

NDLAMBE LOCAL MUNICIPALITY



FUEL CARD POLICY 2025/2026

PART 1 - PREAMBLE

- > Whereas the municipality wishes to control the usage of fuel by political office bearers who have been issued petrol cards.
- > Whereas, to provide guidelines, norms and standards on the implementation of this fuel policy by political office bearers.
- > Whereas, the Municipal Systems Act obliges the Municipality to establish a sound management policy on protecting assets and unnecessary expenditure.
- > Therefore, Ndlambe Municipality hereby adopts this policy.

PART 2 - DEFINITIONS

In this policy, unless the context indicates otherwise;

- > Council means a Municipal Council referred to in section 157 of the constitution.
- > Councillor means a member of a municipal council.
- > Political office bearers means the Mayor and Speaker means a councillor appointed by the municipal council as a full time Political office bearers meaning Mayor and Speaker.

PART 3 - OBJECTIVES OF THE POLICY

- > The objective of this Fuel Policy is to regulate the use of the fuel card of Ndlambe Municipality. The policy will provide guidelines, standards and norms used in the administration, by the Fleet Manager and other delegated officials of the municipality, of fuel procurement by the Mayor.

PART 4 - POLICY APPLICATION

- > The policy applies to council political office bearers and delegated employees involved with new fuel card processes.

PART 5 - BASIC POLICY REQUIREMENTS

Council shall provide a new fuel card to the Mayor to facilitate the performance of the required official duties, subject to the following principles:

- > Odometer reading must be entered on the payment receipt.
- > Amount used must appear on the receipt.
- > Registration numbers of the vehicle using card must appear on the payment receipt.
- > Both signatures of driver and fuel attendant must also appear on the new receipt.
- > A logbook in a format as per the prevailing SARS Travel Logbook is to be maintained by the cardholder. See Annexure A.
- > All receipts and monthly logbook copies must be submitted to Assistant Director - Expenditure on or before the 25th of every month for reconciliation purposes.
- > The cost of all receipts that are lost and re-requested will be recovered from the holder.

PART 7 - DUTIES OF ASSISTANT DIRECTOR – EXPENDITURE

- > Assistant Director - Expenditure must
- > for reconciliation purposes, be provided with all customer copy receipts and a copy of the relevant logbook pages on a monthly basis.
- > Provide such reconciliation to the Internal Audit Unit for onward reporting.

PART 8 - LOSS or THEFT

- > Lost or stolen cards must be reported within reasonable times but not exceeding 12 hours to Assistant Director - Expenditure and to the Bank. The cardholder will be liable for any costs of replacement.
- > In the case of any suspicious transactions following such loss or theft, the cardholder must report the matter to the South African Police Services

PART 12 - POLICY ADVISORY AUTHORITY

- > The Constitution of the Republic of South Africa, Act 108 of 1996
- > Local Government: Municipal Systems Act 32 of 2000
- > Municipal Finance Management Act 56 of 2003
- > Municipal Property Rate Act 06 of 2004

PART 13 - POLICY AUTHORISATION AUTHORITY

- > The Council will remain the principal source of authority.

PART 14 - POLICY MONITORING AUTHORITY

- > The Portfolio Committee on Finance
- > Internal Audit Unit
- > Audit and Performance Committee
- > Municipal Public Accounts Committee

PART 15 - POLICY AMENDMENT

- > Policy amendments are to be adopted by Council

PART 16 - SHORT TITLE

- > The policy is called the "Ndlambe Local Municipality - Fuel Card Policy".

PART 18 - LIABILITY

- > Cardholders will be held liable for any losses relating to fuel card usage

PART 19 – INTERPRETATION

- > In the event of any inconsistency between this Policy and Government related legislation, such legislation shall prevail.

PART 22 - CONDITION ACCEPTENCE BY THE CARD USER

I, Councillor..... (The Mayor), hereby accept the requirements and conditions of use of the Ndlambe Municipality’s Fuel Card stipulated in this policy.

Signature _____

Date:

1. Witness Signature _____

Date:

2. Witness Signature _____

Date: