

# SUSTAINABILITY POLICY

## SUSTAINABLE PROCUREMENT

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## Policy

The City of Canada Bay is committed to adopting procurement processes and practices that deliver ecologically sustainable development (ESD) and other environmental, social and economic objectives.

## Purpose

To show a leadership role in sustainable procurement by ensuring that waste minimisation, efficiency, cost effectiveness and sustainable resource use are prioritised in procurement processes.

## Background

City of Canada Bay aims to actively promote practices that will prove to be economically, socially, culturally and environmentally sustainable in the long-term.

Staff who carry out procurement activities are encouraged to take into account the broad policy directions contained within this document when purchasing products or services. The policy will be supplemented through the ongoing development of specific systems and process tools such as checklists and information portals as well as appropriate training and support as required.

The policy is intended to be of an evolutionary nature. The policy will be formally reviewed in 2 years to ensure that it is still relevant to the City of Canada Bay needs. However suggestions for changes/updates to the policy in the interim can be forwarded to the Sustainable Procurement Team.

## Purchasing Goals

Wherever possible, City of Canada Bay employees and contractors will pursue the following goals and adhere to the specified objectives when purchasing products and services (noting that these impacts should be considered during the entire life cycle of the product, i.e. the production, distribution, usage and end of life stages).

- Minimise Unnecessary Purchasing - only purchase when a product or service is necessary.
- Minimise Waste - purchase in accordance with avoid, reduce, reuse and recycle strategies.
- Save Water and Energy – purchase products that save energy and/or water.
- Minimise Pollution – avoid purchasing products that pollute soils, air or waterways.
- Non Toxic – avoid purchasing hazardous chemicals that may be harmful to human health or ecosystems.
- Greenhouse Benefits – purchase products that reduce greenhouse gas emissions.
- Biodiversity & Habitat Protection – purchase in accordance with biodiversity and conservation objectives.
- Value for Money – purchase for best value for money in the long term.

## Objectives

The objectives of the Sustainable Procurement Policy are to:

- Eliminate unnecessary inefficiency, waste, expenditure and purchasing;
- Advance sustainability by participating in “closing the life-cycle loop”;
- Increase awareness about the range and quality of products available;
- Deliver council’s commitments in relation to ecologically sustainable development (ESD) and other environmental, social and cultural objectives;
- Play a leadership role in advancing long term social, cultural and environmental sustainability;
- Support local businesses and organisations;
- Increase staff awareness;
- Reduce the impact on the environment and on human health;
- Encourage the sustainable use of resources; and
- Contribute to the combined purchasing power of local government where possible to further stimulate demand for sustainable products.

## Approval

The Executive Team will approve the policy and any subsequent amendments to the policy. If users of this policy have any feedback or suggestions they are to contact the Sustainable Procurement Team.

## Responsibility/Accountability

The Sustainable Procurement Team is responsible for coordinating and supporting the implementation of this policy. This team consists of a core team of individuals (Sustainable Procurement Team) plus key individuals (Key Reference Group) which includes high end procurers and/or specialists from areas bought in from time to time to help firstly identify and then develop specific specifications and considerations.

The core team consists of:

- Manager Environmental Health and Building Services
- Sustainability and Health Projects Coordinator
- Manager City Services
- Manager Governance and Support Services
- Manager Property Services
- Manager Finance
- Manager Community Services
- Manager Library Services
- Manager Information Systems
- Operations Accountant

## Actions

The actions to be implemented as part of this policy include;

- Promotion of sustainable procurement throughout the organisation.
- Development of a Sustainable Purchasing framework including but not limited to guidelines, systems and processes to ensure Sustainable Purchasing becomes embedded in the culture of the organisation.
- Coordinate the development of a tracking system to record the scope and level of sustainable procurement, with the support and assistance of Sustainable Choice.
- Provide council staff with relevant information on products and services, as provided by Sustainable Choice.
- Liaise with the LGSA's Sustainable Choice program.
- Participate in peer support seminars, workshops and other events organised by Sustainable Choice for council staff.

## Related Documents

Procurement Policy

Draft Sustainable Procurement Guideline

Sustainable Procurement Team Terms of Reference