



Sustainable Purchasing Policy

Policy Number: PUR003

Purpose:

The purpose of this policy is to provide a purchasing framework that will advance the sustainable use of resources and reduce impacts on the environment and human health.

Maroondah City Council will demonstrate to the community that our purchasing decisions can improve markets for environmentally preferred products, enhance environmental quality, be resource responsible and contribute to progress toward sustainability. Council will purchase environmentally preferred products whenever they perform satisfactorily and represent value for money.

Policy Aim:

Employees and contractors will pursue the following goals when purchasing products, materials and services.

1. Minimise Unnecessary Purchasing:

Purchases shall only be made once it has been determined that the product or service is absolutely necessary.

2. Reduced Environmental Impact

Preference will be given to purchasing products and services which:

- Minimise waste
- Minimise greenhouse emissions
- Minimise habitat destruction
- Minimise pollution
- Minimise soil degradation
- Maximise water and energy efficiency

3. Whole of Life Cycle Assessment:

Assessing the sustainability credentials of products or services should include examining the environmental and health impacts associated with the entire life cycle of that product or service. Life Cycle Assessment considers the energy, water, pollution and other environmental impacts of a product during its production, transportation, use and eventual disposal.

Background:

Sustainable purchasing is choosing to buy products and services that are less damaging to the environment and human health than other products or services available and/or those currently being purchased. Green products are those which: reduce or minimise: waste; greenhouse gas emissions; habitat destruction; pollution and soil degradation; as well as maximise water efficiency.

Council is making an effort to purchase sustainably in order to reduce resource consumption and environmental impact, enhance the quality of the environment and show leadership and commitment to a sustainable future.

This Policy forms part of Council's overall procurement policies and guidelines, and should be read in conjunction with the following:

- Maroondah City Council Procurement Policy
- Maroondah City Council Purchasing for Local Best Value
- Maroondah City Council Best Value Policy
- Maroondah City Council Guidelines for Management of Contractors
- Maroondah City Council OH&S Code for the Provision of Goods & Services
- Maroondah City Council Financial Delegations

Statement of Commitment:

The Maroondah Council Plan 2009 – 2013 strategic objective 'Natural Environment' contains the following relevant strategies and key actions:

1. Continue to pursue opportunities for improving air and water quality, and the natural environment.
2. Maintain a leadership role in promoting and implementing environmental sustainability.
3. Participate in the Municipal Association of Victoria (MAV) EcoBuy Program; undertake staff and management training; improve the monitoring for green purchasing.

Scope of Policy:

This Policy applies to the purchasing of all Council goods and services unless specifically exempted by Council or stated in the Procurement Policy.

Policy Statement:

Council will adhere to the following principles when purchasing goods and services:

1. MINIMUM WASTE

Purchasing decisions shall be made in the context of the waste hierarchy to avoid, reduce, reuse and recycle.

Avoid

- Identifying ways of carrying out a function or task without using materials that generate waste. An example is sending information electronically instead of on paper.

Reduce

- Favouring purchases that reduce the use of materials. Examples of this include purchasing in bulk to reduce packaging and the purchase of printing equipment that prints double sided.
- Improved planning to ensure that goods purchased match the requirements of Council and avoid excessive amounts of materials or goods poorly matched to requirements.

Reuse

- Using the same item more than once and extending the useful life of products and equipment through appropriate maintenance and repairs before replacing an item.
- Aim to re-use or repair an existing product and ensure that required materials are not available through other departments.
- Ensure that new purchases are durable, have a long service life and are easy to maintain and upgrade.

Recycle

- Purchasing products that are recycled or re-manufactured or contain recycled content. Purchase materials that can be commonly recycled or re-manufactured.

2. MINIMUM GREENHOUSE GAS EMISSIONS

- Purchase energy efficient products and materials that have a minimum 5-star energy rating and efficiency features that are the best available for the cost over the lifetime of the product.
- Purchase energy efficient products and materials by checking that the energy rating and efficiency features are the best available for the price.
- Reduce reliance on fossil fuels.
- Purchase goods that have not been transported long distances.

3. MINIMUM HABITAT DESTRUCTION

- Purchase paper and wood products obtained from recycled, sustainably created and managed plantation, salvaged or renewable sources.
- Avoid the purchase of products that threaten the preservation of biodiversity.

4. MINIMUM POLLUTION

- Purchase products and materials that will not release toxic substances that can pollute water, land or air at any stage of their life cycle.

5. MAXIMUM WATER EFFICIENCY

- Purchase products that conserve water or use water in an efficient way.

6. MINIMUM SOIL DEGRADATION

- Purchase products, materials and services that will not degrade or pollute the soil, or result in erosion through their use.

Value for Money:

Purchasing decisions will be made on the basis of value for money, rather than just the cheapest up-front purchase price. It is recognised that in some cases the selection of environmentally preferable products and materials may be less competitive but may represent the best value for money when environmental impacts and/or the operational costs of a purchase are taken into consideration.

Encouragement of local business and consideration of the environment:

This Policy and the Procurement Policy ensure that environmentally preferable products that are locally sourced and represent value for money will be highly regarded by purchasing decision makers.

Buying locally produced goods and services often has a significant environmental benefit due to the reduction of energy required for transport.

Council staff will communicate effectively with suppliers, contractors and consultants regarding the intent of this code and provide feedback to local suppliers to encourage improvement in terms of the environmental impact of their products/services and/or their company track record.

Good Corporate Citizenship

- Council will seek to purchase materials, products and services from companies whose practices do not directly conflict with the principles of ecologically sustainable development.

Glossary

Energy efficient products or facilities use less energy than typical products or facilities to provide a given energy service or level of activity.

Environmentally preferred or green products are products and services that have less effect on human health and the environment than competing products and services that serve the same purpose. This comparison may consider the source of raw materials, production, manufacturing, packaging, distribution, potential for reuse and recycling, operation, maintenance, or disposal of the product.

Greenhouse effect is the rise in temperature that the Earth experiences because certain gases in the atmosphere (greenhouse gases) trap energy from the sun. Without these gases, Earth's average temperature would not be warm enough for humans to live. Climate change is the result of a buildup of greenhouse gases in the atmosphere and could result in serious environmental damage. Greenhouse gases are produced from the burning of fossil fuels, land clearing, emissions from landfills and other sources, including the manufacture, use and disposal of products.

Greenhouse friendly products are products that create less greenhouse gas emissions at one or more stages of their life cycle than competing products and services that serve the same purpose.

Post-consumer is material generated by households or by commercial, industrial and institutional facilities in their role as end users of the product, which can no longer be used for its intended purpose. This includes returns of material from the distribution chain.

Pre-consumer is material diverted from the waste stream during the manufacturing process. Excluded is the re-use of materials such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process that generated it.

Practicable means the product is satisfactory in performance and available at a reasonable cost.

Recycled materials are those that have been reprocessed from recovered (reclaimed) material by means of a manufacturing process and made into a final product or into a component for incorporation into a product.

Recycled content products are made from materials that have been recovered, processed and used as a raw material for the manufacture of a useful new product through a commercial process. These products will contain a specified percentage of material that would otherwise have been disposed of as waste.

Re-manufacture means to renew or restore a used product into its original form or into a useful new product through a commercial process.

Sustainable use of resources is use that meets the present needs of the user while also taking into account external and future costs, including costs to the environment, human health and depletion of resources.

Value for money is the identification and inclusion of all direct and indirect costs associated with a particular product or material. This includes the initial cost of purchase, length of warranty, cost of operating the product, anticipated maintenance and repair, and the direct and indirect costs (or financial return) associated with disposal or removal of the product at the end of its useful life.

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