
Our Vision

Nambucca Valley ~ Living at its best

Our Mission Statement

'The Nambucca Valley will value and protect its natural environment, maintain its assets and infrastructure and develop opportunities for its people.'

1.0 Policy objective

The purpose of this policy is to:

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

2.0 Related legislation

- Local Government Act (1993)
- The Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2021

3.0 Definitions

- **Council official** – as defined by the Council Code of Conduct includes councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers.
- **Fuel card** – A card issued by a fuel retailer used to purchase fuel at a petrol station
- **UPSS** - Underground Petroleum Storage Systems

4.0 Policy Content

4.1 Background

Council's works depot is located adjacent to the Nambucca River and Council recognised the potential hazards to the environment with aging fuel tanks and potential leakage.

The introduction of the Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2014 instigated a review which saw the removal of the fuel tanks from the depot and the introduction of a fuel card system removing any potential risk of environmental hazards.

4.2 Principles

Nambucca Valley Council has no bulk underground or aboveground fuel storage and therefore vehicles and plant are required to purchase fuel from private fuel retailers. To facilitate this, all fuelled assets operated by the Council have been provided with a designated fuel card allowing employees to purchase fuel on the Council's account. A framework for the effective use of these cards is required.

4.3 Scope

This policy covers:

- Relevant Council Assets
- Administration and Governance
- Accountability
- Responsibilities
- Related Procedures or Documents
- History

5.0 Relevant Council Assets

All assets fuelled by diesel, unleaded or premium fuels will be issued with a unique fuel card to be used at Nambucca Valley Council's preferred fuel supplier stations, this includes:

- **Fleet** – passenger vehicles and utilities
- **Plant** – major plant (Excavators, Graders, Trucks etc.) and minor plant (Generators, Blowers etc.)
- **Tanks** – truck/vehicle/trailer mounted refuelling tanks

Coverage of this policy will extend to electric charged fleet and plant if the fuel card provider includes this power source in their range of products and services offered.

6.0 Administration and Governance

The administration of fuel cards is by the Management Accountant whom will issue, maintain and cancel fuel cards in accordance with Council's policies and procedures.

Through the fuel card provider portal the following controls will be set:

- **Plant ID**, description and registration number if applicable
- **Point of sale prompts** – PIN and Odometer by default
- **Purchase controls** - \$ limit per day according to plant/vehicle category
- **Products & Services** – this will be limited to the fuel type required for the asset (no additional products/services will be authorised).

All new employees are required to complete a "Vehicle" induction on commencement of employment which includes coverage of fuel cards under the "Terms of use of Council vehicles and plant". Council Officials who take custody of a fuel card are also required to surrender the old card and undertake a fuel card induction on collection of the new card.

7.0 Accountability

The Management Accountant must regularly review the usage of fuel cards and report any issues arising to the CFO, General Manager and to the Audit, Risk and Improvement Committee. Suspected misuse of fuel cards must be investigated as per the Council's Fraud Management Policy. Council officials misusing issued fuel cards will be subject to disciplinary action up to and including dismissal. Theft of fuel will be reported to police.

8.0 Responsibilities

Council Officials issued with a fuel card are responsible for ensuring the:

- fuel card is kept in a secure location
- fuel card must only be used for the fleet/plant item it has been issued for
- odometer reading provided at the point of sale is accurate and complete
- use of the card by others is in line with this policy and other Council policies and procedures
- PIN is kept confidential; not written on the fuel card or visible near the card
- reporting of any issues with the card to the Management Accountant immediately (theft, loss or purchase issues)

- on resignation, fuel cards are to remain with the asset

In the event there are issues with the fuel card and a Council purchase card or private purchase is made the receipt must be obtained (noting the odometer reading) and submitted with the purchase card reconciliation/expense reimbursement.

Council will assess, in formulating its annual plant budget (in the context of its overall budget), the appropriate allocation of funding towards fuel and plant maintenance operations.

Councillors are responsible for adopting the policy, allocating funding towards resources, providing high level oversight of the delivery of the organisation's Enterprise Risk Management Plan and Delivery Program and maintaining accountability for financial sustainability to ensure that organisational resources are appropriately utilised to address the organisation's risk priorities.

The **General Manager** has overall responsibility for the organisation's financial sustainability, developing risk management strategies, plans and procedures, reporting on the status and effectiveness of risk management and ensuring that an appropriate allocation of funding for the resources required is provided in the Delivery Program.

The **Assistant General Managers** and **Managers** will be responsible for ensuring that the fuel card is used in accordance with its intended use and implemented appropriately within their work areas.

The relevant **Staff** will be responsible for ensuring that the fuel card is used in accordance with its intended use and implemented appropriately within their work area, following training and instruction on how to use the card.

9.0 Related Procedures or Documents

- Nambucca Valley Council Code of Conduct for Staff Policy No G21
- Procurement of Goods and Services Policy No G 12
- Procurement Procedures Manual No ES 06
- Fraud Management Policy No CS 20
- Fraud Management Strategy Policy No CS 19
- Agreement for Private Use of Council Motor Vehicles – Leaseback and Commuter Use Doc No's 25861/2008 and 25864/2008
- Purchase Card Procedure G 05

10.0 History

ES 27 Fuel Card Policy was first adopted 16 July 2020 following a NSW Audit Office review of the use of fuel cards which identified that a policy was required.

Department:	Corporate Services	Last Reviewed	Resolution Number
Policy Category	Organisation	25 August 2022	384/22
Endorsed By:	General Manager		
Approval Authority	General Manager		
Policy Owner	AGMCS		
Contact Officer	Management Accountant		
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