

## Council Fleet Fuel Policy

### Head of Power

*Local Government Act 2009*

### Objective

This policy provides guidance for the acquisition and use of fuel through internal and external sources for Council assets.

### Definitions/Application

#### Definitions

**Fuel** includes diesel, bio diesel, unleaded and premium unleaded petrol, ethanol-blended petrol and liquid petroleum gas.

**Asset** means Council-owned plant, including motor vehicle sedan, utility, station wagon, van, truck or earthmoving vehicle and any associated stationary equipment, such as a generator, and small equipment.

**Fuel card** means a card assigned to an asset, or range of assets, and issued to an authorised Council officer or a Councillor for the purpose of refuelling an asset (or assets) at Council depots or nominated external fuel service providers.

### Policy Statement

Council assets shall be refuelled using a fuel card assigned to a particular asset. The fuel card cannot be used to refuel an asset to which it is not assigned, except for small and stationary equipment where a fuel card may be issued to an authorised officer for the refuelling of such equipment. The Coordinator Operations Support and Stores, or an authorised delegate will be responsible for the issuing of fuel cards.

Council assets shall be refuelled at designated Council depots or nominated external fuel service providers using the fuel card issued. Small and stationary equipment shall be re-fuelled using suitable fuel containers, such as jerry cans with fuel sourced from a fuel bowser at designated Council depots or nominated external fuel service providers using the fuel card issued to the authorised officer. Fuel output from the fuel bowser shall be recorded against the particular asset, or group of assets in the case of small and stationary equipment.

Fuel cards are to remain with the assigned asset at all times, except for small and stationary equipment where the fuel card will be held by the authorised officer.

Where applicable, accurate vehicle odometer readings and PINs must be entered when refuelling assets. Officers and Councillors are encouraged to use environmentally friendly fuels (e.g. E10) where possible and appropriate. Fuel cards are set up to access fuel specific to the assigned asset. Purchases of other fuel types, and goods and services will not be permitted on the fuel card.

If an asset is fuelled by any means other than the assigned fuel card, written notification of the fuel transaction must be provided to the Coordinator Operations Support and Stores or an authorised delegate for entry into the fuel management system within 3 days of the transaction occurring. Any lost or stolen fuel cards must be reported in writing to the Coordinator Operations Support and Stores or an authorised delegate within 24 hours of the incident and a replacement card shall be arranged.

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The fuel usage of each asset will be monitored by Fleet Services to ensure compliance with this policy. Where usage or acquisition of fuel appears to be inconsistent with this policy, an investigation will be conducted.

Refuelling of Council motor vehicles must be consistent with the conditions of use for Council assigned motor vehicles as outlined in the Motor Vehicles: Private and Commuter Use Policy.

**Related Documents**

Motor Vehicles: Private and Commuter Use Policy No: 14-2150-078

**Review Triggers**

This Policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

- (1) The related documents are amended.
- (2) The related documents are replaced by new documents.
- (3) Amendments are made to the head of power which affect the scope and effect of this Policy.
- (4) Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this Policy is to be reviewed at least once every two years for relevance and to ensure that its effectiveness is maintained.

**Responsibility**

This Policy is to be:

- (1) implemented by all Councillors and officers in relation to the acquisition and use of fuel through internal and external sources for Council fleet covered by this policy;
- (2) reviewed and amended in accordance with the "Review Triggers" by the Director Engineering Construction & Maintenance.

<b>Policy: 2150-090</b>		<b>Official Version: A13805642</b>	
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