

# HAMILTON NORTH PRIMARY SCHOOL

## Green Procurement Policy

### Hamilton North Primary School Statement

Hamilton North Primary School at all times will fully comply with Departmental management and the associated Guidelines published and amended by the Department from time to time.

### Purpose of this Policy

Hamilton North 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 of money over the lifetime of the product, reducing our ecological footprint and creating a balance between sustainability and education by curriculum programs.

**The purpose of this Green Purchasing and Events Policy is to provide a purchasing structure that will reduce Hamilton North Primary School's negative impact on the environment and human health and promote the sustainable use of resources. HNPS aims to do this by supporting all 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 environment.**

Hamilton North Primary School will focus on sustainability as a key driver in its own activities and to lead the school in best practice environmental management. To do this we will develop a School Environment Management Plan (SEMP) and support it with appropriate procurement procedures and practices to minimise consumption of energy, water and other resources including paper and to minimise waste. The school aims to:

### Responsibilities

**Currently there are various staff members who are responsible for purchasing. 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.**

Objectives	
1.	Purchasing decisions will be made in the context of the waste hierarchy to reduce, reuse, recycle
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

2.	Purchase energy and water efficient products
3.	Produce products from recycled materials
4.	Purchase indigenous or native plants
5.	Where possible, purchase from local suppliers with a 5% pricing variation permitted
6.	Purchase 100% recycled paper
7.	Purchasing decisions will be made on the basis of value for money rather than just the cheapest up-front price
8.	Support businesses that also have sound environmental management systems

Expectations:
Investigate the viability of purchasing Green Power or alternative power generation sources
Ensuring all contracts incorporate sustainability principles; and
Review this policy every two years in conjunction with the School Environment Management Plan.

**GUIDELINES for Green Purchasing**

**HNPS 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.

HNPS 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;
- From companies who use renewable energy which will reduce the purchase of fossil fuels in manufacturing and transporting the product;
- Produce that is 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.
- 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.

**Green Purchasing Checklist:**

**Where possible a minimum of 1-3 of the following environmental attributes should be considered when purchasing goods and materials for the school:**

- ✓ Australian Produced and Made label.
- ✓ Locally manufactured or grown.
- ✓ Recycled post-consumer content.
- ✓ Recyclable.
- ✓ Recyclable consumables.
- ✓ Recyclable packaging.
- ✓ Reduced packaging.
- ✓ Biodegradable.
- ✓ Reusable.
- ✓ Fair Trade certification.
- ✓ Forest Stewardship Council certification.
- ✓ Energy Efficient- high energy star rating.
- ✓ Compostable.
- ✓ Durable.
- ✓ Organic Certification.
- ✓ Bulk purchasing.
- ✓ Free Range Farmers Association accredited.
- ✓ Green Power accredited.
- ✓ Greenhouse Friendly certified.
- ✓ Environmentally Sustainable Design.
- ✓ Heavy Metal free (eg. no lead, mercury).
- ✓ ISO 14001 compliant (or equivalent).
- ✓ Low Volatile Organic Compound (VOC)content/ off gassing .
- ✓ Water Efficient- high WELS rating.
- ✓ Reduced greenhouse gas emissions.
- ✓ Carbon Neutral.
- ✓ Carcinogen free.

Office Use Only	
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