



Sustainable Procurement Planning Tool

Document purpose: assist Australian Government entities to plan the environmental sustainability outcomes of procurements, with a focus on use of recycled content (a priority within the [National Waste Policy Action Plan](#)).

Requirements and risks identified using this plan should form part of your overall procurement plan in accordance with your entity’s procurement processes.

Procurement details

Procurement title	Procurement of [insert short description]
Procurement type	Select: goods services goods & services consultancy services
Main contact	List your name, team, entity for record keeping purposes

Organisational needs

The entity’s environmental sustainability and recycled content needs are:

- Insert applicable sustainability policies or procedures. Check your internal website or contact your procurement team to confirm.
- Insert applicable targets. For example, does your organisation need to meet a target for use of recycled content?

Procurement outcomes

The environmental sustainability outcomes sought from this procurement are:

- Example 1: use recycled content in products
Use of recycled content is a priority within the [National Waste Policy Action Plan](#)
See [Recycled Content Product List](#) for specific examples
- Example 2: minimise waste to landfill
- Example 3: reduce emissions
- Example 4: optimise energy or water use

To help identify priority outcomes, use the sustainability impact assessment and risk prioritisation tools in the [Sustainable Procurement Guide](#).

Market Analysis

Research the market to identify if and how potential suppliers could deliver your outcomes. Market research can include internet searches, discussions with industry bodies and reviewing similar procurements through AusTender or by contacting other government entities.

Find a supplier for sustainable goods or services:

- [Good Environmental Choice Australia Product Database](#)
- [Buy Recycled Directory \(Sustainability Victoria\)](#)
- [Sustainable Choice Supplier Database \(NSW councils\)](#)
- [Planet Ark Recycled Products Directory](#)

Environmental sustainability

Summarise the market research undertaken. This may include how the market works, the market size and maturity, competition, recent developments, supply issues, availability of alternative goods/services and innovation opportunities.

Use of recycled content

The Australian Government has committed to significantly increase the use of recycled content through procurement based on the [National Waste Policy Action Plan](#).

See the [Recycled Content Product List](#) for examples.

Use the table to identify specific opportunities for using recycled content.

Specific product	List examples in Australia	Other market observations. Any supply issues or innovation opportunities?
[list product that could use recycled content]		
<i>Example: Road</i>	(A) Road built in City of Townsville with glass and concrete (B) Road built in Hume City Council with soft plastics, glass and toner	<i>[note market observations]</i>
<i>Example: Office fit outs</i>	(A) Office workstations in Willoughby Council, NSW with timber, plastic, steel, and aluminium. (B) Acoustic panels in NSW Department of Justice with plastic	<i>[note market observations]</i>

If you need help identifying recycled content applications or examples contact sustainable.procurement@awe.gov.au

Recycled content opportunities

List the potential benefits of using recycled content. The list will help demonstrate the value-for-money case for using recycled content.

- [Add or delete opportunities as applicable]
- [Contributes to meeting organisational needs, such as sustainability policies or targets]
- [Contributes to Australia’s transition to a circular economy]
- [Diverts waste from Australian landfill]
- [Supports Australian recycling which in turn supports job creation and industry growth]
- [Offers superior performance or quality compared to competitor products]
- [Lower maintenance cost over the product’s life cycle compared to products made with virgin material]
- [Insert other opportunities as applicable]

Environmental sustainability risks

Identify any initial risks for environmental sustainability. You should include these risks into your procurement's risk management plan in accordance with your entity's processes.

Potential risks

- [Add or delete risks as applicable]
- [Additional market analysis required to identify the market's capability to supply recycled content, presenting potential time, cost and resource impacts]
- [Recycled content products are not readily available in Australia]
- [Products with recycled content may attract a higher cost compared to products made from virgin materials]
- [Specialist expertise will be required to develop Approach-to-Market documentation]

Potential requirements

The following requirements should be considered for inclusion in the Approach-to-Market documentation:

- [Insert requirements as applicable]

Guidance on Sustainable Procurement Model Wording is under development. The Guide will allow you to select Approach-to-Market requirements and contract terms which support your recycled content and environmental sustainability outcomes.

Request a draft version from sustainable.procurement@awe.gov.au