

Fuel Card Policy & Procedure

Objective

The purpose of this policy is to ensure effective controls, policies and procedures are in place with respect to the use of Fuel Cards by the City of Albany (the City).

The objective of this policy is to reduce the risk of fraud and misuse of Fuel Cards.

Scope

This policy applies to any authorised persons issued and involved in the development, implementation, use, reconciliation, and approval of Fuel Cards.

Policy Statements

This policy is to establish procedures for the use of fuel cards allocated to the City of Albany fleet.

All vehicles that need off site refuelling are issued with a fuel card to ensure appropriate service coverage.

Fuel card usage will be subject to regular internal and external audits.

Misuse of Fuel Cards may result in disciplinary action, up to and including dismissal (i.e., use in a manner other than in accordance with the instructions provided).

Legislative and Strategic Context

Legislation

- *Local Government Act 1995.*
- *Local Government (Financial Management) Regulations 1996.*

This policy should be read in conjunction with:

- The City of Albany's Purchasing Policy and Codes of Conduct.
- Terms and conditions as outlined by the Fuel Card supplier.

Review Position and Date

This policy and procedure is to be reviewed by the document owner every three years.

Associated Documents

Documents that have a bearing on this policy and that may be useful reference material for users of this policy:

- Employee Code of Conduct Policy.
- Code of Conduct for Council members, Committee Members and Candidates.
- Corporate Credit Card Usage Policy.

Definitions

Definitions relating to this document:

- **Fuel Card (Cards).** A fuel card is similar to a credit card. When you fill up, you simply swipe your card and the cost of the fuel is charged to a City of Albany account.
- A Fuel Card is a type of credit card but only allows the holder to make purchases at a store associated with the Fuel Card.
- **Card Holder** for the purpose of this policy and procedure means the designated Fuel Card Custodians/Authorised Persons/Card Holders. For pool vehicles, this applies to the person with the vehicle booking for the duration that the vehicle has been booked.

PROCEDURES:

Fuel cards are issued by the City's preferred supplier and used to record information on fuel purchased. This information aids in monitoring the costs and efficiency of vehicle fleet operation. For reasons of accurate recording of costs and usage and overall control and management of the fleet, fuel cards are the preferred method for fuel purchases for the City vehicles and not for any personal use.

1. Roles & Responsibilities (Custodianship)

Fleet Management Team: The Fleet Management Team are responsible for the overall management of fuel card usage compliance:

- security access control to the Fuel Card online portal
- maintaining the "Fuel Card Register"
- ensuring:
 - only plant and vehicles that require refuelling from fuel sources other than the City Depot are assigned a fuel card.
 - cards are assigned a daily and monthly expenditure (dollar) limits.
 - cards are assigned the designated fuel type (i.e., ULP 95,98, Diesel, etc.), based on vehicle.
 - only designated persons that have a requirement to refuel plant and vehicles from fuel sources other than the City Depot will be issued a fuel card.
 - cards are only issued for the current supplier of fuel for the City.
 - fuel card eligibility is reviewed every twelve months.
 - fuel expenditure is reported at the Ordinary Council Meetings on the 'List of Accounts for Payment'.

Operations Manager: The Operations Manager may remove authority and/ or cancel a Fuel Card issued at any time without notice. Cards not in use may be cancelled.

Fleet Coordinator: Guided by operational requirements, associated procedures and financial delegations, the Fleet Coordinator is responsible for:

- setting the fuel card type and purchasing limit.
- the activation and cancellation of fuel cards.
- ensuring reported lost cards are cancelled, and new cards reissued.

Card Holder (Fuel Card Custodians/Authorised Persons/Card Holders): Fuel Card Custodians are to ensure cards:

- are used for City business only.
- only used to refill the vehicle listed on the card.
- are returned to the Fleet Coordinator, when use is no longer required, or employment ceases.

2. Conditions of use

Fuel Card Purchasing Limits:

- adjustments to Fuel Card limits must be approved by the Fleet Coordinator.

Lost Cards:

- lost cards must be immediately reported as soon as possible (next working day) to the Fleet Coordinator.

3. Reconciliation of Expenditure assigned responsibilities

Cardholders Requirements:

- **(Unlinked)** Fuel cards (i.e., not assigned to a specific piece of plant / or vehicle):
 - Fuel receipt/ tax invoices must be notated with a plant or job number and submitted to the Fleet Management Team.
 - Failure to provide the required fuel receipt/tax invoice may result in the cancellation of the fuel card.
- **(Linked)** Fuel cards (i.e., assigned to a specific piece of plant / or vehicle) do not require a fuel receipt / tax invoice to be provided.

Fleet Management Team:

- Match all transactions and supporting documentation to a monthly statement.
- Provide all details and documentation to the Finance Team for processing once completed.
- Complete regular analysis of fuel usage and odometer readings to identify any abnormalities.

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Fleet Officer, Fleet Coordinator		Executive Director Infrastructure, Development & Environment Manager Operations	
Document Control			
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