# Green Purchasing Policy (template)

This policy is intended as an example and will need to be modified to meet your school’s needs and formatted to align with your school policies.

This policy links to **Core Module Action A1.12 and Energy Module Action A7.4.**

Your **ResourceSmart Schools (RSS) Regional Facilitator** can assist you to complete this template, email schools@sustainability.vic.gov.au

For support with RSS Online email help@resourcesmartschools.vic.gov.au

*Note – the grey text is suggested text only. Please tailor this template as required and remove all grey and green shaded text when the document is complete.*

## Rationale

## The Green Purchasing Policy provides a purchasing structure that promotes the sustainable use of resources and reduces negative impacts on the environment and human health.

## School sustainability vision and principles

*(Enter your school’s Vision Statement here)*

## Aims

*When writing the aims of the policy consider these example statements*:

To support staff in purchasing products that maximise energy and water efficiency and minimise waste, pollution and habitat loss.

To establish a green purchasing culture.

To eliminate any unnecessary purchasing.

To make purchasing decisions based on the ‘waste hierarchy’ and circular economy principles.

## Waste hierarchy

**Avoid:** Identify ways of carrying out a function or task without using materials that generate waste e.g. send information electronically instead of on paper.

**Reduce:** Use less in the first place to avoid waste e.g. purchase in bulk to reduce packaging and print double-sided copies of documents rather than single-sided.

**Reuse:** Use the same item more than once and extend the life of products and equipment before replacing them. Aim to re-use or repair existing products. Ensure new purchases are durable, have a long service life and are easy to maintain and upgrade.

**Recycle:** Purchase products that contain recycled materials or those that have or can be re-manufactured or recycled.

## Implementation

*When writing the implementation of the policy consider the approach below and supporting example statements:*

Where possible, and in line with the above waste hierarchy, our school will purchase products that:

maximise energy and water efficiency and minimise waste, pollution and habitat loss

are environmentally preferred products when they perform satisfactorily and are available at a reasonable price

are paper and wood products obtained from post-consumer recycled, forest stewardship council (FSC) certified, salvaged or renewable sources

Are produced locally in preference to those that have high kilometres associated with their manufacturing and transportation

have a high star energy rating and efficiency features, or the best available within budget considering the lifetime of the product

use renewable energy (if available) not originating from fossil fuels

conserve water or use water in an efficient way

will not release toxins that can affect human health and pollute or degrade water, soil or air at any stage of their life cycle.

## Links and documents related to this policy:

Your school’s mandated Procurement Policy

Sustainability Policy

Green Events Policy

ResourceSmart Schools Online: [my.resourcesmartschools.vic.gov.au](https://my.resourcesmartschools.vic.gov.au)

Sustainability Victoria: [www.sustainability.vic.gov.au/schools](http://www.sustainability.vic.gov.au/schools)

## Endorsement

This policy will be reviewed biannually or more often if necessary due to changes in regulations or circumstances dictate.

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| Title | Click or tap here to enter text. |
| Signature |  |
| Date | 13/02/2023 |

## Suggested next steps

* Raise awareness about this policy and ensure staff, where appropriate, have access to information on environmentally preferred products.
* Require contractors and consultants to be aware of the current purchasing policy and green purchasing options and meet the aims of the policy within their contracts.
* Establish a system to track and report implementation and outcomes of this policy.
* Actively promote environmental purchasing to the community.

## Reach out for assistance

RSS Facilitators can help you:

* plan or promote your program
* locate additional resources that will assist you to complete the module
* conduct audits with students
* organise activities for your student action team
* find networks of like-minded staff and students to support your work
* progress your RSS module completion and certification.

To connect with your local facilitator email [schools@sustainability.vic.gov.au](mailto:schools@sustainability.vic.gov.au)

For support with RSS Online email [help@resourcesmartschools.vic.gov.au](mailto:help@resourcesmartschools.vic.gov.au)

**ResourceSmart Schools is a free program offered by Sustainability Victoria that supports Victorian schools to embed sustainability across the school facilities, community and curriculum, while saving resources and money for the school.**

**To register to become a ResourceSmart School, visit:** <https://my.resourcesmartschools.vic.gov.au/>

**or email** [schools@sustainability.vic.gov.au](mailto:schools@sustainability.vic.gov.au)