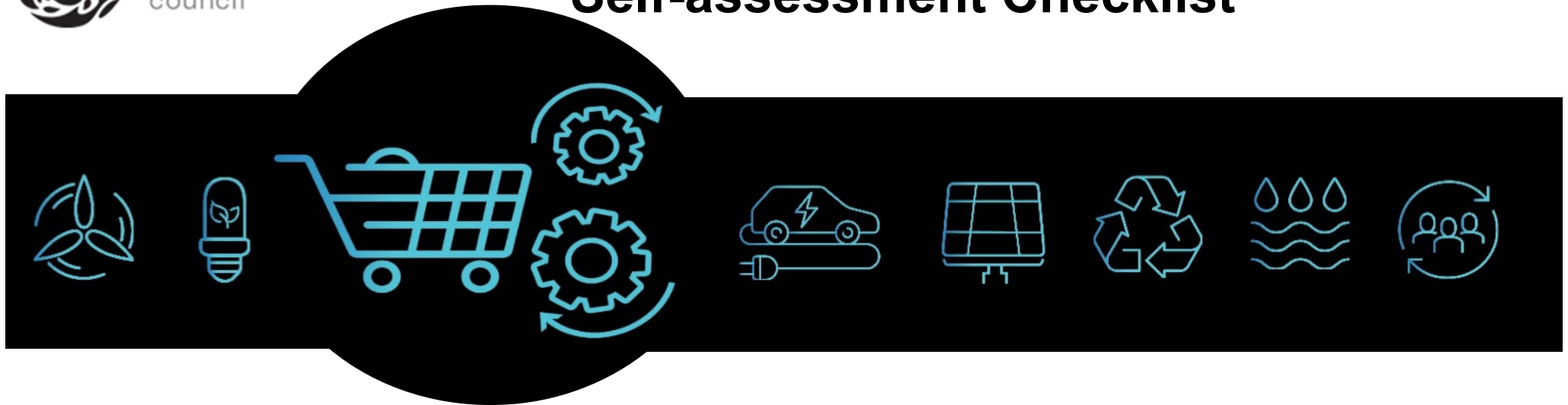


# Purchasing and Procurement: Self-assessment Checklist



1. Use the checklist to assess your current status (tick in 'Current' column).
2. Then choose your next level of action to create your own Sustainability Action Plan (tick the relevant 'Target' column).

| Statement of Best Practice   | No Action                                   | Current | Some Action  | Current | Target | Moderate Action                                   | Current | Target | High Action  | Current | Target |
|--|---|---------|--|---------|--------|---|---------|--------|--|---------|--------|
| The business has a sustainable purchasing policy with clear guidelines on prioritising sustainable and ethical purchasing. | No sustainable procurement policy in place. |         | No formal policy has been implemented; however, the business considers sustainable and environmental criteria in purchasing decisions. |         |        | A formal sustainable procurement policy in place. |         |        | A formal sustainable procurement policy is in place and the business tracks progress on targets for sustainable procurement in line with company policy. |         |        |

| Statement of Best Practice   | No Action   | Some Action |   | Moderate Action |        | High Action  |        |  |  |  |  |
|--|---|-------------|---|-----------------|--------|--|--------|--|--|--|--|
|  |   | Current     | Target  | Current         | Target | Current  | Target |  |  |  |  |
| Goods are sourced from local providers.  | No goods are sourced from local providers or <50% from Australia. |             | <p>Company supports local manufacturers (food or otherwise) from Greater Sydney.</p> <p>OR</p> <p>At least 50% of goods are sourced from Australia.</p> |                 |        | 100% of goods are from Australian producers. Less than 50% of this is from local providers.                                  |        |  | 100% of goods are sourced from local providers (where possible).   |  |  |
| Cleaning Supplies are made from Natural and Sustainable ingredients that are not toxic to people or the environment. | Generic cleaning products are used.                               |             | Some cleaning products are made from natural or non-toxic ingredients.  |                 |        | All cleaning products are made from natural or non-toxic ingredients.  |        |  | Moderate action and Waste reducing and/or plastic free alternatives are used.  |  |  |
| The business purchases carbon credits to offset their emissions.   | No carbon credits are purchased.                                  |             | 0-50% of carbon emissions are offset through the purchase of carbon credits.  |                 |        | 51-89% of carbon emissions are offset through the purchase of carbon credits.  |        |  | 90-100% of carbon emissions are offsets through the purchase of carbon offsets. Offsets are sourced from Australian-based projects.      |  |  |
| The business works directly with supply chains to ensure sustainability throughout.                                  | The business has no contact with their supply chain.              |             | The business engages with their supply chains but do not enquire about sustainability.  |                 |        | The business engages with their supply chains and requires suppliers / contractors to provide information on sustainability. |        |  | The business has set standards / criteria to ensure that their supply chains meet the highest level of sustainability wherever possible. |  |  |

| Statement of Best Practice  | No Action  | Some Action   |        | Moderate Action   |        | High Action  |        |  |
|---|--|---|--------|---|--------|--|--------|--|
|   |  | Current   | Target | Current   | Target | Current  | Target |  |
| <p>The business chooses environmentally conscious kitchen supplies.</p> <p>(e.g., compostable bin liners, recycled napkins, alternative milk options)</p> | <p><i>Environmentally conscious purchasing not considered.</i></p>                           | <p><i>Environmentally conscious kitchen supplies are considered during purchasing and chosen where cost permits.</i></p>                          |        | <p><i>Up to 50% of kitchen supplies are environmentally conscious alternatives.</i></p>               |        | <p><i>50% - 100% of kitchen supplies are environmentally conscious alternatives.</i></p>               |        |  |
| <p>The business uses environmentally conscious stationary and other office supplies (e.g., refillable pens, recycled paper etc.)</p>                      | <p><i>The business does not consider sustainability when purchasing office supplies.</i></p> | <p><i>Environmentally conscious stationary and office supply alternatives are considered during purchasing and chosen where cost permits.</i></p> |        | <p><i>Up to 50% of office supplies and stationery are environmentally conscious alternatives.</i></p> |        | <p><i>50% - 100% of office supplies and stationery are environmentally conscious alternatives.</i></p> |        |  |