



## GREEN PROCUREMENT AND WASTE POLICY

---

### PURPOSE

The purpose of this policy is to inform the school community of Altona Primary Schools' objective to reduce impacts on the environment and human health through changing purchasing behaviour.

### SCOPE

This policy applies to all school activities, including camps and excursions.

### POLICY IMPLEMENTATION

#### Objectives and Principles of Green Procurement

Altona Primary School is committed to the use and purchase of environmentally and socially responsible materials, products and services whenever they perform satisfactorily, are safe and are value for money over the lifetime of the product. Authorised purchasing officers are expected to support our commitment to environmental responsibility through the guidelines and procedures contained in this policy. It is the responsibility of the purchasing officer to be aware of potential impacts that a products life cycle will have on environmental and human health and to use the school's Green Procurement Checklist when purchasing goods, materials or services to ensure the policy requirements are met.

#### By adopting a Green Procurement Policy, the school aims to:

- Encourage the sustainable use of resources;
- Reduce its impact on the environment (ecological footprint);
- Eliminate unnecessary purchasing;
- Reduce waste to landfill;
- Improve environmental health;
- Improve human health;
- Support sustainable long-term markets for recyclable materials;
- Contribute to community progress towards sustainability.

#### To achieve the objectives of this policy the following principles have been established:

- a) Minimise Unnecessary Purchasing
- b) Minimise Waste
- c) Minimise Toxicity
- d) Minimise Habitat Destruction
- e) Minimise Soil Degradation
- f) Minimise Greenhouse Gas Emissions
- g) Maximise Energy Efficiency
- h) Maximise Water Efficiency
- i) Maximise Value for Money
- j) Maximise Fair Trade opportunities
- k) Maximise the Purchase of Eco- Labelled/ Environmentally Preferred Products/ Services
- l) Maximise Education for Sustainability opportunities m) Maximise Safety

#### The following environmental attributes should be considered desirable

- Australian Produced and Made label
- Biodegradable
- Bulk purchasing



## GREEN PROCUREMENT AND WASTE POLICY

---

- Carbon Neutral
- Carcinogen free
- Chlorofluorocarbon (CFC) free
- Compostable
- Durable
- Endocrine disruptor free
- Energy Efficient- high energy star rating
- Environmentally Sustainable Design
- Fair Trade certification
- Forest Stewardship Council certification
- Free Range Farmers Association accredited
- Genetically Modified Organism (GMO) Free
- Good Environmental Choice Australia label
- Green Power accredited
- Greenhouse Friendly certified
- Heavy Metal free (eg. no lead, mercury)
- ISO 14001 compliant (or equivalent)
- Locally manufactured or grown
- Low Volatile Organic Compound (VOC) content/ off gassing
- Low toxicity
- Lower embodied energy/ water
- Organic Certification
- Marine Stewardship Council certified
- Renewable materials
- Renewable Energy
- Recyclable
- Recycled post-consumer content
- Recyclable consumables
- Recyclable packaging
- Reduced packaging
- Reduced greenhouse gas emissions
- Refurbished
- Reusable
- Upgradeable
- Water Efficient- high WELS rating

### Actions/ Implementation

**Within 6 months of policy endorsement Altona Primary School will:**

- nominate a staff member to co-ordinate the development and implementation of this policy
- establish a staff education program for the implementation of this policy eg use of checklists when purchasing goods, materials or services
- ensure that staff have access to information on environmentally preferred products
- actively promote environmental purchasing to the community
- require its contractors and consultants to comply with this policy



## GREEN PROCUREMENT AND WASTE POLICY

---

- Prepare an annual Action Plan for the development and implementation of the green purchasing program, identifying priorities using the risk- influence framework (or similar) on <http://www.vgpb.vic.gov.au/>
- track spend of all products and services and establish percentage of 'green' spend
- establish a system to track and report on the implementation of this policy

Within 2 years of policy endorsement Altona Primary School will:

- review environmental, purchasing and quality criteria and develop a program to support the application of this policy
- review purchasing specifications, tender documentation, consultant's briefs and contracts for compliance with this policy

### Green Purchase Checklist

Altona primary School will use the Green Procurement Checklist in the How to Reduce, Reuse and Recycle Waste in Schools manual to assess whether a product or service is environmentally preferred. Also use this checklist in tender documents for contract bidders to address.

### Eco-Labeling Schemes in Australia and Other Useful Guides

Not all green claims are the same. By appreciating the relative merit of each product, you can maximise the environmental benefit of your purchasing power. Use the Eco-labelling Schemes and Other Useful Guides list to help guide procurement decisions.

### School Events and Waste

#### Goals:

- To target waste and litter reduction through all events run by the school towards zero;
- To reduce waste going to landfill;
- To reuse or recycle any relevant waste.

#### Actions:

- Keep waste reduction at forefront of mind when planning school events;
- Adhere to school Green Purchasing Policy when purchasing supplies and engaging contractors for events;
- Adhere to school waste reduction plan when running events;
- For whole community events such as Christmas carols, encourage all attendees to take rubbish brought to the event home with them;
- Provide minimal but clearly signed waste disposal stations at school events monitored by **enviro captains**.

### FURTHER INFORMATION AND RESOURCES

<https://sustainability.ceres.org.au/wp-content/uploads/sites/4/2013/04/CERES-Guidelines-for-Green-Purchasing-Policy.pdf>

<https://sustainability.ceres.org.au/wp-content/uploads/sites/4/2013/04/CERES-Guidelines-for-Green-Purchasing-Policy.pdf>

### EVALUATION AND REVIEW