 <p>The Flinders Ranges Council</p>	<p style="text-align: center;">GOVERNANCE POLICY</p> <p style="text-align: center;">PROCUREMENT & DISPOSAL</p>	Policy Number Version Number Issued Last Review Next Review GDS	G1.25 8 August 2013 October 2023 November 2027 9.63.1.1
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PROCUREMENT AND DISPOSAL POLICY

1. BACKGROUND

The Flinders Ranges Council (the Council) must prepare and adopt policies on contracts and tenders in accordance with the *Local Government Act 1999*, which sets out the procedure that the Council will follow when engaging contractors/businesses in the supply of goods and services.

When well managed and structured in an efficient manner, the contracting and purchasing activities within the Council has the potential to make a major contribution to the effectiveness of the organisation to ensure value for money and high-level probity in the expenditure of public funds is obtained.

1.1. This policy details:

- the guiding principles for procurement;
- the framework to be used by the Council to procure goods, works and services;
- a systematic approach to be used in the evaluation and selection of suppliers and contractors when seeking to procure goods, works or services;
- the procurement approach to market and associated documentation having regard to the procurement value and procurement risk;
- the process to purchase exempt to policy;
- the process to purchase by credit card; and
- the process of sale and disposal.

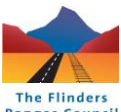
2. DEFINITIONS

- 2.1 **Contractor** refers to all people, companies and organisations that are engaged to provide works or services to the Council.
- 2.2 **Employee** means any full-time, part-time, contract, casual, work experience, trainee, and volunteer, as well as those persons working at a Council workplace through a contract or other similar external arrangement.
- 2.3 **Evaluation Plan** refers to a set of pre-determined criteria against which quotes or tenders are assessed.
- 2.4 **Local supplier** means those suppliers and contractors located within the Council's boundaries.
- 2.5 **Open Invitation to Tender** means a full public tender in which any interested party is able to submit an offer to supply goods, works or services.
- 2.6 **Panel Contract** means a standing offer arrangement with multiple pre-qualified providers established by the Council or associated purchasing groups e.g. Local Government Association (LGA) Procurement (LGAP), Procurement Australia, Council Solutions or State Supply.
- 2.7 **PCBU** refers to a Person Conducting a Business or Undertaking under the *Work, Health and Safety Act 2012* and includes Council and any suppliers, contractors and sub-contractors.

- 2.8 **Preferred Supplier/Contractor** means a sole provider arrangement established by the Council through a competitive process or by a third party purchasing groups e.g. LGAP, Procurement Australia, Council Solutions or State Supply.
- 2.9 **Procurement** refers to the activity of obtaining goods, works and services to assist the Council in the delivery of its services.
- 2.10 **Quote** means an offer submitted by a supplier or contractor in response to a request for quote which details the basis on which the supplier or contractor is willing to provide the required goods, services or works.
- 2.11 **Residual Risk Rating** means, for the purpose of this policy, the rating of a risk, assessed and determined by the Council, after controls are applied.
- 2.12 **RFQ** means a Request for Quote.
- 2.13 **RFT** means a Request for Tender.
- 2.14 **Select invitation to tender** refers to an invitation to submit a tender to the Council that has been extended only to a small number of suppliers or contractors based on competence, experience and previous successful performance or in circumstances that do not warrant full public tender.
- 2.15 **Supplier** refers to all people, companies and organisations that provide goods and/or services to the Council.
- 2.16 **Tender** means a formal offer submitted by a supplier/contractor in response to a request for tender which details the basis on which the supplier/contractor is willing to provide the required goods, services or works.
- 2.17 **Vendor Panel** refers to the Council's electronic Request for Quote management system.
- 2.18 **Works** refers to all construction and maintenance works.

3. SCOPE & PURPOSE

- 3.1. This policy concerns a range of matters associated with the purchase (and in some relevant cases, the disposal) of goods and services, together with associated processes and procedures relevant to those purchases (and disposals).
- 3.2. Council is committed to ensuring a fair, transparent and accountable process at all times.
- 3.3. This policy applies to all employees when procuring goods, works and services.
- 3.4. This policy does not apply to:
- Loan repayments and bank fees;
 - Legal and debt recovery fees;
 - Recurrent service renewals such as membership subscriptions and software licences;
 - Recurrent utility and related charges, such as water, electricity, telephone and Internet charges;
 - Agency contract staff;
 - Ongoing payments made under a service contract with a supplier, as occurs with

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- waste collection, lift and fire equipment maintenance, security patrol services;
- Insurance, lease and rental payments;
- Courier, postage and related charges;
- Retainer agreements and subscription renewals;
- Intra Council collaborations and shared services where a 'lead' Council is appointed and authorised to procure collectively under the lead Councils procurement policies;
- Refunds of deposits, overpayments etc; and
- Community Grant Program expenditure.

4. LEGISLATIVE AND CORPORATE REQUIREMENTS

Section 49 of the [Local Government Act 1999](#) (the Act) requires each council to develop, maintain and adopt policies relating to the procuring of goods, works and services to ensure that:

- a. value for money is obtained
- b. suppliers are treated fairly and ethically
- c. probity, accountability and transparency is intrinsic to the procurement process

The Council is committed to achieving compliance with the provisions of the [Work Health and Safety Act 2012](#) in its procurement processes.

5. GUIDING PRINCIPLES FOR PROCUREMENT

5.1 Value for Money

5.1.1 The Council will drive value for money in all of its procurement activities by deploying the most appropriate strategy to achieve its procurement objectives.

5.1.2 Value for money includes consideration of both cost and non-cost factors i.e.:

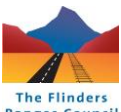
- **Cost Factors**
Include the up-front price, and whole of life costs such as maintenance and operating costs and disposal costs. Council internal costs may also be included.
- **Non-Cost Factors**
May include fit for purpose, quality, ability to meet schedule, service and support, training, sustainability, innovation and other value add opportunities.

5.2 Risk Management

5.2.1 The risks associated with any procurement must be identified, assessed and controlled in accordance with the Council's Administration Policy - Enterprise Risk Management Framework.

5.2.2 An initial risk assessment must be conducted early in the procurement process prior to developing the market documents and contractor management approach.

5.2.3 The risk assessment must be reviewed at key stages of the process to ensure that identified risks are being managed and any new risks are identified. This is particularly important in managing the Council's WHS Act obligations, monitoring

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contractor performance and enforcing contract terms and conditions.

5.3 Efficiency

5.3.1 Panel arrangements, preferred suppliers/contractors and third-party contracts will be used to improve the efficiency of the procurement process and reduce the time and cost impacts of repetitive bidding on potential suppliers.

5.3.2 Council may collaborate with other Councils to investigate opportunities for joint contracts to share resources, increase market leverage and improve value for money outcomes.

5.4 Probity and Accountability

5.4.1 All staff involved in procurement activities are required to observe the highest standards of integrity, probity and professional conduct and comply with the Council Code of Conduct for Council Employees and other legislative requirements.

5.4.2 All stages of the procurement decision making process will be documented, defensible and preserve confidence in the Council's procurement process.

5.4.3 Suppliers and contractors will be treated fairly and equitably in any procurement process.

5.4.4 Non-conformance with this policy by employees is a breach of the Code of Conduct for Council Employees and may lead to disciplinary action.

5.5 Engagement with the Market

5.5.1 The Council will engage with the market, if necessary, to promote supply opportunities, provide supplier education and to investigate innovative supply solutions which deliver superior value.

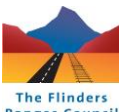
5.6 Support of Local Business

5.6.1 The Council will ensure, as far as is practical, that local suppliers and contractors are able to bid for its work.

5.7 Sustainability

5.7.1 The Council will endeavour to source goods, works and services from socially, environmentally and ethically responsible suppliers and contractors.

5.7.2 Environmental considerations will be identified as part of the specification and/or response schedule when applicable.

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5.8 Work Health and Safety

5.8.1 The Council will use only those contractors who demonstrate an appropriate WHS management system capability that, at a minimum, meets Council's WHS policy standards.

5.9 Funding Availability and Approval

5.9.1 Procurers will ensure that no procurement process is undertaken unless funds are approved within the relevant budget or held in reserve for that purpose.

5.9.2 Approval to engage a supplier or contractor must be undertaken in accordance with the Council's delegation framework.

5.10 Market Approach

The market approaches which may be used by the Council include:

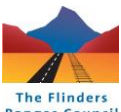
- expressions of interest;
- open invitation to tender;
- select invitation to tender;
- direct negotiation with a particular supplier/contractor or group of suppliers/contractors;
- RFQ;
- RFT;
- joint procurement arrangements with other councils;
- use of panel arrangements or preferred suppliers/contractors; and
- use of third party contracts such as LGAP, G6, State Supply.

The Council will select the most appropriate market approach based on a number of factors including:

- value of the acquisition;
- risk profile of the acquisition;
- complexity of the acquisition and the experience and skills of Council staff;
- market profile including the number of suppliers/contractors, capacity and capability of the suppliers/contractors, specialist skills, market maturity and rate of technological change;
- Council's leverage in the market;
- cost of the chosen approach compared to the potential benefits;
- cost incurred by suppliers/contractors in responding compared to the value of the work;
- time constraints or urgency due to impact on Council operations; and
- approved budget.

5.10.1 In the event the Council seeks indicative costs from the market for budgeting purposes, this must be made clear to potential suppliers/contractors and no commitments to procure must be made.

5.10.2 In all other circumstances, subject to budget and internal approvals, a market approach will occur to engage a supplier or contractor subject to achieving an acceptable outcome in terms of value for money and risk and in line with delegations.

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6. APPLICATION OF POLICY

6.1 Procurement Process, Risk Assessment and Documentation Required

- 6.1.1 The procurement process and documentation required is to be determined based on the total value of the procurement and the residual risk rating, resulting from a risk assessment of the procurement.
- 6.1.2 The total value of the procurement must be the total cost over the proposed length of the contract, including all ancillary costs such as maintenance purchase or support agreements procured at the same time.
- 6.1.3 The total value should also include any contingency or provisional sums related to the procurement.
- 6.1.4 The values in Clauses 6.2 to 6.5 of this policy are based on total value calculated under this clause.
- 6.1.5 Procurement activities must not be split into smaller components in order to avoid the competitive process and documentation requirements.
- 6.1.6 All procurement activities require the identification and assessment of potential risks associated with the procurement process itself and any use of goods, works or services procured.
- 6.1.7 The risk assessment is to be used to determine the:
 - response schedules included in the RFQ/RFT documents;
 - conditions of contract; and
 - approach to contractor monitoring (refer to the Council Contractor Management Policy).
- 6.1.8 Risks must be assessed in accordance with the Council's Enterprise Risk Management Framework.
- 6.1.9 An initial risk assessment must be conducted early in the procurement process prior to developing the market documents. The risk assessment should be reviewed at key stages of the process to ensure that identified risks are being managed and any new risks are identified. This is particularly important in managing the Council's WHS Act obligations.
- 6.1.10 The risk assessment information identifying the required work and any pertinent hazard information relating to circumstances of proposed work that the Council is aware of (such as the presence of hazardous substances at the worksite, difficulties in accessing the worksite, working at heights etc.) must be provided as part of RFQ/RFT documents to contractors.

6.5 Purchases up to \$2,000

6.2.1 Process

For procurement with a total value of less than \$2000, direct purchase can be undertaken.

6.2.2 Documentation

No purchase order or contract is required and payment is on invoice.

6.3 Purchases \$2,001 - \$10,000

6.3.1 Process

- a. A minimum of one verbal or written quote must be obtained;
- b. Quotes must be documented on the RFQ Summary Form - \$2,001 - \$10,000 and detail the rationale for the contractor selection; and
- c. A purchase order, detailing the Council's terms and conditions, must be forwarded to the supplier or contractor prior to the receipt of works, goods or services.

6.3.2 Documentation Required

- RFQ Summary Form - \$2,001 - \$10,000; and
- Purchase order

6.4 Purchases \$10,001 - \$150,000

6.4.1 Process

- a. For a total value between **\$10,001 and \$50,000**, a minimum of **two** written quotes must be obtained;
- b. For a total value between **\$50,001 and \$150,000**, a minimum of **three** written quotes must be obtained;
- c. Quotes must be obtained using a RFQ document relevant to the procurement - goods, services, professional services or minor works;
- d. The residual risk rating must be assessed and used to determine the conditions of contract and response schedules used;
- e. Evaluation criteria and weightings must be determined prior to the market approach and reflective in the response schedules;
- f. Quotes must be evaluated in accordance with the Evaluation Matrix;
- g. A Procurement Recommendation is required to be completed detailing the outcomes of the evaluation of the quotes received;
- h. Approval of the selected supplier or contractor is via the Procurement Recommendation Report by the staff member who obtained the quotes unless the amount of the purchase exceeds their sub-delegation in which case the procurement is to be approved by the line manager with the requisite financial sub-delegation; and
- i. Engagement of a supplier or contractor will be either via a purchase order or contract depending on the risk and type of arrangement. This must be completed prior to the receipt of the goods, services or works.

6.4.2 Documentation Required

- RFQ document;
- Evaluation Matrix;
- Procurement Recommendation; and
- Purchase Order or Contract.

6.5 Purchases Greater than \$150,000

6.5.1 Process

- a. A selective or open RFT is required. When a select tender process is used, reasons for that approach must be documented;
- b. A full RFT document is required relevant to the category - goods, services, professional services or works;
- c. Tenders can be managed either through Tenders SA or other Tender process which meets appropriate Tender probity principals including formalising the tender period and ensuring tenders are uploaded confidentially to tenders@frc.sa.gov.au ;
- d. The risk rating must be assessed and used to determine the conditions of contract and response schedules used;
- e. An evaluation plan must be developed prior to tenders being called which outlines the methodology to be used and the criteria and weightings;
- f. Tenders must be evaluated in accordance with the Evaluation Plan;
- g. Approval of the selected supplier or contractor is via the Procurement Recommendation; and
- h. Engagement of the supplier or contractor must be by execution of a contract.

6.5.1 Documentation Required

- RFT document;
- Evaluation plan;
- Procurement Recommendation; and
- Contract.

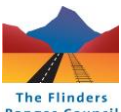
6.6 Purchases by Credit Card

6.6.1 Process

- a. Purchases are for low value goods, works or services including fuel and online purchases. As a result of their low value; credit card transactions are not subject to an RFQ/RFT process or require a Purchase Order;
- b. Purchases must be within the Cardholders Credit Card Authorisation Agreement and within delegated credit card expenditure limits at all times, or unless emergency 'one-off' approval is permitted by written authorisation of the Chief Executive Officer (CEO); and
- c. Cardholder agrees to reconcile expenditure from the credit card statement to the General Ledger monthly.

6.6.2 Documentation Required

- Tax Invoice / Tax Receipt;
- Credit Card Statement; and
- General Ledger Cost Centres.

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6.7 Preferred Suppliers/Contractors

6.7.1 Process

- a. A direct purchase can be undertaken against a preferred supplier contract or the Preferred supplier register if the value is less than \$10,000;
- b. If the value is greater than \$2,001, a Purchase Order must be raised which references the contract number or preferred supplier arrangement;
- c. The preferred supplier register must:
 - Evidence regular competitive market testing including annual update of the schedule of rates; and
 - Ensure annual updates of statutory and WHS requirements not limited to: Return to Work SA certificate, trade licences, insurance certificate of compliance and WHS system updates; and
- d. New suppliers are encouraged to apply for inclusion on the Preferred Supplier Register.

6.7.2 Documentation

- Purchase order; and
- Preferred supplier register.

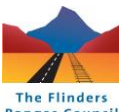
6.8 Panel Contracts

6.8.1 Process

- 6.8.1.1 If the procurement is made against a Panel Contract with fixed lump sum pricing, a direct purchase can be undertaken;
- 6.8.1.2 Where a preferred category supplier is awarded as part of the specification and contract award, a direct purchase can be undertaken up to the value of that preferred arrangement;
- 6.8.1.3 If the Panel Contract is based on a schedule of rates, the number of quotes obtained must be in accordance with the requirements of clauses 6.3 to 6.5;
- 6.8.1.4 If the panel contract is LGA Procurement contract, quotes must be obtained through Vendor Panel. For any other panel, quotes may be obtained via email or post;
- 6.8.1.5 Approval of the selected contractor is via Purchase Order or Procurement Recommendation if the value is greater than the Council staff member's delegation;
- 6.8.1.6 If the value is less than \$10,000, no purchase order is required and payment is on invoice; and
- 6.8.1.7 If the value is greater than \$10,001, a Purchase Order must be raised which references the contract under which the purchase is made.

6.8.2 Documentation

- RFQ document/evidence
- Purchase order

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6.9 Exceptions

10.1.1 General

Circumstances may arise by which the use of a competitive process is not practical, will not meet the objectives set out in clause 5.1 or the required number of quotes cannot be obtained. Examples when this may be the case include:

- if the benefits to be obtained through a competitive process are outweighed by the costs of the process;
- if the market structures are such that a monopoly exists and therefore a competitive process will not provide any benefit;
- technical support or upgrades linked to existing products or software;
- if the skills required are specialised and can only be provided by a single provider;
- if there is an urgent and pressing need to acquire the goods, services or works and a competitive process will adversely impact on Council operations or the community;
- if a Preferred Supplier/Contractor arrangement already exists; and
- where a group purchasing arrangement is undertaken (for example collectively with other councils); the Council may approve the purchase of goods, works or services under the lead Council's policies. This is to ensure efficiency of the procurement process and must be approved by the CEO prior to RFQ/RFT.

In these circumstances, the reasons for not obtaining the required number of quotes must be documented in either

- RFQ Summary Form - \$2,000-\$10,000; or
- Procurement Recommendation (>\$10,000).

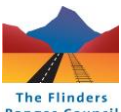
6.9.2 Land and/or Buildings

The purchase of land and/or buildings must be referred to Council for its consideration and determination with independent valuations being obtained to assist and inform Council to ensure the objectives of this policy are achieved.

6.9.3 Variations to a Contract

6.9.3.1 If a variation to a contract results in an increase to the contract sum, the variation must be approved in accordance with the staff member's delegation. If the amount of the variation exceeds the staff member's delegation, the variation must be referred the officer with the appropriate delegation.

6.9.3.2 Where a contract has been awarded via a competitive process and where a schedule of rates has been disclosed and agreed. Similar or incidental works may be directly engaged using this schedule of rates while the contractor remains mobilised and overall efficiency can be demonstrated.

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6.9.4 Extensions to a Contract

6.9.4.1 A contract can be extended without further approval if the original contract included the extension options and the options were approved as part of the original procurement recommendation.

6.9.4.2 Where the original contract did not include any options for extension, a Procurement Recommendation must be approved by the original contract approver.

6.10 Audit

Audits may be conducted by the Centre-Led Procurement Team or internal audit to ensure compliance with the policy requirements.

6.11 Confidentiality

Council will not disclose the confidential details of any offer received from a supplier or contractor to unauthorised persons without the prior written consent of the supplier or contractor unless required to do so by law.

7. **LOCAL PROCUREMENT**

7.1. Council encourages a 'buy local' philosophy

7.2. The Council will ensure that local suppliers have opportunities to bid on Council works. In addition, Council may allocate a 10% price variance above the cheapest qualifying price to 'buy local' for suppliers who operate or provide direct employment within the Council boundary.

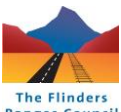
7.3. The Council may allocate a 5% price variance above the cheapest qualifying price to 'buy local' for suppliers who operate or provide direct employment within the 'region' of:

- District Council of Orroroo Carrieton;
- District Council of Peterborough;
- District Council of Mount Remarkable; or
- Port Augusta City Council

8. **BUY AUSTRALIAN MADE**

8.1. The Council encourages "Buy Australian Made" for the purchase of all goods and services, and contractors are also strongly encouraged to Buy Australian Made, provided that:

- the quality of the product will be appropriate for its use and life expectancy;
- the equipment, where appropriate, will be compatible with existing equipment; and
- there will be no undue delay in servicing or obtaining spare parts, which will hinder the Council's ability to deliver service to the community.

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9. PROCEDURE FOR CONTRACTOR ENGAGEMENT

9.1. Engaging Contractors for the Supply of Goods and Services

The following Officers are authorised to sign orders on the Council's behalf provided the goods and services are included in the approved budget. Those officers indicated in bold are responsible for budget programs, while the others have varying levels of delegated responsibility. The levels of authority are:

Chief Executive Officer	\$500,000
Director of Works	\$ 50,000
Director of Finance & Administration	\$ 50,000
Team Leader – Parks, Gardens and Facilities	\$ 5,000
Team Leader – Works	\$ 5,000
Technical Officer	\$ 5,000
Manager, Governance and Tourism	\$ 5,000
Flinders Ranges Visitor Information Centre Co-ordinator	\$ 5,000

10. PROCEDURE FOR SALE AND DISPOSAL

10.1 Where the CEO is satisfied that goods or materials are surplus to Council's operating requirements, they shall be disposed of by:

10.1.1 Tender;

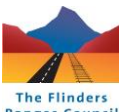
10.1.2 To a community or sporting group, consistent with the Council's strategic objectives and/or community grants program;

10.1.3 The CEO shall accept the highest tender for any particular goods or materials. If the highest tender is not accepted, the CEO shall prepare a report for Council decision;

10.1.4 In response to any enquiry, the CEO only needs to disclose the identity of the successful tenderer, but may offer any reasons as to why a successful tenderer has been selected, if appropriate in the particular circumstances;

10.1.5 The Works Manager (or a person acting in that position), shall be responsible to ensure the efficient collection or delivery of the property as may be required and to ensure the completion of the transaction, including the viewing of the receipt issued by the Council's Cashier for the purchase of the relevant item of property;

10.1.6 Clause 10.1.1 does not apply to those situations where a trade-in is attached to a tender process.

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11. SALE AND DISPOSAL OF COUNCIL LAND

- 11.1.1 Council land that is surplus to requirement must be disposed of by formal tender or auction. In the case of auction, a reasonable reserve price must be set which is to be approved by the Council.
- 11.1.2 The Council shall have regard to Chapter 10, Section 184 and Chapter 11 of the Act, when disposing of Council land for non-payment of rates. Council will dispose of the land by public auction in accordance with Section 184 (6) of the Act.

12. RESPONSIBILITIES

The Director, Finance and Administration will be responsible for this policy.

12.1 Senior Leadership Team

- 12.1.1 Monitoring compliance with the Council's legislative responsibilities for procurement.
- 12.1.2 Ensuring that managers and supervisors have been provided with training and that they understand and can apply the requirements of the procurement procedure to the areas and activities under their control.
- 12.1.3 Consulting with other PCBUs, so far as is reasonably practicable, if their duty of care overlaps.
- 12.1.4 Ensuring that staff have the skills and training to undertake the requirements of the role.
- 12.1.5 Ensuring compliance with this policy by staff within their area of responsibility.

13. AVAILABILITY OF POLICY

- 13.1 This Policy will be available for inspection at the Council Offices during ordinary business hours at no charge and a copy may be purchased for a fee as set annually by the Council.
- 13.2 Copies of this policy will also be available from the Council's website www.frc.sa.gov.au

14. REFERENCES

[Local Government Act 1999](#)
[Work, Health and Safety Act 2012](#)

15. REVIEW

To be reviewed within 12 months after a General Election, in line with legislation and any legislative changes or by resolution of Council.

Adopted by Council 13 August 2013
Resolution 181/2013

GOVERNANCE POLICY
PROCUREMENT & DISPOSAL

Policy Number
Version Number
Issued
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G1.25
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August 2013
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Review Date	Version Number	Change	Resolution
13 August 2013	1	Nil	181/2013
15 September 2015	2	Legislative changes, ie WHS 4.2.2 reference to July each year deleted 4.5.10 'inappropriate' included before 'lobbying of elected members' 4.8.2 reference to noting reasons in tender register deleted and 'prepare a report for Council decision' included 4.15 updated to reflect current standard (formerly AS 3900/ISO 900 Quality Standard) 5.2 authority levels updated (Reviewed by Policy Review Reference Committee and recommended for public consultation – Minutes endorsed by Council)	215/2015
17 November 2015	2	Nil – Adopted	278/2015
15 March 2016	3	Review clause added, 3.8 removal of CEO discretion	102/2016
20 December 2016	4	Reformat document 1.6.3. insert risk management (including work health and safety) 1.7.1. insert work health and safety is considered 4.1 & 5.2 Insert Admin & Finance Manager 4.1.2 increase petty cash from \$50 to \$100 Addition 4.1.3, change of 4.1.1 4.1.2 & 5 Addition Works Team Leader & WHS/HR/Assets & Contracts Officer 4.3.1 preferred contractor register – up to \$5,000 4.5 insert electronic submission and working to reflect current Tender documentation 4.5.3. amend refer 4.6.2.d). insert work health and safety and return to work procedures 4.8.1 b) remove 4.8.3. insert A risk assessment, maintenance and servicing records must be provided to the person receiving plant/machinery 4.11.3. insert qualifying 4.13.3. insert A risk assessment is required to be provided by a supplier in relation to plant 4.16.5. insert and risk assessed Attachment A: replace with Attachments A, B, C (current documents)	277/2016
21 November 2017	5	4.1.1 & 5.2 Updated for Contracts & Assets job title and FRVIC Co-ordinator added with \$5,000 limit; 4.6.2 have dot point "i" added "previous experience with contractor"; 4.12.1 added after goods "and services, and contractors are also encouraged to Buy Australian Made"	221/2017
9 October 2018	6	Rewritten in line with City of West Torrens policy based on risk approach	230/2018
15 June 2021	7	Minor spelling, grammar and formatting edits and Council staff delegated officers updated	132/2021
17 October 2023	8	Minor grammar and formatting amendments and act references updated	283/2023