

# NDLAMBE LOCAL MUNICIPALITY

Has

## FUEL CARD POLICY

**2026/2027**

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## **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 ~~unnecessary and expenditure~~.
- > *Whereas, the Municipal Finance management Act together with the Municipal Systems Act obliges the Municipality to establish a sound management policy on control and monitor expenditure, link to the fuel card to prevent fraud and misuse and to ensure accountability for public funds*
- > 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/or *Speaker* and/or ~~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 Card* 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, *Assistant Director Expenditure* and other delegated officials of the municipality, of fuel procurement by the Mayor.

## **PART 4 - POLICY APPLICATION**

- > *Fuel is used only for official municipal meetings, site visits and inspections, community engagement and approved official travel.*
- > *Mayor fuel card must be linked to the official mayoral vehicle only and is not transferable to other vehicles*
- > 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 *and supporting documents w.r.t. official travel* 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,
  - a) be provided with all customer copy receipts *as stipulated in part 5*
  - b) and a copy of the relevant logbook pages on a monthly basis *and compare against the fuel card statement.*
  - c) *Supporting documentation confirming official travel*
- > 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
- > *National Treasury Guidelines i.r.o Cost Containment and instruction1 of 2024/2025 to monitor, control and prevent misuse of state funds.*

**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:

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