NDLAMBE LOCAL MUNICIPALITY

FUEL CARD POLICY
2026/2027

PART 1
PREAMBLE

- Whereas the municipality wish to control the usage of fuel by political office bearers and municipal officials who have been issued petrol cards.

- Whereas to provide guidelines, norms and standards on the implementation of the fuel policy by political office bearers and municipal official.

- Whereas Municipal Systems Act obliges the Municipality to establish a sound management policy on protecting assets and unnecessary expenditure.

- Therefore, the Ndlambe Municipality hereby adopts this policy to give effect to the implementation of the Policy.

PART 2
DEFINITIONS

In this policy, unless the context indicates otherwise;

- Employee means a permanent official employed by Ndlambe Municipality.

- 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 Mayor and Speaker means a councillor appointed by municipal council as a full time Political office bearers means Mayor and Speaker.

PART 3
OBJECTIVES OF THE POLICY

- The objective of the fuel Policy is aimed at regulating the use of fuel, repairs and maintenance card of the Ndlambe Municipality. The policy will provide guidelines, standards and norms used on the implementation of fuel by Mayor, fleet Manager and delegated official from the municipality.

PART 4
POLICY APPLICATION

- The policy applies to council political office bearers and delegated employee who drive or utilizes the above resources of the Ndlambe Municipality. Any employee who feels aggrieved by the application of the policy may submit his/her grievance in terms of the grievance procedure (SALGBC) as well as the Labour Relations Act, 108 of 1995.

PART 5
BASIC POLICY REQUIREMENTS

Council shall provide fuel card and or any maintenance facility to the Mayor political office bearers to enable him to perform 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.

- Odometer reading appearing on the fuel receipt must correspond with the distance travelled.

- 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 an re-requested will be recovered from the holder

PART 6
POLICY CORE VALUES

- Quality services
- Punctuality
- Honesty
- Diligent
- Accountability
- Transparency

To be observed at all times.

PART 7
DUTIES OF ASSISTANT DIRECTOR - EXPENDITURE

- Assistant Director – Expenditure must control fuel card and keep proper register. He/she must from time to time check fuel vouchers to verify entries and other relevant information for proper usage of fuel card.

PART 8
LOSS or THEFT

- It is always common that council property must be safe at all times. Lost or stolen cards must be reported within reasonable times but not exceeding 12 hours to Assistant Director - Expenditure and to the Bank. The costs will be deducted from the cardholder's salary as mentioned in the contract with First National Bank on par 10.2.
- Any suspicious transactions must be investigated with immediate effect. And were possible be reported to the nearest police station.

PART 9
REPAIRS AND REPLACEMENT OF TYRES INCLUDING SPARE PARTS

- Assistant Director - Expenditure must liaise with the workshop manager to ensure that the required repair and replacement are carried out in time. If the vehicle is stationed where there is no garage of the manufacturer, vehicle may be repaired by the local agent for that particular make or a competent workshop. Under no circumstances may unqualified people be allowed to work on official vehicles.

PART 10
BENEFICIARY POLICY TARGET

- Council delegates as outlined in part 4 above.

PART 11
POLICY IMPLENTATION AUTHORITY

- The Finance Department and the political office bearers' office have implementation authority through Fleet Division.

PART 12
POLICY ADVISORY AUTHORITY

- 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 Executive Committee of 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

- The majority members of the Council may only amend the policy.

PART 16
SHORT TITLE

- The policy is called "Ndlambe fuel Policy".

PART 17
CODE OF CONDUCT

- All councillors shall abide by schedule 1 of the Local Government: Municipal System Act no 32 of 2000.
- All council employees shall abide by schedule 2 of the Local Government: Municipal System Act no 32 of 2000.

PART 18
LIABILITY

- Failure to adhere to the policy requirements provisions of SALGBC code of conduct will apply. And were amount is lost, responsible person to deduct such amount from salary.

PART 19
INTERPRETATION

- In the event of any inconsistency between this policy and any other Government related legislation, such legislations prevail.

PART 20
TRANSITIONAL ARRANGEMENTS

- Anything which has been done in terms of any other policy prior to this one, and which may be done in terms of this policy, must be regarded as having been done in terms of this policy.

This policy was signed by ----------in his capacity as the Municipal Manager of Ndlambe Municipality on the---------- and the policy takes effect as from ----------

Signature----------

This policy was signed by ----------in his capacity as the Mayor of Ndlambe Municipality on the ---------- and the policy takes effect as from ----------

Signature----------

PART 22
CONDITION ACCEPTENCE BY THE CARD USER

I, Councillor ..... (The Mayor), hereby accept the requirements and condition of the use of the Ndlambe Municipality's fuel card stipulated in this policy.

Date: …….