

FUEL CARDS POLICY

FIN11

Policy Title:	Fuel Cards Policy		
Policy Type:	Corporate – Finance		
Policy Owner:	Chief Executive Officer		
Policy Custodian:	Executive Director Corporate Services		
Record ID:	24939	Version:	3.0
Approval Date:	23/05/2024	Next Review Date:	23/05/2027

Purpose

The ability to be able to utilise Fuel Cards through a contracted supplier for the purchase of fuel and oil provides a convenient supply method. It avoids the use of corporate credit cards, or personal reimbursements to staff for fuel purchased.

Scope

This policy applies to approved cardholders / delegated employees of West Daly Regional Council.

Policy Statement

- 1.1. Fuel cards may be issued to approved staff on a limited basis and under controlled conditions.
- 1.2. Internal Controls over these purchases are critical. To this end fuel card holders must retain all receipts, and relevant documentation relating to each transaction, and must promptly provide approved & signed tax invoices with cost explanations to the Accounts Payable finance team to reconcile to the suppliers statement. This is required to be undertaken promptly to enable the account to be reconciled and paid within prescribed trading terms.
- 1.3. In the event that a purchase cannot be verified with a tax invoice or other commercial document, the card holder is to provide a signed Statutory Declaration with relevant details. This must again be undertaken promptly.
- 1.4. Council fuel cards are limited to the purchase of fuels and oils for Council owned and operated vehicles, plant and machinery, unless under hire, or stated otherwise.
- 1.5. Fuel cards related to private motor vehicles are undertaken through employment agreements, and are approved by the CEO.

- 1.6. Initial request for a fuel card is through the relevant Manager, who must support and provide the business case for approval to the CEO. The Finance Team order and manage delivery of new approved fuel cards and / or replacement fuel cards.
- 1.7. Damaged, lost or stolen Fuel Cards must be immediately reported to the relevant Manager or who must advise the Finance Department in order to cancel without delay.
- 1.8. Each card holder must keep the issued card secure at all times and only permit usage by themselves, or an authorised Council staff member. Provision of tax invoices and approvals, cost explanations remain the sole responsibility of the card holder.
- 1.9. When a cardholder ceases Council employment, the fuel card must be returned to the relevant Manager and signed back in to be destroyed or if particular to a position or item of plant to be secured for reuse.

References

The Local Government Act 2019

Definitions

In the context of this policy the following definitions apply:

Term	Definition
Fuel Card	A card that can be used at specified service stations to purchase fuel and oil products under a supply agreement.
Internal Controls	Processes and records that ensure the integrity of financial information.

Review History

Version Number	Approval Date	Policy Number	Policy Name	Minutes ref./ resolution no.
2.0	30/01/2019	FIN11	Fuel Cards	013/2019
3.0	23/05/2024	FIN11	Fuel Cards Policy	OCM-2024/45 ID: 24939

Endorsement

Signature:	
Date:	23/05/2024
Name and Position:	Mark Blackburn, A/Chief Executive Officer