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| **PRESENCE TEST** | **FURTHER INSTRUCTION** |  | |
| Does the lease encourage, facilitate or require the reduction of consumption of goods within the building or premises and/or the sourcing of sustainable or ethical goods? | Clauses could relate to:   * reduction of paper consumption by double sided printing * supply of biodegradable materials (eg. coffee cups) * use of recycled paper * building materials * other goods or materials. |  | |
| **OVERVIEW** |  |  | |
| Sustainable Procurement Frameworks are policies, procedures and processes that aim to improve the sustainability of the procurement of an organisation, including by minimising waste and encouraging the purchase of environmentally friendly and ethical products.  Examples of recognised standards for sustainable procurement include:   * Australia New Zealand Government Framework for Sustainable Procurement: [***http://www.apcc.gov.au/SitePages/Procurement.aspx***](http://www.apcc.gov.au/SitePages/Procurement.aspx), and * British Standard 8903:2010. |  |  |  |
| Definitions |  | ADDITIONAL BENEFITS |  |
| Sustainable Procurement Framework means a procurement framework that encourages the purchase of only goods that are necessary and the procurement of goods and/or services that reduce the negative impacts and encourage positive outcomes for the environment, economy and society. |  | **Green Star – Performance**  Sustainable Procurement information may be used as an input into Green Star – Performance compliance requirements. | **Green Star - Interiors**  Sustainable Procurement information may be shared with tenants and used to demonstrate compliance with Green Star – Interiors. |

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| **SAMPLE CLAUSES** |  |  |

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| NOTES | CLAUSE | CONCERN/RISK | MITIGATION |
| none noted | 1.1 Sustainable Procurement  The [Landlord/Tenant] [has in place / will use reasonable endeavours to develop] a Sustainable Procurement Framework that applies to the [Premises/Base Building / Base Building and Premises] that meets industry recognised guidelines. The Sustainable Procurement Framework [includes / must include]:   1. policies relating to what sustainable procurement means to the Landlord; 2. processes that ensure that goods purchased for the [Premises/Base Building / Base Building and Premises] are selected with regard to the environmental and social practices of suppliers; 3. details on how purchasing of goods will be monitored, measured and reported for the [Premises/Base Building / Base Building and Premises]; 4. strategies to reduce the amount of goods purchased for the [Premises/Base Building / Base Building and Premises]. undertake transport modes surveys that assess the transport of the Building’s regular occupants. | Parties may be concerned that changing processes to meet the requirements of a Sustainable Procurement Framework will result in operational and increased product costs.  Parties that do not have a Sustainable Procurement Framework in place may be concerned that the development and implementation of a Sustainable Procurement Framework will result in costs. | Organisations that undertake analysis of procurement processes and develop a Sustainable Procurement Framework are likely to benefit from:   * costs savings due to identified opportunities, for example, by bulk purchasing * an enhanced reputation as a responsible corporate citizen, or * avoiding risks created by dealing with unethical companies.   Selecting the wording option “reasonable endeavours” may mean that parties will not be bound to implement strategies that will result in significant costs and/or disruption to operations. |