## ADMINISTRATION POLICY

## ADMIN 06.06 SUSTAINABLE PROCUREMENT

PurposeThe Sustainable Procurement Policy demonstrates and defines the Law Society' commitment to sustainable procurement and purchasing activities and minimising the social, environmental and economic impacts associated with its procurement decision making.Policy1. The Policy objectives are: 1.1. Reducing resource waste generated through the Law Society's purchasing of goods and services, 1.2. Improving our overall environmental performance as a good corporate citizen, and 2. The Policy commitments are: 2.1 The Policy commitments are: 2.1 The Law Society will use its purchasing power to promote sustainability, when choosing products and when contracting for the provision of services. 2.2 The Law Society will apply continual improvement in requirements in specifications. 2.3 The Law Society will apply continual improvement in relation to sustainable procurement and reviewing and amending this policy in accordance with current best practice.Related Procedure Amendment Authority LevelADMIN 05.06 Sustainable Procurement Policy Procedure Executive DirectorProcedure Adopted/AmendedExecutive Manager Corporate Services (C191009B8); C270813D9Work Health and SafetyReference should be made to the Law Society Work Health and Safety Plan when reading this Policy.		1
1.1. Reducing resource waste generated through the Law Society's purchasing of goods and services,1.2. Improving our overall environmental performance as a good corporate citizen, and2. The Policy commitments are:2.1 The Law Society will use its purchasing power to promote sustainability, when choosing products and when contracting for the provision of services.2.2 The Law Society, when embarking on new procurement, will include environmental requirements in specifications.2.3 The Law Society will apply continual improvement in relation to sustainable procurement and reviewing and amending this policy in accordance with current best practice.3. The Scope of the Policy relates to the following areas: 3.1 Office Consumables 3.2 Office Equipment 3.3 Consultancy and Contract ServicesRelated Procedure Authority LevelADMIN 05.06 Sustainable Procurement Policy Procedure Executive DirectorProcedure Amendment Authority LevelExecutive Manager Corporate ServicesAdopted/Amended Mork Health and11 August 2006 – Executive; Council 19 October 2009 (C191009B8); C270813D9Work Health andReference should be made to the Law Society Work Health	Purpose	defines the Law Society' commitment to sustainable procurement and purchasing activities and minimising the social, environmental and economic impacts associated with
Law Society's purchasing of goods and services,1.2. Improving our overall environmental performance as a good corporate citizen, and2. The Policy commitments are:2.1 The Law Society will use its purchasing power to promote sustainability, when choosing products and when contracting for the provision of services.2.2 The Law Society, when embarking on new procurement, will include environmental requirements in specifications.2.3 The Law Society will apply continual improvement in relation to sustainable procurement and reviewing 	Policy	1. The Policy objectives are:
a good corporate citizen, and2. The Policy commitments are:2.1 The Law Society will use its purchasing power to promote sustainability, when choosing products and when contracting for the provision of services.2.2 The Law Society, when embarking on new procurement, will include environmental requirements in specifications.2.3 The Law Society will apply continual improvement in relation to sustainable procurement and reviewing and amending this policy in accordance with current best practice.3. The Scope of the Policy relates to the following areas: 3.2 Office Equipment 3.3 Consultancy and Contract ServicesRelated Procedure Amendment Authority LevelPolicy OwnerAdopted/Amended (C191009B8); C270813D9Work Health andReference should be made to the Law Society Work Health		
2.1The Law Society will use its purchasing power to promote sustainability, when choosing products and when contracting for the provision of services.2.2The Law Society, when embarking on new procurement, will include environmental requirements in specifications.2.3The Law Society will apply continual improvement in relation to sustainable procurement and reviewing and amending this policy in accordance with current best practice.3.The Scope of the Policy relates to the following areas: 3.23.1Office Consumables 3.23.2Office Equipment 3.33.3Consultancy and Contract ServicesRelated Procedure Amendment Authority LevelProcedure Adopted/AmendedExecutive Manager Corporate ServicesAdopted/Amended Work Health andReference should be made to the Law Society Work Health		
promote sustainability, when choosing products and when contracting for the provision of services.2.2The Law Society, when embarking on new procurement, will include environmental requirements in specifications.2.3The Law Society will apply continual improvement in relation to sustainable procurement and reviewing and amending this policy in accordance with current best practice.3.The Scope of the Policy relates to the following areas: 3.13.1Office Consumables 3.23.2Office Equipment 3.33.3Consultancy and Contract ServicesRelated Procedure Amendment Authority LevelPolicy OwnerExecutive DirectorAdopted/Amended11 August 2006 – Executive; Council 19 October 2009 (C191009B8); C270813D9Work Health andReference should be made to the Law Society Work Health		2. The Policy commitments are:
procurement, will include environmental requirements in specifications.2.3 The Law Society will apply continual improvement in relation to sustainable procurement and reviewing and amending this policy in accordance with current best practice.3. The Scope of the Policy relates to the following areas: 3.1 Office Consumables 3.2 Office Equipment 3.3 Consultancy and Contract ServicesRelated Procedure Amendment Authority LevelADMIN 05.06 Sustainable Procurement Policy Procedure Executive DirectorPolicy OwnerExecutive Manager Corporate ServicesAdopted/Amended (C191009B8); C270813D911 August 2006 – Executive; Council 19 October 2009 (C191009B8); C270813D9		promote sustainability, when choosing products and
relation to sustainable procurement and reviewing and amending this policy in accordance with current best practice.3. The Scope of the Policy relates to the following areas: 3.1 Office Consumables 3.2 Office Equipment 3.3 Consultancy and Contract ServicesRelated Procedure Procedure Amendment Authority LevelADMIN 05.06 Sustainable Procurement Policy Procedure Executive DirectorPolicy Owner Adopted/AmendedExecutive Manager Corporate ServicesAdopted/Amended Work Health andReference should be made to the Law Society Work Health		procurement, will include environmental
3.1Office Consumables 3.23.2Office Equipment 3.33.3Consultancy and Contract ServicesRelated ProcedureADMIN 05.06 Sustainable Procurement Policy ProcedureProcedure Amendment Authority LevelExecutive DirectorPolicy OwnerExecutive Manager Corporate ServicesAdopted/Amended11 August 2006 – Executive; Council 19 October 2009 (C191009B8); C270813D9Work Health andReference should be made to the Law Society Work Health		relation to sustainable procurement and reviewing and amending this policy in accordance with current
3.2Office Equipment 3.33.3Consultancy and Contract ServicesRelated ProcedureADMIN 05.06 Sustainable Procurement Policy ProcedureProcedure Amendment Authority LevelExecutive DirectorPolicy OwnerExecutive Manager Corporate ServicesAdopted/Amended11 August 2006 – Executive; Council 19 October 2009 		3. The Scope of the Policy relates to the following areas:
Procedure Amendment Authority LevelExecutive DirectorPolicy OwnerExecutive Manager Corporate ServicesAdopted/Amended11 August 2006 – Executive; Council 19 October 2009 (C191009B8); C270813D9Work Health andReference should be made to the Law Society Work Health		3.2 Office Equipment
Amendment Authority LevelInstance EncodePolicy OwnerExecutive Manager Corporate ServicesAdopted/Amended11 August 2006 – Executive; Council 19 October 2009 (C191009B8); C270813D9Work Health andReference should be made to the Law Society Work Health	Related Procedure	ADMIN 05.06 Sustainable Procurement Policy Procedure
Adopted/Amended11 August 2006 – Executive; Council 19 October 2009 (C191009B8); C270813D9Work Health andReference should be made to the Law Society Work Health	Amendment	Executive Director
(C191009B8); C270813D9   Work Health and   Reference should be made to the Law Society Work Health	Policy Owner	Executive Manager Corporate Services
	Adopted/Amended	