



Green Purchasing Policy

Rationale

Fairfield Primary School (FPS) is committed to promoting awareness of, and implementing, environmentally sustainable practices within our school community. We recognise that all of our purchasing decisions have the potential to impact the community and the environment in both the short and long term.

Aim

To provide a purchasing structure that will increase environmentally and socially responsible resource use and minimise FPS's negative impact on the environment and human health.

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

Implementation

Purchasing decisions at FPS will be made in the context of the waste hierarchy of avoiding, reducing, reusing and recycling (see appendix A).

Where practical, anyone purchasing goods or services on behalf of the school will purchase the most environmentally and socially responsible product or service whenever these perform satisfactorily and are available at a reasonable price.

To assist with this, they should refer to the Green Procurement Checklist (see appendix B) and FPS's list of preferred suppliers, which will be incrementally developed and then reviewed and updated over time.

When signing School Purchase Orders, the authorising officer is acknowledging that this policy has been appropriately considered as part of the purchasing process.

IMPLEMENTATION

Within 6 months of policy ratification, FPS will:

- Begin to compile a list of environmentally preferred products and suppliers.
- Nominate a staff member to co-ordinate the implementation of this policy.
- Ensure that all school staff, council, committee and sub-committee members are aware of this policy and the need to comply with it.
- Actively promote environmental purchasing to the community.
- Establish a system to track and report on the implementation of this policy.

Evaluation

This policy will be reviewed as part of Fairfield Primary School's 3-year review cycle in Month Year.

This policy was ratified by School Council in **December 2020**



Appendix A

WASTE HIERARCHY

AVOID – This involves identifying ways of carrying out a function or task without using materials that generate waste. Examples include sending information electronically instead of on paper or considering the alternatives to purchasing a replacement product, such as reusing, refurbishing or reconditioning the existing product or its components to extend its life

REDUCE – This involves using less in the first place and avoiding waste. Examples of this include purchasing in bulk to reduce packaging and setting printers so they print double sided copies.

REUSE – This involves using the same item more than once, extending the useful life of products and equipment by repairing them 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 – This involves purchasing products that contain recycled materials or those that have or can be re-manufactured or recycled at end of life.

Appendix B

GREEN PROCUREMENT CHECKLIST

Where possible, goods and services purchased by the school should have at least one, and ideally more, of the following attributes:

- Australian Produced and Made label
- Biodegradable
- Bulk purchasing
- 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 (e.g. 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 content
- Recyclable packaging
- Reduced packaging
- Reduced greenhouse gas emissions
- Refurbished
- Reusable
- Upgradeable
- Water Efficient