



Motor Vehicle Fleet Senior Officer Vehicle Scheme (SOVS)

1. Purpose

This procedure identifies the minimum requirements for the utilisation of the Senior Officer Vehicle Scheme (SOVS) compliant with the [Motor Vehicle Fleet Policy](#), which is underpinned by the *WA Government Fleet Policy and Guidelines*.

2. Applicability

This procedure is applicable to Health Service Providers (HSPs) and the Department of Health (DoH) employees who are eligible for participation in the SOVS.

3. Requirements

Senior officers may access the SOVS where the HSP or DoH, through operational need, is able to provide a government motor vehicle within their government motor vehicle fleet cap.

Arrangements for SOVS must follow the requirements outlined in the *WA Government Fleet Policy and Guidelines* at section 8.

3.1 Eligibility

All senior officers who are permanent or fixed term contract SES officers or those who are the equivalents of PSA level 9 or Class 1-4 are eligible to apply. It is also available to senior officers acting in a position where a SOVS opportunity exists. Eligibility to SOVS is at the discretion of the Director General (DG) or relevant Chief Executive (CE).

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

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

Where there is uncertainty as to the appropriate classification point for eligibility, agencies should contact the Department of Commerce – Labour Relations – Public Sector Directorate.

Applications for access to a SOVS government motor vehicle are to be made through the [SOVS application to participate form](#).

3.2 SOVS government motor vehicle selection

When a Senior Officer has been approved to participate in the SOVS, a [new or replacement government motor vehicle form](#) must be completed and approved when an existing government motor vehicle is not available or a replacement vehicle is required.

Before referencing this mandatory policy, please ensure you have the latest version of this document from the [Policy Frameworks website](#).

In either case, the agency's allocated fleet cap set by the Department of Finance must be met and the requested vehicle type will only be provided subject to availability.

Acquisition of non-standard motor vehicles such as people movers and four wheel drive base models only shall be procured when there is a demonstrated operational need for such additional options. Eligible senior officers must have a genuine business justification when ordering one of these motor vehicles.

Black, dark or fluorescent coloured government motor vehicles are not permitted for either general pool or SOVS. Government motor vehicle colours should be restricted to light and non-metallic where possible to minimise refurbishment costs.

SOVS government motor vehicles will generally have ordinary (non-government) licence plates. Designer plates are not permitted.

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

3.3 Operational use

The SOVS government motor vehicle must be made available to the respective HSP/DoH vehicle pool for operational use during normal business hours and the senior officer accepts that this availability takes precedence over private use.

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

3.4 Leave

Senior officers may have the option of using their SOVS government motor vehicle during periods of paid leave for up to 12 months at the discretion of the DG or relevant CE. Where an officer has received approval for private use of the SOVS government vehicle during paid leave, additional government motor vehicles will not be leased for the replacement officer.

3.5 Transfer of SOVS government motor vehicles during secondments

When the senior officer accepts a secondment, they may only take the SOVS government motor vehicle if the originating DG or CE has approved the release of the SOVS government motor vehicle and the receiving HSP/DoH accepts the SOVS government motor vehicle as part of their fleet cap.

In the event that a senior officer accepts a secondment from another government agency, or a senior officer from another government agency accepts a secondment to a HSP or the DoH, agreement must be reached on whether the vehicle will be transferred and therefore included within the fleet cap of the accepting agency. Generally, for shorter secondment periods, the motor vehicle is not transferred and remains within the originating agency's fleet cap. The originating agency bills the receiving agency for costs associated with the vehicle. When a motor vehicle is transferred between agencies, State Fleet must be advised.

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If the DG or CE does not agree to transfer the SOVS government motor vehicle, the senior officer must return the SOVS government motor vehicle to the relevant Fleet Manager.

3.6 Other requirements

Please refer to the *WA Government Fleet Policy and Guidelines* at section 8 for additional information relating to:

- contribution
- reimbursement of contribution
- maintenance
- approved drivers
- compliance with conditions
- suspension and termination from SOVS.

4. Related Documents

Policy

[Motor Vehicle Fleet Policy](#)

Procedures

[Motor Vehicle Fleet Driver Procedure](#)

[Motor Vehicle Fleet Management Procedure](#)

[Best Buys Selection List](#)

Forms

[SOVS application to participate form](#)

WA Government Policy

[WA Government Fleet Policy and Guidelines](#)

[Safe Driving Guidelines for Western Australian Government Agencies](#) (Road Safety Commission)

5. Review

This mandatory procedure will be reviewed as required to ensure relevance and currency. At a minimum it will be reviewed within one (1) years after first issue and at least every three (3) years thereafter.

Version	Effective from	Effective to	Amendment(s)
1.0	24 May 2017	24 May 2020	Original version

The review table indicates previous versions of the mandatory document and any significant changes.

6. Approval

This mandatory procedure has been approved and issued by the Director General of the Department of Health.

Before referencing this mandatory policy, please ensure you have the latest version of this document from the [Policy Frameworks website](#).

Approval by	Dr D J Russell-Weisz, Director General, Department of Health
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