

## 2.18 Fuel Card Policy

<b>Policy Owner</b>	Executive Director Infrastructure, Development & Environment
<b>Responsible Officer</b>	Fleet Coordinator
<b>Date of Approval</b>	29/03/2023
<b>Amended/Revised</b>	07/11/2024

### Objective

This policy aims to ensure effective controls, policies, and procedures for the use of Fuel Cards by the City of Albany ("the City"). The goal is to minimize the risk of fraud and misuse.

### Scope

This policy applies to all authorized individuals involved in the issuance, development, implementation, use, reconciliation, and approval of Fuel Cards.

### Policy Statement

This policy establishes procedures for using Fuel Cards assigned to the City of Albany fleet. Vehicles requiring off-site refuelling will be issued a Fuel Card to ensure convenient and appropriate service coverage.

Fuel Card use will undergo regular internal and external audits. Any misuse of Fuel Cards, defined as usage outside the provided guidelines, may result in disciplinary action, up to and including dismissal.

### Legislative and Strategic Context

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

This policy should be read in conjunction with:

- The City of Albany's Purchasing Policies 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 every three years.

### Associated Documents

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

### Definitions

- **Fuel Card (Cards):** A Fuel Card functions similarly to a credit card. When refuelling, you simply swipe the card, and the fuel cost is charged directly to a City of Albany account. A Fuel Card is specifically restricted to fuel-related purchases at approved vendors associated with the card.
- **Card Holder:** In this policy, "Card Holder" refers to the designated Fuel Card Custodians, Authorized Persons, or Card Holders. For pool vehicles, the cardholder is the individual with the vehicle booking for the entire duration of the booking.

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## 2.18 Fuel Card Procedure

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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.

### 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.

### **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.

### **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.