

## **PART 6**

### **Current State & Future Requirement**

#### **6.1 General Overview**

The island of St Helena, an Overseas Territory of the United Kingdom (UK) is of volcanic origin and covers 47 square miles in the South Atlantic Ocean. St Helena is over 4,000 miles from the UK, 700 miles southeast of Ascension Island, and 1,700 miles from South Africa. The Island's total population is under 4,500 persons, about 25% of whom live in the capital, Jamestown. The climate is kept mild and equable by the southeast trade winds and temperatures range from 14-32 degrees centigrade in the summer and 14-26 degrees centigrade in winter. The economy is small and is mainly based on offshore employment, agriculture, fishing and more recently a small but growing volume of tourism. Most commodities are imported and St Helena relies heavily on UK Aid to support essential services and livelihoods.

St Helena currently has no airfield and therefore the only regular mode of access to the Island is via the Royal Mail Ship (RMS) St Helena, which calls roughly 25 times a year, shuttling between St Helena, Ascension, and Cape Town. In November 2011 the announcement was made that an airport would be built on the island. The airport construction project is now underway and the airport is currently scheduled to open in early 2016. Upon completion of the airport the RMS St Helena will be removed from service and a Sea Freight Provider will service the island with non-air cargo.

The Saint Helena Government currently operate their own fleet management services in-house managing approximately 130 vehicles.

There exists currently a small admin team dealing with receiving/payment of invoices, preparing rechargers/journals for hiring vehicles, plant to SHG etc.

The Transport Coordinator deals with liaising with SHG directorates/sections for the hire of pool vehicles, preparing rechargers/invoices for hiring of pool vehicles, coordinates services/MOT's, preparing rechargers/invoices for hiring vehicles/plant for private hire.

Two staff work in the stores, working with both electronic and physical stock ensuring parts are ordered, received and stock system updated. They liaise with both Garage Manager and Senior Transport Manager.

Nine Mechanics are in place, who are responsible for maintaining and MOT of all SHG Fleet, on average 130 vehicles. All vehicles are scheduled to be serviced once a month and MOT annually.

They supply a 24 hr breakdown service, including Public Holidays, therefore a Mechanic is always on-call. All mechanics report to Garage Manager who oversees the Garage Operations.

In addition there is one Cleaner/Driver/Handyman who spreads duties of general cleaning, cleaning Pool vehicles, collecting/delivering mail/spares, general maintenance and repairs within the complex/buildings.

Overseeing all operations and responsible for the daily running to budget and developments i.e. staff development, vehicle replacements, stores requisitioning, (Accounting Officer) is the Senior Transport Manager.

## 6.2 2015/2016 Budget

It should be borne in mind that SHG does not currently insure their fleet and that the costs below are operational and therefore missing pension costs as well as central operation costs such as Finance, HR etc.

Subhead	Budget		
	2015/16	2016/17	2017/18
<b>EMPLOYEE COSTS</b>	<b>173,018</b>	<b>0</b>	<b>0</b>
<b>PROPERTY COSTS</b>	<b>7,300</b>	<b>0</b>	<b>0</b>
<b>SUPPLIES AND SERVICES</b>	<b>339,900</b>	<b>0</b>	<b>0</b>
Materials	1,200		
Lubricating Oils	16,000		
Repairs and maintenance - other	140,000		
Fuel	179,000		
Protective Clothing	3,000		
Computer consumables	500		
Photocopy Consumables	200		
<b>ADMINISTRATION COSTS</b>	<b>8,070</b>	<b>0</b>	<b>0</b>
<b>RECHARGES PAID</b>	<b>44,139</b>	<b>0</b>	<b>0</b>
<b>GROSS EXPENDITURE</b>	<b>572,427</b>	<b>0</b>	<b>0</b>
		<b>0</b>	

### 6.3: Property (Option Buy/ Lease)

The following is a brief description of the property assets owned by the business.

Address	Building RV (£)	Construction	Use
Central Garage- Donkey Plain	£ 522,915.12	Steel framed structure with externally rendered blockwork skin under profiled metal sheet roof. Main block of high bay, low level block to side. Stepped foundations and levels.	Industrial
Central Garage- Donkey Plain - Office Block	£ 156,979.20	Externally rendered blockwork building under pitched roof with profiled metal sheeting. Set out as office and ancillary accommodation	Office
Central Garage- Donkey Plain - Open Workshop	£ 34,944.00	Steel portal framed building, with profile metal sheet cladding to 2 sides only	Industrial

#### 6.4: Fleet Portfolio and Condition

Directorate	Vehicle Type	Reg	Age (Years)	Condition (1-5) 1 = Very Poor 5 = Excellent	Future Years of Anticipated Use
Corporate Services	Ford Tourneo Connect 1.8 TDCi (SHG30)	SHG 030	2	5	10
Corporate Services	FORD TRANSIT CONNECT -LWB- 1.8 TDCi (SHG 42)	SHG 042	2	5	10
Corporate Services	FORD FIESTA (SHG 64)	SHG 064	4	4	5
Corporate Services	Ford Fiesta 1.4 TDCi (SHG 74)	SHG 074	3	5	6
Corporate Services	FORD FOCUS ESTATE (SHG 88)	SHG 088	5	4	5
Education & Emp	Ford Galaxy 1.9 Tdi 2006 Model (SHG 34)	SHG 034	2	4	5
ENRD	NISSAN CABSTAR 1.5 TONNE TRUCK (SHG 22)	SHG 022	14	2	2
ENRD	LAND ROVER 110 Hard Top (SHG 24)	SHG 024	1	5	11
ENRD	LAND ROVER (SHG 25)	SHG 025	8	4	7
ENRD	LAND ROVER (SHG 29)	SHG 029	12	3	3
ENRD	LAND ROVER (SHG 32)	SHG 032	18	3	2
ENRD	LAND ROVER DEFENDER (SHG 62)	SHG 062	18	2	1
ENRD	FORD FIESTA (SHG 63)	SHG 063	4	4	4
ENRD	FORD RANGER-SINGLE CAB - 2.2 TDCi (SHG70)	SHG 070	1	5	11
ENRD	FORD RANGER-DOUBLE CAB - 2.2 TDCi (SHG72)	SHG 072	1	5	11

ENRD	LAND ROVER (SHG 73)	SHG 073	28	2	—
ENRD	FORD RANGER-DOUBLE CAB - 2.2 TDCi (SHG81)	SHG 081	1	5	11
ENRD	LANDROVER (SHG 84)	SHG 084	5	5	7
ENRD	LAND ROVER DEFENDER (SHG 85)	SHG 085	18	2	1
ENRD	FORD RANGER (SHG 90)	SHG 090	5	3	7
ENRD	FORD RANGER-SINGLE CAB - 2.2 TDCi (SHG93)	SHG 093	2	5	10
ENRD	FORD RANGER (SHG 95)	SHG 095	5	4	7
ENRD	LAND ROVER 90 HARD TOP (SHG 104)	SHG 104	4	4	8
ENRD	FORD FIESTA 1.4 TDCi (Five Door)(SHG127)	SHG 127	2	5	6
ENRD	FORD RANGER-SINGLE CAB -2.2 TDCi (SHG128)	SHG 128	2	5	10
ENRD	FORD TRANSIT PICKUP (SHG 178)	SHG 178	18	2	1
ENRD	LAND ROVER DEFENDER (SHG 179)	SHG 179	18	2	1
ENRD	LAND ROVER DEFENDER (SHG 180)	SHG 180	18	2	1
ENRD	LAND ROVER DEFENDER (SHG 183)	SHG 183	18	2	1
ENRD	LAND ROVER DEFENDER (SHG 185)	SHG 185	18	2	1
ENRD	LAND ROVER (SHG 219)	SHG 219	28	2	2
ENRD	FORD ESCORT PANEL VAN (SHG 284)	SHG 284	16	2	1
ENRD	VAUXHALL BRAVA VAN (SHG 285)	SHG 285	16		1
ENRD	VAUXHALL BRAVA VAN (SHG 286)	SHG 286	16		1
ENRD	VAUXHALL BRAVA VAN (SHG 288)	SHG 288	16		1
ENRD	NISSAN TRUCK (SHG 295)	SHG 295	16		1
ENRD	NISSAN TRUCK (SHG 297)	SHG 297	16		1
ENRD	NISSAN TRUCK (SHG 299)	SHG 299	16		1

ENRD	NISSAN TRUCK (SHG 300)	SHG 300	16		1
H&SW	LIEBHERR TRACKED LOADER (SHG 11)	SHG 011	14		1
H&SW	LDV AMBULANCE BUS (SHG 19)	SHG 019	13		1
H&SW	FORD TRANSIT CONNECT CREW –SWB- 1.8 TDCi (SHG26)	SHG 026	2		8
H&SW	LAND ROVER FREELANDER (SHG 49)	SHG 049	12		1
H&SW	LAND ROVER FREELANDER (SHG 50)	SHG 050	12		1
H&SW	LAND ROVER FREELANDER (SHG 54)	SHG 054	11		1
H&SW	LDV MAXUS BUS (SHG 80)	SHG 080	9		3
H&SW	Ford Fiesta 1.4 TDCi (SHG 82)	SHG 082	3		5
H&SW	Ford Fiesta 1.4 TDCi (SHG 92)	SHG 092	3		5
H&SW	CAT 320 DL HYDRAULIC EXCAVATOR	SHG 094	5		7
H&SW	NISSAN QASHQAI (EU)	SHG 097	5		7
H&SW	LAND ROVER DEFENDER (SHG 99)	SHG 099	18		1
H&SW	Ford Fiesta 1.4 TDCi (SHG 113)	SHG 113	2		6
H&SW	Ford Fiesta 1.4 TDCi (SHG 114)	SHG 114	2		6
H&SW	Ford Fiesta 1.4 TDCi (SHG 115)	SHG 115	2		6
H&SW	Ford Fiesta 1.4 TDCi (SHG 116)	SHG 116	2		6
H&SW	LAND ROVER DEFENDER (SHG 186)	SHG 186	18		1
H&SW	LAND ROVER AMBULANCE (SHG 254)	SHG 254	23		1
Police	LAND ROVER FIRE TENDER (SHG 10)	SHG 010	28		2
Police	FIRE TENDER (SHG 12)	SHG 012	6		4
Police	FORD TRANSIT CONNECT -SWB -1.8 TDCi (SHG18)	SHG 018	2		8
Police	LAND ROVER FIRE TENDER (SHG 57)	SHG 057	11		1
Police	LAND ROVER FIRE TENDER (SHG 59)	SHG 059	11		1

Police	FORD FOCUS ESTATE (SHG 66)	SHG 066	9		2
Police	LAND ROVER 90 HARD TOP (SHG 75)	SHG 075	4		8
Police	LDV MAXUS BUS (SHG 78)	SHG 078	9		2
Police	LDV MAXUS BUS (SHG 79)	SHG 079	9		2
Police	LANDROVER (SHG 86)	SHG 086	5		5
Police	SUZUKI MOTOR CYCLE (SHG 89)	SHG 089	18		1
Police	Ford Focus 2.0 TDCi (SHG100)	SHG 100	3		5
Police	VAUXHALL BRAVA VAN (SHG 124)	SHG 124	18		1
Safe Guarding	Ford Fiesta 1.4 TDCi (SHG 69)	SHG 069	3		5
Safe Guarding	Ford Fiesta 1.4 TDCi (SHG 96)	SHG 096	3		5
Transport	JAGUAR	SHG 101	8		4
Transport	FORD FIESTA 1.4 TDCi (Five Door) (SHG4)	SHG 004	2		6
Transport	FORD FIESTA 1.4 TDCi (Five Door) (SHG5)	SHG 005	2		6
Transport	FORD FIESTA 1.4 TDCi (Five Door) (SHG6)	SHG 006	2		6
Transport	FORD FIESTA 1.4 TDCi (Five Door) (SHG7)	SHG 007	2		6
Transport	FORD RANGER-SINGLE CAB - 2.2 TDCi (SHG8)	SHG 008	2		10
Transport	FORD RANGER-SINGLE CAB- 2.2 TDCi (SHG9)	SHG 009	2		10
Transport	DODGE FIRE TENDER (SHG 13)	SHG 013	20		—
Transport	FORKLIFT (SHG 14)	SHG 014	21		1
Transport	SUZUKI MOTOR CYCLE (SHG 15)	SHG 015	18		1
Transport	FORD FIESTA (SHG 20)	SHG 020	8		3
Transport	SUZUKI MOTOR CYCLE (SHG 21)	SHG 021	18		1



Transport	KATO CRANE (SHG 23)	SHG 023	13		2
Transport	FORD FOCUS ESTATE (SHG 31)	SHG 031	13		1
Transport	FORD FOCUS ESTATE (SHG 33)	SHG 033	13		1
Transport	FORD TRANSIT CONNECT CREW –SWB- 1.8 TCi (SHG40)	SHG 040	2		8
Transport	LDV CONVOY BUS (SHG 47)	SHG 047	12		2
Transport	Bomag 120AD Roller 2008 Model (SHG53)	SHG 053	7		7
Transport	FAUN REFUSE TRUCK (SHG 56)	SHG 056	11		2
Transport	FORD IVECO BUS (SHG 60)	SHG 060	10		4
Transport	DUMPER (SHG61)	SHG 061	7		5
Transport	LAND ROVER 110 HCPU (SHG 107)	SHG 107	4		8
Transport	LAND ROVER 110 HCPU (SHG 108)	SHG 108	4		8
Transport	FORD FOCUS ESTATE (SHG 111)	SHG 111	13		1
Transport	VAUHALL BRAVA VAN (SHG 119)	SHG 119	18		1
Transport	Ford Fiesta 1.4 TDCi (SHG 120)	SHG 120	2		6
Transport	Ford Fiesta 1.4 TDCi (SHG 121)	SHG 121	2		6
Transport	Ford Fiesta 1.4 TDCi (SHG 123)	SHG 123	2		6
Transport	CASE Wheel Loader 621D 2006 Model	SHG 130	9		6
Transport	LAND ROVER (SHG 132)	SHG 132	25		1
Transport	LAND ROVER DEFENDER (SHG 181)	SHG 181	18		2
Transport	THWAITES DUMPER (SHG 235)	SHG 235	25		1
Transport	THWAITES DUMPER (SHG 261)	SHG 261	21		1
Transport	BOMAG ROLLER (SHG 274)	SHG 274	16		2
Transport	VOLVO TRACTOR & SIDE LOADER	SHG 275 & 276	16		4
Transport	VAUXHALL BRAVA VAN (SHG 287)	SHG 287	16		1

Transport	BOSS FORKLIFT (SHG 289)	SHG 289	16		2
Transport	CASE WHEELED LOADER (SHG 291)	SHG 291	16		4
Transport	JCB EXCAVATOR (SHG 293)	SHG 293	16		1
Transport	FUEL BOWSER (SHG 294)	SHG 294	2		10
Transport	COMPRESSOR		7		5

## 6.5: Current Staffing

### Current Staffing

1	Senior Transport Manager
1	Garage Manager
1	Foreman (Mechanic)
1	Foreman (Plant Operation)
1	Executive Officer
1	Autospares Manager
1	Transport Coordinator
1	Auto Spares Stock Controller
11	Mechanics
1	Trainee Mechanic
1	Cleaner/Handyman/Driver

## 6.6: Plant & Equipment

<b>GARAGE COMPLEX</b>				
<b>Asset Description</b>	<b>Location</b>	<b>Estimate of useful life (years)</b>	<b>Condition of Asset (e.g. Good /Fair / Poor / Obsolete, etc)</b>	<b>Responsible Officer</b>
<b>EQUIPMENT</b>				
KEY CUTTING MACHINE	Donkey Plain	2	Good	Garage Manager
LATHE MACHINE-HARRISON M300	Donkey Plain	2	Fair	Garage Manager
COMPRESSOR-DUNLOP	Donkey Plain	1	Fair	Garage Manager
COMPRESSOR	Donkey Plain	3	Good	Garage Manager
COMPRESSOR - CLARKE 150 ltr	Donkey Plain	6	Good	Garage Manager
HEAVY DUTY WELDER	Donkey Plain	3	Fair	Garage Manager
VEHICLE HOIST	Donkey Plain	Nil	Need repairs	Garage Manager
VEHICLE HOIST - 4 POST	Donkey Plain	7	Good	Garage Manager
TYRE CHANGER	Donkey Plain	1	Fair	Garage Manager
TYRE CHANGER - Automatic	Donkey Plain	5	Good	Garage Manager
TIG WELDER MACHINE	Donkey Plain	5	Good	Garage Manager
WELDER - HEAVY DUTY	Donkey Plain	3	Fair	Garage Manager
MIG WELDER - LARGE	Donkey Plain	2	Fair	Garage Manager
PLASMA CUTTER	Donkey Plain	3	Fair	Garage Manager
ARC WELDER		2	Fair	Garage Manager
REBORING MACHINE	Donkey Plain	2	Fair	Garage Manager
<b>DIAGNOSTICS EQUIPMENT</b>				
DIAGNOSTICS EQUIPMENT - BOSCH	GM OFFICE	3	2014	Garage manager
DIAGNOSTICS EQUIPMENT - AUTOBOSS V30 PRO	GM OFFICE	2	fair	Garage manager
DIAGNOSTICS EQUIPMENT - FORD IDS	GM OFFICE	5	Good	Garage manager
<b>SMALL EQUIPMENT</b>				
TROLLEY JACK-5 TONNE	Donkey Plain	1	Fair	Garage Manager
TROLLEY JACK- 2 TONNE	Donkey Plain	2	Fair	Garage Manager
TROLLEY JACK- 3 TONNE	Donkey Plain	1	Fair	Garage Manager
DRILL PRESS	Donkey Plain	1	Poor	Garage Manager
MIG WELDER - SMALL	Donkey Plain	1	Poor	Garage Manager
MIG WELDER - SMALL	Donkey Plain	2	Good	Garage Manager
FLOOR CRANE 2T	Donkey Plain	2	Fair	Garage Manager
SHEILDMASTER FLOWMETER	Donkey Plain	4	Good	Garage Manager
FUEL INJECTOR TESTER	Donkey Plain	2	Fair	
HYDRAULIC PRESS-weber	Donkey Plain	2	Good	Garage Manager
HYDRAULIC PRESS	Donkey Plain	1	Poor	Garage Manager
HYDROTECHNIK TESTER	Donkey Plain		Good	Garage Manager
GAS RECHARGER-ROCK BREAKER	Donkey Plain		Good	Garage Manager
BENCH GRINDER	Donkey Plain	2	Fair	Garage Manager
VULCANISING MACHINE	Donkey Plain	1	Fair	Garage Manager
PARTS WASHER	Donkey Plain	3	Good	Garage Manager
STEEL BENCH	Donkey Plain	indefinite	Good	Garage Manager
WOODEN BENCHES X5	Donkey Plain	indefinite	Fair	Garage Manager
DRAWER TOOL CHEST - Complete with various mechanical tools	Donkey Plain	3	Fair	
DRAWER TOOL CHEST - Complete with various mechanical tools	Donkey Plain	3	Fair	
DRAWER TOOL CHEST - Complete with various mechanical tools	Donkey Plain	3	Fair	
DRAWER TOOL CHEST - Complete with various mechanical tools	Donkey Plain	3	Fair	
DRAWER TOOL CHEST - Complete with various mechanical tools	Donkey Plain	3	Fair	
DRAWER TOOL CHEST - Complete with various mechanical tools	Donkey Plain	3	Fair	
CLEAR VISION WELDING HELMET	Donkey Plain	1	Fair	
HEADLAMP ALIGNMENT TOOL	Donkey Plain	3	Fair	Garage manager
MOBILE BATTERY CHARGER	Donkey Plain	1	Needs Replacing	Garage manager
<b>HAND TOOLING</b>				
4 1/2" ANGLE GRINDER	Donkey Plain			Garage manager
9" ANGLE GRINDER	Donkey Plain			Garage manager
ELECTRIC DRILL	Donkey Plain			Garage manager
CORDLESS DRILL				
AIR IMPACT RENCH 1/2" DRIVE	Donkey Plain			Garage manager
LARGE COMBINATION SPANNERS	Donkey Plain			Garage manager
LARGE SOCKET KITS	Donkey Plain			Garage manager
TOREX KITS	Donkey Plain			Garage manager
ALLEN KEY KITS	Donkey Plain			Garage manager
BRAKE-PIPE FLARING TOOL	Donkey Plain			Garage manager
AXLE STANDS VARIOUS SIZES X 16	Donkey Plain			Garage manager

## 6.7 Authority Requirements

The Authority (SHG) are looking for:

- Cost, service, efficiency and longer-term economic benefit that SHG will realise over the long term (5-10 years) once divestment has occurred.
- The business not relying wholly on income from services provided to Government under contract, but is able to generate additional income from providing similar or additional services to clients in the private sector.
- Greater level of transparency of operation and costs to drive through savings and service initiatives e.g.
  - Pool utilisation and optimisation
  - Profit share on residual and maintenance
- Improved technology to improve fleet utilisation and manage risk effectively.
- Leveraging Supply Chain Relationships for Improved deals and quality products for both Standard and Non- Standard Vehicles
- Improved MI providing greater visibility of the fleet structure and spend.
- Offer alternative funding methods to contract hire e.g. finance lease/ Private Sector Funding

### **Suppliers shall be able to provide:**

- Account Management;
- Fleet Management System;
- Accident and Claims Management;
- Vehicle Sourcing;
- Management of Existing Owned and Leased Vehicles;
- Vehicle Utilisation/Optimisation;
- Vehicle Distribution and Movements;
- Vehicle Maintenance (SMR);
- Vehicle Disposal;
- Vehicle Conversion and Modification;
- Vehicle Decommissioning;
- Driver Support Services;
- Breakdown and Recovery;
- Vehicle Downtime Management;
- MOT Management;
- Mileage Management;
- Fuel Card Management;
- Fines and Charges;
- Implementation and Transition Management;
- Vehicle Insurance/Motor Insurance Database.