



[Guidelines]

- ESTABLISHING A SUSTAINABLE PURCHASING TEAM

Forming a team to drive sustainable purchasing is essential because at the end of the day, it is people who make things happen. Your council may already have an existing team such as a Cities for Climate Protection committee, an environment committee or a waste management team that could form the genesis of a sustainable purchasing committee. If not, set up a new team.

The important thing is to make sure senior management is supportive, and that the team holds regular meetings, or has an effective communication process.

Team structure

The goal is to make sustainable purchasing an everyday activity integrated into council's existing processes and systems. This will be easier if key people are members of the team. Good people to have involved are the Procurement Manager, Head of Engineering, the Environment Manager, Finance Manager and Supply Manager. Most important however, is to involve people who are motivated and passionate because team members need to be willing and able to champion sustainable purchasing within council.

Next, identify a team leader. This person doesn't necessarily need to do any extra work, but they should be willing to make sure that regular meetings or communications take place, and provide a first point of contact for sustainable purchasing.

Terms of Reference

It may be helpful to develop Terms of Reference for your team. Below are some suggestions.

The Sustainable Purchasing team has been formed to;

- Promote sustainable purchasing within council.
- Co-ordinate the development/inclusion of sustainable purchasing clauses into council's purchasing policies and processes.
- Provide council staff with relevant information on products and services, as provided by Sustainable Choice.
- Coordinate the development of a tracking system to record the scope and level of sustainable purchasing, with the support and assistance of Sustainable Choice.
- Liaise with the LGSA's Sustainable Choice program.
- Participate in peer support seminars, workshops and other events organised by Sustainable Choice for council staff.