

Major Plant Equipment – Purchase and Sale Policy

- Subject :** Major Plant Equipment – Purchase and Sale
- Description:** This policy describes the manner in which Council's major plant items are to be purchased and sold.
- Objectives:**
- To ensure sales and purchases comply with Department of Local Government guidelines.
 - To ensure:
 - The correct and consistent advertising process is followed;
 - To provide staff with clear guidelines;
 - Purchases are the most advantageous to Council;
 - No special consideration is given to Council elected members and staff.
 - To ensure that for sales the most advantageous offer to Council is accepted.

Policy:

Scope:

This policy applies to all major items of plant.

Policy Statement:

Purchases

- For any proposed purchase, an advertisement shall be placed in a Sydney daily newspaper and in the appropriate newspaper to cover the Inverell, Tamworth and Armidale areas.
- Appropriate dealers shall be contacted directly and provided with a copy of the specifications. Their attention shall be drawn to the advertisement.
- Tenders shall be chosen on the basis of the most advantageous proposal to Council for utilities and major plant equipment which meet the specification. For plant purchases, refer to Council's Plant Selection - Decision Matrix Practice notes.
- Specifications shall be considered by the Works Progress Advisory Unit prior to tender.

Sales

- For any proposed sale, an advertisement shall be placed in a Sydney daily newspaper for major plant equipment, and in the appropriate newspaper to cover the Inverell, Tamworth and Armidale areas, and in the Council Newsletter.
- No special consideration shall be given to Council employees or elected members. However, they are not precluded from tendering. Any person submitting a tender must not be involved in any part of the tender determination process.
- Tenders shall be chosen on the basis which is most appropriate for Council and normal tendering procedures will apply.

Exemptions: Nil

- Other Matters:**
- In reference to Council accepting the most appropriate tender for a sale, there may be other factors to be considered which may give the Council other than financial advantages. Council, in that case, must consider all factors and, having done so, will accept the most appropriate.
 - The tender shall be accepted by Council following a review and recommendation from the Works Progress Advisory Unit.
 - See also Plant - various other policies, procedures and practice notes.

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Responsibility: **Councillors** are responsible for adopting the Policy and ensuring that appropriate resources are allocated.
The **General Manager** has the responsibility to authorise the Policy.
Directors and Managers are responsible for reviewing, updating and enforcing the Policy.
Employees are responsible for following the Policy.

Related Documents: Plant Selection - Decision Matrix

Review: This Policy will be reviewed as necessary or at least every four (4) years from date of adoption.
Last review: October 2013
Reviewer: Director of Engineering Services

Resolution # 265/97 , 17/98 (January 1998), 412/00 (September 2000), 94/05 (March 2005), 419/09 (September 2009), 249/13 (August 2013).

Authorised by:
General Manager Date