



<b>OPERATING PROCEDURE</b>	<b>Procurement of Vehicles for ACTCS</b>
<b>OPERATING PROCEDURE NO.</b>	<b>A16</b>
<b>SCOPE</b>	<b>Corporate Services – Business Services (Contracts and Procurement)</b>

## PURPOSE

To provide instructions to staff on the correct procedure for the refresh and/or purchase of new fleet vehicles for ACTCS, including the Court Transport Fleet.

## PROCEDURES

### 1. Initiation of Process

- 1.1. In the case of an existing fleet vehicle, Contracts and Procurement will identify where a vehicle's lease is due to expire in the next six (6) months and contact the relevant Business Unit to advise them of such.
- 1.2. In the case of a Business Unit requesting a new vehicle (i.e., expanding the fleet), the relevant Business Unit head must contact Contracts and Procurement to advise them of their requirement at least six (6) months prior to the required implementation of the vehicle. In the event of a new vehicle, the Business Unit head must confirm available funding prior to commencing the next steps of the process.

### 2. Planning and Scoping

- 2.1. Upon identifying the requirement, through either of the methods identified above, Contracts and Procurement must organise a meeting with the relevant Business Unit head to discuss the Business Unit's ongoing requirement. This will include, but is not limited to:
  - identifying if the current vehicle is fit for purpose
  - identifying required improvements or changes
  - identifying issues or points of difficulty with the current vehicle
  - providing updates to the Business Unit of changes to Whole of Government fleet policy that may affect the replacement or purchase of the vehicle.
- 2.2. Following this meeting, Contracts and Procurement must populate a Statement of Requirements, incorporating the elements discussed with the Business Unit head and any required or relevant Australian Standards and Legislative requirements.
- 2.3. Specifically, the Statement of Requirements must adhere to the requirements of:
  - the most current *Australian Design Rules (ADRs)*, as per the *Motor Vehicle Standards Act 1989*
  - *National Heavy Vehicle Standards*, and associated *Detainee Transport Vehicle Exemption Notice 2018 (No.1)*, if the vehicle is classed as a heavy vehicle
  - *Standard Guidelines for Corrections in Australia* (Revised 2012), sections 1.100 and 1.101, and
  - the *Animal Welfare Act 1992*, s15A Transport of Dogs, for any K9 Unit vehicles.

- 2.4. The Statement of Requirements must be provided to the ACTCS Work Health and Safety (WHS) Officer and the JACS Safety, Health and Wellbeing Team, for review. If a WHS inspection of any existing vehicle is required or requested by the actioning WHS Officer, a Health and Safety Representative (HSR) for the relevant Business Unit should be present.
- 2.5. This Statement of Requirements must be provided to the Business Unit head for dissemination and review by Business Unit staff for no less than two (2) weeks to further identify potential changes, options, or improvements.
- 2.6. A follow up meeting must be held between the Business Unit head, the actioning WHS Officer and Contracts and Procurement, to review the suggestions and changes from the Business Unit and finalise the Statement of Requirements.
- 2.7. The final Statement of Requirements must then be provided to the relevant Deputy Commissioner, Assistant Commissioner or Executive Branch Manager for endorsement.

### **3. Engagement of Fleet Provider**

- 3.1. Following the endorsement of the relevant Executive, Contracts and Procurement must provide the Statement of Requirements to JACS ICT Capital Works and Infrastructure (ICT CWI).
- 3.2. The JACS ICT CWI Fleet Manager will review the Statement of Requirements and confirm if the vehicle requested (and any modifications or additional works) meets required Territory vehicle guidelines and policy.
- 3.3. JACS ICT CWI will engage SG Fleet (the Territory's contracted fleet provider) and request a quote for the vehicle lease or purchase.
- 3.4. JACS ICT CWI will provide the quotation to Contracts and Procurement.
- 3.5. Contracts and Procurement must review the quote with the Business Unit head and confirm that it is appropriate.
- 3.6. A minute must be prepared for the Commissioner containing the:
  - justification for the vehicle
  - statement of Requirements, and
  - quote received from SG Fleet,
 and will seek the Commissioner's approval to progress the procurement.
- 3.7. If approval is received, Contracts and Procurement will engage JACS ICT CWI to progress the procurement with SG Fleet.
- 3.8. JACS ICT CWI will prepare an Executive Brief to accompany the quotations, to be signed off by the Authorised Signatory within JACS for fleet purchases.

### **4. Receiving the Vehicle**

- 4.1. Prior to delivery of the vehicle, SG Fleet will provide Contracts and Procurement with an anticipated delivery date.
- 4.2. Contracts and Procurement must liaise with the relevant Business Unit head to coordinate the exchange of the vehicle with the existing vehicle (if a replacement) and the installation of a Territory Radio Network (TRN) radio if required.
- 4.3. In the event of additional works, or transfer of detainee modules or K9 units, Contracts and Procurement must liaise with the Business Unit head to coordinate transfer in accordance with the previously approved Statement of Requirements.
- 4.4. Contracts and Procurement must arrange for the return of the expiring lease vehicle to SG Fleet.

**RELATED DOCUMENTS AND FORMS**

- ACT Government Fleet Procurement and Management Policy
- Territory Custom Vehicle Build Procurement Options
- Australian Design Rules, Third Edition
- National Heavy Vehicle Standards (Detainee Transport Vehicle) Exemption Notice 2018 (No.1)
- Standard Guidelines for Corrections in Australia (Revised 2012)
- *Animal Welfare Act 1992, s15A*

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**Document details**

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Responsible Officer:	Director Contracts and Procurement
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Version Control			
Version no.	Date	Description	Author
V1	February-21	First Issued	M Hart
V1.1	03 May 2021	Amended to include consideration of National Standards, relevant Legislation and Australian Corrections Guidelines. Additional requirements regarding WHS review and inspections.  Section 2.3 added.  Section 2.4 and 3.8 modified	B Winkler