



An Overview of the  
**GREEN PURCHASING GUIDE**

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## Part 1 ~ Green Purchasing Principles and Resources

### 1. Why a Green Purchasing Guide?

Every day Council staff make decisions about purchasing goods and services which have the potential to impact on the environment, locally and globally.

Environmental, or 'green' purchasing is a very practical way in which the Council can make a positive difference and also demonstrate leadership to the community. It will help you make decisions about purchasing based on attributes other than price and availability. While the focus of this guide is on environmental impacts, purchasing criteria may also be developed to support other Council objectives or values, such as purchasing locally, social or industrial issues associated with production or fair trade.

This Guide has been developed to assist Council staff to make purchasing decisions that will improve environmental performance. It includes an easy-to-use tabular format that identifies key impacts and priorities for different products and services. More detailed technical guides are also included, which may be provided as specifications for the purchase of products or services. The guide also includes an overview of environmental standards and useful resources for helping staff select products.

If you want to purchase a product go directly to Part 2 of the Green Purchasing Guide. Section B of Part 2 provides an easy to use table with the key environmental factors in a range of products and services. Resources to help you make a green purchasing selection are also included. Section C provides more detailed product and service specifications.

### 2. Background to the Green Purchasing Guide

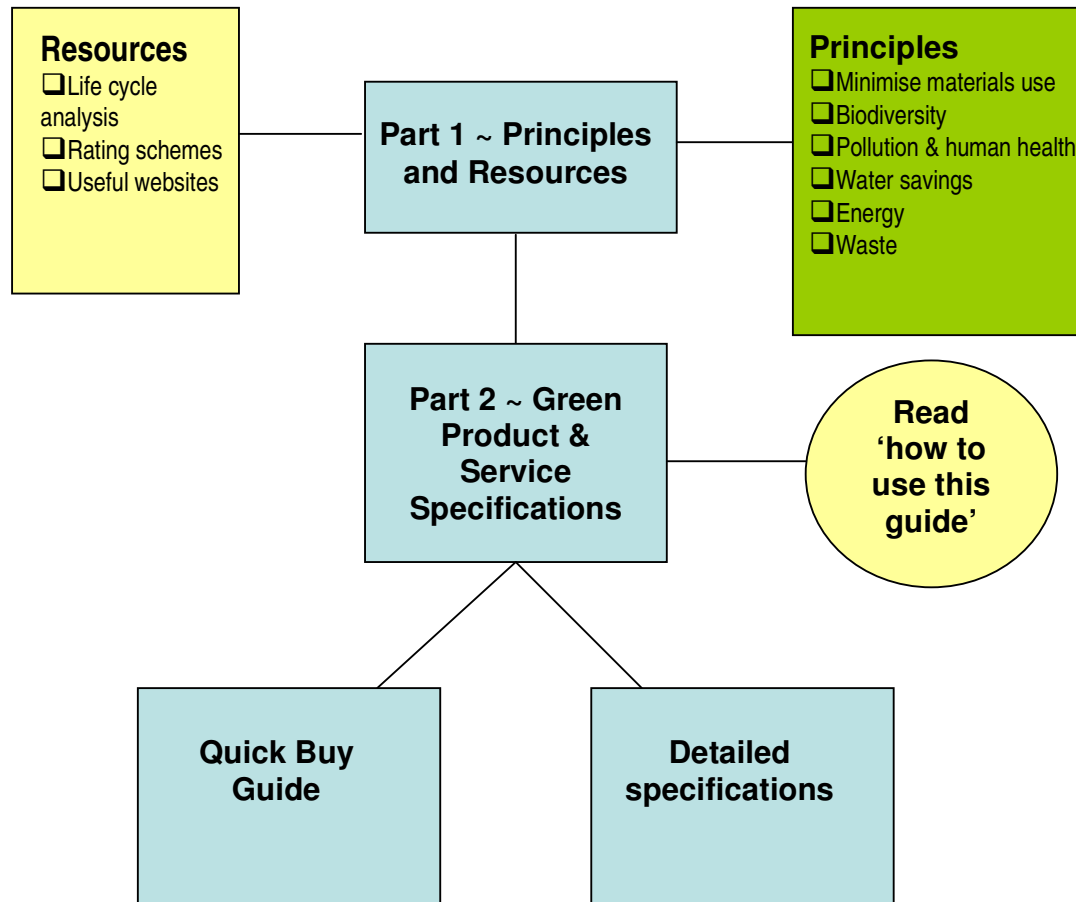
The City of Norwood Payneham & St Peters has a strong commitment to environmental sustainability. The Strategic Plan identifies the protection of our environment as a key priority. The Council has developed an environmental policy and a State of the Environment Report. In 2005 the Council received international accreditation for its Environmental Management System (EMS).

Key principles in the Council's environmental policy include the integration of sustainability into all levels of planning and decision making and all aspects of Council operations to be characterised by conservation and recycling and the minimisation of adverse impacts on the environment.

Council's EMS provides the framework for setting and reviewing environmental improvement objectives, as well as identifying potential environmental impacts and risks. Green purchasing is an objective in the current EMS.

As part of the Council's Occupational Health Safety & Welfare policies, it is also a requirement that hazardous substances should be replaced with non-hazardous or less hazardous alternatives where possible

**Figure 1: Outline of Green Purchasing Guide**



### **3. Objectives and principles of environmental purchasing**

#### **3.1 Objectives of green purchasing policy**

By adopting a green purchasing policy, the City of Norwood Payneham & St Peters aims to:

- Reduce *greenhouse gas* emissions
- Reduce *water and energy consumption*
- Reduce the use of *toxic chemicals*
- Minimise the creation of waste *that goes to landfill*
- Improve *indoor air quality*
- Demonstrate community leadership in stimulating *markets* for green products
- make the 'green choice' the easy choice

## Green Purchasing Quick Buy Guide – EXAMPLES ONLY

<b>Product or Service</b>	<b>Critical Environmental Impacts (from extraction, production, disposal)</b>	<b>Hot Green Tips</b>	<b>Useful resources, example products and relevant certification schemes</b>
<b>Photocopiers, printers, fax machines and multi-function units</b>  <i>Detailed guidelines available – see 1.1</i>	<ul style="list-style-type: none"> <li>• Energy use</li> <li>• Paper wastage</li> <li>• Resource use – paper</li> <li>• Resource use – construction</li> <li>• Consumables (toners etc)</li> </ul>	<ul style="list-style-type: none"> <li>• Buy Energy Star compliant equipment and ensure that it is installed with Energy Star features enabled</li> <li>• Duplex (double-sided) printing (except fax machines)</li> <li>• Must accept 100% recycled non-chlorine bleached paper</li> <li>• Made from some/all recycled materials, modular (easily re-used/recycled), recyclable cartridges. Multi-function machines use less resources</li> </ul>	Energy Star <a href="http://www.energystar.gov.au">www.energystar.gov.au</a>  AELA <a href="http://www.aela.org.au/gec/Printers_Faxes_&amp;_Multifunction.html">www.aela.org.au/gec/Printers_Faxes_&amp;_Multifunction.html</a>  <a href="http://www.aela.org.au/gec/Photocopiers.html">www.aela.org.au/gec/Photocopiers.html</a>
<b>Printing Services</b>  <i>Detailed guidelines available – see 3.1</i>	<ul style="list-style-type: none"> <li>• Paper from unsustainable forestry practices</li> <li>• Pollution from printing process- esp. discharge of hazardous substances into waterways</li> <li>• Resource use during printing process</li> </ul>	<ul style="list-style-type: none"> <li>• Uses &gt;=50% recycled paper and chlorine free printing</li> <li>• See notes on paper</li> <li>• Uses biodegradable printing inks</li> <li>• Good environmental performance of energy, water</li> </ul>	AELA <a href="http://www.aela.org.au/gec/Printed_Matters.html">www.aela.org.au/gec/Printed_Matters.html</a>  Detailed specifications available at <a href="http://www.aela.org.au/publications/AELA%2021-2004%20Publishers%20and%20Published%20Matter.pdf">www.aela.org.au/publications/AELA%2021-2004%20Publishers%20and%20Published%20Matter.pdf</a>