

Reference/s

Local Government Act 1995s2.7(2)(a)and(b), Section 6.5(a)
Local Government (Financial Management) Regulation 11 (1) (a)

Date Proposed/Adopted

20 October 2021

Motion Number

This policy supports the delivery of the Shire of Cranbrook Vision

That the Shire of Cranbrook is a proactive, sustainable, safe, friendly and prosperous place to be

PURPOSE

To clearly define the parameters for the issuing and use of Bush Fire Brigade Fuel Cards.

SCOPE

Bush Fire Brigade Captains

OBJECTIVE

- Provide a useful resource as an alternative form of payment for the purchase of fuel for the Shire's Heavy Duty Fire Units when outside of Shire of Cranbrook boundaries; and
- To ensure fuel cards are utilised correctly.

PRINCIPLES

- The Bush Fire Brigade fuel cards will only be issued to the Captain of each Brigade;
- Expenditure utilising a Bush Fire Brigade fuel card should, where possible be kept to a minimum. The preferred method of purchasing goods or services is by using an official purchase order;
- A tax invoice must be obtained for all purchases, EFTPOS receipts that do not adequately describe the purchase are not acceptable;
- Fuel cards can only be used for purchasing fuel for the Shire's Heavy Duty Units;
- Card users should ensure that suppliers record an adequate description of fuel on the tax invoice to ensure appropriate levels of accountability;
- Use of the Bush Fire Brigade fuel card for stand-alone personal expenditure is prohibited;
- Under no circumstances shall a Bush Fire Brigade fuel card be used for cash withdrawals;
- The vehicle details and the users signature must be quoted on the receipt/tax invoice for allocation purchases;
- The authorised receipt/tax invoice must be provided to the Shire's Finance Team as soon as practicable after the fuel card purchase is made. This can be done via email, post or delivered in person to the Shire office;
- Bush Fire Brigade fuel card expenditure is to be reconciled on a monthly basis by the Shire's Finance Team; and
- All Bush Fire Brigade fuel card holders are to acknowledge receipt of the fuel card and acknowledge their responsibilities under this policy upon receipt of their card.

PROCEDURE ASSOCIATED WITH THIS POLICY

Acknowledgement of Fuel Card Responsibilities as attached

ROLES AND RESPONSIBILITIES

Bush Fire Brigade Captains

- Ensure compliance with this policy

Shire Finance Team

- Ensure the fuel cards are reconciled on a monthly basis



ACKNOWLEDGEMENT OF BUSH FIRE BRIGADE FUEL CARD RESPONSIBILITIES

I, _____ (Name)

being the Captain of the _____ (Brigade)

from the Shire of Cranbrook, acknowledge that I am in receipt of a Shire of Cranbrook Bush Fire Brigade Fuel Card and agree to abide by the following conditions:

- The Bush Fire Brigade fuel cards will only be issued to the Captain of each Brigade;
- Expenditure utilising a Bush Fire Brigade fuel card should, where possible be kept to a minimum. The preferred method of purchasing goods or services is by using an official purchase order;
- A tax invoice must be obtained for all purchases, EFTPOS receipts that do not adequately describe the purchase are not acceptable;
- Fuel cards can only be used for purchasing fuel for the Shire's Heavy Duty Units;
- Card users should ensure that suppliers record an adequate description of fuel on the tax invoice to ensure appropriate levels of accountability;
- Use of the Bush Fire Brigade fuel card for stand-alone personal expenditure is prohibited;
- Under no circumstances shall a Bush Fire Brigade fuel card be used for cash withdrawals;
- The vehicle details and the users signature must be quoted on the receipt/tax invoice for allocation purchases;
- The authorised receipt/tax invoice must be provided to the Shire's Finance Team as soon as practicable after the fuel card purchase is made. This can be done via email, post or delivered in person to the Shire office;
- Bush Fire Brigade fuel card expenditure is to be reconciled on a monthly basis by the Shire's Finance Team; and
- All Bush Fire Brigade fuel card holders are to acknowledge receipt of the fuel card and acknowledge their responsibilities under this policy upon receipt of their card.

FUEL CARD NUMBER: _____

DATE CARD RECEIVED BY CAPTAIN: _____

SIGNATURE: _____