



OPERATING PROCEDURE	Procurement of Vehicles for ACTCS
OPERATING PROCEDURE NO.	A16
SCOPE	ACTCS

PURPOSE

To provide instructions to staff on the procedure for the refresh and/or purchase of new fleet vehicles for ACT Corrective Services (ACTCS), including the Court Transport Unit.

PROCEDURES

1. Initiation of process

- 1.1. The Contracts and Procurement (C&P) Team will identify when an existing vehicle's lease is due to expire in the next six (6) months and will advise the relevant business unit.
- 1.2. When a business unit requests a new vehicle (i.e., expanding the fleet), the relevant business unit head must contact the C&P Team 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 for a new or replacement vehicle, the C&P Team will organise a meeting with the relevant business unit head to discuss the business unit's ongoing requirement to inform whether a procurement represents value for money. The C&P team will document concerns that may impact Work Health and Safety (WHS) and procurement risk assessments and identify:
 - a. if the current vehicle is fit for purpose
 - b. required improvements or changes
 - c. issues or points of difficulty with the current vehicle
 - d. relevant changes to whole of Government fleet policy that may affect the replacement or purchase of the vehicle.
- 2.2. When the procurement is for a vehicle for detainee escorts or transport, the C&P Team will meet with the respective Local Consultative Committee (LCC) and Custodial Operations to obtain feedback and comments.
- 2.3. The C&P team will review the ACT Government Lease Matrix to determine the suitability of available vehicle body types or if a specialised build is required.
- 2.4. Information collected during the planning stage must be documented and provided to the ACTCS Safety, Health, and Wellbeing Team (SHW) to inform an assessment of WHS risks.
- 2.5. The C&P team must conduct a procurement risk assessment and develop a risk management plan equal to the scale of the procurement risk identified.
- 2.6. The C&P Team will provide the risk assessments and procurement risk management plan to Procurement ACT for further feedback.

- 2.7. Following agreement on the vehicle specifications and completion of risk assessments, the C&P Team will populate a Statement of Requirements, incorporating the elements discussed with the business unit head and any required or relevant Australian Standards and legislative requirements.
- 2.8. The Statement of Requirements will 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.
- 2.9. A follow up meeting will be held between the business unit head, the SHW Assistant Director, and C&P Team to review the suggestions and changes from the business unit, review associated risks and finalise the Statement of Requirements.
- 2.10. The C&P Team will review the Statement of Requirements and confirm if the vehicle requested (and any modifications or additional works) meet Territory vehicle guidelines and policy.
- 2.11. This final Statement of Requirements must then be provided to the relevant Executive Branch Manager for endorsement.

3. Engagement of fleet provider

- 3.1. Following the endorsement of the relevant Executive, the C&P Team will engage the Territory's contracted fleet provider and request a quote for the vehicle lease or purchase.
- 3.2. The C&P Team will review the quote with the business unit head and confirm that it is appropriate.
- 3.3. A minute seeking approval to progress the procurement will be prepared for the Authorised Signatory within ACTCS (Commissioner / Assistant Commissioner) containing the:
 - a. justification for the vehicle
 - b. Statement of Requirements
 - c. quote received from the Territory's contracted fleet provider.
- 3.4. If approved, the C&P Team will progress to the Territory's contracted fleet provider.

4. Receiving the vehicle

- 4.1. Prior to delivery of the vehicle, the Territory's contracted fleet provider will provide the C&P Team with an anticipated delivery date.
- 4.2. The C&P Team will arrange for appropriate training and a Q&A on detainee escort vehicles to ensure Court Transport Unit officers are adequately trained and confident to operate.
- 4.3. The C&P Team will consult with the relevant business unit head to coordinate the exchange of the vehicle with the existing vehicle (if a replacement) and the installation of the Territory Radio Network (TRN) radio if required.
- 4.4. In the event of additional work, transfer of cell units or K9 units, the C&P Team will liaise with the Business Unit head to coordinate transfer in accordance with the previously approved Statement of Requirements.
- 4.5. The C&P Team will arrange for the return of the expiring lease vehicle to the Territory's contracted fleet provider.
- 4.6. All records related to the procurement process will be stored and retained in accordance with the *Territory Records Act 2002*.

RELATED DOCUMENTS

- Justice and Community Safety Directorate Procurement, Contract Management and Assurance Framework
- ACT Government Fleet Procurement and Management Policy (EPSDD policy to provide Executives with guidance on vehicle decisions and governance. Policy can be sent to Executives on request).
- ACTCS Policy Framework Policy
- [Australian Design Rules](#)
- [National Heavy Vehicle Standards \(Detainee Transport Vehicle\) Exemption Notice 2018 \(No.1\)](#)
- [Guiding Principles for Corrections in Australia \(2018\)](#)
- [ACT Government the ACT's Transition to Zero Emissions Vehicles Action Plan 2018–21](#)
- Animal Welfare Act 1992, s15A
- Territory Records Act 2002



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Document details

Criteria	Details
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Date effective:	The day after the notification date
Review date:	3 years after the notification date
Responsible Officer:	Director Contracts and Procurement
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2020</i>

Version Control			
Version no.	Date	Description	Author
V1	February-21	First Issued	M Hart
V2	March - 24	Revised and updated	K Walton