

**WA GOVERNMENT  
FLEET POLICY  
AND  
GUIDELINES**

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**Note 1:**

All requests for changes to this manual are to be made through the Policy Officer, Department of Treasury and Finance, contactable on Tel. (08) 9222 9397.

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# EXECUTIVE SUMMARY

The WA Government Fleet Policy and Guidelines:

- Supersedes all previous government vehicle policies;
- Provides public sector bodies with guidance on all aspects relating to their passenger and light commercial motor vehicle fleet;
- Recognises that agencies' vehicle fleets are a significant asset; and
- Provides a framework to allow Chief Executive Officers (CEOs) to optimise that asset for the benefit of their agency vehicle fleets and for government as a whole.

The WA Government Fleet Policy and Guidelines gives public sector bodies guidance on policies and practices relating to their passenger and light commercial motor vehicle fleet. It recognises agencies' vehicle fleets are a significant asset and provides a framework to allow CEOs to optimise that asset for the benefit of their agency and for 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 asset to gain the best value from it. This approach is consistent with public sector administration where CEOs are accountable for delivering outcomes.

The primary policy statements are listed below and are in bold italics were they appear in the policy. Public sector bodies must comply with these requirements unless the Fleet Steering Committee has granted them an appropriate exemption. However, CEOs have discretion within the scope of these mandatory requirements to determine fleet size, fleet mix and conditions of use to suit their operational needs.

## POLICY FRAMEWORK

### SCOPE: AGENCY AND FLEET DEFINITION

All WA Public Sector Bodies as defined by the *Public Sector Management Act 1994* are required to apply this policy in the management and utilisation of all WA Government Fleet passenger and light commercial vehicles ('government vehicles'), irrespective of the funding source of those vehicles.

Vehicles provided pursuant to a determination of the Salaries and Allowances Tribunal (SAT) and vehicles provided to Ministers, other Parliamentary Officer Holders, and non-SAT CEOs are not governed by this policy and are not to be read as 'government vehicles' in this document.

### CONCURRENT REQUIREMENTS: LEGISLATIVE, POLICY AND CONTRACTUAL

The WA Government Fleet Policy is to be applied consistently with the requirements of all relevant legislation, policies and contractual arrangements as determined from time to time.

## ACCOUNTABILITY: STRUCTURE AND KEY RESPONSIBILITIES

CEOs are responsible and accountable for managing their fleet within the Government's policy.

## STRATEGIC FLEET MANAGEMENT

### STRATEGIC FLEET MANAGEMENT PLAN

Agencies should generally 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.

### AGENCY INTERNAL GUIDELINES

Each agency should develop internal guidelines that are consistent with the WA Government Fleet Policy and Guidelines and that document the agency's fleet related procedures and practices.

## VEHICLE ACQUISITION

### VEHICLE JUSTIFICATION

Operational requirements shall be the primary consideration in the acquisition of additional or replacement vehicles. Vehicles should not be replaced or added to the fleet simply to provide vehicles for commuting or use in the Government Vehicle Scheme (GVS).

All general government sector agencies are required to lease vehicles through State Fleet, except where the prior approval of State Fleet is obtained to an alternative arrangement.

### VEHICLE SELECTION

Agencies should choose the most appropriate vehicle for the intended use and take into account environmental, operational, financial and safety considerations.

### VEHICLE SPECIFICATION

Each agency should establish internal standards for the specification (type, accessories, safety) of vehicles. These standards shall be consistent with the WA Government Fleet Policy and Guidelines and should take into account the operational requirements of the vehicles, occupant safety and the whole of life cost to the agency.

## OPERATIONAL FLEET MANAGEMENT

### REGISTRATION

All government vehicles must be fitted with government licence plates unless they meet specific criteria.

## **INSURANCE**

Each agency shall ensure that adequate insurance cover is in place for all vehicles at all times. In the event of an accident or loss, agencies shall comply with the procedures set down by the Insurer and, where applicable, in the Fleet Management Services Contract.

## **MAINTENANCE**

All government vehicles are to be maintained in a safe, clean and roadworthy condition and consistent with manufacturers' warranty requirements.

## **POOLING**

Government vehicles are to be made available for operational use during normal business hours, unless specified otherwise by the CEO.

## **RECORDS MANAGEMENT**

Agencies shall maintain appropriate, auditable records in accordance with the WA Government Fleet Policy and Guidelines and the agency internal guidelines.

## **RECORDS OF USAGE**

Each agency shall maintain sufficient vehicle usage records.

## **MONITORING AND REPORTING**

Agencies will be required to report periodically to the Fleet Steering Committee on their application of this policy.

## **VEHICLE USE**

### **GENERAL CONDITIONS OF USE**

Any person responsible for, or in control of, a government vehicle shall take due care for the condition and security of the vehicle and shall comply with this policy and all relevant legislation, traffic laws, regulations and by-laws.

### **HOME GARAGING / COMMUTING**

Government vehicles not being utilised under the GVS may be home garaged where the CEO is satisfied that this is justified on operational or asset management grounds. Home garaging is subject to specific conditions.

### **GOVERNMENT VEHICLE SCHEME (GVS) AND SENIOR OFFICER VEHICLE SCHEME (SOVS)**

Government vehicles may be made available for after hours private use under the GVS and SOVS. Participation in the GVS and SOVS is optional, but is subject to the CEO's discretion, vehicle availability, officer eligibility, fortnightly financial contribution, and compliance with all conditions of the scheme.

# 1. POLICY FRAMEWORK

The objective of the WA Government Fleet Policy and Guidelines is to provide a framework for improved asset management of the WA Government vehicle fleet that is both consistent with the Government's strategic direction and the needs of agencies.

The policy provides an environment where agencies are encouraged and have greater flexibility 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.

Advice regarding the interpretation of this policy should be directed to the agency's Fleet Manager. Where an agency does not have a Fleet Manager, State Fleet can assist.

## 1.1. SCOPE: AGENCY AND FLEET DEFINITION

***All WA Public Sector Bodies as defined by the Public Sector Management Act 1994 are required to apply this policy in the management and utilisation of all WA Government fleet passenger and light commercial vehicles ('government vehicles'), irrespective of the funding source of those vehicles.***

Public Sector Bodies include all ministerial offices, agencies, departments, SES organisations and non-SES organisations, as defined under the Public Sector Management Act 1994.

It does not include entities that are not organisations, as listed in Schedule 1 of the *Public Sector Management Act 1994*. These entities are not required to apply this policy, but are encouraged to incorporate it into their own internal practices (refer Appendix A).

Note that the WA Government Fleet Policy and Guidelines do not apply to vehicles:

- Accessed as part of an Officer's total employment cost pursuant to a determination of the Salaries and Allowances Tribunal (SAT) and vehicles provided to Ministers and other Parliamentary Office Holders. Vehicles provided as a SAT entitlement are private vehicles and are not governed by this policy. Conditions and information relating to SAT vehicles are available from SAT and information relating to Ministerial and Parliamentary Office Holders' vehicles is available from the Department of the Premier and Cabinet.
- Provided to Non-SAT CEOs as remuneration in accordance with the Public Sector Management (General) Regulations 1994.
- Accessed by employees under private leasing arrangements such as novated leasing.



## 1.2. CONCURRENT REQUIREMENTS: LEGISLATIVE, POLICY AND CONTRACTUAL

***The Western Australian Government Fleet Policy is to be applied consistently with the requirements of all relevant legislation, policies and contractual arrangements as determined from time to time.***

This includes the:

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

A legislative framework has been established where public sector bodies must operate in an environment of devolved responsibility, more robust accountability and enhanced asset management. This policy provides a framework and guidance for agencies to optimise their fleet in such an environment.

The policy is complemented and supported by government's centralised arrangements for the acquisition, financing, management and disposal of vehicles. The overall responsibility for pursuing government objectives however remains with each agency.

## 1.3. ACCOUNTABILITY: STRUCTURE AND KEY RESPONSIBILITIES

***Chief Executive Officers are responsible and accountable for managing their fleet within the government's policy.***

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. A structure (refer diagram next page) has been established to ensure agencies have proper authority and access to relevant information and advice to optimise their fleet asset, as well as providing government with the necessary overview capacity.

The Fleet Steering Committee provides the overall fleet policy framework for all Public Sector Bodies to work within, to monitor agency compliance and to address fleet issues. The Department of Treasury and Finance provides executive support to this committee.

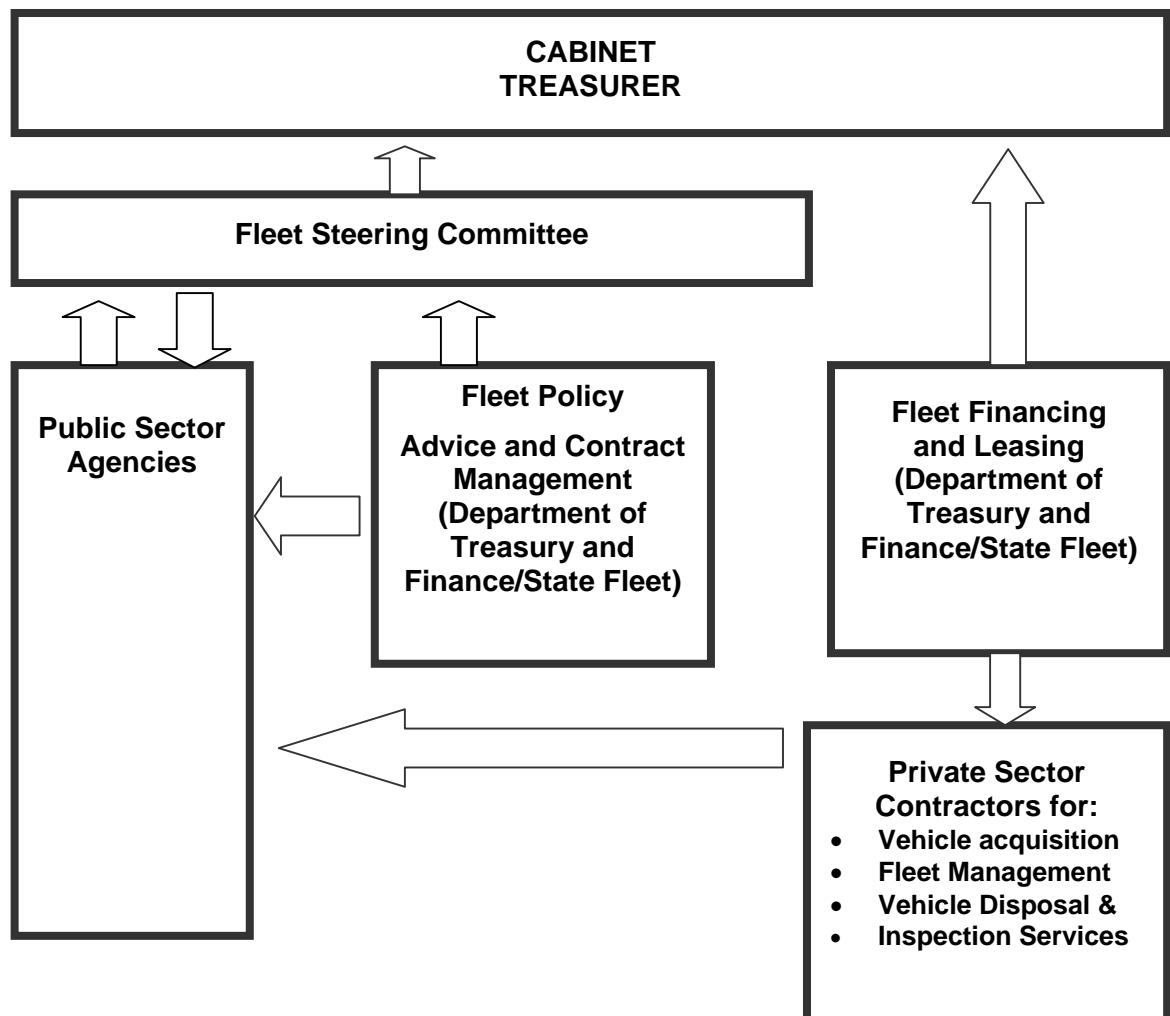
The Fleet Steering Committee comprises:

- Under Treasurer (Chair; Department of Treasury and Finance);
- Director General (Department of the Premier and Cabinet);
- Director General (Department of Consumer and Employment Protection); and
- Executive Officer (Director of Financial Operations Division; Department of Treasury and Finance).

The roles of the Fleet Steering Committee are to:

- Implement the *WA Government Fleet Policy*, which gives public sector bodies guidance on all aspects relating to their passenger and light commercial motor vehicle fleet;
- Ensure this policy is current and aligned with contemporary government strategies;
- Refine the policy as new issues develop;
- Advise the Treasurer on government fleet issues;
- Establish benchmarks and key performance indicators by which agency fleet performance can be measured;
- Review fleet performance across government;
- Establish the mechanism for adjusting contribution rates for the Government Vehicle Scheme (GVS) and the Senior Officer Vehicle Scheme (SOVS);
- Develop the conditions for vehicle use by officers under the GVS and SOVS;
- Adjudicate special applications or exemptions; and
- Advise agencies on matters relating to the policy.

## WA GOVERNMENT FLEET: FRAMEWORK



## 2. STRATEGIC FLEET MANAGEMENT

A key objective of the WA Government Fleet Policy is to highlight the importance of agency vehicle fleets as significant dynamic, operational assets, and to reinforce the need to strategically and pro-actively manage these assets. This section provides a structured approach that can be used by CEOs to implement strategic fleet management, and outlines the major issues that should be considered for effective fleet management.

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 agency's operational requirements and in maintaining effective information management systems.

### 2.1. STRATEGIC FLEET MANAGEMENT PLAN

***Agencies should generally 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 agencies to:

- Define the agency's operational needs from its fleet;
- Assess the existing fleet and see how well it matches those requirements;
- Consider, and implement where applicable, mechanisms to manage the fleet to better (more cost effectively) service those needs; and
- Monitor and review performance and effectiveness of the fleet and changing operational requirements.

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

The Plan should demonstrate the agency's progress in:

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

\* Note: Agencies with a small number of vehicles may not have a need for a Strategic Fleet Management Plan and may manage their vehicles according to their agency's internal guidelines.

## 2.2. AGENCY INTERNAL GUIDELINES

***Each agency should develop internal guidelines that are consistent with the WA Government Fleet Policy and Guidelines and that document the agencies fleet related procedures and practices.***

Internal guideline would typically consider fleet composition, utilisation and information management.

### 2.2.1. FLEET COMPOSITION

Agencies should define their operational needs, and then match their fleet size and mix to those requirements. Agencies need to determine:

- Their current and future needs and to consider alternative ways to meet those needs, such as short-term vehicle hire and taxi vouchers;
- Ways of reducing their fleet size and providing appropriate justification for new or replacement vehicles; and
- An appropriate mix of vehicles including models, colour, size and vehicle specification, and consider the impact of these choices on operating costs and whole of life costs.

### 2.2.2. VEHICLE UTILISATION

Maximising the usage of all vehicles has significant financial benefits in reducing the size of vehicle pools, and minimising Fringe Benefits Tax (FBT) liability. Maximising the kilometres travelled per vehicle can reduce FBT liability. FBT applies when there is either private or commuting use. If the average kilometres per vehicle exceed the FBT threshold points (15,000 and 25,000 and 40,000 kilometres per year) agencies should try to spread the usage evenly so that all vehicles' individual kilometres travelled are above a threshold point. If vehicles are consistently registering low kilometres travelled (or below the threshold points), there may be capacity to concentrate the kilometres travelled across the fleet, into fewer vehicles, and thus reduce the overall number of vehicles required.

Converting home-garaged Q-plated vehicles to ordinary plated vehicles, for which employees pay a contribution in return for private use, can significantly offset (or even eliminate) the FBT liability. The Government Vehicle Scheme (GVS) and Senior Officers Vehicle Scheme (SOVS) provides an effective mechanism to achieve this (refer sections 5.3 and 5.4). Home garaging of Q-plated government vehicles, unless specifically for operational purposes, attracts FBT and additional kilometres and hence these vehicles cost more to operate than those that are garaged overnight on government business premises.

### 2.2.3. INFORMATION MANAGEMENT

Agencies need to record relevant information about their fleet through the use of asset registers, vehicle booking and log books, GVS and SOVS participation registers, vehicle justification business cases and FBT records for audit purposes and to inform strategic fleet planning. Information should be reviewed periodically as operational needs and fleet requirements often change over time.

The Fleet Steering Committee will periodically request information about agencies' plans and assess compliance with the government policy through audits or surveys.

#### 2.2.4. FLEET MANAGERS

Support and advice to assist agencies to strategically manage their fleet, assist with appropriate vehicle selection and to maintain information records, are available through the government contracted Fleet Managers.

## 3. VEHICLE ACQUISITION

### 3.1. VEHICLE JUSTIFICATION

***Operational requirements shall be the primary consideration in the acquisition of additional or replacement vehicles and should not be replaced or acquired to provide vehicles for commuting or the GVS.***

CEOs will determine their fleet size based on availability of funds and operational requirements. Vehicles made available to SES members under the SOVS are considered operational vehicles for the purpose of this policy. Adequacy of vehicle numbers is reflected in usage; each vehicle should have a reasonable operational usage rate. Vehicles with low operational usage may not be required or may be able to be deployed more effectively.

#### 3.1.1. VEHICLE ACQUISITION THROUGH STATE FLEET

All general government sector agencies are required to lease vehicles through State Fleet, except where the prior approval of State Fleet is obtained to an alternative arrangement.

### 3.2. VEHICLE SELECTION

***Agencies should choose the most appropriate vehicle for its intended use and take into account operational, financial, environmental, and safety considerations.***

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. Vehicle selection is to be guided by the policies in this section and should provide overall best value for money – taking account of whole of life costs and relevant operational, financial, environmental and safety considerations.

For a complete list of vehicles [click here](#) to be directed to the latest Vehicle Selection Matrix located on the State Fleet website.

#### 3.2.1. FUEL EFFICIENCY POLICY

The Premier's Climate Change Action Statement – issued in May 2007 – committed the Government to making 'further significant improvements' in the fuel-efficiency of the Government's vehicle fleet.

To ensure ongoing improvements in fuel efficiency the four-cylinder requirement has been replaced with a specified emission target - expressed in grams of CO<sub>2</sub> per kilometre (g/km) – based on the fuel consumption ratings that manufacturers are required to provide for their vehicles. The "four cylinder" policy required agencies to select four-cylinder vehicles except where a clear business case could be made for six cylinders.

The g/km measure will be used because the g/km figure will be applicable regardless of fuel type – the calculation takes account of the different emission characteristics of petrol, LPG and diesel. Under this approach, the policy will focus on fuel-efficiency, and will be indifferent as to the vehicle technology used to achieve it. Slightly different benchmark caps will apply for different types of vehicles. See below for the CO<sub>2</sub> emission benchmark caps.

The Australian Greenhouse Office: National Greenhouse and Energy Reporting System's measurement techniques of CO<sub>2</sub> emissions will be used to calculate the g/km emissions.

Vehicles beyond the specified targets may only be selected where there is a clear operational requirement for a larger vehicle.

The existing ban on V8 engines will be maintained, apart from the existing limited exception for V8 diesel Toyota Landcruisers in the commercial 'workhorse' range where there is a clear operational need for the load carrying or towing capacity and no viable alternative is available.

The following CO<sub>2</sub> emission (g/km) benchmark caps will apply for all vehicles ordered from 1<sup>st</sup> October 2008:

#### PASSENGER VEHICLES

Agencies are required to select passenger vehicles with a CO<sub>2</sub> emissions rating **not exceeding 215 g/km**. A vehicle with a higher CO<sub>2</sub> emission (greater than 215 g/km) can only be selected where there is a clear operational need for such a vehicle.

#### SPORTS UTILITY VEHICLES (SUV'S)

SUV's may only be accessed where there is a clear operational need for such a vehicle. Agencies are required to select SUV vehicles with a CO<sub>2</sub> emissions rating **not exceeding 225 g/km**. A vehicle with a higher CO<sub>2</sub> emission (greater than 225 g/km) can only be selected where there is a clear operational need for such a vehicle.

#### LIGHT COMMERCIAL VEHICLES

Light Commercial vehicles have no specific benchmark cap due to the many different categories of vehicles. However agencies should consider an appropriately fuel-efficient vehicle, subject to Fit for Purpose, Safety and Whole-Of-Life-Cost factors.

#### 3.2.2. LPG POLICY

Where a vehicle with a CO<sub>2</sub> emission rating above the benchmark cap is required, agencies should seriously consider LPG powered models. LPG models may offer a cost effective, low emission alternative.

#### 3.2.3. VEHICLE SAFETY POLICY

Agencies 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 selecting vehicles with enhanced safety characteristics. More detail about safety considerations is provided in section 3.3.1 below.

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, environmental issues and whole of life costs in the acquisition of vehicles. Within this context, CEOs may determine that certain additional safety features should be specified, (whether they are fitted as standard or as added extras) to enhance the safety of vehicle occupants.

### 3.2.4. OPERATIONAL VEHICLES

Operational vehicles, including those participating in the GVS, will be chosen from the operational range of passenger and light commercial vehicles (refer Appendix B). It is not expected that vehicles from the executive ranges will have Q plates.

## 3.3. VEHICLE SPECIFICATION

***Each agency should establish internal standards for the specification (type, accessories, safety) of vehicles. These standards shall be consistent with the WA Government Fleet Policy and Guidelines, and should take into account the operational requirements of the vehicle, occupant safety and the whole of life cost to the agency.***

Justification for new or replacement vehicles should also be considered as well as strategies to reduce fleet size, such as short-term vehicle hire, taxi vouchers etc.

Within the boundaries of this policy, CEOs will determine, in consultation with their Fleet Manager, the appropriate fleet mix and will select both Q-plated and ordinary plated vehicles based on operational needs, vehicle mix, whole of life costs and overall value for money.

### 3.3.1. VEHICLE SELECTION FACTORS

Operational vehicles must be fit-for-purpose – they must be able to do the job required of them. Other factors are also relevant when selecting a vehicle. When ordering a replacement vehicle, agencies should aim to choose the most appropriate vehicle for the job in hand – taking account of operational, environmental, safety and financial issues.

For a complete list of vehicles [click here](#) to be directed to the latest Vehicle Selection Matrix located on the State Fleet website.

#### 3.3.1.1. Vehicle Equipment

Subject to fit-for-purpose requirements and other factors outlined above, this policy promotes and supports:

- Consideration being given to selecting vehicles with a minimum 4 star ANCAP (Australian New Car Assessment Program) rating where available\*;
- Restrictions on the use of dark window tinting, as this reduces driver visibility;
- The installation of ABS – Anti-skid Braking System;
- Seatbelt reminder systems;
- The installation of optional air bags; and
- The consideration to safety aspects of vehicle colour in relation to the vehicle's working environment.

\* Information regarding ANCAP ratings can be obtained from this website: [www.rac.com.au](http://www.rac.com.au)

#### 3.3.1.2. Additional Equipment

CEOs have the discretion to approve the fitting of a range of functional or safety accessories to meet genuine operational requirements, (particularly in regional areas).



Additional or optional equipment installed/fitted to government fleet vehicles shall not affect the manufacturers designed operation, change the intended purpose of the vehicle, or increase the potential for injury to pedestrians or vehicle occupants. Such equipment will be fitted to vehicles in a manner that minimises vehicle damage without compromising any compliance with applicable vehicle Australian Design Rules (ADR's).

The following accessories may be selected to meet operational requirements:

#### FUNCTIONAL ITEMS

- Bull bar (airbag compatible);
- Tow bar;
- Window tinting;
- Additional spare tyre/s; and
- Long-range fuel tanks.

#### SAFETY ITEMS

- Electronic Stability Control (ESC)\*;
- Daytime running lights;
- Active head restraints;
- Cargo barriers in wagons etc, manufactured and fitted to comply with Australian standards;
- Cruise control;
- First aid kit;

*\*This is a generic term for systems designed to improve a vehicle's handling – individual manufacturers use a range of different marketing names.*

- Fire extinguishers;
- Communication equipment; and
- Winch (airbag compatible).

#### STANDARD ITEMS

These are accessories that the CEO would usually approve over those provided in the base model, and are considered standard for government vehicles:

- Air conditioning;
- Automatic/power steering; and
- Mud flaps.

#### EXTRA ACCESSORIES

Accessories that are essentially comfort items are unlikely to ever be approved include:

- Sunroof; and
- Leather seats.

### *3.3.1.3. Cost and Impact of Accessories*

It is important for agencies to understand the impact accessories may have on vehicle lease rates. Other than air-conditioning, any accessory added to a vehicle is not usually included for the purpose of calculating the vehicle's residual value. As a consequence, the total cost of the accessory has to be amortised over the lease period. It is not uncommon for a vehicle with numerous accessories to incur a higher lease rate than a higher value vehicle with the accessories included as standard. Hence, whilst the most basic model is generally recommended when selecting a vehicle, where an agency's operational requirements necessitate inclusion of accessories, a higher specification vehicle that includes the required accessories as standard may represent better value for money.

In the case of high value operational accessories, consideration should be given at the vehicle disposal stage to transferring them from one vehicle to another where cost effective.

Accessories should only be added to government vehicles to meet genuine operational and safety requirements. The only exception to this is for SOVS assigned vehicles where specific SOVS accessories conditions apply (refer Appendix B).

### **3.3.2. SHORT TERM HIRE VEHICLES**

Drivers of hired vehicles should ensure they are familiar with the vehicles' guidelines for use and perform a brief visual check for any obvious faults prior to accepting the vehicle and embarking on their trip. All faults should be reported to the Car Hire Agency and, where necessary, be rectified before accepting the vehicle.

## 4. OPERATIONAL FLEET MANAGEMENT

### 4.1. VEHICLE MANAGEMENT

#### 4.1.1. REGISTRATION

***All government vehicles shall be fitted with government licence plates (Q-plates) unless they meet specific criteria.***

Criteria for exemption to Q-plated vehicles are:

- The CEO has approved the vehicle for use in the Government Vehicle Scheme (GVS) or Senior Officer Vehicle Scheme (SOVS).
- The vehicle is a Police vehicle.
- The Treasurer 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 the Department of Treasury and Finance. The letter of application must detail the nature of the work and why it requires ordinary plates and explain why this need can not be met using existing ordinary plated vehicles in the fleet.

Agencies 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 B); or
- A letter from the Fleet Steering Committee confirming that the Treasurer's approval has been granted for security/surveillance/confidentiality purposes.

Once this documentation is in place, agencies should provide a letter from the CEO to their Fleet Manager requesting the ordinary plates. Agencies who do not have a Fleet Manager should provide the relevant letter (refer Appendix C) direct to the Department for Planning and Infrastructure (DPI).

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) should not be used for private use unless expressly approved by the CEO.

#### 4.1.2. INSURANCE

***Each agency shall ensure that adequate insurance cover is in place for all vehicles at all times. In the event of an accident or loss, agencies shall comply with the procedures set down by the Insurer and, where applicable, in the Fleet Management Services Contract.***

Treasurer's Instruction 812 mandates appropriate insurance cover for all government motor vehicles. Unless exempted by the Treasurer, all agencies are required to participate in the Insurance Commission of Western Australia (Risk Cover).

Agencies should ensure that appropriate procedures are followed in the event of an accident or loss. These procedures should be in accordance with those specified by the Insurer and, where applicable, in the Fleet Management Services Contract. These procedures provide for the Fleet Manager to assess the cost effectiveness of making an insurance claim and to process a claim or make other arrangements.

#### 4.1.3. MAINTENANCE

***All government vehicles shall be maintained in a safe, clean and roadworthy condition and consistent with manufacturers' warranty requirements.***

Agencies should ensure that all officers responsible for vehicles understand their obligations with respect to routine and periodic maintenance. Driver's should carry out a daily visual check of tyres, and keep the windscreen; windows and headlight clean to ensure safe clear vision. Vehicles should be kept clean and tidy; refuelled when necessary, oil, coolant and tyres should be checked regularly, air conditioning run regularly etc. Vehicles should be regularly serviced and maintained according to the manufacturer's recommended specifications (where applicable, this should be arranged through the agency's nominated Fleet Manager).

#### 4.1.4. POOLING

***All government vehicles are to be made available for operational use during normal business hours unless specified otherwise by the CEO.***

Suitable booking-out and recording systems should be maintained so that vehicle availability and location can be determined at any given time.

## 4.2. RECORDS MANAGEMENT

***Agencies shall maintain appropriate, auditable records in accordance with the WA Government Fleet Policy and Guidelines and the agency's internal guidelines.***

#### 4.2.1. RECORDS OF USAGE

***Each agency shall maintain sufficient vehicle usage records.***

Logbooks are required for all government plated vehicles to measure and record the operational and commuting usage to calculate the least fringe benefits tax liability.

Although not mandatory, logbooks are also recommended for GVS or SOVS vehicles with low kilometres or high operational use to allow the more cost effective operating cost method of calculating FBT liability to be used. (To use the operating cost method, logbooks will need to cover at least three consecutive months of the year and record both operational and private use. Refer to current ATO requirements for additional information.)

Under changes to the Road Traffic Act, effective from 1 January 2006, the licence holder is generally deemed to be the 'Responsible Person' for a vehicle. This responsibility is

known as 'owner onus'. It places the onus on the agency that holds the licence to identify the driver of a vehicle at the time of a traffic offence. Booking-out books should be maintained for all operational use of vehicles so that infringements and/or insurance matters can be directed to the person responsible for the vehicle at the relevant time.

#### 4.2.2. FLEET MANAGEMENT RECORDS

Agencies shall maintain records of all vehicles as appropriate to the professional management of the fleet, including:

- A Fleet Asset Register of appropriate information for each vehicle (e.g. make model, registration number, accessories, acquisition and replacement/disposal dates, fuel consumption, etc.).
- Operating cost records of all running costs associated with the fleet (eg registration and insurance, fleet management fees, fuel, maintenance and servicing, acquisition and decommissioning, FBT paid, lease rates, etc.)

This information is provided to agencies on a monthly basis by Fleet Managers. Agencies with vehicles not managed by Fleet Managers will ensure systems are in place to maintain these records.

#### 4.2.3. ANALYSIS AND REPORTING / INTERNAL COST ASSIGNMENT

Agencies will usually maintain a system to recognise and assign vehicle costs to each relevant management unit using the vehicle, e.g. a cost centre, business unit, program or project, the manager of which is accountable for the vehicle costs incurred.

Agencies will usually ensure appropriate analysis and reporting are provided at both an operational/business unit level and at a higher strategic level to enable informed decision making by managers responsible for vehicle costs.

### 4.3. MONITORING AND REPORTING

***Agencies will be required to report periodically to the Fleet Steering Committee on their application of this policy.***

Broadly, this would include information regarding the status, size, and mix of its fleet and include information on the situations in which exceptions to the policy have been applied, the number of vehicles involved and details of the business case, together with data on the extent to which the make-up of the agency's fleet has changed in the light of this policy.

Agencies will be advised when the information is required.

## 5. VEHICLE USE

Use of a government vehicle is subject to a range of conditions. These conditions may differ depending on the type of usage designated for a particular vehicle or officer/driver. Officers should familiarise themselves with these conditions.

### 5.1. GENERAL CONDITIONS OF USE

***Any person responsible for, or in control of, a government vehicle shall take due care for the condition and security of the vehicle and shall comply with this policy and all relevant legislation, traffic laws, regulations and by-laws.***

The following conditions should be observed by all officers/drivers for the use of all government vehicles unless approved otherwise by the CEO or specified differently in sections 5.2 Home Garaging, 5.3 GVS, or 5.4 SOVS of this policy.

#### ADDITIONAL REQUIREMENTS

Drivers shall comply with any further requirements stipulated by their agency. Any such requirements will be detailed in the agency's internal fleet guidelines.

#### APPROVED DRIVERS

Only authorised personnel holding an appropriate current driver's licence are permitted to drive government vehicles. Probationary drivers are permitted to drive government vehicles for business purposes.

#### NO SMOKING

Smoking is not permitted in any government vehicle at any time.

#### PASSENGERS

Family members, friends or other persons not associated with official government business should not be carried in government vehicles, except where approved by the CEO in accordance with this policy.

#### RECORDING SYSTEMS

Drivers shall comply with agencies' internal requirements with respect to the completion of booking records and log books.

#### SECURITY

Vehicles should be parked in a safe and secure place. Vehicles should be properly secured when unoccupied i.e. keys removed, doors locked and security systems activated. Confidential material and expensive equipment should not be left in unattended vehicles.

## TRAFFIC/PARKING INFRINGEMENTS

Drivers of vehicles are personally responsible for the payment of any fines incurred.

## VEHICLE USE

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. Drivers are to ensure that the passenger and load limits in the vehicle are not exceeded at any time.

## 5.2. HOME GARAGING

***Government vehicles not being utilised under the GVS may be home-garaged where the CEO is satisfied that this is justified on operational or asset management grounds. Home garaging is subject to specific conditions.***

GVS will generally be preferred ahead of home garaging because of the cost-saving benefits of GVS. However, CEOs may allow officers to home garage government vehicles, not being utilised under the GVS, subject to specific conditions including:

- Home garaging the vehicle is more secure than leaving the vehicle on the agency's premises; or
- The officer requires the vehicle for operational purposes outside standard business hours or prior to arriving at the office; and
- The benefit of home garaging a vehicle outweighs the FBT liability that home garaging normally attracts.

Officers home garaging vehicles are subject to all conditions of use specified in section 5.1 General Conditions of Use as well as any conditions applied by the CEO. Typical conditions are likely to include:

### MOST DIRECT ROUTE

Officers should travel by the normal most direct route between their home and work. Occasional stops and small variations from the normal route are permissible. Regular variations (e.g. to accommodate attendance at university courses etc.) may be approved by the CEO.

### PARKING/SECURITY

The officer will make arrangement for off street parking at home, whenever practicable, with security precautions taken at all times.

### 5.3. GOVERNMENT VEHICLE SCHEME (GVS)

***Government vehicles may be made available for after hours private use under the GVS. Participation in the GVS is optional, but is subject to the CEO's discretion, vehicle availability, officer eligibility, fortnightly financial contribution, and compliance with all conditions of the scheme.***

The GVS is primarily an asset management tool to assist agencies to optimise vehicle use and reduce fleet operating costs. The GVS is administered internally by each agency. Where agencies maintain internal guidelines (refer section 2.2), administration of the scheme is to be documented.

The GVS only contemplates access to vehicles for which there is an operational requirement. Participation in the GVS is at the discretion of the CEO.

GVS vehicles will generally have ordinary (non-government) licence plates and be available to the agency for business use during normal business hours. It should be noted that operational requirements have precedence over private use.

Agencies shall not, without the prior agreement of the Department of the Premier and Cabinet, include or infer in new or renewed contracts that a vehicle provided under the GVS represents any part of remuneration. The provision of, or the access to a motor vehicle cannot be used to offset specific or general wage claims.

Participation in the GVS is subject to the following criteria:

#### ELIGIBILITY

All officers of the Western Australian Public Sector who are permanent or fixed term contract PSA Level 8 (or equivalent) and above are eligible to access the GVS (refer Appendix B for precise definition and translation points, provided by Department of Consumer and Employment Protection). The GVS may also be made available to officers acting in a position where a GVS opportunity exists, at the CEO's discretion.

#### CEO DISCRETION

CEOs will determine whether the GVS can be made available within their agency and on what basis vehicles will be allocated.

#### VEHICLE AVAILABILITY

Vehicles will not be retained, nor acquired solely to allow officers to participate in the GVS.

The allocation of vehicles for the GVS will usually take precedence over vehicles that are to be home-garaged except where the vehicle is required for out-of-hours operational duties.

#### VEHICLE SELECTION

Vehicles may be selected from the operational range. For a complete list of vehicles [click here](#) to be directed to the latest Vehicle Selection Matrix located on the State Fleet website.



## ACCESSORIES

Agencies will fund the cost of optional and/or safety equipment and accessories required for operational reasons.

## OPERATIONAL USE

GVS participants will ensure that the vehicle is available during business hours on a daily basis and accepts that this availability takes precedence over private use.

## EMPLOYMENT CONDITIONS

Vehicles will not be available for private use for GVS participants employed on a part time basis, on days that they are not at work.

## LEAVE

GVS vehicles are predominantly and primarily operational vehicles. Consequently, such vehicles may not be available for officers to take on leave. CEOs must be satisfied that the operational purpose for which the agency obtained the vehicle will not be adversely impacted if the officer is allowed to take the vehicle on leave. Where approval is granted to take a vehicle on leave, the period should be limited to no more than a normal period of annual leave.

If a vehicle is approved for use during leave, officers are not to drive interstate, travel great distances intrastate or use the vehicle on rough terrain.

## FUEL

GVS participants who take their vehicle on leave will be responsible for fuel costs incurred. Officers are advised to use their fuel cards, in lieu of cash, to enable the Fleet Manager to keep track of fuel purchased during leave. CEOs have the discretion to implement a cost recovery method within reasonable limits of materiality and maintain reasonable equity between employees.

## CONTRIBUTION

GVS participants will authorise fortnightly salary deductions for the contribution rate specified for the vehicle being accessed. These deductions are post-tax.

Contribution rates are reviewed by the Fleet Steering Committee each year and adjusted in line with the CPI Index (Transport) for Perth (refer Appendix B).

## REIMBURSEMENT OF CONTRIBUTION

GVS participants are entitled to reimbursement of any contributions for times when the officer is not accessing the vehicle eg during leave or when vehicle is required for operational use.

## MAINTENANCE – ROUTINE AND PERIODIC

GVS participants are responsible for the vehicle being kept clean and tidy; refuelling it when necessary, and regularly running air-conditioning, checking oil, coolant, tyres etc.

Officers will ensure that the vehicle is regularly serviced and maintained according to the manufacturer's recommended specifications (this should be arranged through the agency's nominated Fleet Manager).

#### APPROVED DRIVERS

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

#### COMPLIANCE WITH CONDITIONS

GVS participants must agree to the terms of this scheme and sign the GVS application form, and comply with the general conditions of use for government vehicles (refer section 5.1).

CEOs may also include additional conditions for the GVS to suit their own agency's circumstances and may apply special conditions for vehicles to prevent excessive private use. These will usually be incorporated in agencies' Internal Guidelines (refer section 2.2).

#### SUSPENSION FROM THE GVS

The right to participate in the scheme may be suspended in respect of any officer or nominee, 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.

#### TERMINATION FROM THE GVS

The CEO has the right to terminate the private use of a GVS vehicle if it is no longer required for operational purposes or if the officer is no longer eligible for the GVS scheme under the terms and conditions of this policy.

Participation in the GVS is optional; officers may elect to terminate GVS arrangements.

### 5.4. SENIOR OFFICER VEHICLE SCHEME (SOVS)

***Government vehicles may be made available for after hours private use under the SOVS. Participation in the SOVS is optional, but is subject to the CEO's discretion, officer eligibility, fortnightly financial contribution, and compliance with all conditions of the scheme.***

Under the SOVS, all SES officers or equivalent may access government vehicles for private use subject to paying fortnightly contributions and complying with all conditions set out in the policy. The SOVS is administered internally by each agency. Where agencies maintain internal guidelines (refer section 2.2), administration of the scheme is to be documented.

Agencies shall not, without the prior agreement of the Department of the Premier and Cabinet, include or infer in new or renewed contracts that a vehicle provided under the SOVS represents any part of remuneration. Access to or the provision of a motor vehicle is not to be used as an offset against specific or general wage claims, and should not form part of an employment contract.

SOVS vehicles will generally have ordinary (non-government) licence plates and be available to the agency for business use during normal business hours.

Participation in the SOVS is subject to the following criteria:

#### ELIGIBILITY

All officers of the Western Australian Public Sector who are permanent or fixed term contract SES officers (or equivalent to PSA Level 9) and above are eligible to access the SOVS (refer Appendix B for precise definition and translation points, provided by the Department of Consumer and Employment Protection). The SOVS may be made available to officers acting in a position where an SOVS opportunity exists, at the CEO's discretion.

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 (refer Section B.2.4. Adjusted Contribution Rate for Part Time Officers in the SOVS).

#### VEHICLE AVAILABILITY

Vehicles may be retained or acquired to allow SES or equivalent officers to participate in the SOVS.

#### VEHICLE SELECTION

SES officers may select vehicles from the Operational or Executive 1 range; Class 1-4 officers may also select from the Executive 2 range. For a complete list of vehicles [click here](#) to be directed to the latest Vehicle Selection Matrix located on the State Fleet website.

#### ACCESSORIES

Agencies will fund the cost of optional and/or safety equipment and accessories required for operational reasons.

SOVS participants (Level 9 and above, or equivalent) may fit a standard tow bar for private use, at no personal cost, subject to the CEO's approval. Alternatively, they may choose other accessories (eg child restraints), to the value of a standard tow bar for the specific make and model of the vehicle. The value of any such accessories must include the cost of installation. These items will be disposed of with the vehicle.

#### OPERATIONAL USE

SOVS participants will ensure that the vehicle is available for operational use during business hours, except when approved by the CEO, for periods of paid leave.

## LEAVE

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 12 months.

Officers should exercise due restraint in the use of vehicles and not drive interstate, travel great distances intrastate or use the vehicle on rough terrain.

## CONTRIBUTION

SOVS participants will authorise fortnightly salary deductions for the contribution rate specified for the vehicle being accessed. These deductions are post-tax.

Contribution rates are reviewed by the Fleet Steering Committee each year and adjusted in line with the CPI Index (Transport) for Perth (refer Appendix B).

There is no remuneration value attached to SOVS participation and as such there will be no addition to an officer's salary should the officer choose not to participate in the SOVS or choose to access a less expensive vehicle.

## REIMBURSEMENT OF CONTRIBUTION

SOVS participants are entitled to reimbursement of any contributions for times when the officer is not accessing the vehicle eg during leave or when vehicle is required for operational use.

## MAINTENANCE – ROUTINE AND PERIODIC

SOVS participants are responsible for the vehicle being kept clean and tidy; refuelling it when necessary, and regularly running air-conditioning, checking oil, coolant, tyres etc.

Officers will ensure that the vehicle is regularly serviced and maintained according to the manufacturer's recommended specifications (this should be arranged through the agency's nominated Fleet Manager).

## APPROVED DRIVERS

SOVS participants may permit other persons (except learner and probationary) to drive the vehicle for private purposes.

## COMPLIANCE WITH CONDITIONS

SOVS participants must agree to the terms of this scheme and sign the SOVS application form, and comply with the general conditions of use for government vehicles (refer section 5.1).

CEOs may include additional conditions for the SOVS to suit their own agency's circumstances. These will usually be incorporated in agencies' Internal Guidelines (refer section 2.2).

## SUSPENSION FROM THE SOVS

The right to participate in the scheme may be suspended in respect of any officer or nominee, 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.

#### TERMINATION FROM THE SOVS

As participation in the SOVS is optional, officers may elect to terminate arrangements. SOVS participants are not entitled to remuneration in lieu of SOVS participation.

## APPENDIX A EXEMPT PUBLIC SECTOR BODIES

Refer Public Sector Management Act 1994, Schedule 1, 'Entities Which Are Not Organisations'\*.

1. The Governor's Establishment referred to in the *Governor's Establishment Act 1992*.
2. A department of the staff of Parliament referred to in the *Parliamentary and Electorate Staff (Employment) Act 1992*.
3. The electorate office of a member of Parliament.
4. Any court or tribunal established or continued under a written law and any judge or officer exercising a judicial function as a member of that court or tribunal.
5. The Police Force within the meaning of the *Police Act 1892*.
6. Curtin University of Technology established under the *Curtin University of Technology Act 1966*.
7. Edith Cowan University established under the *Edith Cowan University Act 1984*.
8. Murdoch University established under the *Murdoch University Act 1973*.
9. The University of Notre Dame established under the *University of Notre Dame Australia Act 1989*.
10. The University of Western Australia established under the *University of Western Australia Act 1911*.
11. Gold Corporation and Goldcorp Australia established under the *Gold Corporation Act 1987* and the Mint within the meaning of that Act.
12. The Independent Market Operator established under the *Electricity Industry (Independent Market Operator) Regulations 2004*.
13. The R & I Bank of Western Australia Ltd within the meaning of the *R & I Holdings Act 1990*.
14. SGIO Insurance Limited established under the *SGIO Privatisation Act 1992*.
15. Any local government or regional local government or the council of a local government or regional local government.
16. Racing and Wagering Western Australia established under the *Racing and Wagering Western Australia Act 2003*.
17. Any port authority established under the *Port Authorities Act 1999*.
18. Western Australian Land Authority established by the *Western Australian Land Authority Act 1992*.
19. Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*.
20. Water Corporation established by the *Water Corporation Act 1995*.
21. Western Australian Greyhound Racing Association established by the *Western Australian Greyhound Racing Association Act 1981*.
22. A body established by section 4(1) of the *Electricity Corporations Act 2005*: i) the Electricity Generation Corporation; (ii) the Electricity Networks Corporation; (iii) the Electricity Retail Corporation; and (iv) the Regional Power Corporation.

\*Current as at 25 August 2006

## APPENDIX B GVS & SOVS INFORMATION PACKAGES

### B.1. Eligibility criteria

### B.2. Vehicle specification

#### B.2.1. Vehicle type (make and model)

#### B.2.2. Vehicle selection matrix

#### B.2.3. Contribution rates

#### B.2.4. Adjusted Contribution Rate for Part Time Officers in the SOVS

#### B.2.5. Vehicle Accessorisation

### B.3. Application Forms

#### B.3.1. GVS application form

#### B.3.2. SOVS application form

## B.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. Whilst an officer may be eligible, access to the GVS is at the discretion of the CEO and subject to vehicle availability.

**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 (PSGA).**

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 (currently - \$68,953 as at 7 July 2006) 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.**

On this basis, for example, an employee may access the GVS subject to the discretion of the CEO from the following classification points as at 7 July 2006:

Level 8.1	Public Service Award 1992	\$ 68,953
Level 11.1	WA Health – HSU Award 2006	\$ 71,544
Superintendent	Police Award 1965	\$ 73,295
General Practitioners and Specialist Level One	WA State Public Hospitals Medical Practitioners Award 1987	\$ 76,589

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, agencies should contact the Department of Consumer and Employment Protection.**

#### DEFINITION OF PSA LEVEL 9, CLASS 1-4 OR EQUIVALENT

Equivalency for the PSA level 9, Class 1-4 shall 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, agencies should contact the Department of Consumer and Employment Protection – Labour Relations – Public Sector Directorate.

## B.2. VEHICLE SPECIFICATION

### B.2.1 VEHICLE TYPE (MAKE AND MODEL)

CEOs will determine the appropriate fleet mix and will select both Q-plated and ordinary plated vehicles based on operational needs, whole of life costs and overall value for money and, when appropriate, to allow SES officers to participate in the SOVS.

### B.2.2. VEHICLE SELECTION MATRIX

For a complete list of vehicles approved for GVS and SOVS use and available under the Government Vehicle Acquisition Contract, [click here](#) to be directed to the latest Vehicle Selection Matrix located on the State Fleet website.

**Note: vehicles may be added to or removed from the various categories from time to time. Fleet Managers can advise on alternative vehicles or if vehicles have been added or removed from this list.**

Station wagon models of any of the approved vehicles are acceptable for use in the GVS (Level 8 officers) if available, if there is an operational need and is approved by the CEO. Equivalent contribution rates would apply to the wagon as would apply to the equivalent sedan or hatch model.

There may be some circumstances where a light commercial vehicle such as the Toyota Landcruiser, Nissan Patrol or Mitsubishi Pajero is required for operational purposes. In this case contribution rate C applies.

Vehicle replacement is determined by the CEO in accordance with the agreed lease arrangements, where applicable, or recommended replacement criteria.

### B.2.3. CONTRIBUTION RATES

Three contribution rates are applicable depending on the size of the vehicle and the carbon dioxide (CO<sub>2</sub>) emission per kilometre of the vehicle required. These rates are reviewed each year and adjusted in line with the CPI Index (Transport) for Perth. The current rates are effective for the first pay day in October 2008 (2<sup>nd</sup>) and are:

- Contribution rate A: \$72.00 (incl. GST) per fortnight for passenger vehicles (4 cylinder up to 2.0L);
- Contribution rate B: \$99.00 (incl. GST) per fortnight for all other passenger vehicles whose CO<sub>2</sub> emissions do not exceed 215 grams per km; and
- Contribution rate C: \$112.00 (incl. GST) per fortnight for all passenger vehicles whose CO<sub>2</sub> emissions are above 215 grams per km, SUV's and Light Commercial vehicles

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 from the date of the replacement.

## EXCEPTIONS FOR EXISTING VEHICLES

The introduction of the new Fuel Efficiency policy will affect some vehicles that were previously eligible for Contribution rate B but which will now move to Contribution rate C. The most commonly affected model will be the Toyota Camry.

Where members of the GVS and SOVS are currently accessing Contribution rate B, the officer will remain paying Contribution rate B until the officer relinquishes the vehicle. 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.

### B.2.4. 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* =

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

2. *SOVS entitlement proportion* =

$$\text{Number of week days worked per fortnight} / 14 \times \text{Current SOVS contribution rate}$$

3. *Cost recovery proportion* =

$$\text{Number of week days not worked per fortnight} / 14 \times \text{fortnightly operating cost of the vehicle}$$

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

The example below shows the adjusted contribution rate formula applied for an SES officer working 3 days a week (0.6 FTE) who has a Subaru Liberty 2.5i 4D Sedan (medium passenger vehicle). This calculation works on a 14-day fortnight. An SES officer working 0.6 FTE will pay the standard contribution rate for 10 days (6 working days and 4 weekend days), and 4 days at the cost recovery rate.

$$\begin{aligned} &= \frac{\$17,375 - \$6,132}{26.1} \\ &= \$430.77 \end{aligned}$$

1. *SOVS entitlement proportion* = 10/14 x \$99.00 = \$70.71 (Contribution rate B)
2. *Cost recovery proportion* = 4/14 x \$430.77 = \$123.08
3. *Adjusted contribution rate* = \$70.71 + \$123.08 = \$193.79

SOVS Officer's adjusted contribution rate per fortnight = \$193.79

The cost recovery component will be locked in for the term of the lease (similar to SAT); and the yearly CPI increases on 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.

#### B.2.5. VEHICLE ACCESSORISATION

Under the SOVS, senior officers (Level 9 and above, or equivalent) may fit a standard tow bar for private use, at no personal cost, subject to the CEO's approval. Alternatively, they may choose other accessories (eg child restraints), to the value of a standard tow bar for the specific make and model of the vehicle. The value of any such accessories must include the cost of installation. These items will be disposed of with the vehicle.

Any officer in the GVS or SOVS may fit extra accessories for private use at their own expense, subject to the CEO's approval. If an officer wishes to do this, they must pay the agency for the cost of the item and the cost of installation. The agency 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.

## B.3. APPLICATION FORMS

### B.3.1. GOVERNMENT VEHICLE SCHEME – APPLICATION TO PARTICIPATE

<b>GVS Vehicle Allocation</b>	
Registration No:	Contribution Rate: \$
Make:	Payable Date:
Model:	Cost of Extra Accessories: \$
Agency Fleet Coordinator Name, Signature and Date:	
<b>Officer's Application</b>	
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"> <li>• I/We have read and agree to comply with the terms and conditions set out in the WA Government Fleet Policy – Conditions for Officers (PSA Level 8 or Equivalent).</li> <li>• Subject to CEO approval of this application, I authorise the Principal Accounting 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.</li> <li>• I acknowledge that this contribution rate will be reviewed periodically in accordance with the WA Government Fleet Policy and authorise deduction of any such revised amount whilst I continue access a GVS vehicle.</li> <li>• 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.</li> </ul>	
Officer's Signature and Date:	
Nominee's Signature and Date:	
<b>Chief Executive Officer's Approval</b> (CEO to forward to Principal Accounting 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:
<b>Salary deduction implementation</b> (PAO to forward to Agency Fleet Coordinator)	
Principal Accounting Officer Name, Signature and Date: <input type="checkbox"/> Deduction Implement	

**B.3.2. SENIOR OFFICER VEHICLE SCHEME – APPLICATION TO PARTICIPATE**

<b>SOVS Vehicle Allocation</b>	
Registration No:	Contribution Rate: \$
Make:	Commencement Payable Date:
Model:	Cost of Extra Accessories: \$
Agency Fleet Coordinator Name, Signature and Date:	
<b>Officer's Application</b>	
Name:	Officer's Payroll No:
Position Title:	Officer's Drivers Licence No:
Classification:	
Agency/Division/Branch and Address:	
<ul style="list-style-type: none"> <li>• I/We have read and agree to comply with the terms and conditions set out in the WA Government Fleet Policy – Conditions for Officers (PSA Level 9, Class 1-4 or Equivalent).</li> <li>• Subject to CEO approval of this application, I authorise the Principal Accounting 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.</li> <li>• I acknowledge that this contribution rate will be reviewed periodically in accordance with the WA Government Fleet Policy and authorise deduction of any such revised amount whilst I continue access a SOVS vehicle.</li> <li>• 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.</li> </ul>	
Officer's Signature and Date:	
<b>Chief Executive Officer's Approval</b> (CEO to forward to Principal Accounting 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:
<b>Salary deduction implementation</b> (PAO to forward to Agency Fleet Coordinator)	
Principal Accounting Officer Name, Signature and Date: <input type="checkbox"/> Deduction Implement	

# APPENDIX C REQUEST FOR ORDINARY PLATES FORMS

## C.1. LICENSING OF NON-GOVERNMENT REGISTRATION PLATES

Attention:  
Licensing Division  
Department for Planning and Infrastructure

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]

(DPI 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 for Planning and Infrastructure Licensing Division upon application to license the new vehicle and is to be printed on Fleet Manager's letterhead (or government agency letterhead for agencies without a contracted Fleet Manager).*

## C.2. RE-LICENSING OF NON-GOVERNMENT REGISTRATION PLATES

Attention:  
Licensing Division  
Department for Planning and Infrastructure

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]

(DPI 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 for Planning and Infrastructure Licensing Division upon application to license the new vehicle and is to be printed on Fleet Manager's letterhead (or government agency letterhead for agencies without a contracted Fleet Manager).*