



STATE CONTRACTS CONTROL BOARD

GENERAL PURCHASING DELEGATIONS PRINTING DELEGATION DISPOSALS DELEGATION

April 2009

Disposals Delegation (excluding Motor Vehicles)

State Contracts Control Board Direction

Under the Public Sector Management (Goods and Services) Regulation, the State Contracts Control Board ("SCCB") is responsible for the disposal of surplus or unserviceable goods for the Public Sector Service

The SCCB may also grant exemptions from the operation of the Regulation.

If a SCCB contract exists, Public Sector Service agencies are required to arrange disposal under the appropriate SCCB contract.

For the disposal of goods, the State Contracts Control Board (SCCB) has approved the following direction:

Transfer

Transfer to another Public Sector Service agency as set out in the Public Sector Employment and Management Act 2002.

Destruction

Destruction where items are of no value.

Negotiated Sales and Verbal Quotes

Goods valued up to \$3,000 may be disposed of by negotiated sales and oral quotes.

Auction or Written Quotations/Tenders

Goods valued over \$3,000 but not exceeding \$250,000 may be disposed of by either auction, written quotes or tenders.

Goods valued over \$250,000

Public Sector Service agencies are required to submit full details and specifications to the Department of Commerce (NSW Procurement - Contracting Services) for the invitation of tenders or auction.

SPECIAL NOTE:

The abovementioned delegations are subject to the following conditions:

- a) Disposal requirements not being split into components or succession of disposals.
- b) If Public Sector Service agencies consider the proposed disposal action to be of such a nature as to warrant consideration of NSW Procurement - Contracting Services, the matter can be referred for advice and assistance of monetary value.
- c) Public Sector Service agencies may impose their own limits, at a lesser value than the Board's direction, for internal management purposes.
- d) Notwithstanding the above direction, if Public Sector Service agencies consider the proposed purchasing action to be of such a nature as to

warrant consideration of the Department of Commerce (NSW Procurement - Contracting Services)/State Contracts Control Board, the matter can be referred for consideration irrespective of monetary value.

- e) It should also be noted that the disposal of goods by Department/Agencies must be undertaken in accordance with the **NSW Government Procurement Policy and the NSW Government Code of Practice for Procurement**.
- f) Public Sector Service agencies in exercising this delegation will continue to disclose information on contracts with the private sector. When undertaking disposal through quotations, Public Sector Service agencies are required to comply with the following procurement practice requirements:
- Keeping written records
 - Maintaining records in accordance with the State Records Act
 - Ensuring specification and requirements are disclosed equally to all suppliers invited to quote
 - Ensuring evaluation criteria are established prior to receipt of quotes
 - Ensuring that the proper process of closing, receipt and opening of quotes are followed.

Effective Date: 1 April 2009