



**COBURG WEST  
PRIMARY SCHOOL  
Green Purchasing Policy**

**Approved: June 2025**

**Review: June 2027**

## PURPOSE

Our vision is to educate students, staff and the broader community about the purpose of environmental sustainability, while empowering them to develop sustainable practices which they can implement in school operations and their own lives.

The Green Purchasing Policy provides a purchasing structure that promotes the sustainable use of resources and reduces negative impacts on the environment and human health.

## OBJECTIVE

- To support staff in purchasing products that maximise energy and water efficiency and minimise waste, pollution and habitat loss.
- To establish a green purchasing culture.
- To eliminate any unnecessary purchasing.
- To make purchasing decisions based on the 'waste hierarchy' and circular economy principles.

## WASTE HEIRARCHY:

**Avoid:** Identify ways of carrying out a function or task without using materials that generate waste e.g. send information electronically instead of on paper.

**Reduce:** Use less in the first place to avoid waste e.g. purchase in bulk to reduce packaging and print double-sided copies of documents rather than single-sided.

**Reuse:** Use the same item more than once and extend the life of products and equipment before replacing them. Aim to re-use or repair existing products. Ensure new purchases are durable, have a long service life and are easy to maintain and upgrade.

**Recycle:** Purchase products that contain recycled materials or those that have or can be re-manufactured or recycled.

## SCOPE

Green purchasing is the responsibility of staff

## POLICY

Where possible, and in line with the above waste hierarchy, our school will purchase products that:

- maximise energy and water efficiency and minimise waste, pollution and habitat loss
- are environmentally preferred products when they perform satisfactorily and are available at a reasonable price
- are paper and wood products obtained from post-consumer recycled, forest stewardship council (FSC) certified, salvaged or renewable sources

- Are produced locally in preference to those that have high kilometres associated with their manufacturing and transportation
- have a high star energy rating and efficiency features, or the best available within budget considering the lifetime of the product
- use renewable energy (if available) not originating from fossil fuels
- conserve water or use water in an efficient way
- will not release toxins that can affect human health and pollute or degrade water, soil or air at any stage of their life cycle.

#### FURTHER INFORMATION AND RESOURCES

- ResourceSmart School Memorandum of Understanding
- School Environmental Management Plan
- Sustainability Policy
- ResourceSmart Schools Online: [my.resourcesmartschools.vic.gov.au](http://my.resourcesmartschools.vic.gov.au)
- Sustainability Victoria: [www.sustainability.vic.gov.au/schools](http://www.sustainability.vic.gov.au/schools)

#### REVIEW CYCLE AND EVALUATION

Policy last reviewed	June 2025
Consultation	Consultation with School Council on 18/6/25
Approved by	Principal
Next scheduled review date	June 2027