuel relating to Council business and for authorised private usage.
- 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.
- 3) 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.
- 4) Where a card is lost, stolen or damaged the holder must notify the Plant Manager immediately. Steps will then be taken to rectify the situation. This may include cancelling the card and reissuing a new fuel card.
- 5) 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.
- 6) It is the responsibility of the cardholder to return the fuel card to the Plant Manager on resignation from Council. Council's Accounting Officer will follow up on any cards that are not returned. The cards will be cancelled where this occurs.
- 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.

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Related Legislation/Guidelines/Narrandera Policies and Associated Procedures

- Procurement Policy CS100 Magiq 8346
- Procurement Manual Magiq 26513
- Code of Conduct Magiq 26514
- Discipline Policy HRD003 Magiq 26510

Policy History

Adopted by ELT 3 May 2019
Adopted by Council 21 May 2019
Reviewed
Amended



Signed: General Manager

Date: 3 June 2019.....

NARRANDERA SHIRE COUNCIL
ACKNOWLEDGEMENT AND ACCEPTANCE OF
CONDITIONS OF USE OF COUNCIL FUEL CARD

CARDHOLDERS' RESPONSIBILITIES

Cardholders' must ensure that:

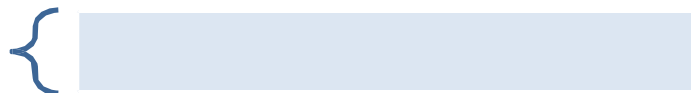
1. They have read and understand policy number "Fuel Card Policy". It is essential that each cardholder understands his or her responsibilities in relation to the correct use of the card.
2. Council Fuel Card is maintained in a secure manner and guarded against improper use.
3. Cards are only used for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

Acceptance of conditions:

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

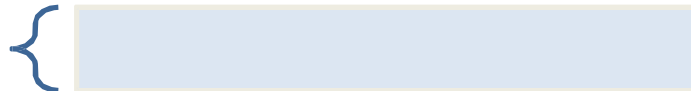
I have read and understand the correct procedures in the operation of the Council Fuel Card.

Signature



A light blue rectangular box for the signature, preceded by a blue curly bracket.

Date



A light blue rectangular box for the date, preceded by a blue curly bracket.