



Government of **Western Australia**
Department of **Finance**

**WA GOVERNMENT
FLEET POLICY
AND
GUIDELINES**

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1 INTRODUCTION

The WA Government Fleet Policy and Guidelines (the Policy) gives Public Sector Bodies¹ guidance on policies and practices relating to their owned and leased passenger and light commercial motor vehicle fleet.

It recognises that the government vehicle fleet is a significant asset owned by Government and provides a framework to allow Chief Executive Officers (CEOs) to optimise that asset for the benefit of the government as a whole.

The Policy is designed to find the right balance between prescription and empowerment to encourage Public Sector Bodies to strategically plan and manage their fleet to gain the best value from it. This approach is consistent with public sector administration where CEOs are accountable for delivering outcomes.

This Policy supersedes all previous government vehicle policies.

¹ As defined by the *Public Sector Management Act 1994*

2 POLICY FRAMEWORK

The objective of the Policy is to provide a framework for improved asset management of the government vehicle fleet that is both consistent with the Government's strategic direction and the needs of Public Sector Bodies.

The Policy provides a framework where Public Sector Bodies are required to:

- Optimise the use of their vehicles;
- Satisfy operational and executive requirements;
- Reduce their fleet costs; and
- Be better equipped to strategically manage their valuable fleet asset to meet their own specific needs.

Queries regarding the interpretation of this Policy should be directed to the Department of Finance's State Fleet Branch (State Fleet).

2.1 SCOPE

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

This Policy does not apply to entities that are not organisations, as listed in Schedule 1 of the *Public Sector Management Act 1994*. These entities are however encouraged to incorporate the provisions of the Policy into their internal practices.

This Policy applies to vehicles used under the following schemes - the Operational Scheme (including agency garaged and home garaged vehicles), Government Vehicle Scheme (GVS) and the Senior Officer Vehicle Scheme (SOVS). The Policy does not apply to vehicles provided to:

- Ministers;
- Parliamentary Office Holders; or
- An officer who is entitled to a vehicle through:
 - a determination of the Salaries and Allowances Tribunal (SAT);
 - in accordance with *Public Sector Management (General) Regulations 1994*; or
 - otherwise as approved by State Fleet.

*Note: The State Fleet General Agreement applies to **all vehicles** leased out by State Fleet.*

2.2 CONCURRENT REQUIREMENTS

The Policy is to be applied consistently with the requirements of all relevant legislation, policies and contractual arrangements.

This includes the:

- *Public Sector Management Act 1994*;
- *Financial Management Act 2006*;
- Treasurer's Instruction 411;
- State Supply Commission Policies; and
- State Fleet General Agreement.

The Policy is supported by the centralised arrangements for the acquisition, financing, management and disposal of vehicles coordinated by State Fleet. The overall responsibility for pursuing government objectives however remains with each Public Sector Body.

2.3 ACCOUNTABILITY: STRUCTURE AND KEY RESPONSIBILITIES

CEOs are responsible and accountable for managing their fleet within the Policy. In the context of this policy, references to CEO decision-making may potentially be incorporated into CEO delegation schedules. At the CEO's discretion, fleet policy decisions may be delegated to second tier or to Chief Finance Officer levels.

Under this Policy, Public Sector Bodies have autonomy in the management of their fleet. With this devolution of responsibility comes the need for government to monitor progress against key fleet objectives from a whole of government perspective. The Fleet Steering Committee (refer diagram page 6) ensures Public Sector Bodies have proper authority and access to relevant information and advice, as well as providing government with the necessary overview capacity.

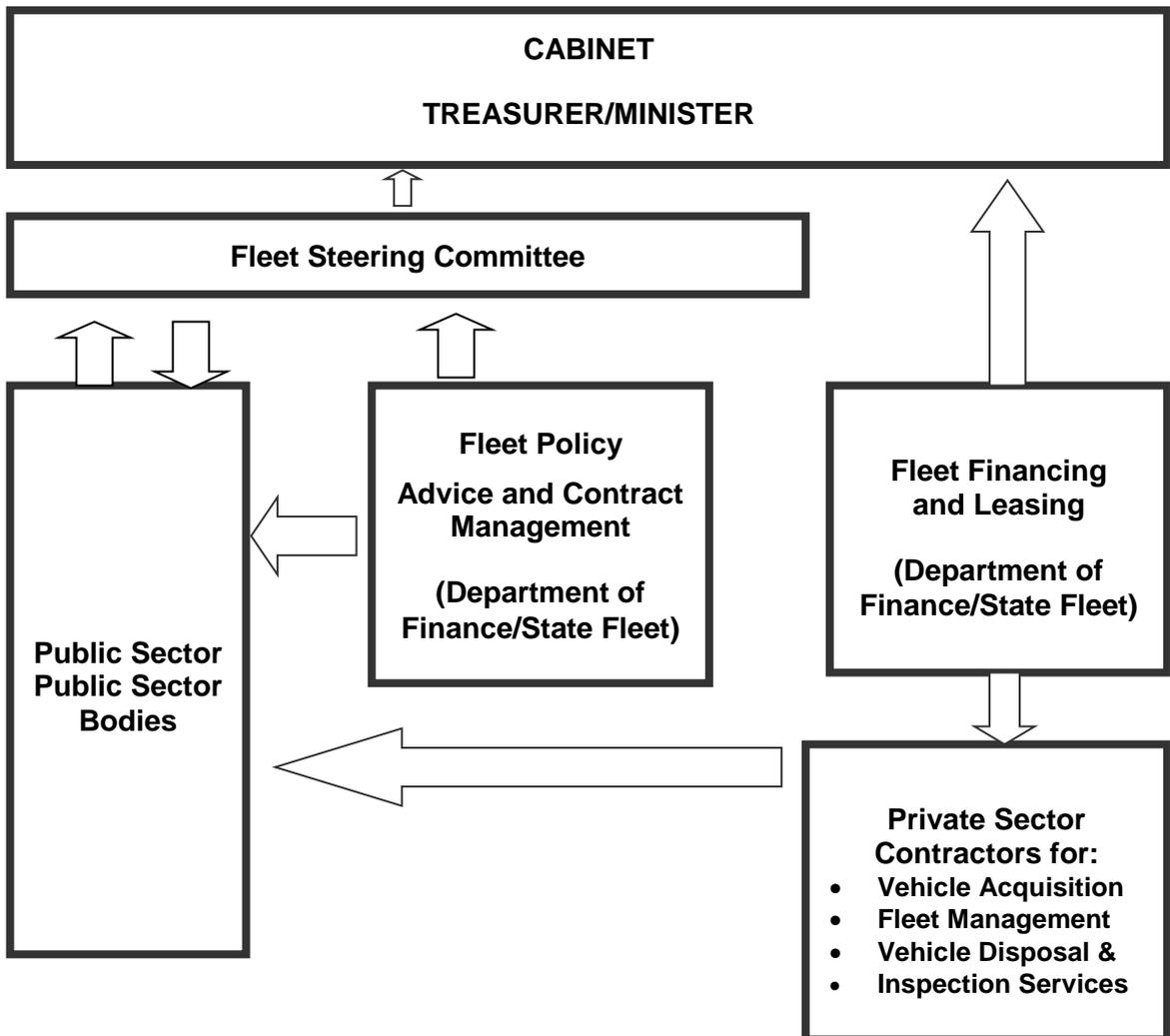
The Fleet Steering Committee comprises:

- Director General (Chairperson, Department of Finance)
- Public Sector Commissioner (Public Sector Commission);
- Executive Director, Labour Relations (Department of Commerce);
- Executive Director, Government Procurement (Executive Officer, Department of Finance); and
- Director of Resourcing (Department of Treasury).

The roles of the Fleet Steering Committee are to:

- Implement and review the Policy to ensure it is aligned with contemporary government strategies;
- Advise the Treasurer and Minister for Finance on government fleet issues;
- Establish benchmarks and key performance indicators by which fleet performance can be measured;
- Review fleet performance across government;
- Establish the mechanism for adjusting contribution rates for the GVS and SOVS;
- Develop the conditions for vehicle use by officers under the GVS and SOVS;
- Adjudicate special applications or exemptions; and
- Advise Public Sector Bodies on matters relating to the Policy.

WA GOVERNMENT FLEET: FRAMEWORK



3 STRATEGIC FLEET MANAGEMENT AND REPORTING

A key objective of the Policy is to highlight the importance of the vehicle fleet as a significant operational asset and to reinforce the need to strategically and pro-actively manage this asset. This section provides a structured approach that can be used to implement strategic fleet management, and outlines the major issues that must be considered.

The purpose of strategic fleet management is to make the fleet work harder and smarter. The key to this is to find and maintain the most cost effective balance of fleet composition and utilisation to achieve the Public Sector Bodies operational requirements.

Support and advice to assist Public Sector Bodies to strategically manage their fleet, assist with appropriate vehicle selection and to maintain information records, is available through State Fleet and government contracted Fleet Managers.

3.1 STRATEGIC FLEET MANAGEMENT PLAN

Public Sector Bodies with a fleet of 50 or more vehicles must have a Strategic Fleet Management Plan in order to establish and maintain the most cost effective balance of fleet composition and utilisation to achieve their operational needs.

Developing a Strategic Fleet Management Plan will allow Public Sector Bodies to:

- Define the current and future operational needs of the fleet;
- Assess the existing fleet and see how well it matches those requirements;
- Implement mechanisms to manage the fleet to better (more cost effectively) service their needs; and
- Monitor and review performance and effectiveness of the fleet and changing operational requirements.

A Strategic Fleet Management Plan allows Public Sector Bodies to set targets and monitor their fleet's performance over time. It enables each Public Sector Body to communicate easily with the Fleet Steering Committee on the status, size and mix of its fleet.

The Plan must demonstrate progress in:

- Analysing operational vehicle use;
- Minimising whole of vehicle life costs;
- Maximising vehicle pooling arrangements; and
- Rationalising fleet size.

Information must be reviewed periodically as operational needs and fleet requirements often change over time.

3.1.1 **Fleet Composition**

Public Sector Bodies must define their operational needs and then match their fleet size and mix to those requirements. Public Sector Bodies need to determine:

- Their current and future needs and to consider alternative ways to meet those needs, such as short-term vehicle hire, taxi vouchers, public transport and other modes of transport; and
- Ways of reducing their fleet size and providing appropriate justification for new or replacement vehicles.

3.2 **INTERNAL GUIDELINES**

All Public Sector Bodies must have internal guidelines which stipulate record keeping requirements, conditions of use, vehicle specification and vehicle utilisation.

Internal guidelines must be consistent with the Policy and the State Fleet General Agreement.

3.2.1 **Record Keeping and Reporting**

All Public Sector Bodies must maintain the following, auditable records:

- Operating Cost Record: All running costs including – registration, insurance, fleet management fees, fuel, maintenance and servicing, tyres, lease rates, contributions and FBT calculations (including both Statutory and Operating Cost methodologies);
- Vehicle log books including electronic to record vehicle usage (business and private kilometres); location of vehicle base, ability to identify drivers for traffic infringements (i.e. time of day);
- Justification for Operational Scheme (Home Garaging) and GVS;
- Participation registers for SOVS; and
- Justification where the lowest cost vehicle in a category is not fit-for-purpose.

The State Fleet will report biannually to the Expenditure Review Committee on the performance of the fleet including benchmarking Public Sector Bodies. State Fleet will request information from Public Sector Bodies in order to provide this report.

3.2.2 **Conditions of Use**

All Public Sector Bodies must have internal guidelines regarding conditions of use. These guidelines must be consistent with the Policy and the State Fleet General Agreement.

3.2.3 *Vehicle Specification*

Each Public Sector Body must establish internal standards for the specification of vehicles. This includes vehicle category (lowest cost - fit for purpose), level of accessories and safety requirements.

3.2.4 *Vehicle Utilisation*

Vehicles are only to be used for executing the official business of an agency or in other such circumstances as approved by the CEO in accordance with this policy.

Maximising the business use of all vehicles has significant financial benefits in reducing the size of vehicle pools and minimising Fringe Benefits Tax (FBT) liability.

4 VEHICLE ACQUISITION

All Public Sector Bodies are required to lease passenger and light commercial vehicles through State Fleet, except where the Fleet Steering Committee has approved an exemption.

4.1 VEHICLE JUSTIFICATION

Operational requirements must be the primary consideration in the acquisition of additional or replacement vehicles. Vehicles must not be replaced or acquired to solely provide an officer with a means of commuting or for private use other than to allow SES or equivalent officers to participate in the SOVS (where no operational vehicle is otherwise available).

CEOs will be responsible for authorising the acquisition of vehicles, in order to manage their fleet size and cost.

Adequacy of vehicle numbers is reflected in usage; each vehicle must have a reasonable operational usage rate. Vehicles with low operational usage need to be justified as they may not be required or may be able to be deployed more effectively.

Where a CEO authorises a SES officer to participate in the SOVS, the vehicle is deemed an operational vehicle for the purpose of this Policy and must be made available for business use to other users during normal business hours.

4.2 VEHICLE SELECTION

Public Sector Bodies must choose the lowest whole of life cost, fit-for-purpose vehicle. Reduction in fleet cost will result from CEOs:

- Choosing the vehicle category which best matches the operational need; and
- Utilising short term hire vehicles and other modes of transport where it makes financial and operational sense to do so.

Operational vehicles must be fit-for-purpose to be able to do the job required of them. However, a like-for-like replacement is not necessarily appropriate. Both vehicle capabilities and operational needs change over time, making it necessary to carefully assess new vehicle selections.

To assist in vehicle selection an electronic Decision Aid (eDA) has been designed which provides a list of vehicle categories and the lowest whole of life cost vehicle options. CEOs must choose from this list for all vehicles covered under this Policy unless an operational reason requires a higher cost vehicle to be purchased. In this case CEOs must justify and record these decisions.

To gain access to the eDA users should register themselves by selecting New Buyer Registration on the State Fleet eDA login page.

4.2.1 Fuel Efficiency

The National Greenhouse and Energy Reporting System's measurement of CO₂ emissions is used to calculate g/km emissions.

A CO₂ benchmark of 185g/km for passenger vehicles and 195g/km for SUVs has been set. Light Commercial vehicles have no specific benchmark due to the many different categories of vehicles.

A vehicle's fuel efficiency and level of CO₂ emissions have been factored into the whole of life costs of a vehicle. The eDA lists whether a vehicle meets the CO₂ benchmarks, where possible Public Sector Bodies should consider these benchmarks when selecting vehicles.

The State Fleet purchase carbon credits to offset the greenhouse gas emissions of the vehicle fleet.

4.3 VEHICLE ACCESSORIES

CEOs must only approve the purchase of accessories which bring a vehicle up to a fit-for-purpose standard (including safety) or where they are necessary to protect the vehicle from damage. The fitting of vehicle accessories are therefore to meet genuine operational requirements only.

Consideration must be given to what accessories are currently installed, and whether duplication is necessary.

In the case of high cost accessories, consideration must be given at the time of vehicle disposal stage to transferring them to another vehicle where cost effective.

4.4 VEHICLE SAFETY POLICY

Public Sector Bodies have a duty of care to provide a safe workplace. Fleet vehicles are considered an extension of the workplace and therefore should be as safe as is reasonable and practical.

This policy promotes and supports the Government's road safety strategy *Towards Zero 2008-2020* as a long term vision of a road transport system where crashes resulting in death or serious injury are virtually eliminated. *Safe Driving Guidelines* has been developed by the Road Safety Commission in conjunction with State Fleet and can be found [here](#). The framework provides information and guidance to agencies which will allow each agency to develop an agency 'Safe Driving Policy' to meet specific workplace needs.

The guidelines provide a common understanding of vehicle safety enabling a consistent and co-ordinated approach across government. It is expected that agencies will either adopt the guidelines as a whole or customise it as required to implement an agency specific Safe Driving Policy.

The selection of safer vehicles and the fitting of vehicle accessories that promote occupant safety and the safe operation of fleet vehicles should be considered in conjunction with operational requirements and whole of life costs in the acquisition of vehicles.

It is mandatory for Public Sector Bodies to purchase 5-star ANCAP (Australasian New Car Assessment Program) rated passenger and light commercial vehicles unless approved by State Fleet.

Exemption from purchasing 5-star vehicles due to lack of availability or not 'fit-for-purpose' requires a business case to be submitted to State Fleet endorsed by the Public Sector Body's CEO outlining the use of the vehicle and the reasons why other 5-star vehicles are not appropriate.

** Information regarding ANCAP ratings can be obtained from: www.ancap.com.au*

5 VEHICLE SCHEMES

The Operational Scheme (Home Garaged), GVS and SOVS provide a level of private use. Public Sector Bodies and scheme participants are therefore bound by the following common and scheme specific requirements.

5.1 COMMON REQUIREMENTS

5.1.1 *CEO Discretion*

Participation in the vehicle schemes is at the discretion of the CEO. The CEO may impose any additional requirements to those outlined in the Policy.

5.1.2 *Operational Use*

All vehicles **must** be made available for operational use during normal working hours.

5.1.3 *Accessories*

CEOs must only approve the purchase of accessories which bring a vehicle up to a fit-for-purpose standard (including safety) or where they are necessary to protect the vehicle from damage.

Only accessories for operational purposes can be funded by the Public Sector Body.

A GVS or SOVS participant may fit extra accessories for private use at their own expense, subject to the CEO's approval. The Public Sector Body may require the item to be removed before disposal, or the officer may choose to do so. In both cases, this would be at the officer's expense.

5.1.4 *Termination*

The CEO has the right to terminate an officer's participation in the scheme. Participation in the GVS and SOVS is optional and a participating officer may elect to terminate the arrangement.

5.1.5 *Suspension*

The right to participate in a scheme may be suspended at the discretion of the CEO, if the officer or nominee:

- Is convicted of a serious driving offence;
- Is judged to have incurred excessive insurance claims;
- Has not maintained the vehicle in a suitable manner; or
- Has breached any of the agreed conditions.

5.2 HOME GARAGED

5.2.1 Eligibility

CEOs may only approve an officer participating in the Operational Scheme (Home Garaged) in the following circumstances:

- Where an officer is on call outside of business hours and/or it does not make financial or business sense to use an Agency Garaged vehicle; or
- Where a vehicle is at real risk of regular vandalism if agency garaged.

5.2.2 Vehicle Use

Officers participating in home garaging must not use the vehicle for personal use other than commuting to and from work and must:

- Travel by the normal most direct route between home and work. Occasional stops and small variations are permissible. Regular variations (e.g. to attend a regular course) may be approved by the CEO; and
- Endeavour to ensure the security of parking arrangements at all times, such as off-street parking at home.

5.3 GOVERNMENT VEHICLE SCHEME

5.3.1 Eligibility

CEOs may only approve PSA Level 8 officers (or equivalent - refer Appendix A.1) accessing the GVS where it provides demonstrable value for money to taxpayers, for example:

- Where an officer is on call outside of business hours and/or it does not make financial or business sense to use an Operational Scheme (Agency Garaged) vehicle; or
- Where a vehicle is at real risk of regular vandalism if agency garaged.

5.3.2 Vehicle Use

Officers participating in the GVS may use the vehicle for private use.

5.3.3 Vehicle Selection

CEOs must approve the lowest whole of life cost fit for purpose vehicle as outlined in section 4.2 of this Policy. GVS officers cannot influence vehicle selection decisions.

5.3.4 *Part-time and Leave*

An officer is not eligible to participate in the GVS if they are employed on a part time basis.

An officer is not eligible to use a vehicle whilst on leave. A CEO may however approve an officer's use in circumstances where the officer is the sole user of the vehicle (such as in remote areas) and on the condition that the officer covers all fuel costs and does not drive interstate, travel great distances intrastate or use the vehicle on rough terrain.

CEOs are required to record all cases where approval is granted.

5.3.5 *Contributions*

GVS participants must authorise fortnightly salary deductions for the contribution rate specified for the vehicle being accessed. These deductions are post tax, and contribution rates are reviewed by the Fleet Steering Committee each year.

GVS participants are entitled to reimbursement of any contribution when the officer does not have access to the vehicle outside of normal business hours such as while on leave.

5.3.6 *Approved Drivers*

GVS participants must ensure that no other person, other than the officer's nominee, drives the vehicle for private purposes. The nominee must not be a learner or probationary driver. The CEO must approve the nominee.

5.3.7 *Compliance*

GVS participants must agree to the terms of the scheme as outlined in this section, sign the GVS application form and comply with the Public Sector Body's Internal Guidelines.

5.4 SENIOR OFFICER VEHICLE SCHEME

5.4.1 *Eligibility*

CEOs may only approve Level 9 to Class 4 (or equivalent) officers (refer Appendix A.1) accessing the SOVS.

5.4.2 *Vehicle Use*

Officers participating in the SOVS may use the vehicle for private purposes, though the vehicle must be made available for business purposes during the day.

5.4.3 **Vehicle Selection**

SOVS participants are restricted to the lowest cost vehicle in the following categories:

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

Where an officer has an operational requirement, the CEO may authorise a SOVS officer to be allocated an operational vehicle in accordance with Section 4.2.

5.4.4 **Part-time and Leave**

An officer working 0.5 FTE or greater may be eligible to participate in the SOVS. Officers must pay an adjusted contribution rate (refer Appendix A section 2.2).

At the discretion of the CEO, SOVS participants may have the option of using their SOVS vehicle during periods of paid leave for up to three months. SOVS participants must consider the operational impacts of a vehicle not being available, exercise due restraint in the use of vehicles and not travel great distances or use the vehicle on rough terrain.

5.4.5 **Contributions**

SOVS participants must authorise fortnightly salary deductions for the contribution rate specified for the vehicle being accessed. These deductions are post tax, and contribution rates are reviewed by the Fleet Steering Committee each year (refer Appendix A.2).

SOVS participants are entitled to reimbursement of any contribution when the officer does not have access to the vehicle outside of normal business hours.

5.4.6 **Approved Drivers**

SOVS participants may permit other drivers, other than learner or probationary drivers, to use the vehicle privately.

5.4.7 **Compliance**

SOVS participants must agree to the terms of the scheme as outlined in this section, sign the SOVS application form and comply with the Public Sector Body's Internal Guidelines.

APPENDIX

A.1. Eligibility criteria

A.2. Contribution rates

A.2.1 Exceptions for existing vehicles

A.2.2 Adjusted contribution rate for part time officers in the SOVS

A.3. Application forms

A.3.1. GVS application form

A.3.2. SOVS application form

B.1 Requirement for Ordinary Plates

B.1.1. Licensing of non-government registration plates

B.1.2. Re-licensing of non-government registration plates

A.1 ELIGIBILITY CRITERIA

Definition of PSA Level 8 or Equivalent

The Level 8, first year, classification point in the Public Service Award (PSA) 1992, is the entry point for eligibility to the GVS.

This classification point is to be utilised for determining comparable GVS entry points in other awards where the salary level is equivalent to the PSA Level 8.1 (as adjusted through arbitrated safety net adjustments or equivalent movements). Please note the PSA is not the same as the Public Service General Agreement 2006, the Public Service and Government Officers General Agreement 2011 or the Public Service and Government Officers General Agreement 2014 .

Where an award contains classification rates which have not yet been subject to arbitrated safety net adjustments, for the purpose of comparisons with the PSA Level 8.1 point, the relevant award rate is to be considered inclusive of arbitrated safety net adjustments up to (and including) the final adjustment applied to the PSA.

The closest commencement increment point of a classification level equal to, or exceeding, the PSA Level 8.1 salary point within the relevant award (in those areas where the PSA does not apply) will establish the classification point for eligibility within the relevant classification structure.

The classification point so determined, is fixed, subject to the following:

- Where an employee is employed pursuant to a certified or enterprise agreement, or a statutory contract of employment, eligibility is to be determined by reference to the award classification point to which the employee would have been appointed, but for the certified or enterprise agreement, or the statutory contract of employment;
- Where an employee is employed pursuant to a certified or enterprise agreement, common law contract or the statutory contract of employment in a calling where there is no designated award, the classification structure of the most comparable award calling is to be utilised for determining eligibility to the scheme; and
- Where a classification structure in an award is reviewed and subsequently revised, the translation point in the revised structure is to be utilised.

Salary levels within certified or enterprise agreements, common law contracts, or statutory contracts of employment are not to be used for determining eligibility to the GVS.

Where there is uncertainty as to the appropriate classification point for eligibility, Public Sector Bodies should contact the Department of Mines, Industry Regulation and Safety – Labour Relations – Public Sector Directorate.

Definition of PSA Level 9 – Class 4 or Equivalent

Equivalency for the PSA level 9 – Class 4 must be determined using the same principles outlined above.

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

Where there is uncertainty as to the appropriate classification point for eligibility, Public Sector Bodies should contact the Department of Mines, Industry Regulation and Safety – Labour Relations – Public Sector Directorate.

A.2 CONTRIBUTION RATES

Five contribution rates are applicable to groups of vehicles based on their type, size and operating costs. These rates are reviewed each year by the Fleet Steering Committee. The current rates are published on the wa.gov.au website.

Contribution rates will be paid at the rate applicable for the vehicle the officer is accessing. If the vehicle is replaced with a vehicle with a different contribution rate, the appropriate new contribution rate is to be paid by the officer from the date of the replacement.

A.2.1 Exceptions For Existing Vehicles

Policy changes may have the effect of moving a vehicle into a higher contribution rate. Where members of the GVS and SOVS are currently accessing the lesser contribution rate, the officer will remain paying that contribution rate for six months from the date of any contribution rate policy change. If the officer relinquishes the vehicle or if a new officer accesses the vehicle the new contribution rate will apply.

Where an existing vehicle's contribution rate decreases, the new rate will apply immediately.

The SOVS may also be made available to eligible officers employed on a part time basis, who are working 0.5 FTE or greater, subject to CEO discretion and subject to payment of an adjusted contribution rate.

A.2.2 Adjusted Contribution Rate for Part Time Officers in the SOVS

The adjusted contribution rate for the SOVS is calculated by applying the existing SOVS contribution rate to weekends and days worked, and applying a cost recovery rate to working days on which the officer concerned does not work.

Adjusted Contribution Rate Calculation

The calculation for the adjusted contribution rate contains the following inputs:

- Yearly cost is the "whole of life" cost of the vehicle over a calendar year. The yearly cost will differ for each vehicle and should be obtained from your Fleet Manager.
- Yearly FBT is the cost of the FBT over a calendar year.
- Number of weekdays worked per fortnight plus weekends.
- Number of weekdays not worked per fortnight.
- Current SOVS contribution rate for proposed vehicle.

The formula used to calculate the adjusted contribution rate is:

1. *Fortnightly cost to operate vehicle excluding FBT liability =*

$$\frac{\text{Yearly cost} - \text{Yearly FBT}}{26.1 \text{ (number of fortnights in a year)}}$$

26.1 (number of fortnights in a year)

2. *SOVS entitlement proportion =*

Number of week days worked per fortnight plus weekends /14 x Current SOVS contribution rate

3. *Cost recovery proportion =*

Number of week days not worked per fortnight /14 x fortnightly operating cost of the vehicle

Adjusted Contribution Rate = *SOVS entitlement proportion + Cost recovery proportion*

The cost recovery component will be locked in for the term of the lease (similar to SAT vehicles); and any yearly adjustments to the SOVS contribution rate will apply proportionately to the adjusted contribution rate.

If an officer changes the number of days worked part time e.g. from 5 to 6 days a fortnight, an appropriate recalculation will need to be made.

A.3 APPLICATION FORMS

A.3.1 Government Vehicle Scheme – Application to Participate

GVS Vehicle Allocation	
Registration No:	Contribution Rate: \$
Make:	Payable Date:
Model:	Cost of Extra Accessories: \$
Agency Fleet Coordinator Name, Signature and Date:	
Officer's Application	
Name:	Officer's Payroll No:
Position Title:	Officer's Drivers Licence No:
Classification:	Nominees Drivers Licence No:
Agency/Division/Branch and Address:	
Officer's Nominee and Relationship to Officer:	
<ul style="list-style-type: none"> • I/We have read and agree to comply with the WA Government Fleet Policy and Guidelines. • Subject to CEO approval of this application, I authorise the Chief Finance Officer to deduct the contributions payable from my salary each fortnight, from the payable date, any additional charges that I have agreed to have deducted and for this/these amounts to be recouped by the agency. • I acknowledge that this contribution rate will be reviewed periodically in accordance with the WA Government Fleet Policy and Guidelines and authorise deduction of any such revised amount whilst I continue to access a GVS vehicle. • I further acknowledge that the specified vehicle make and model may be altered, or withdrawn at any time, with the contribution rates being altered accordingly. 	
Officer's Signature and Date:	
Nominee's Signature and Date:	
Chief Executive Officer's Approval (CEO to forward to Chief Finance Officer)	
GVS Participation is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Approved subject to conditions (cite):	CEO's Name, Signature and Date:
Salary deduction implementation (PAO to forward to Agency Fleet Coordinator)	
Chief Finance Officer Name, Signature and Date: <input type="checkbox"/> Deduction Implement	

A.3.2 Senior Officer Vehicle Scheme – Application to Participate

SOVS Vehicle Allocation	
Registration No:	Contribution Rate: \$
Make:	Commencement Payable Date:
Model:	Cost of Extra Accessories: \$
Agency Fleet Coordinator Name, Signature and Date:	
Officer's Application	
Name:	Officer's Payroll No:
Position Title:	Officer's Drivers Licence No:
Classification:	
Agency/Division/Branch and Address:	
<ul style="list-style-type: none"> • I/We have read and agree to comply with the WA Government Fleet Policy – Conditions for Officers. • Subject to CEO approval of this application, I authorise the Chief Finance Officer to deduct the contributions payable from my salary each fortnight, from the payable date, any additional charges that I have agreed to have deducted and for this/these amounts to be recouped by the agency. • I acknowledge that this contribution rate will be reviewed periodically in accordance with the WA Government Fleet Policy and Guidelines and authorise deduction of any such revised amount whilst I continue to access a SOVS vehicle. • I further acknowledge that the specified vehicle make and model may be altered, or withdrawn at any time, with the contribution rates being altered accordingly. 	
Officer's Signature and Date:	
Chief Executive Officer's Approval (CEO to forward to Chief Finance Officer)	
SOVS Participation is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Approved subject to conditions (cite):	CEO's Name, Signature and Date:
Salary deduction implementation (PAO to forward to Agency Fleet Coordinator)	
Chief Finance Officer Name, Signature and Date: <input type="checkbox"/> Deduction Implement	

B.1 REQUIREMENT FOR ORDINARY PLATES

Criteria for exemption to Q-plated vehicles are:

- The CEO has approved the vehicle for use in the GVS or SOVS;
- The vehicle is a Police vehicle; or
- The Fleet Steering Committee has granted exemption where there is an operational requirement for confidentiality, sensitivity or security reason and there are not enough GVS or SOVS vehicles to meet this need.

Applications for exemption should be forwarded to the Fleet Steering Committee care of State Fleet, Department of Finance. The application must detail the nature of the work and why it requires ordinary plates and explain why this need cannot be met using existing ordinary plated vehicles in the fleet.

Public Sector Bodies must maintain appropriate auditable documentation for vehicles registered with ordinary plates. The only acceptable support documents are:

- A copy of a completed, CEO approved, GVS or SOVS application form (refer Appendix A); or
- A letter from the Fleet Steering Committee confirming that approval has been granted for security/surveillance/confidentiality purposes.

Once this documentation is in place, Public Sector Bodies should provide a letter from the CEO to their Fleet Manager requesting the ordinary plates. Public Sector Bodies who do not have a Fleet Manager should provide the relevant letter (refer Appendices B.1.1 and B1.2) direct to the Licensing Services.

Any vehicles that are not part of the GVS or SOVS but have been fitted with ordinary plates for operational purposes (e.g. security, surveillance) must not be used for private use.

B.1.1 Licensing of Non-government Registration Plates

Attention:

Licensing Division

Department of Transport

Date:

LICENSING OF MOTOR VEHICLE/S WITH NON-GOVERNMENT REGISTRATION PLATES

To whom it may concern,

[Government agency name] has satisfied all government requirements for ordinary plates, and therefore, request you issue non-government plates for this/these vehicle/s.

Details as follows (for each vehicle):

	Vehicle 1	Vehicle 2	Vehicle 3 etc
Purchase Order Number:			
Licensing Organisational code:			
Make / Model / Type of vehicle:			
Vehicle ID Number (VIN):			
Supplying Dealer:			

Signed by:[name of person] being an Authorised Officer of [Fleet Manager's name].

(Or if submitted direct from a government agency without a contracted fleet manager, replace with)

Signed by:[name of CEO]

Chief Executive Officer of

[agency name]

(Licensing Office use only)

	Vehicle 1	Vehicle 2	Vehicle 3 etc
Plate number issued:			

Note: This letter is to be presented by the supplying dealer to the Department of Transport Licensing Division upon application to license the new vehicle and is to be printed on Fleet Manager's letterhead (or government agency letterhead for Public Sector Bodies without a contracted Fleet Manager).

B.1.2 Re-licensing of Non-government Registration Plates

Attention:

Licensing Division

Department of Transport

Date:

RE-LICENSING OF MOTOR VEHICLE/S WITH NON-GOVERNMENT REGISTRATION PLATES

To whom it may concern,

[Government agency name] has satisfied all government requirements for ordinary plates, and therefore, request you issue non-government plates for this/these vehicle/s.

Details as follows (for each vehicle):

	Vehicle 1	Vehicle 2	Vehicle 3 etc
Current registration:			
Licensing Organisational code:			
Make / Model / Type of vehicle:			
Vehicle ID Number (VIN):			

Signed by:[name of person] being an Authorised Officer of [Fleet Manager's name].

(If submitted direct from a government agency without a contracted fleet manager, replace with)

Signed by:[name of CEO]

Chief Executive Officer of

[agency name]

(Licensing Office use only)

	Vehicle 1	Vehicle 2	Vehicle 3 etc
Plate number issued:			

Note: This letter is to be presented by the supplying dealer to the Department of Transport Licensing Division upon application to license the new vehicle and is to be printed on Fleet Manager's letterhead (or government agency letterhead for Public Sector Bodies without a contracted Fleet Manager).