



# Sustainable Procurement

**In the WA Local Government Sector**

**24 August 2016**

**Contact:**

Andrew Casella, Alison Maggs, Michelle Brent

WALGA

ONE70, LV 1, 170 Railway Parade West Leederville

Phone: (08) 9213 2514

Email: [procurementservices@walga.asn.au](mailto:procurementservices@walga.asn.au)

Website: [www.walga.asn.au](http://www.walga.asn.au)

## Contents

1.0	Summary of Recommendations .....	4
2.0	Purpose.....	5
3.0	Introduction .....	5
4.0	The Consultation Process .....	6
5.0	Results .....	7
6.0	Discussion.....	10
6.1	Possible tools to address Local Government concerns .....	10
6.2	Discussion of each issue/ tool.....	11
6.3	Gaps analysis .....	15
7.0	Action plan .....	17
	Appendix A: Participating Local Governments.....	20
	Appendix B: Survey Questions.....	21
	Appendix C: Workshop Questions.....	24

## 1.0 Summary of Recommendations

1. Review and update, where required, Part 2 of the Sustainable Procurement Resource Manual and add it to the WALGA Procurement Toolkit.
2. Ensure sustainable procurement is highlighted on the WALGA website (with both social procurement and environment pages pointing users to the new resource).
3. Develop sustainability criteria.
4. Add sustainability criteria to all future panel evaluations for Preferred Supplier Arrangements and make them available for local panel use.
5. Establish future Preferred Supplier Arrangement with a low, medium, or high sustainability rating, where appropriate.
6. Include 'whole of organisation' metering/ reporting service providers in a new Preferred Supplier Arrangement.
7. Research and evaluate Life Cycle Assessment (LCA) tools currently available, in consultation with Local Government working group.
8. Run training session on WALGA Marginal Abatement Cost Curve (MACC) Tool, and ensure Procurement Officers are invited to attend.
9. Review and update, where required, Part 3 of the Sustainable Procurement Resource Manual and add this material to the WALGA procurement toolkit.
10. Link Part 3 of the Sustainable Procurement Resource Manual to the Environment pages and the Social Procurement pages of the WALGA website.
11. Research and identify standard contract conditions/clauses around sustainability.
12. Present proposed standard contract conditions/clauses to Local Government officers (both sustainability and procurement) to ensure it meets Local Government needs.
13. Add finalised sustainability standard contract clauses to the WALGA procurement toolkit.
14. Link to the sustainability standard contract clauses from the Environment pages and the Procurement pages of the WALGA website.
15. Develop a clause bank that Local Government can access which contains options for sustainability clauses.
16. Ensure Local Governments have access to best practice sustainability guidelines via both the Sustainable Procurement Resource Manual and the WALGA website.
17. Identify top performers within Local Government procurement, develop case studies, and insert these into the WALGA project map and other appropriate areas (such as the WALGA website).
18. Review matrix approximately 12 months after it has been added to the procurement toolkit. Determine whether further resources are required as part of this review.

## 2.0 Purpose

This document examines how WALGA can further support sustainable procurement within the Local Government sector. In particular, the document:

- Outlines the consultation process used to identify information/ tools/ services gaps experienced by Local Government;
- Summarises and analyses Local Government's feedback to WALGA; and
- Recommends an action plan for WALGA's next steps.

## 3.0 Introduction

Local Government makes many purchases on behalf of its communities, and is legally bound under Section 1.3(3) of the *Local Government Act 1995* to ensure these purchases are made in a sustainable way. This means that economic, social and environmental factors are considered when carrying out functions of the local government through engagement of external service providers. The technical term for this approach is 'sustainable procurement.'

The United Nations defines sustainable procurement as:

*“a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment.”<sup>1</sup>*

Local Governments have expressed some challenges with embedding sustainable procurement practices over the past years, and have asked WALGA to develop various tools, resources, and information to support them in this task. As a result, WALGA undertook a body of work to identify which tools/ resources are most needed by Local Government.

The following document outlines WALGA's approach to identifying and addressing Local Government needs in sustainable procurement, in particular the document:

- Outlines WALGA's consultation process;
- Summarises the feedback received from WALGA members;
- Analyses member feedback to identify the tools that will address member needs;
- Examines whether any of the possible tools already exist, using a gap analysis; and
- Recommends a draft action plan for WALGA's next steps.

---

<sup>1</sup> Definitions adopted by the Task Force on Sustainable Public Procurement – United Nations Environment Programme

## 4.0 The Consultation Process

WALGA consulted its members to identify needs and information gaps within the sector. WALGA's consultation approach was three tiered, with:

- A written survey sent to the entire Local Government sector;
- A workshop run with Local Government Sustainability Officers; and
- A workshop run with Local Government Procurement Officers.

Overall, WALGA received feedback from approximately 30 different Local Governments, and gained input from over 70 people from across the sustainability and procurement portfolios.

See [Appendix A](#) for the list of participating Local Governments.

For more information about the questions asked, see the appendices. [Appendix B](#) outlines the written survey questions, and [Appendix C](#) outlines the workshop questions.

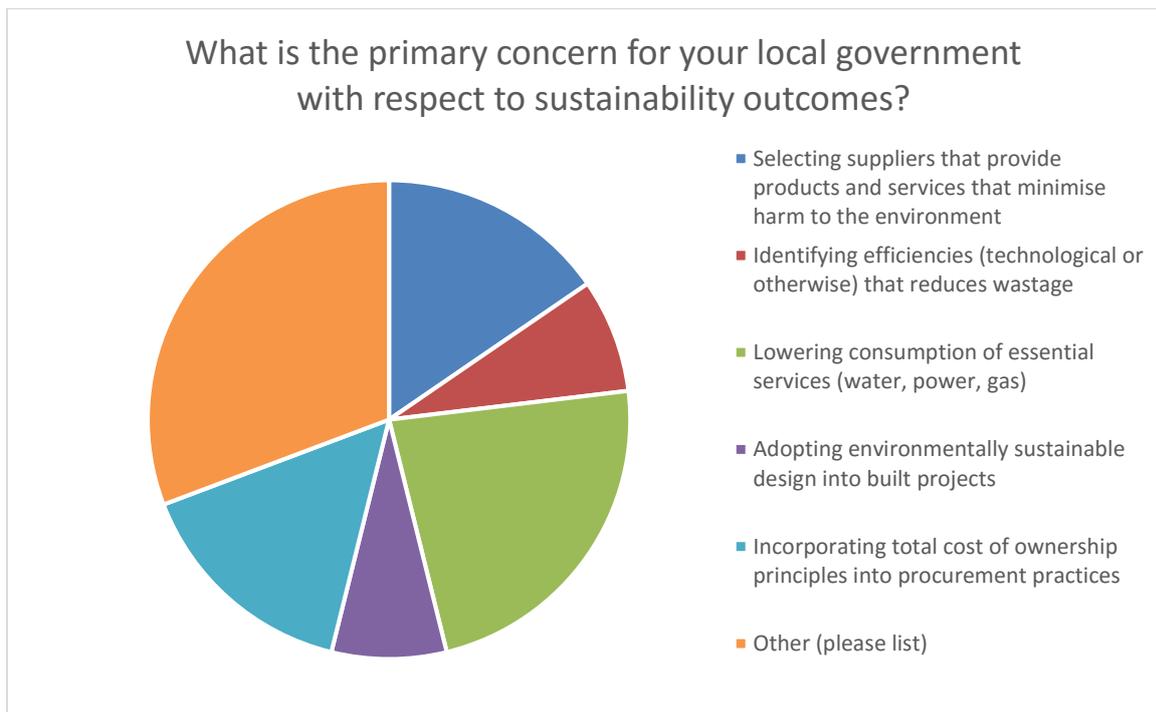
Anecdotal information has also been received during the survey and draft comment stages of this consultation process. This information has also been considered as part of this report and action plan.

Local Government was invited to comment on the draft action plan, before it was submitted to WALGA's Executive for endorsement. See Section 6 for more information on the action plan.

## 5.0 Results

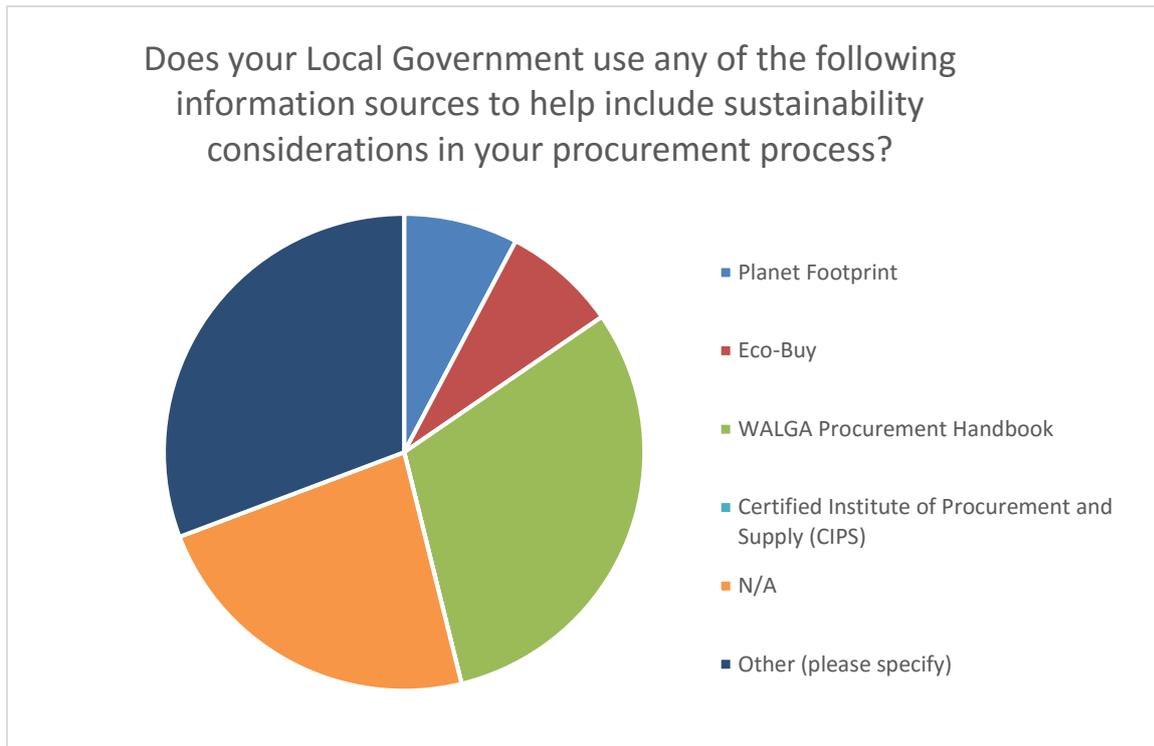
From the survey, the top three sustainable procurement concerns for Local Government are:

- Just under a quarter of responses stated the lowering consumption of essential services (e.g. water, power, gas);
- Selecting suppliers with products and services that minimise harm to the environment (15.4%); and
- More than 15% listed incorporating total cost of ownership principles into procurement practices.



**Figure 1:** Local Government's primary concerns regarding sustainable procurement, as reported in the written survey.

Results indicate that the WALGA procurement toolkit is the most commonly used information source to guide Local Government sustainable procurement. This was more than 30% of responses. Some Local Governments said they do not use any information sources, which was recorded as N/A - see Figure 2.



**Figure 2:** Key information sources used to support Local Government sustainable procurement

The majority of responding Local Governments (76.3%) said they require additional tools, services and/or resources to procure sustainably. Written survey responders said the additional tools/ information that would support sustainable procurement are:

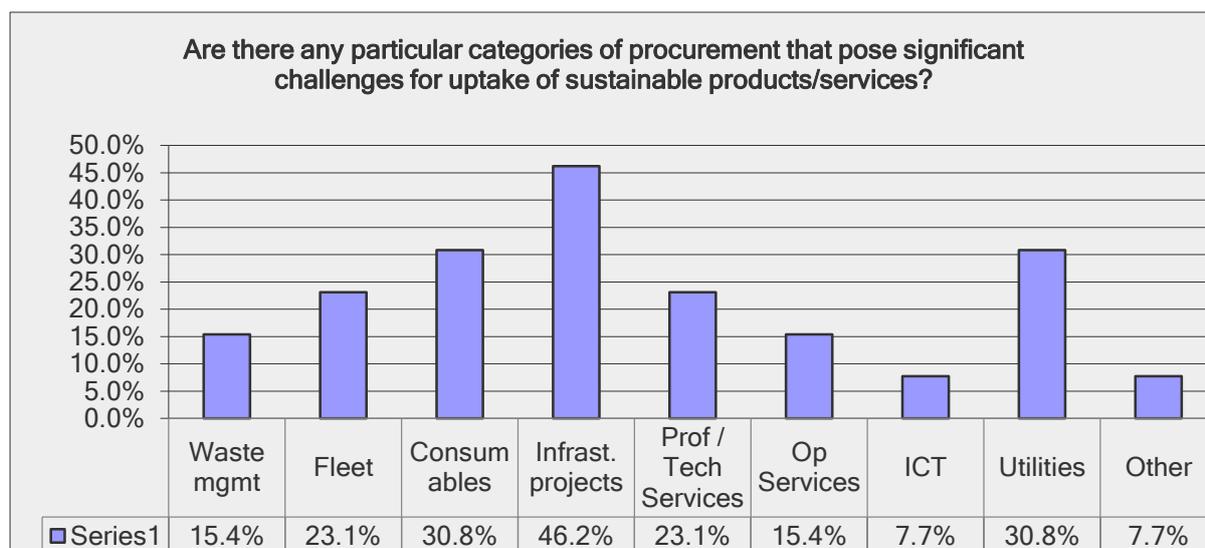
- Criteria to determine sustainability rating within tender evaluation (43%); and
- Standard text/ templates to include in tenders and the sourcing process (29%).

The feedback obtained through the workshop sessions mirrored this result. Workshop participants reported the top required tools as:

- Sustainability ratings within WALGA Preferred Supplier Arrangements / 3rd party assessment (26 %)
- Standard templates (RFXs), policy templates, checklists, scoring system, decision matrix (23 %)

Interestingly, both sustainability and procurement officers stated that reduced organisational consumption of essential services, such as water or electricity, was a key element of sustainable procurement.

Nearly half of the written survey respondents said they find infrastructure projects the most difficult category to procure sustainably, as well as utilities and consumables – see Figure 3.



**Figure 3:** The most difficult categories to procure sustainably, as reported by respondents.

Up to 93% of respondents said their Local Government has formal documentation around sustainable procurement (such as a sustainable procurement policy or plan). However, some respondents said their policies require updating. Interestingly, although most respondents said they have a formal policy around sustainable procurement, many respondents said one of the issues they experience is how sustainability is defined/ applied within the procurement process.

Additional anecdotal feedback following the survey, indicated that there also needed to be a focus on social procurement (i.e. supporting disability and indigenous enterprises) through a variety of measures as outlined in the gap analysis – and the response to it.

In summary, the key issues identified through the workshops, the survey and anecdotal feedback were:

- Limited access to a sustainable procurement policy for Local Governments without a sustainability resource;
- No third party sustainability rating across WALGA preferred suppliers;
- Limited access to Local Government consumption information – i.e. water, gas, electricity etc.;
- Limited access to whole of life product assessment information;
- No standardised sustainable procurement text in RFX documents (for all aspects: environmental, social and economic);
- Limited access to sustainability contract conditions;
- Lack of access to best practice guidelines; and
- No evaluation criteria or matrices to compare the sustainability of products and services during evaluation phase of tender process.

## 6.0 Discussion

This section:

- Identifies tools that will address the needs outlined in section 4 above;
- Discusses each of these tools in detail, including whether the tools already exist, and whether the tool is/ is not currently being used; and
- Identifies where gaps exist to recommend WALGA's next steps.

### 6.1 Possible tools to address Local Government concerns

Table 1 below outlines possible tools to address Local Government concerns/ needs (as identified in Section 4 above). Note, this table does not examine whether the possible tools currently exist; this additional analysis is delivered in Section 5.

**Table 1:** Tools that would further support sustainable procurement within Local Government

Issue identified from survey and workshops	Possible tool to address issue
Limited access to a sustainable procurement policy for Local Governments without a sustainability resource.	Sustainable procurement policy template.
No means of assessing how sustainable WALGA preferred suppliers are in delivering their products and services.	WALGA preferred supplier sustainability rating (in both the procurement directory and in eQuotes).
Limited access to Local Government consumption information – i.e. water, gas, electricity etc.	Metering/ reporting tools to monitor consumption of essential services (such as electricity, gas, water).
Limited access to whole of life product assessment information.	Life Cycle Assessment tools. Emissions comparison tools – e.g. Marginal Abatement Cost Curve.
No standardised sustainable procurement text in RFX documents.	Standard sustainable procurement text for RFXs.
Limited access to sustainability contract conditions.	Standard contract conditions that help Local Governments incorporate provisions on sustainability into tenders and sourcing processes.
Lack of access to best practice guidelines.	Best practice guidelines that include Local Government case studies as examples.
No evaluation criteria or matrices to compare the sustainability of products and services during evaluation phase of tender process.	Evaluation criteria or matrix to evaluate the 'sustainability' of products and services during the tender process.

## 6.2 Discussion of each issue/ tool

### *Sustainable procurement policy*

WALGA developed a Sustainable Procurement for Local Government Resources Manual (“the Manual”) for Local Government in the early 2000s. Part 2 of this document is a step-by-step guide of the sustainable procurement adoption process, and adequately fills the perceived ‘gap’.



#### **Recommendations:**

1. Review and update, where required, Part 2 of the Sustainable Procurement Resource Manual and add it to the WALGA Procurement Toolkit.
2. Ensure sustainable procurement is highlighted on the WALGA website (with both social procurement and environment pages pointing users to the new resource).

### *Third party sustainability rating*

The most commonly identified gap was access to a third party sustainability rating or a benchmarking tool. Local Governments requested this tools to help them compare companies in a consistent and transparent way. WALGA’s preferred supplier construct is an opportunity to provide this service to Local Government in a meaningful, pragmatic, and easy to use way.

To implement this option, WALGA would need to add more robust sustainability criteria into its panel specifications. Each time a panel is evaluated or created, potential suppliers would be asked to demonstrate how they meet the sustainability criteria specifically relating to that product or service. Their response would be assessed, and each successful preferred supplier given a sustainability rating. This rating could be communicated as one, two or three green stars in the WALGA Preferred Supplier Directory and on eQuotes.

There are a number of Australian ISO standards that could be considered for referencing to support this work, such as Environmental Management Systems (ISO 14001), Energy Management Systems (ISO 50001), which both fall under Corporate Social Responsibility standard ISO 26000 and also ISO 20400 International Standard for Sustainable Procurement.



#### **Recommendations:**

3. Develop sustainability criteria.
4. Add sustainability criteria to all future panel evaluations for Preferred Supplier Arrangements and make them available for local panel use.
5. Establish future Preferred Supplier Arrangement with a low, medium, or high sustainability rating, where appropriate.

### *Metering/ reporting tools to monitor consumption of essential services*

A number of respondents stated that reduced consumption was the first aspect of environmental sustainable procurement. The best way for Local Governments to reduce their consumption is to be aware of what they are using, and how they are using it.

There are a number of companies that provide monitoring services already on the market, and some these companies are being used by Local Government, including [Planet Footprint](#); [TechOne](#); and [GreenSense](#). These companies monitor predominately energy use (some monitor water consumption, fuel consumption, and tier two emissions such as paper use) across an organisation, and are an effective way for Local Governments to identify where consumption is occurring, and how this can be minimised.

There are a number of suppliers that monitor water and energy use on a smaller scale. This typically includes adding a meter or counter to appliances or water outlets.

There are no monitoring suppliers in any of the WALGA panels at this time, perhaps indicating why a gap is perceived within the Local Government sector.



#### **Recommendation:**

6. Include 'whole of organisation' metering/ reporting service providers in a new Preferred Supplier Arrangement.

### *Life Cycle Assessment tools*

Life Cycle Assessment (LCA) tools enable product assessment from raw materials to final product disposal. LCA offers a “cradle to grave” look at a product or process, considering environmental aspects and potential impacts.

A number of Local Governments stated that LCA tools would help decision making through the procurement process. There are many LCA tools already available, both freely available and at a cost, some of which might be useful to Local Government. WALGA should examine the existing tools and determine their utility. If deemed not useful to Local Government procurement, then WALGA should consider investing in a tool to support the sector.

Whilst not strictly an LCA tool, WALGA does have a Marginal Abatement Cost Curve (MACC) tool to help direct Local Government decision making. The MACC tool is purpose built tool to help Local Governments make emission reduction decisions. For example, if a Local Government wanted to invest in a carbon abatement activity, they could use the MACC tool to compare upfront investment alongside longer term expected emission reductions, i.e. a Local Government might determine that upfront investment into LED retrofits is more expensive than purchasing energy efficient ICT equipment. However, the after two years, the LED lights would have reduced greater emissions and returned on investment through energy savings.



**Recommendations:**

7. Research and evaluate LCA tools currently available, in consultation with Local Government working group.
8. Run training session on WALGA MACC Tool, and ensure Procurement Officers are invited to attend.

*Standard sustainable procurement text for RFXs*

Standardised text for RFXs was repeatedly requested throughout the consultation process. Part 3 of the WALGA Sustainable Procurement Resource Manual provides this, and more, in a clear and easy to follow format. Local Governments are obviously unaware of this resource, and will benefit from WALGA making it more widely accessible.



**Recommendations:**

9. Review and update, where required, Part 3 of the Sustainable Procurement Resource Manual and add this material to the WALGA procurement toolkit.
10. Link Part 3 of the Sustainable Procurement Resource Manual to the Environment pages and the Social Procurement pages of the WALGA website.

*Limited access to sustainability contract conditions*

A number of Local Governments identified an absence of standard contract conditions that include sustainability text. There are good examples of this type of text available, which could be modified to suit Local Government's specific needs. These contract conditions would be specific to the different areas of sustainable procurement, including disabled, economic, environmental, and indigenous procurement.



**Recommendations:**

11. Research and identify standard contract conditions/clauses around sustainability.
12. Present proposed standard contract conditions/clauses to Local Government officers (both sustainability and procurement) to ensure it meets Local Government needs.
13. Add finalised sustainability standard contract clauses to the WALGA procurement toolkit.
14. Link to the sustainability standard contract clauses from the Environment pages and the Procurement pages of the WALGA website.
15. Develop a clause bank that Local Government can access which contains options for sustainability clauses.

### *Best practice guidelines*

Eight percent of workshop participants asked for best practice guidelines and case studies. The existing WALGA Sustainable Procurement Resource Manual provides plenty of best practice information in a very clear and easy to follow format. However, it has not been reviewed for several years. WALGA would deliver best value for money by ensuring the Sustainable Procurement Resource Manual is updated and readily available to Local Governments. There are a number of Local Governments currently delivering best practice procurement. WALGA could be sharing information from these early adopters across the sector.

In the environmental sustainable procurement area, the existing WALGA tool “WALGA project map” could be utilised. This tool was originally developed to share information about climate change adaptation and mitigation projects across Local Government. However, it could be enhanced to include case studies of best practice sustainable procurement within the sector. The project map is currently available on the WALGA climate change toolkit.



#### Recommendations:

16. Ensure Local Governments have access to best practice sustainability guidelines via both the Sustainable Procurement Resource Manual and the WALGA website.
17. Identify top performers within Local Government procurement, develop case studies, and insert these into the WALGA project map and other appropriate areas (such as the WALGA website).

### *Sustainability assessment criteria*

Some respondents requested an evaluation matrix or a set of standardised assessment criteria so they can compare products or suppliers. If recommendation 5 is implemented, then this tool would no longer be needed for any purchases completed through eQuotes or a preferred supplier panel. However, some Local Government purchases are completed outside of the preferred supplier panel, so this type of tool would still benefit members.

There are a number of evaluation matrices in Part 3 of the WALGA Sustainable Procurement Resource Manual, which Local Governments may find helpful. Furthermore, the work to add a sustainability rating to WALGA preferred suppliers as part of the panel assessments, could be modified into a generic tool to support Local Government decision making.



#### Recommendations:

18. Review matrix approximately 12 months after it has been added to the procurement toolkit. Determine whether further resources are required as part of this review.

### 6.3 Gaps analysis

This section summarises the gaps (both perceived and actual) across all aspects of sustainable procurement (economic, social and environmental), and outlines the recommended action required.

Issue identified from survey and workshops	Possible tool to address issue	Perceived or actual gap	Recommended Action
Limited access to a sustainable procurement policy for Local Governments without a sustainability resource.	Sustainable procurement policy template covering all aspects (social, environmental and economic)	Perceived gap	<ul style="list-style-type: none"> <li>Review and update, where required, Part 2 of the Sustainable Procurement Resource Manual;</li> <li>Add this material to the WALGA Procurement Toolkit; and</li> <li>Add information to the WALGA website (with both procurement and environment pages pointing users to the resource).</li> </ul>
No third party sustainability rating across WALGA preferred suppliers.	WALGA preferred supplier sustainability rating (in both the procurement directory and in eQuotes)	Actual gap	<ul style="list-style-type: none"> <li>Develop sustainability criteria;</li> <li>Develop a “clause bank” that can be accessed by Local Governments.</li> <li>Add sustainability criteria to all future panel evaluations, where appropriate, and provide a low, medium, or high sustainability rating.</li> </ul>
Limited access to Local Government consumption information – i.e. water, gas, electricity etc.	Metering/ reporting tools to monitor consumption of essential services (such as electricity, gas, water).	Actual gap	<ul style="list-style-type: none"> <li>Include ‘whole of organisation’ metering/ reporting service providers in a Preferred Supplier Arrangement.</li> </ul>
Limited access to whole of life product assessment information.	Life Cycle Assessment tools	Actual gap	<ul style="list-style-type: none"> <li>Research and evaluate LCA tools currently available, in consultation with Local Government working group.</li> </ul>
	Emissions comparison tools – e.g. Marginal Abatement Cost Curve	Perceived gap	<ul style="list-style-type: none"> <li>Run training session on WALGA MACC Tool and ensure Procurement Officers are invited.</li> </ul>

<p>No standardised sustainable procurement text in RFX documents.</p>	<p>Standard sustainable procurement text for RFXs (all aspects of social, economic and environmental)</p>	<p>Perceived gap</p>	<ul style="list-style-type: none"> <li>• Review and update, where required, Part 3 of the Sustainable Procurement Manual;</li> <li>• Add this material to the WALGA procurement toolkit</li> <li>• Add links to the material from the Environment pages and the Procurement pages of the WALGA website.</li> </ul>
<p>Limited access to sustainability contract conditions</p>	<p>Standard contract conditions that help Local Governments include sustainability (economic, social and environmental) into tenders and sourcing processes.</p>	<p>Actual gap</p>	<ul style="list-style-type: none"> <li>• Research and identify standard contract conditions that include commentary around sustainability.</li> <li>• Present the proposed conditions to Local Government officers (both sustainability and procurement - perhaps through a working group construct) to ensure they meet Local Government needs.</li> <li>• Once finalised, add this material to the WALGA procurement toolkit</li> <li>• Add links to the material from the Environment pages and the Procurement pages of the WALGA website.</li> </ul>
<p>Lack of access to best practice guidelines.</p>	<p>Best practice guidelines that include Local Government case studies, that provide examples across the different aspects of sustainable procurement.</p>	<p>Perceived gap</p>	<ul style="list-style-type: none"> <li>• Review and, if required, update remaining sections of the WALGA Sustainable Procurement Resource Manual to ensure Local Governments have access to best practice guidelines; and</li> <li>• Identify top performers within Local Government procurement, develop case studies, and insert these into the WALGA project map.</li> </ul>
<p>No evaluation criteria or matrices to compare the sustainability of products during evaluation phase of tender process.</p>	<p>Evaluation criteria or matrix to evaluate the 'sustainability' of products and services during the tender process.</p>	<p>Perceived gap</p>	<ul style="list-style-type: none"> <li>• Review and update, where required, Part 3 of the Sustainable Procurement Resource Manual;</li> <li>• Add this material to the WALGA procurement toolkit;</li> <li>• Add links to the material from the Environment pages and the Procurement pages of the WALGA website; and</li> <li>• Review matrix approximately 12 months after it has been updated and added to the procurement manual. Determine whether further resources are required as part of this review.</li> </ul>

## 7.0 Action plan

The following draft action plan:

- summarises the recommended actions;
- suggests time frames for completion; and
- recommends which party should be responsible for delivery.

Once endorsed by WALGA Executive, the relevant areas of WALGA will work to deliver on the approved commitments.

Action	Target Date	Party Responsible for Delivery
Gain Local Government feedback into action plan, and finalise for State Council endorsement	August 12 2016	Lead: <ul style="list-style-type: none"> <li>WALGA Environment Policy</li> </ul>
Finalise action plan by receiving WALGA Executive endorsement	September 12 2016	Lead: <ul style="list-style-type: none"> <li>WALGA Environment Policy</li> </ul>
Establish working group, comprising LG Procurement Officers, LG Sustainability Officers, and WALGA staff	October 31 2016	Joint Lead: <ul style="list-style-type: none"> <li>WALGA Business Solutions</li> <li>WALGA Environment Policy</li> </ul>
Run training session on WALGA MACC Tool	October 31 2016	Lead: <ul style="list-style-type: none"> <li>WALGA Environment Team Support</li> <li>Working group</li> </ul>
Draft standard contract conditions that include sustainability.	December 15 2016	Lead: <ul style="list-style-type: none"> <li>WALGA Business Solutions</li> </ul> Support: <ul style="list-style-type: none"> <li>WALGA Environment Policy</li> <li>Working group</li> </ul>
Develop sustainability criteria for use in both preferred supplier panel and Local Government contract evaluation.	February 17 2017	Lead: <ul style="list-style-type: none"> <li>WALGA Business Solutions Support</li> <li>Working group</li> <li>WALGA Environment Policy</li> </ul>
Establish future Preferred Supplier Arrangement with a low, medium, or high sustainability rating, where appropriate.	February 17 2017 onwards	Lead: <ul style="list-style-type: none"> <li>WALGA Business Solutions</li> </ul> Support: <ul style="list-style-type: none"> <li>All other business units as required</li> </ul>
Add approved updated information to: <ul style="list-style-type: none"> <li>Procurement toolkit;</li> <li>WALGA website – procurement pages; and</li> <li>WALGA website – environment pages.</li> </ul>	February 20 2017	Lead: <ul style="list-style-type: none"> <li>WALGA Business Solutions</li> </ul> Support: <ul style="list-style-type: none"> <li>WALGA Environment Policy</li> </ul>

Action		Party Responsible for Delivery
Identify top performers within Local Government procurement, develop case studies, and insert these into the WALGA project map.	March 10 2017	Lead: <ul style="list-style-type: none"> <li>• WALGA Environment Team</li> </ul> Support: <ul style="list-style-type: none"> <li>• WALGA Business Solutions</li> <li>• Working group</li> </ul>
Research and evaluate LCA tools currently available, in consultation with Local Government working group.  Make recommendations for next steps or add links to appropriate tools to WALGA website.	March 10 2017	Lead: <ul style="list-style-type: none"> <li>• WALGA Environment Team</li> </ul> Support: <ul style="list-style-type: none"> <li>• WALGA Business Solutions</li> <li>• Working group</li> </ul>
Review and update material within the Sustainable Procurement Resource Manual, in particular: <ul style="list-style-type: none"> <li>• Sustainable procurement policy template (Part 2);</li> <li>• Standard 'sustainable procurement' text for RFXs (Part 2);</li> <li>• Best practice guidelines (all); and</li> <li>• Evaluation criteria/ matrix (Part 3).</li> </ul>	March 31 2017	Lead: <ul style="list-style-type: none"> <li>• WALGA Business Solutions</li> </ul> Support: <ul style="list-style-type: none"> <li>• WALGA Environment Policy</li> <li>• Working group</li> </ul>
Include 'whole of organisation' metering/ reporting service providers in a Preferred Supplier Arrangement	TBD	Lead: <ul style="list-style-type: none"> <li>• WALGA Business Solutions</li> <li>• WALGA Environment Policy</li> <li>• WALGA ICT</li> </ul>
Review matrix approximately 12 months after it has been updated and added to the procurement toolkit. Determine whether further resources are required as part of this review.	December 2017	Lead: <ul style="list-style-type: none"> <li>• WALGA Business Solutions</li> </ul> Support: <ul style="list-style-type: none"> <li>• WALGA Environment Policy</li> <li>• Working group</li> </ul>

## Appendix A: Participating Local Governments

- City of Bayswater
- City of Belmont
- City of Bunbury
- City of Busselton
- City of Canning
- City of Cockburn
- City of Fremantle
- City of Gosnells
- City of Joondalup
- City of Kwinana
- City of Mandurah
- City of Melville
- City of Perth
- City of Rockingham
- City of South Perth
- City of Stirling
- City of Swan
- City of Wanneroo
- LGIS
- Shire of Augusta Margaret River
- Shire of Esperance
- Shire of Goomalling
- Shire of Kalamunda
- Shire of Katanning
- Shire of Northam
- Town of Cambridge
- Town of East Victoria Park
- Town of Mosman Park

## Appendix B: Survey Questions

1. Which Local Government do you work for?

2. Do you have the tools and information to procure sustainably?

- Yes
- No

If yes, provide a brief description.

3. Does your Local Government experience any barriers to introducing or enhancing sustainability considerations in procurement?

- Senior management commitment
- Lack of internal sustainability champions
- Lack of access to information
- Resistance to change
- Budgetary restraints (lack of economically viable sustainability options)
- Prohibitive internal purchasing procedure?
- None
- Other (please state)

4. What is the primary concern for your local government with respect to sustainability outcomes?

- Selecting suppliers that provide products and services that minimise harm to the environment
- Contributing to the local economy by selecting local suppliers;
- Increasing opportunities for aboriginal businesses to be awarded contracts;
- Increasing opportunities for Australian Disability Enterprises to be awarded contracts;
- Identifying efficiencies (technological or otherwise) that reduces wastage;
- Lowering vehicle emissions and sourcing greener energy solutions;
- Identifying sustainable procurement options through the WALGA preferred supplier program;
- Lowering consumption of essential services (water, power, gas)
- Waste disposal methods;
- Adopting environmentally sustainable design into built projects;
- Using recycled materials;
- Incorporating total cost of ownership principles into procurement practices;
- Other (please list)

5. Are there any particular categories of procurement that pose significant challenges for uptake of sustainable products/services?

- Waste management
- Fleet
- Consumables
- Infrastructure projects
- Professional / Technical Services
- Operation Services
- ICT
- Utilities
- Other (please state)

6. From your response(s) above, describe what challenges currently exist.

7. Does your Local Government use any of the following information sources to help include sustainability considerations in your procurement process?

- Planet Footprint
- Eco-Buy
- WALGA Procurement Handbook
- Infrastructure Sustainability Council of Australia (ISCA)
- Certified Institute of Procurement and Supply (CIPS)
- N/A
- Other – please specify

8. Would your local government benefit from being provided with any new information / tools/ services to help you consider sustainability within your procurement process?

- Yes – please provide details. The more detail you can provide us here, the better.
- No – I have everything I need from the existing tools.

If yes, what sort of information / tools / services will you require?

9. Does your local government have dedicated sustainability resources? If yes, please provide a rough indication of this resource size, using full time equivalent (FTE) – i.e. 1.0FTE.

10. Are you a:

- Sustainability Officer;
- Procurement Officer; or
- Executive team member; or
- Operations Manager, or
- Elected Member; or
- Other Corporate; or
- Other – please specify.

11. Would you like to receive an email invite to the follow up workshop? Please note this workshop will also be advertised through WALGA's normal communication channels (LG News, SONG, Procurement Network etc)

- Yes – please provide your email address
- No – I will use WALGA's other communication channels to stay abreast of the workshop

## Appendix C: Workshop Questions

**Question 1:** In pairs, choose one of the following items that your Local Government needs to procure...

- Design and construction of a new community centre
- Road widening project
- Tree pruning services
- Replacement of motor grader
- Purchase and implementation of a new asset management system
- Cleaning services for various facilities
- Purchase of hardware supplies
- Engagement of a specialised consultant
- Upgrade of playground equipment
- Purchase of a new vehicle for the Mayor

How would you ensure this procurement meets your Local Government's sustainability objectives?

**Question 2:** Now that you've procured your item sustainably, what additional tools/ information/ services would have made this task easier?

*Blue sky thinking is encouraged – don't let constraints or limitations get in the way.*