



## Policy

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### **44 FUEL CARD POLICY**

File Reference No:	12.046.1, 23.067.3
Strategic Outcome:	Good government
Date of Adoption:	16/03/2016
Date for Review:	21/03/2018
Responsible Officer:	Director Corporate Services

#### **1. POLICY STATEMENT**

Berrigan Shire has no bulk fuel storage and therefore vehicles and plant are required to purchase fuel from private fuel retailers. To facilitate this, all vehicles and heavy plant operated by the Council have been provided with cards allowing employees to purchase fuel on the Council's account.

A framework for the effective use of these cards is required.

#### **2. PURPOSE**

The purpose of this policy is to:

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

#### **3. SCOPE**

This policy covers:

- the purchase of fuel for all Council vehicles and heavy plant, and
- authorisation and use of Council-provided fuel cards

#### **4. OBJECTIVE**

This policy is developed to assist the Council with the following Delivery Plan Objectives:



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*2.2.2 Council operations support ethical, transparent and accountable corporate governance*

### 5. DEFINITIONS

**Council official** – as defined in the Council Code of Conduct. It includes Councillors, Council employees and Council volunteers.

**Non-minor plant** – Any plant item capable of transporting an plant operator – includes but not limited to trucks, cars, heavy plant, utilities, tractors and ride-on mowers.

**Minor plant** – Equipment that uses fuel but is not defined as Non-minor on plant – includes generators, chainsaws, leaf-blowers, whipper-snippers and push mowers.

**Fuel card** – A card issued by a fuel retailer used to purchase fuel at a petrol station.

### 6. POLICY IMPLEMENTATION

#### 6.1. Issue of fuel cards

The Finance Manager must approve the issuing of any fuel card.

Each item of Non-minor plant is to be issued a fuel card, to be used solely for the purchase of fuel for that item of plant. The Finance Manager will also issue fuel cards to be used for minor plant.

Each fuel card must also be issued to an individual Council officer. When issued with the card, the Council officer will be required to acknowledge their responsibility for the card and any transactions made using that card.

The Finance Manager will ensure a register of fuel cards issued is kept. The register must include, for each card:

- The plant item to which it belongs
- The Council officer responsible for the card

#### 6.2. Use of fuel cards

As a general rule, fuel cards must only be used in line with the Council's procurement framework and procedures, as determined from time to time.

In general, fuel cards will be restricted to allow for the purchase of appropriate fuel for the vehicle for which they have been issued. At the discretion of the General



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Manager, an exception to this restriction can be made for cards issued to selected Council officers.

Fuel cards must only be used for the item or items of plant for which they have been issued.

Council officers issued with a fuel card are responsible for ensuring that information provided at the point of sale is accurate and complete.

Council officers responsible for a fuel card may allow other Council officers to use their card. It is the responsibility of the Council officer issued the card to ensure that use of the card by others is in line with this policy and other procedures.

### **6.3. Accountability**

All fuel cards will have a Personal Identification Number (PIN), to be used when purchasing fuel.

On resignation, all fuel cards issued to the Council officer are to be returned to the Finance Manager.

The Finance Manager must regularly review the usage of fuel cards and report any issues arising to the General Manager.

Suspected misuse of fuel cards must be investigated as per the Council's Fraud Control Policy. Council officers misusing issued fuel cards will be subject to disciplinary action up to and including dismissal. Theft of fuel will be reported to police.

## **7. RELATED POLICIES OR STRATEGIES**

### **7.1. Legislation**

- *Local Government Act 1993*
- *Local Government Regulation 1994*
- *Local Government (State) Award 2014*

### **7.2. Council policies and guidelines**

- Berrigan Shire Council Code of Conduct
- Procurement Policy
- Fraud Control Policy



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- Fraud Control Plan
  - Private Use of Motor Vehicles Policy
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