

Subject **MOTOR VEHICLES INCLUDING UTILITIES - PURCHASE AND SALE**

Description: This Policy describes the manner in which Council's Motor Vehicles (Sedans, Station Wagons and Utilities - or variants of these models) are to be purchased and sold.

Objective: The objective of this Policy is to ensure the purchase and sale of Council's motor vehicles complies with the Department of Local Government guidelines and provides Council with the most cost-effective method of replacement. It is also designed to provide staff with clear guidelines of the processes to be undertaken.

PART 1 - POLICY

Scope

This policy applies to all motor vehicles and utilities except heavy plant and specialist vehicles.

Purchases

1. For any proposed purchase, an advertisement calling for quotations shall be placed in the appropriate newspaper to cover the area (typically Inverell, Tamworth and Armidale).
2. Appropriate dealers in the towns covered by such advertisements shall be contacted directly and provided with a copy of the specifications. Their attention shall be drawn to the advertisement.
1. Quotations shall be chosen on the basis of the most advantageous proposal to Council which meet the specifications, approved by Manex, for the staff position.
2. Council will give priority to environmentally sustainable vehicles including small engine sizes, where applicable.

Trade-in/Sales

1. For any proposed sale, an advertisement shall be placed in the appropriate newspaper to cover the area (typically Inverell, Tamworth and Armidale) and in the Council Newsletter.
2. No special consideration shall be given to Council employees or elected members. However, they are not precluded from quoting. Any person submitting a quote must not be involved in any part of the determination process.
3. Quotations shall be chosen on the basis which is most appropriate for Council and normal selection procedures will apply.

4. Recommended change over of vehicles between 60,000km-70,000km in a 3-4 year period.

PART 2 - EXEMPTIONS

1. If no trade-in involved, vehicle may be purchased on State Government contract.

PART 3 - CRITERIA

1. To ensure sales and purchases comply with the Department of Local Government guidelines.
2. To ensure:
 - (a) The correct and consistent advertising process is followed;
 - (b) To provide staff with clear guidelines;
 - (c) Purchases are the most advantageous to Council .
 - (d) No special consideration is given to Council elected members and staff.
3. To ensure that, for sales, the most advantageous offer to Council is accepted.

PART 4 - OTHER MATTERS

1. In reference to Council accepting the most appropriate quotation for a sale, there may be other factors to be considered which may give the Council other than financial advantages. Manex, in that case, must consider all factors and, having done so, will accept the most appropriate.
2. The quotation shall be accepted by Manex following a review and recommendation from the Director of Engineering (or other approved officer).
3. See also Plant - various other policies.

Review: This policy is to be reviewed as determined or every four (4) years in accordance with Section 165, Local Government Act, 1993.

Resolution No: 265/97; Reviewed September 2000: 412/00; Revised March 05: 94/05; Revised August 06: 304/06; Revised September 2009: 419/09; Adopted without Change August 2013 (249/13).