

# Policy Directive



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## Procurement of Photocopier Equipment or Other Imaging Devices

**Document Number** PD2006\_032

**Publication date** 30-May-2006

**Functional Sub group** Corporate Administration - Asset Management  
Corporate Administration - Purchasing

**Summary** The operating lease finance option for photocopier equipment has been withdrawn. NSW Government agencies are to purchase photocopier equipment and other imaging devices using capital funds from 1 January 2006.

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**Applies to** Local Health Networks, Area Health Services/Chief Executive Governed Statutory Health Corporation, Board Governed Statutory Health Corporations, Chief Executive Governed Statutory Health Corporations, Network Governed Statutory Health Corporations, Affiliated Health Organisations, Public Health System Support Division, Community Health Centres, Dental Schools and Clinics, NSW Ambulance Service, NSW Dept of Health, Public Health Units, Public Hospitals

**Distributed to** Public Health System, Dental Schools and Clinics, NSW Ambulance Service, NSW Department of Health, Public Health Units, Public Hospitals

**Review date** 30-May-2013

**Policy Manual** Not applicable

**File No.** 97/3001

**Status** Active

### Director-General

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is **mandatory** for NSW Health and is a condition of subsidy for public health organisations.

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## PROCUREMENT OF PHOTOCOPIER EQUIPMENT

New South Wales Treasury has advised that State Contract 390 allowing operating leases finished on 31 December 2005, and the Imaging Devices contract that replaces it, Imaging Devices Contract 2390, has no provision for leasing.

In accordance with Treasury advice, Health Services are not to enter into leases for photocopier equipment, or other equipment covered by the new Imaging Devices Contract 2390, and are to purchase these assets from 1 January 2006.

Purchases are to be sourced from savings against the recurrent allocation and are to be reported as RMR > \$10,000 unless individual assets are valued in excess of \$250,000 in which case contact with your nominated Asset & Contract Services liaison officer will be necessary to establish a specific locally sourced projects for CAPDOHRS reporting requirements. The issue of this policy directive does not affect orders placed with lessors before 1 January 2006 which were subsequently settled after 31 December 2005.

Robyn Kruk  
**Director-General**



New South Wales  
TREASURY

## Treasury Circular

NSW TC 06/01  
4 January 2006

### PROCUREMENT OF PHOTOCOPIER EQUIPMENT

**The operating lease finance option for Photocopier equipment has been withdrawn. This Circular outlines new procurement arrangements for Photocopier equipment.**

This circular provides information on changing financing arrangements for the acquisition of Photocopier equipment.

NSW Treasury has examined funding options for Photocopier equipment and has determined that the most cost effective method for NSW Government agencies is to purchase Photocopier equipment using capital funds. The current Photocopier contract allowing operating leases finishes on 31 December 2005 and the Imaging Devices contract that replaces it has no provision for operating leasing.

Agencies are not to enter into leases for Photocopier equipment or other equipment covered by the new Imaging Devices contract, and are to purchase these assets using capital funds from 1 January 2006. This includes equipment required to be replaced at the end of current operating leases. This does not affect orders for equipment placed with lessors before 1 January 2006 which settle after 31 December 2005.

This Policy is relevant to all General Government Agencies and all relevant staff should be made aware of this change in procurement policy.

While PTEs and SOCs do not fall within the provision of this circular, it is recommended that appropriate lease versus buy financial analysis is conducted before entering into any external funding arrangements.

Kerry Schott  
Acting Secretary

**Further Information:** Agency specific issues – your Treasury Analyst  
Policy issues - Melody Vandyke, Principal ICT Advisor Ph: 9228 4046

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