



Investment Expenditure Proposals – Procedures

Following is a process agreed by the Guild Committee for assessing proposals for capital expenditures of over \$500. It is not meant to cover workshop consumables.

Procedures

1. All proposals for expenditure on investment in capital equipment (tools and machines) above \$500 must be in writing and sent to the Guild Secretary.
2. The Guild Committee and Executive will review and make comments and recommendations in relation to the proposals.
3. The Committee will consult members for more information if required.
4. Communication on the lodgement of proposals, seeking more information and conveying decisions will be through the Secretary.
5. Final decision-making rests with the Committee.

Members of the Guild Committee should declare if they have a real or perceived conflict of interest in relation to any proposal.

If expenditure is deemed urgent and important by the President, such as a major machine failure that needs urgent attention, the expenditure can proceed with the agreement of the Executive. The Committee will be kept informed of such decisions.



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Submission to the Guild Committee for Expenditure over \$500

Date of Submission	
Person(s) Submitting	
SIG or General Guild Use	
Date of Committee meeting that submission is to be considered	<i>Please note the Committee convenes every month. The Committee dates are in the Guild Calendar. Proposals must be submitted to the Secretary at least one week in advance.</i>
Recommendation	<i>Be clear and concise in what you are asking the Committee to approve. Include the actual or estimated price for each item?</i>
Summary (60 words or less)	<i>Summarise why the expenditure is needed now and what it is meant to achieve.</i> <ul style="list-style-type: none">• For replacement equipment – e.g. A new drum sander is required because the existing drum sander is broken and is too expensive to repair, or is now unsafe because ...• For new equipment – identify why the equipment is needed and its benefit to members. <i>You can elaborate in the issues section of the proposal.</i>

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<p>Background (200 words or less)</p>	<ul style="list-style-type: none"> • <i>Provide any necessary information in a way that can be readily understood by a person who is not expert in the field.</i> • <i>Identify any previous Committee consideration of this or similar proposals.</i> • <i>Identify the people who have been consulted in the preparation of this submission and if there is agreement or not.</i>
<p>Issues (300 words or less)</p>	<ul style="list-style-type: none"> • <i>Explain why the expenditure is needed now and who will benefit.</i> • <i>Who will be able to use the items or will access be restricted to members of one SIG or sub- group of members.</i> • <i>Outline the implications for the use of the Shed, safety, accreditation requirements, retraining, maintenance, warranties and availability of spare parts, changes to the shed rules, dust extraction requirements, power needs etc.</i> • <i>Identify if any alternatives were considered and explain why the preferred option was chosen. Or, give the Committee a short list options.</i> • <i>Identify the up-front and any ongoing costs of the proposal.</i> • <i>Does the proposal require separate Insurance or is it covered by the Guild's existing insurance policies?</i> • <i>If there is more than one element to the proposal, please give each element a priority ranking.</i>