



*Shire of Wyndham East Kimberley*  
**Council Policy**  
**E12**

<b>POLICY No:</b>	<b>E 12</b>
<b>DIVISION:</b>	<b>Engineering and Development Services</b>
<b>SUBJECT:</b>	<b>Plant and Vehicles – Change Over</b>
<b>REPORTING OFFICER:</b>	<b>Executive Manager Engineering and Development Services</b>
<b>ENABLING LEGISLATION:</b>	

**OBJECTIVE**

To provide clear direction to management and staff in relation to the purchase of Shire vehicles, whether cars, commercial vehicles or heavy plant, and establish a decision framework that;

- Ensures purchases are made in an open, fair and transparent manner;
- Delivers best value for money;
- Ensure open and effective competition;
- Encourage local suppliers;
- Ensure the Shire's purchasing activities are in accordance with its legislative and common law responsibilities.
- Ensure required vehicles are purchased within Councils adopted budget constraints.

**POLICY:**

**1. Professional Integrity, Accountability and Probity**

To enhance professional integrity, accountability and probity:

- Shire Officers engaged in purchasing will at all times undertake their duties in an ethical an impartial manner, act responsibly and exercise sound judgement;
- The Shire conducts tenders with integrity in accordance with the provisions of the Local Government Act 1995;
- All processes relating to Shire purchases will be open, fair and transparent;
- Shire Officers will not use or disclose information that confers unfair advantage or financial benefit or detriment on a supplier or potential supplier;

- Shire Officers will not engage in any activity that would create conflict between personal interest and the interest of the Corporation;
- Shire Officers have delegated authority to change over the vehicles within the annual adopted budget allocation.

## **2. Assessment**

- For the purpose of tender/quotation assessment the following formula will be utilized;

Price	70%
Operates Local	10%
Availability	10%
Experience	10%

## **3. Local Business**

To enhance the opportunities for local business and industry (which operate and have business situated within the Shires geographical area), local suppliers will be considered for Shire business on the basis of value for money, capability and efficient purchasing practices, in conjunction with the requirements of the Tender assessment or received quotations.

**Adopted: 20/12/2005**

**Reviewed:**

**Amended:**