

SWINBURNE UNIVERSITY EMS

- PURCHASING MANAGEMENT PLAN -

Responsible Manager: Associate Director, Operations and Services

Subject: EMS: Management Plan

Reference: February 2011

Purpose

This Purchasing Management Plan sets the direction for achieving Swinburne's purchasing objectives and targets. The Action Plan details the actions, timelines, resources and responsibilities necessary to achieve these objectives and targets.

Objectives

Swinburne will aim to:

- Maximise the environmental benefits of our purchasing decisions and minimise environmental harm.
- Minimise our Carbon Footprint and our impact on the environment.

Target

Swinburne's purchasing targets are:

- Reduce packaging associated with suppliers and deliveries
- Reducing unnecessary purchasing
- Purchase recycled content products or recyclable products

Background

This Management Plan is forms part of the Swinburne University EMS. Purchasing has been identified as a significant aspect for Swinburne contributing to environmental impacts such as waste, consumption of resources and climate change. Making responsible purchasing decisions will help Swinburne to minimise our indirect environmental impacts and potentially influence our supply chain.

Achievements to date

Swinburne has already commenced a number of initiatives that encourage responsible purchasing decisions. These include:

- ITS contracts call for the suppliers to remove the foam packaging
- Recycled photocopy paper
- Recycling furniture by recovering chairs and replacing laminex on desks
- Swinburne Press has included sustainable criteria in new Print Supplier Contracts

Review of Management Plan

As part of our commitment to continual improvement, this Management Plan will be reviewed on an annual basis by the Director, Facilities and Services/EMS Coordinator and communicated as part of the EMS update to the Executive Group. In particular, this review will focus on the objectives and targets and an update of the Action Plan actions and timelines.

Approval

Name

Signature

Title

Date

Revision History

Rev. No.	Rev. date	Revised by	Comment
1			
2			
3			

Action Plan

No.	Action	Description	Project Type	Campus / Facility	Responsible Personnel	Budget	Timeline	Additional Comments
1	Communications Program	Develop a communications package to educate purchasing staff about ethical purchasing decisions	Behaviour Change	All	Procurement Officer	Employee time	Dec. 2012	Should be linked to the communications programs in other environmental management plans
2	Buildings (refurbishment)	Use recycled or recyclable products where possible.	Behaviour Change	All	Director, Major Projects, Manager Operations	CMP	On-going	
4a	Computers (staff and students)	Packaging of bulk deliveries of PC's to be removed by the supplier.	Behaviour Change Contract modification	All	ITS	TBC	On-going	
4b	Computers (staff and students)	Consider recycling and sustainable options when disposing of ITS equipment. (PC's, notebooks, printers, etc.	Behaviour Change Contract modification	All	ITS	TBC	On-going	
5a	Engage Swinburne's Procurement division	Engage in discussions about incentives for reducing unnecessary purchasing.	Behaviour Change	All	EMS Coordinator, Procurement Officer	Nil	On-going	
5c	Engage Swinburne's Procurement division	Work with procurement to explore opportunities associated with Eco-Buy	Behaviour Change	All	EMS Coordinator, Procurement Officer	Nil	Dec 2012	

No.	Action	Description	Project Type	Campus / Facility	Responsible Personnel	Budget	Timeline	Additional Comments
5d	Engage Swinburne's Procurement division	Develop a "Green Go To Guide" of preferred suppliers/products to be available to all staff. (including: recycled content, environmentally responsible business or recycled products)	Behaviour Change	All	EMS Coordinator, Procurement Officer	Nil	2011	
6a	Encourage contractors to "think green"	As contracts come up for renewal, require tenderers demonstrate environmental credentials and/or minimise packaging	Behaviour Change	All	EMS coordinator, Director Major Projects, Operations Manager, Procurement Officer	Nil	On-going	
6b	Encourage contractors to "think green"	Cleaning contract to be reviewed to ensure environmentally friendly products are used in the cleaning process	Behaviour Change	All	EMS Coordinator, Contract Manager	FSG	On-going	
6c	Encourage contractors to "think green"	Request that bulk orders be transported and delivered in minimal packaging.	Behaviour Change	All	EMS coordinator, Director Major Projects, Operations Manager, Procurement Officer	Nil	On-going	

No.	Action	Description	Project Type	Campus / Facility	Responsible Personnel	Budget	Timeline	Additional Comments
6d	Encourage contractors to "think green"	Contract negotiations with furniture and PC suppliers to include end of life arrangements.	Behaviour Change Contract modification	All	EMS coordinator, Director Major Projects, Operations Manager, Procurement Officer	TBC	On-going	