

SHOROC SUSTAINABLE PROCUREMENT POLICY

Objectives

Member councils acknowledge that they have a vital role to play at the local level in promoting sustainable development and can make a contribution towards meeting the global challenges of creating a sustainable society. SHOROC aims to play a leadership role in advancing long term social and environmental sustainability.

The objective of this policy is to provide an overarching framework of SHOROC's commitment to a comprehensive sustainable procurement program, thereby reducing our impact on the environment while increasing our ability to provide services to the community.

This policy is applicable to all procurement activities carried out by the SHOROC purchasing group.

Statement of Intent

SHOROC supports the principles of Sustainable Procurement and will pursue the specific objective of purchasing products and services that are socially, ecologically and financially sustainable.

Specifically, SHOROC aims to utilise sustainable development principles within its member councils in addition to sound financial management, seeking best possible value for public money.

Sustainable procurement achieves a number of corporate and community benefits including, but not limited to:

- reductions in the use of energy, water and other natural resources
- cost reductions and avoidances
- reductions in production of waste and pollution
- reduced environmental and human health impacts of products and services purchased
- supporting the development of environmentally friendly products and the associated marketplace
- improving the viability of recycling
- support equity, fairness and the removal of discrimination in all procurement activities

Actions

The specific actions are to:

- Obtain Value for Money – purchase only with regard to best value for money in the long term giving consideration but not being limited to: initial purchase price, installation charges, running costs, warranty, after sales support and any disposal costs.
- Advance ecological sustainability by “closing the life-cycle loop” and minimising waste and unnecessary purchasing by adopting the waste principles: Avoid, Reduce, Reuse and Recycle.
- Reduce greenhouse gas emissions and water use by purchasing products that are energy and/or water efficient.
- Avoid where possible the purchase of products that pollute soils, air and waterways during production and use
- Avoid where possible the purchase of hazardous chemicals that may be harmful to human health or ecosystems.
- Incorporate ethical considerations in the evaluation process as relevant to the purchase e.g. fair trade coffee.
- Increase staff and community awareness of the range and quality of products available.
- Use purchasing power of local government to:
 - investigate sustainable products and suppliers and promote where claims can be verified;
 - stimulate demand for sustainable products;
 - work with government agencies and industry to identify sustainable products and practices; and
 - wherever possible support local businesses and organisations in accordance with ESD principles.

Member councils will continue to build internal management frameworks that ensure sustainability performance improvement is integrated as a core part of Council’s strategic and operational management.

We will systematically review our internal policies, sustainability performance, processes and practices to further build the organisations capacity to deliver ongoing triple bottom line performance improvement within its own operations.

Process and Tools

The Environmental Sustainability and Social Equity Questionnaire will be attached to all SHOROC tenders with an expected value over \$ 150,000 and will carry a weighting of not less than 10% as predetermined by the Evaluation Committee. This weighting will vary depending on the product or service to be purchased.

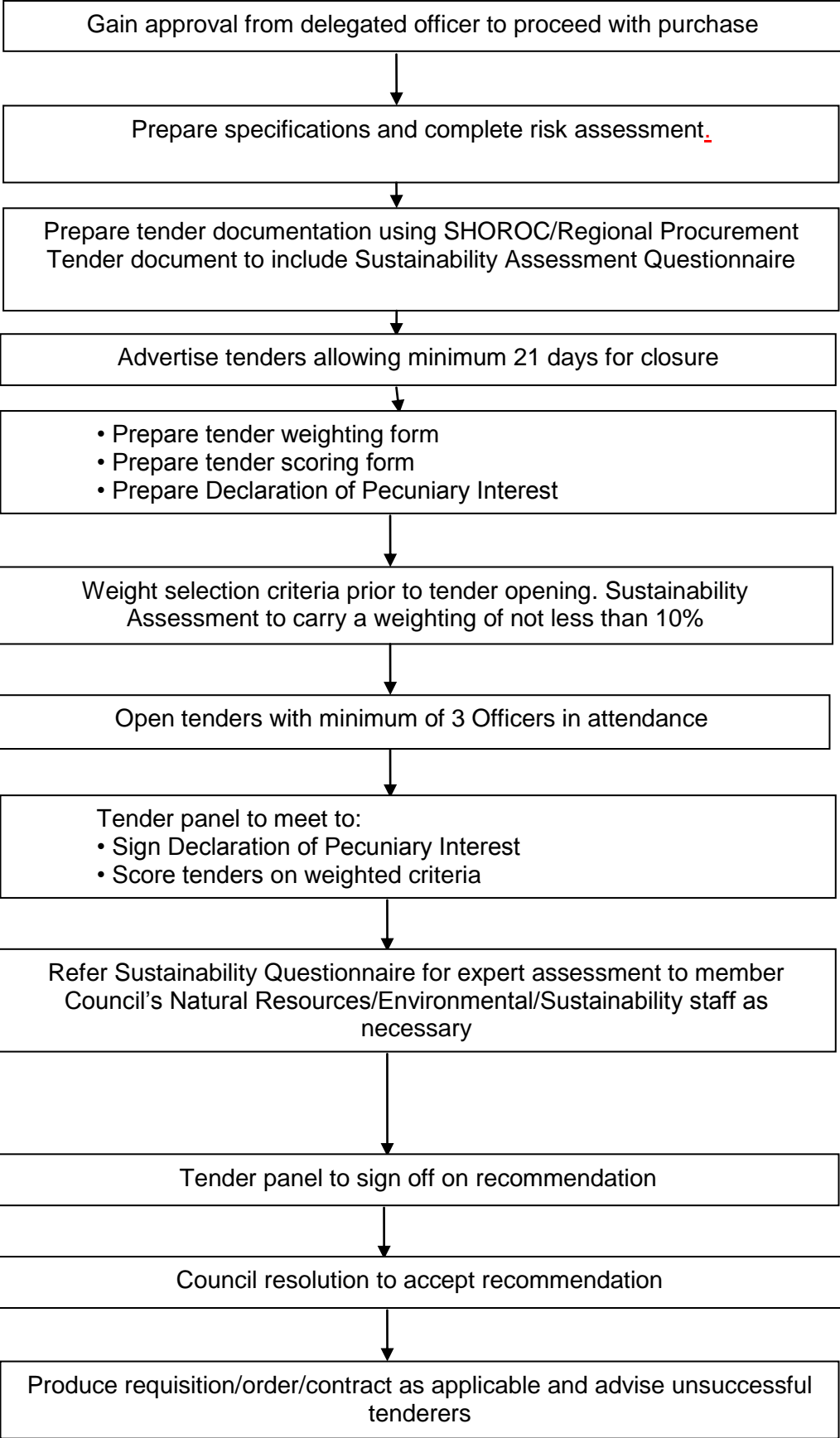
The tender may also be referred to a member Council's Natural Environment and Sustainability team to assist in the substantiation of any claims being made in the attached Questionnaire or any related claim made elsewhere in the tender document.

Part 1 forms a compulsory attachment.

Part 2 is to be applied as relevant to the product or service being tendered.

This questionnaire is to be reviewed bi-annually by environmental and procurement staff from each of the member councils.

Flow chart: The Tender Process – Step by Step



**PART 1
ENVIRONMENTAL SUSTAINABILITY AND SOCIAL EQUITY QUESTIONNAIRE**

These questions are mandatory and must be inserted into each tender.

Please attach your supporting documentation in the form of Appendices at the end of this questionnaire

Company Name: _____ Tender No: _____

Organisational Capacity			
Question No.	Environmental Sustainability and Social Equity Criteria	Y/N	Information Required
1	Does your organisation have an Environmental Management System (ISO 14001), or similar environmental system in place?		If Yes , please provide the following: a) Is this a certified or non-certified system? b) Is this system recognised by an external/ industry body? Provide information. c) Describe how the system is communicated and implemented within your organisation..
2	Does your organisation have a Sustainability or Environmental Policy?		If Yes, please attach
3	Does your organisation have a waste minimisation policy including a reduction in packaging?		If Yes please attach
4	Does your organisation undertake environmental audits or monitoring of its operations to minimise environmental impacts?		If Yes, please provide the following: a) Type of audit/monitoring b) What is included in the audit/monitoring? c) Frequency of audits &/or monitoring
5	Does your organisation implement strategies/actions to: a) Reduce energy use b) Reduce water use c) Reduce waste d) Minimise impacts on flora & fauna and/or habitats		If Yes, please provide examples.
Social Responsibility			
6	Has your organisation or your subcontractors ever been served with a notice or fine for an environmental incident?		If Yes, please provide the following: a) Details of the incident b) How the organisation has ensured that an environmental incident will not occur again.
7	Does your organisation use environmental criteria for selecting subcontractors and supply chains?		If Yes, please provide details
8	Does your organisation have a policy or programs that support local communities? <i>(Eg. Buying local products, employing local workers, sponsorship programs, Landcare participation)</i>		If Yes, please provide details
9	Does your organisation participate in accredited programs that offset carbon emissions? <i>(Eg. Greenfleet or purchasing offsets for any travel undertaken)</i>		If Yes, please provide details

PART 2: Product Information

These questions are to be applied as relevant in relation to products and services to be tendered

Please fill out the following sections for each product and provide any supporting information and specifications at the end of this questionnaire

Type of product: _____
(ie. Type of product manufactured or supplied eg. playground equipment – safety mats)

Brand name(s): _____

Question No.	Environmental Sustainability Criteria	Y/N	Information Required
10	a) Has a Life Cycle Assessment been conducted for this product or service to assess potential environmental impacts? b) What is the Life Expectancy of the product?		If Yes, please attach any relevant information on the product life cycle, the life expectancy and warranty.
11	Does the product contain or release any environmentally toxic or harmful materials at any stage of its life cycle?		If Yes, please provide details and Material Safety Data Sheets if applicable.
12	Does the product contain any timber products sourced from old growth forests or threatened species?		If Yes, please provide details
13	Is any part of the product manufactured from a sustainable and/or renewable resource? <i>(eg. recycled content, Forest Stewardship Council Certification)</i>		If Yes, please specify material and proportion
14	a) Are any parts of the product or its packaging bio-degradable, recyclable and/or reusable?		If Yes, please provide details
15	Is there an accredited “environmental rating” system applicable for this product? <i>(i.e. For energy/water efficiency or environmental performance, E.G. energy star, WELS rating; Good Environmental Choice label)</i>		If Yes, please provide details