

Sustainable Procurement Checklist

1

Prioritise sustainability risks and opportunities for each of your procurement categories.

Priorities should be aligned to Council sustainability commitments and targets. Doing this for each of the main procurement categories first (e.g. construction, waste, facilities management, fleet, IT etc.), provides a good starting point for individual procurements and saves time.

2

Planning the procurement:

Identify the need for the goods or services. Set clear sustainability objectives, refine the sustainability risks and opportunities for the category you are procuring in for your specific procurement.

3

Supplier engagement:

Communicate Council's minimum sustainability goals, requirements and standards to the market, including performance indicators and evaluation criteria from the outset.

4

Specify sustainability requirements:

Include sustainability requirements and performance indicators in all tender or quotation documentation, to be used to evaluate and award contracts.

5

Evaluation and due diligence:

Verify and evaluate claims, certifications and standards included in responses by asking for copies.

6

Contract, performance and monitoring:

Ensure contracts have clear sustainability requirements, outcomes, performance indicators and metrics for reporting - these should all be tied to the sustainability objectives.

7

Review and learn:

Take one hour to question what worked, what didn't and why? Share the knowledge and learnings.

