



# North Melbourne Primary Green Purchasing Policy

## INTRODUCTION

The purpose of this Green Purchasing Policy is to provide a purchasing structure that will reduce North Melbourne Primary's negative impact on the environment and human health and promote the sustainable use of resources. NMPS aims to do this by supporting all college staff in selecting products that minimise waste, pollution, habitat loss, toxicity and soil degradation and maximum water efficiency. This policy aims to establish a green purchasing culture in our school's work environment.

## RESPONSIBILITIES

Currently one person on each teaching team is responsible for classroom (consumable) purchasing, in partnership with the Business Manager & Leadership. Capital and equipment purchasing is the responsibility of Leadership. Purchasing decisions need to be made on the basis of environmental considerations and value for money, rather than just the cheapest up-front purchase price. Our purchasing decisions can improve markets for environmentally preferred products, enhance environmental quality, be resource responsible and contribute to progress toward sustainability.

## GUIDELINES

North Melbourne Primary School prefers to purchase environmentally preferred products whenever they perform satisfactorily and are available at a reasonable price. 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** – Using less in the first place and avoiding waste. Examples of this include purchasing in bulk to reduce packaging and the purchase of printing equipment that prints double sided copies.

**REUSE** – Using the same item more than once and extending the useful life of products and equipment before replacing an item. Aim to re-use or repair an existing product. Ensure that new purchases are durable, have a long service life and are easy to maintain and upgrade.

**RECYCLE** – Purchasing products that contain recycled materials or those that have or can be re-manufactured or recycled.

North Melbourne Primary School will minimise greenhouse gas emissions, habitat destruction, toxicity, soil degradation and maximize water efficiency by purchasing:

- Energy efficient products and materials by checking that the energy rating and efficiency features are the best available for the cost over the lifetime of the product;
- Renewable energy and reduce the purchase of fossil fuels;
- Goods that are produced locally in preference to those that have high kilometers associated with them.
- Paper and wood products obtained from post-consumer recycled, plantation, salvaged or renewable sources as well as being FSC (Forestry Stewardship Council) approved.



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- Green cleaning products that don't result in discharges of toxic chemicals to waterways.
- Materials and products that are free of toxic or polluting materials;
- Products and materials that will not release toxic substances that can affect human health and pollute water, land or air at any stage of their life cycle.
- Products that conserve water or use water in an efficient way.
- Products, materials and services that will not degrade or pollute the soil, or result in erosion through their use.

### OBJECTIVES

The objectives of this Green Purchasing Policy are to:

- A. Eliminate unnecessary purchasing;
- B. Reduce our impact on the environment;
- C. Reduce our impact on human health;
- D. Create a better market for environmentally preferred products;
- E. Develop a green purchasing culture throughout our school.

### IMPLEMENTATION

To achieve the above objectives, within 6 months/1 year of ratification of this policy North Melbourne Primary School will:

- A. Nominate a staff member to co-ordinate the development and implementation of this policy;
- B. Establish a staff education program to raise awareness about this policy, e.g. use of checklists when purchasing goods, materials or services;
- C. Ensure that all staff, where appropriate have access to information on environmentally preferred products;
- D. Require/Encourage that all contractors and consultants are aware of the current purchasing policy and green purchasing options and work with our school community to meet the objectives of the Green Purchasing Policy within their contracts;
- E. Establish a system to track spend of all products & services (annual action plan) and report on the outcomes of this policy, including the establishment of % 'green spend';
- F. Actively promote environmental purchasing to the community;
- G. Encourage staff to find and share information about recycled and environmentally preferable products and specifications;
- H. Encourage innovativeness among staff for environmental purchasing.



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Within 2 years of policy ramification North Melbourne Primary School will:

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

### POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2024
Consultation	Consultation occurred with the Education Sub Committee of School Council on the 20th August 2024
Approved by	Principal
Next scheduled review date	August 2026
Signed (Principal)	