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# Motor Vehicle Fleet Senior Officer Vehicle Scheme Procedure

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## 1. Guiding Principles

This procedure identifies the minimum requirements for participation in the Senior Officer Vehicle Scheme (SOVS), in compliance with the WA Government Fleet Policy and Guidelines (WAGPFG)

This procedure underpins the WACHS Motor Vehicle Fleet Driver and Management Policy.

## 2. Procedure

Senior officers may access the SOVS where WACHS, through operational need is able to provide a government motor vehicle within the WACHS and Departmental motor vehicle fleet cap.

Senior officers must comply with the requirements below and as outlined in the WA Government Fleet Policy and Guidelines (WAGPFG) at section 5.4.

### 2.1 Eligibility

All senior officers who are permanent or fixed term contract SES officers or those who are equivalents of HSO Class 1 and above are eligible to apply, including officers working at 0.5 FTE (or greater) or acting in a position where a SOVS opportunity exists.

Access to SOVS is not a component of an employment contract. The right to participate in SOVS aligns to the substantive or contracted position/classification. The SOVS government motor vehicle is allocated to the position and not the person.

Salary levels within certified or enterprise agreements or common law contracts are not to be used for determining eligibility to the SOVS.

Eligibility to SOVS is at the discretion of the Chief Executive (CE)

Applications to participate in the SOVS are required each time a new vehicle is accessed and should be made through the [SOVS application to participate](#) form.

Additionally, if the senior officer does not have a current authorisation to drive a government motor vehicle form, this will also need to be completed and approved at the same time.

## 2.2 SOVS Government Motor Vehicle Selection

Senior Officers approved to participate should make use of an existing fleet vehicle where possible. Where an existing fleet vehicle cannot be identified, a business case demonstrating the operational requirements of the vehicle may be submitted to the CE for consideration. In all cases, approval to participate will be subject to WACHS's ability to remain within the motor vehicle cap set by the Department of Finance.

Senior Officers should liaise with the relevant Fleet Manager/Co-ordinator to identify a suitable vehicle that is the lowest cost vehicle in the following categories;

- Passenger – light; small; or medium
- SUV – small; or medium.

Acquisition of vehicles outside of these categories requires a demonstrated operational/business justification.

Government motor vehicle colours must be restricted to light and non-metallic to minimise unnecessary lease and refurbishment costs

A SOVS participant may fit extra accessories for private use at their own expense, subject to the CEO's approval. Items fitted may require to be removed before disposal, or if the officer chooses to retain the accessory. In both cases, this would be at the SOVS participant's expense. Only accessories for operational purposes can be funded by the WACHS

When an incumbent moves from the position, the SOVS government motor vehicle must remain with the position until the lease expires. The SOVS government motor vehicle cannot be returned early to obtain a new motor vehicle.

## 2.3 Operational Use

The SOVS government motor vehicle must be made available to the WACHS vehicle pool for operational use during normal business hours and the custodian must understand and accept that this availability takes precedence over private use.

Under SOVS, after-hours private use is permitted however, custodians should exercise due restraint in the use of SOVS government motor vehicles and not drive interstate, travel long distances intrastate or use the vehicle on rough terrain.

SOVS custodians should be aware that using a government motor vehicle to commute to and from work, wherever that workplace may be, constitutes a 'benefit' as provided by the employer and it attracts FBT. In some cases (depending on individual circumstances) a Reportable Fringe Benefit Amount (RFBA) may appear on the driver's payment summary, except where more than one employee has private usage of the same government motor vehicle. The Australian Taxation Office (ATO) has detailed information regarding FBT. For any specific questions about the impact of this arrangement, custodians are advised to seek independent financial advice.

The custodian must comply with the requirements detailed in the Motor Vehicle Fleet Driver Procedure, including completion of the SOVS vehicle monthly reconciliation form and submission to the Fleet Coordinator.

When the SOVS custodian moves from the approved position, the SOVS government motor vehicle must remain with the position until the lease expires. The SOVS government motor vehicle cannot be returned early to obtain a new motor vehicle.

### **2.4 Leave**

Senior officers may have the option of using their SOVS government motor vehicle during periods of paid leave for up to three months at the discretion of the CE.

Where an officer has received approval for private use of the SOVS government vehicle during paid leave, additional government motor vehicles will not be leased for the replacement officer. Any requests to use a SOVS government motor vehicle during paid leave must be submitted through the Fleet Manager/Co-ordinator who will facilitate the request for CE endorsement.

### **2.5 Transfer of SOVS Government Motor Vehicles During Secondments**

In the event that a senior officer accepts a secondment from another government agency, or a senior officer from another government agency accepts a secondment to WACHS; agreement must be reached on whether the government motor vehicle will be transferred and therefore, included within the fleet cap of the accepting agency.

Generally, for shorter secondment periods where the senior officer is approved to take the government motor vehicle on the secondment, the fleet cap for the government motor vehicle is not transferred and will remain within the originating agency's fleet cap. The originating agency bills the receiving agency for costs associated with the vehicle. When a government vehicle is transferred between agencies, the Fleet Manager/Co-ordinator must be advised who will in turn facilitate notification to State Fleet and the government contracted Fleet Manager.

If the CE does not agree to transfer the SOVS government motor vehicle to another agency when a senior officer accepts a secondment, the senior officer must return the SOVS government motor vehicle to the appropriate Fleet Manager/Coordinator.

## 2.6 Other Requirements

Please refer to the WAGFPG at section 5.4 for additional information relating to contributions and reimbursement of contributions, and to sections 5.1.4 and 5.1.5 for information relating to the suspension and termination from the scheme.

## 3. Definitions

<b>Custodian</b>	Employee responsible for a government motor vehicle. Custodians include senior officers allocated a vehicle under the SOVS, employees authorised for home garaging or nominated employees that have been allocated use of an operational vehicle.
<b>Private use</b>	<p>By virtue of the definition of private use in the ATO Fringe Benefit Tax Legislation, sub-section 136(1), any use of a car by an employee or associate that is not exclusively in the course of producing assessable income of the employee is to constitute private use.</p> <p>The distinction between business and private use of a car in circumstances where the employee may travel to and from the regular place of work while on call would not ordinarily alter the character of that travel, i.e. generally it remains private travel.</p> <p>If for example, there is a disaster and an emergency services employee uses this motor vehicle to travel to the site of the emergency that is classified as business use.</p>

## 4. Roles and Responsibilities

### Chief Executive (CE)

The CE is responsible and accountable for the overall management of the WACHS vehicle fleet. The CE has discretion within the scope of the mandatory requirements to determine fleet size, fleet mix and conditions to suite operational needs. This includes the assessment and approval of participation in the SOVS.

### Fleet Manager/Coordinator

Fleet Managers/Coordinators are responsible for providing guidance and advice to SOVS participants in respect to WACHS and Government Motor Vehicle policies.

## 5. Compliance

All Public Sector Bodies as defined by the *Public Sector Management Act 1994* must apply the WA Government Fleet Policy and Guidelines in the management and utilisation of all Western Australian government owned and leased passenger and light commercial vehicles.

This policy supports the requirement; failure to comply with this procedure may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Employment Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (HSA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS employees are reminded that compliance with all policies is mandatory.

## 6. Records Management

All WACHS corporate records must be stored in the approved Electronic Documents and Records Management System.

[Records Management Policy](#)

## 7. Evaluation

Evaluation of this policy is to be carried out by the WACHS Fleet and Accommodation Manager.

## 8. Related Forms

[Senior Officer Vehicle Scheme \(SOVS\) application to participate.](#)  
[WACHS Authorisation to Drive a Government Motor Vehicle](#)

## 9. Related Policy Documents

WACHS [Motor Vehicle Fleet Driver and Management Policy](#)  
WACHS [Safe Driving Policy](#)

**This document can be made available in alternative formats  
on request for a person with a disability**

<b>Contact:</b>	WACHS Fleet and Accommodation Manager (R. Hancock)		
<b>Directorate:</b>	Infrastructure	<b>EDRMS Record #</b>	ED-CO-19-17888
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