



LOCAL GOVERNMENT BUY RECYCLED ALLIANCE

THE GREAT REPORT CAVORT

NOVEMBER 2001



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1. EXECUTIVE SUMMARY

1.1 BACKGROUND

The Great Report Cavort 2001 is the first of the annual reports that members of the Alliance are required to provide to the Local Government Buy Recycled Alliance.

The report covers the period from 1 July 2000 – 30 June 2001.

The purpose of the report is to:

- Collect data on the progress members have made in implementing their Buy Recycled Program.
- Collect data on the amount and type of recycled products currently being purchased by members.

- Provide information to stakeholders about the types and amounts of products purchased by local government.
- Use this information to set future directions and strategies for the ongoing development of the Local Government Buy Recycled Alliance.

This is the first time an attempt has been made to measure local government's purchasing of recycled products. As members are not currently systematically tracking their purchasing of recycled products, the figures in the report represent the most accurate "guesstimates" that could be made. While not definitive, it does provide very valuable

baseline data to be used to measure the progress of members and to set future targets for the program.

The report is divided into three sections:

- Section 1: General questions about implementation of the Buy Recycled program.
- Section 2: Questions about purchasing systems.
- Section 3: Questions on the type and amount of recycled products purchased.

A full copy of the report is included in the Appendix.

**** It must be noted that the data in this report cannot be taken as definitive. It is indicative of the extent recycled content products are being purchased by local government. The lack of any formal systems to track purchasing has meant that many members have resorted to using the most accurate estimates they could make.***

1.2 METHODOLOGY

The reporting form was developed by Alison Standish, the former Executive Officer of the *Local Government Buy Recycled Alliance (LGBRA)*. It was developed in consultation with the *NSW Environment Protection Authority*, the *Buy Recycled Business Alliance*, LGBRA members and the LGBRA Reference Group.

The product list was developed from the audit list in the Local Government Buy Recycled Resource Kit, as this was the most comprehensive list of recycled content products available.

The recycled content products are grouped into five categories:

1. **Parks & Gardens**
 - Compost & Mulch
 - General
 - Playground Equipment
2. **Office Products**
 - Printing & Toner Cartridges
 - Paper
3. **Waste Management**
4. **Road & Footpath Construction**
5. **Traffic Management**

therefore, not given the report to complete.

Thirty members were requested to complete the report. Twenty-four (80%) members completed all sections of the report and one member (3%) only completed sections 1 and 2. Five (17%) members did not complete the report.

Members were sent a hard copy version of the report to complete. They were also sent an electronic version of Section 3 of the report. This was done so that Section 3 could be more easily distributed and completed by the relevant departments of council.

The report was distributed in June 2001 and members were asked to complete and return the report by August 2001.

At the time of distributing the report, 32 councils were members of the Alliance. Two were very recent members and were,

Members found it extremely difficult to complete Section 3, as no member had in place a system that could track their purchasing of recycled products. As a result the expenditure figures are generally the most accurate 'guesstimates' that could be made.



2. KEY FINDINGS

1. 88% of members have established an action group to implement the Buy Recycled program within their council.
2. 88% of members have either developed or were in the process of developing a Buy Recycled Purchasing policy.
3. 82% of the Buy Recycled purchasing policies included broader environmental considerations such as waste minimisation, energy efficiency and minimising environmental impacts.
4. 36% of members have included clauses specifying recycled products in their tenders and/or contracts.
5. 92% of members are purchasing recycled content products.
6. Twenty-four members spent a total of \$6,743,414 on recycled content products in 2000-2001.
7. Members spent \$2,045,066 on recycled content road and footpath construction material, \$1,772,867 on traffic management products and \$1,284,055 on waste management products.
8. Waste management products (mobile garbage bins and recycling crates) are the most commonly purchased recycled content products by councils.
9. Eighteen members (75%) purchased waste management products with recycled content.
10. Seventeen members (71%) purchased recycled content office paper.
11. Parks and Gardens products (excluding compost) are the least purchased recycled content products.

3. ANALYSIS OF RESPONSES

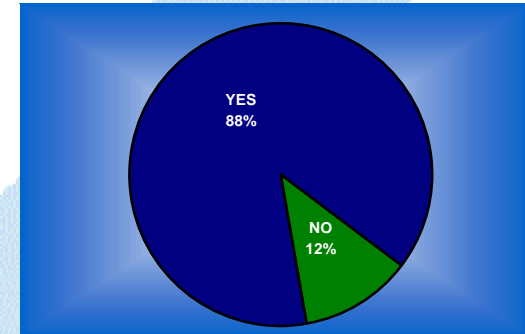
3.1 WORKING GROUP

3.1.1 Do you have a working group to implement the objectives of the LGBRA?

- 88% (22 respondents) have established a working group to implement the Buy Recycled program within their council.
- The establishment of working groups is vital to the implementation of the Buy Recycled program. The groups are responsible for not only implementing and monitoring the Buy Recycled program, but due to their diverse membership

representing a wide range of departments throughout councils, act as an excellent promotional and communication tool for the program.

- There is a strong correlation between the establishment of the working group and the development of policy. The three members who have no working group also have no policy developed.



YES	NO	TOTAL
22	3	25

2.1.2 If so, please indicate the number of people in this group.

- The number of members of the working groups varies considerably, with most (80%) having between three and 10 members.

# people	# groups
3	2
4	2
5	4
6	3
7	2
8	3

10	2
12	1
13	1
17	1
19	1
N/A	3
TOTAL	25

3.1.3 What department areas do they represent?

- There are 41 different departments represented on the working groups.
- The most represented departments are Corporate (10), Finance (10), Parks & Gardens / Landscape (9), Purchasing / Contracts (9), Waste / Resource Recovery (9), and Environment (8).

The diverse representation on working groups is reflective of where purchasing decisions are made within council.

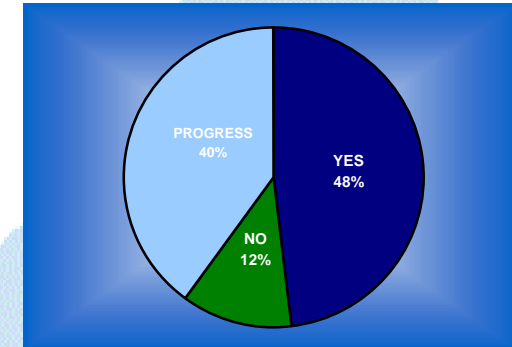
Department	#				
Admin	2	Facilities Maintenance	2	Public Health	1
Architecture	1	Finance	10	Public Relations	2
Assets & Engineering	6	Food Services	1	Purchasing / Contracts	9
Building, Env. & Planning	4	Governance	1	Records	3
Bushland Crew	1	Human Services	1	Roads & Infrastructure	1
Business Support	1	Information Services	3	RWVG	2
City services	2	Infrastructure	3	Supply	1
Communications	3	IT	5	Senior Management	1
Community Services	6	Leisure & Culture	1	Technical Services	3
Corporate	10	Libraries	2	Transport	1
Customer Services	3	Organisational Development	1	Urban design	4
Design & Infrastructure	2	Parks & gardens / landscape	9	Waste /Resource recovery	9
Environment	8	Physical Services	1	Works / operations	5
Executive Services	1	Property Registration	1		

3.2 PURCHASING POLICY

3.2.1 Have you developed a purchasing policy encouraging the purchase of recycled products?

- 88% of members had either developed, or were in the process of developing, their purchasing policy.
- The three members who had not yet started work on their purchasing policy were the same three members who had not established a working group.
- The purchasing policy provides clear guidelines for those making purchasing decisions and definitive evidence of council's commitment to purchasing recycled products. It can also be

used to influence purchasing decisions made throughout the organisation.



YES	NO	IN PROGRESS
12	3	10

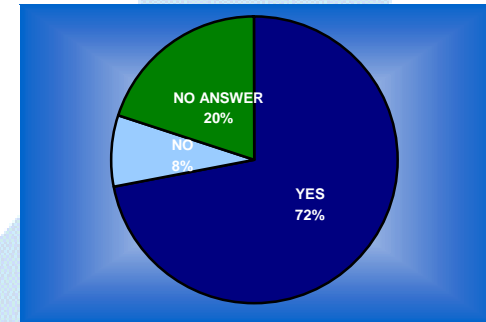
The development of a Buy Recycled purchasing policy is key to the successful implementation of the Buy Recycled program within councils.



3.2.2 Does your purchasing policy include other environmental considerations as well as buying recycled?

- Of the 22 members who had either developed or were in the process of developing a purchasing policy, 82% (18) had included broader environmental considerations. The most common of these were, waste minimisation (73%), energy efficiency (68%) and minimising environmental impacts (59%).
- The Buy Recycled model policy that members are encouraged to consider when developing their purchasing policy includes broader environmental

considerations – waste, climate damage, habitat destruction, pollution and soil degradation.



YES	NO	NO ANSWER
18	2	5

Other Considerations	#
Waste Minimisation	16
Energy Efficiency	15
Minimal Environmental Impacts	13
Greenhouse Reductions	9
Protection of Native Forests	7
Ethical Considerations	6
Avoidance of GMO/crops	2
Other	1

The requirement for members to develop a Buy Recycled purchasing policy acts as catalyst for members to broaden the scope of this policy, and develop an Environmental Purchasing Policy, of which Buy Recycled is a key component.

3.2.3 How long did it take your council to develop this policy?

Time	#
1-3 mths	8
3-6 mths	5
6-12 mths	7
No Answer	5

- The amount of time taken to develop the purchasing policy varies widely.

- One important factor needs to be taken into consideration when discussing this wide variation, that is the development of a Model Policy.
- Earlier members did not have access to the Model Policy; so much time was spent in developing their policy from 'scratch'. Later members have

been able to simply modify the Model Policy to suit their specific needs, which is significantly less time consuming.

3.2.4 How many staff were involved in developing the policy?

# staff	#
1	2
2	4
3	1
4	2
5	1
6	1
7	2
8	1
9	
10	4
10 +	1
No answer	6

- The number of staff taken to develop the policy varies widely.
- Fewer staff are involved in developing the policy when the Model Policy is used, as only minor adjustments are needed.
- More staff were required when the policy was developed without the aid of the Model Policy, as significantly more discussion and consultation was required.



3.2.5 Provide an estimate of the number of staff hours required to develop your policy.

# hours	#
-10	3
10-20	4
21-50	2
51-100	
101-150	1
151-200	
201-250	
251-300	1
No answer / unknown	14

- The wide variation in the number of staff hours required to develop the policy is again, directly related to whether the Model Policy was used.
- The more staff involved in the development of the policy, the more staff hours were also required.

3.3 IMPLEMENTATION

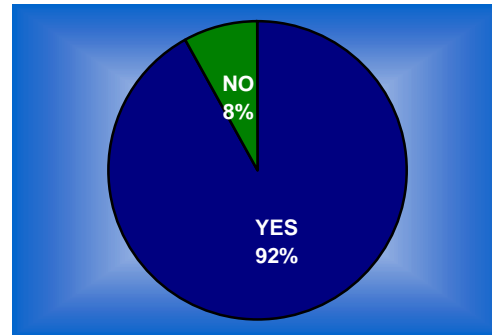
3.3.1 How has your council implemented the Buy Recycled program? For example has it been implemented across all departments or just a few to begin with?

Where implemented	#
All depts	9
Selected depts	11
One site	-
Various Sites	3
Other (Champions)	1
No answer	1

- 50% (11) of members have implemented the Buy Recycled program in selected departments, and 41% (9) have implemented it across all departments.

3.3.2 Was your council purchasing recycled content products before it became a member of the Alliance?

- 92% (23) of members were purchasing recycled products before becoming members of the Alliance.
- 8% (2) of members were not purchasing recycled products before becoming members of the Alliance.
- While most members were purchasing recycled products before becoming members of the Alliance, much of the purchasing was conducted in an ad hoc and random manner, dependent more on the preference of individuals rather than policy.



YES	NO
23	2

The Buy Recycled program aims to formalize the purchasing of recycled products so that it becomes part of normal purchasing behaviour, not dependent on individual whims and preferences.



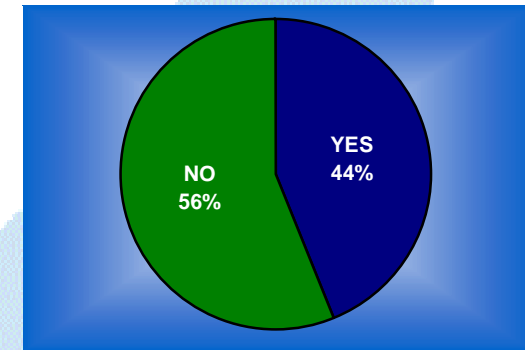
3.3.3 Has there been a noticeable increase in the purchasing of recycled content products since your membership of the LGBRA?

- 44% of members have made a notable increase in their purchasing of recycled content products since becoming members of the Alliance.
- 56% of members have not observed a noticeable increase in their purchasing of recycled content products.
- The two members who reported that they were not purchasing recycled products before membership of the Alliance, are now purchasing recycled content products.
- Of the fourteen members who reported that there had been no increase in purchasing of recycled products, four added that there had been an increase

in awareness and two added that it was too early to tell.

- It should be noted that the Buy Recycled program is a very new program to local government. As a new program it is to be expected that there is a time lapse between the introduction of the program and observing any noticeable outcomes of the program.
- The first phase of the Buy Recycled program requires the development of policy and the establishment of the internal structures required to effectively implement the program.
- It is reasonable therefore, to notice only a 44% increase in the purchasing of recycled

products in the initial stage of this program.



	YES	NO
	11	14

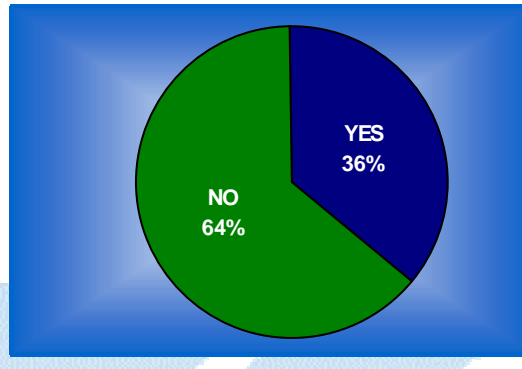
It is expected that members will significantly increase their purchasing of recycled content product in the next year (2001 – 2002).

3.3.4 Have you developed clauses specifying recycled content products in any of your tenders and / or contracts? If so, in what areas?

36% OF MEMBERS HAVE DEVELOPED CLAUSES SPECIFYING RECYCLED CONTENT PRODUCTS IN TENDERS AND / OR CONTRACTS.

Tender / Contract	#
All tender specs	2
All quotes	1
MGB's	4
Road Construction	3
Building Maintenance	1
Civic Centre	1
Urban Design	1

- Three members report that they are now including this clause in all tenders / contracts / quotes.
- Mobile Garbage Bins (MGB's) and road construction tenders / contracts are the most likely to include a buy recycled specification. This is probably due to the price competitiveness, history of use and availability of recycled content products in these areas.
- Other contracts / tenders which include a buy recycled specification are construction and building projects.



YES	NO
9	16



3.4 PURCHASING SYSTEMS

3.4.1 How does your council's purchasing system operate?

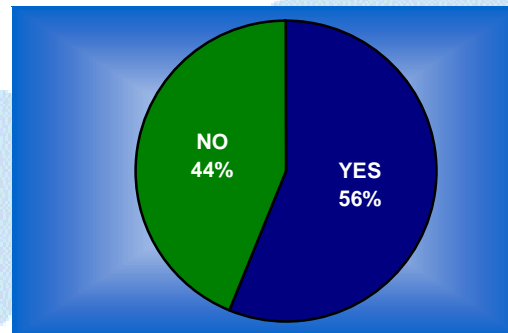
- Only 12% (3) members have a centralised purchasing system. 48% (12) members have a decentralised purchasing system, and 40% (10) have a combination of centralised and decentralised purchasing systems. (88% of members have some sort of decentralised purchasing system).
- This is of particular interest to the program as it means that purchasing decisions are generally made throughout the organisation by a wide range of people.

Implementation of the Buy Recycled program must include an effective communication strategy so that all purchasing staff are aware of the commitment to purchase recycled products.

Purchasing system	#
centralised	3
Individual depts	12
mixture	10

3.4.2 Does your council have an electronic purchasing system? If yes, please tick which one?

- 56% of members have an electronic system and 44% of members do not.
- Of the members who do have an electronic system, Computron is the most widely used (36%).



System	#
Computron	5
Oracle	2
Authority	3
GEAC	1
QSPF	1
Finance 1	1
Other	1

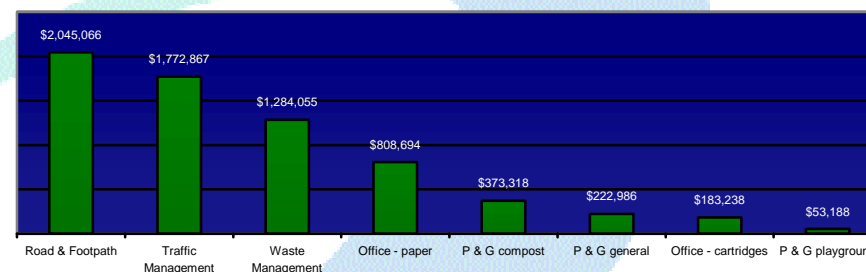
YES	NO	NO ANSWER
14	11	-

4. EXPENDITURE FINDINGS

4.1 COUNCIL EXPENDITURE

- The 24 members who completed this section of the report spent a total of \$6,743,414 on recycled content products.
- The greatest expenditure for members was on recycled content road and footpath construction material (\$2,045,066), traffic management products (\$1,772,867) and waste management products (\$1,284,055).
- Road and footpath construction and traffic management projects are often very large projects and this directly affects the amount of money being spent on these products.
- Many of the waste management products currently purchased by councils (mobile garbage bins and recycling crates) do have recycled content, and this makes the purchasing decision to choose recycled content easier for members.
- The amount of money spent on recycled content products is not consistent with the number of members purchasing these products.

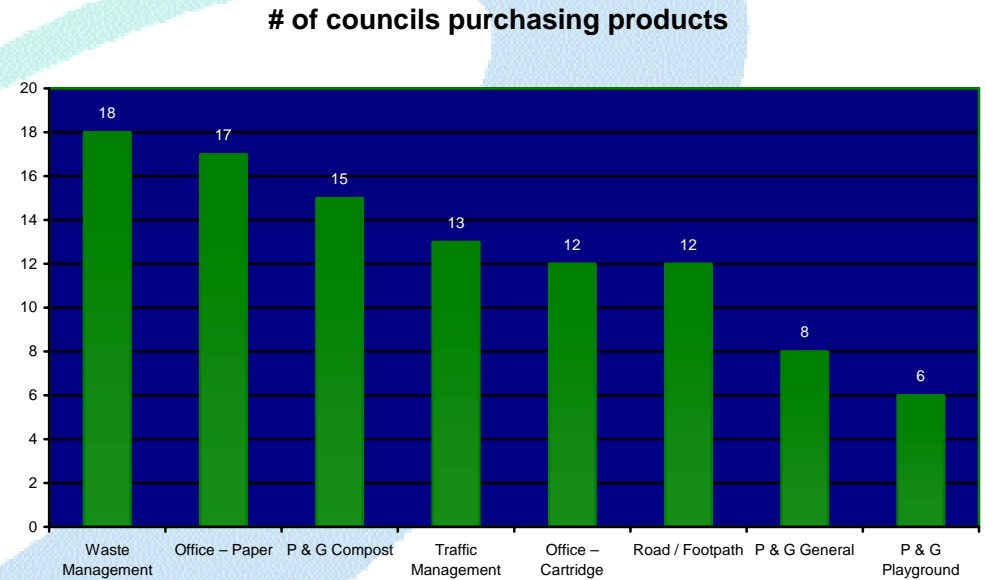
Expenditure on RCP's



PRODUCT	AMOUNT
Parks & Gardens— COMPOST	\$373,318
Parks & Gardens— GENERAL	\$222,986
Parks & Gardens— PLAYGROUND	\$53,188
PARKS & GARDENS -TOTAL	\$649,492
Office— CARTRIDGES / TONERS	\$183,238
Office— PAPER	\$808,694
OFFICE—TOTAL	\$991,933
WASTE MANAGEMENT	\$1,284,055
ROAD & FOOTPATH	\$2,045,066
TRAFFIC MANAGEMENT	\$1,772,867
TOTAL	\$6,743,414

4.2 PRODUCTS PURCHASED

- Waste management products (mobile garbage bins and recycling crates) are the most commonly purchased recycled content products.
- 18 members (75%) purchased waste management products with recycled content.
- 17 members (71%) purchased recycled content office paper.
- Parks and Gardens products (excluding compost) are the least purchased recycled content products.
- Six (25%) members reported purchasing playground products made of recycled content, and eight (33%) members reported purchasing general parks and gardens products (furniture, signage, walkways etc).



4.3 TOTAL EXPENDITURE

	Compost	General	Playground	P & G Total	Cartridges	Paper	Office - Total	Waste Mment	Road Footpath	Traffic mment	TOTAL
1.	\$5,205.00	\$0.00	\$0.00	\$5,205.00	\$3,748.00	\$7,657.67	\$11,405.67	\$40,160.00	\$510,000.00	\$25,000.00	\$591,770.67
2.	\$10,740.00	\$3,400.00	\$11,000.00	\$25,140.00	\$0.00	\$0.00	\$0.00	\$45,230.00	\$25,000.00	\$916,800.00	\$1,012,170.00
3.	\$21,200.00	\$13,000.00	\$0.00	\$34,200.00	\$0.00	\$3,285.00	\$3,285.00	\$0.00	\$420.00	\$0.00	\$37,905.00
4.	\$35,198.00	\$2,200.00	\$25,000.00	\$62,398.00	\$0.00	\$43,010.00	\$43,010.00	\$203,249.00	\$0.00	\$4,780.00	\$313,437.00
5.	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$120.00	\$120.00	\$0.00	\$12,000.00	\$0.00	\$22,120.00
6.	\$0.00	\$286.00	\$0.00	\$286.00	\$0.00	\$0.00	\$0.00	\$0.00	\$59,800.00	\$8,000.00	\$68,086.00
7.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$650.00	\$650.00	\$35,156.00	\$0.00	\$0.00	\$35,806.00
8.	\$0.00	\$0.00	\$0.00	\$0.00	\$12,216.50	\$52,077.54	\$64,294.04	\$64,048.05	\$0.00	\$9,911.50	\$138,253.59
9.	\$0.00	\$0.00	\$0.00	\$0.00	\$34,000.00	\$235,700.00	\$269,700.00	\$94,027.00	\$5,400.00	\$4,500.00	\$373,627.00
10.	\$39,566.00	\$18,000.00	\$1,130.00	\$58,696.00	\$0.00	\$48,225.00	\$48,225.00	\$0.00	\$0.00	\$0.00	\$106,921.00
11.	\$800.00	\$0.00	\$0.00	\$800.00	\$1,482.00	\$19,855.00	\$21,337.00	\$0.00	\$3,500.00	\$200.00	\$25,837.00
12.	\$17,160.00	\$0.00	\$2,000.00	\$19,160.00	\$600.00	\$21,985.14	\$22,585.14	\$94,080.00	\$0.00	\$300,000.00	\$435,825.14
13.	\$55,000.00	\$156,000.00	\$12,000.00	\$223,000.00	\$6,000.00	\$213,000.00	\$219,000.00	\$211,000.00	\$1,025,000.00	\$205,000.00	\$1,883,000.00
14.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$840.00	\$0.00	\$5,670.00	\$6,510.00
15.	\$30,925.00	\$30,000.00	\$0.00	\$60,925.00	\$6,250.00	\$43,660.00	\$49,910.00	\$40,741.00	\$0.00		\$151,576.00
16.	\$1,800.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$6,517.50	\$6,517.50	\$20,317.00	\$0.00	\$2,986.00	\$31,620.50
17.	\$0.00	\$0.00	\$2,058.00	\$2,058.00	\$695.00	\$12,000.00	\$12,695.00	\$10,522.00	\$0.00	\$0.00	\$25,275.00
18.	\$2,006.00	\$0.00	\$0.00	\$2,006.00	\$2,522.00	\$0.00	\$2,522.00	\$239,151.00	\$0.00	\$0.00	\$243,679.00
19.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,593.00	\$4,950.00	\$283,020.00	\$325,563.00
20.	\$0.00	\$100.00	\$0.00	\$100.00	\$7,155.00	\$0.00	\$7,155.00	\$0.00	\$0.00	\$0.00	\$7,255.00
21.	\$3,468.00	\$0.00	\$0.00	\$3,468.00	\$0.00	\$22,850.00	\$22,850.00	\$95,000.00	\$133,510.00	\$0.00	\$254,828.00
22.	\$121,500.00	\$0.00	\$0.00	\$121,500.00	\$0.00	\$35,878.00	\$35,878.00	\$8,871.00	\$67,500.00	\$7,000.00	\$240,749.00
23.	\$18,750.00	\$0.00	\$0.00	\$18,750.00	\$26,730.00	\$0.00	\$26,730.00	\$27,500.00	\$0.00	\$0.00	\$72,980.00
24.	\$0.00	\$0.00	\$0.00	\$0.00	\$81,840.00	\$42,224.00	\$124,064.00	\$16,570.00	\$197,986.49	\$0.00	\$338,620.49
	\$373,318.00	\$222,986.00	\$53,188.00	\$649,492.00	\$183,238.50	\$808,694.85	\$991,933.35	\$1,284,055.05	\$2,045,066.49	\$1,772,867.50	\$6,743,414.39

SECTION 2. PURCHASING SYSTEMS

2.1 How does your council's purchasing system operate?

- Centralised: all purchases approved through one department
- Individual departments able to authorise their own purchases
- Mixture of both of the above

2.2 Does your council have an electronic purchasing system?

Yes No

If yes, please tick which one:

- Computron
 - Oracle
 - Other, please specify
-

SECTION 3. TRACKING PURCHASING

The attached spreadsheet lists most of the types of recycled products currently available. Please indicate where possible the volumes purchased and dollars spent. It would also be useful to know the recycled content of the products if readily available from suppliers.

Figures supplied will be treated as commercial in confidence and only used to provide an aggregate figure for the total number of councils participating in the program.

Please fill in the following pages for the period from your date of membership of the LGBRA up to 30 June 2001.

PRODUCTS	\$ SPENT	VOLUMES	RECYCLED CONTENT %
1. PARKS AND GARDENS - COMPOST AND MULCH			Optional
Compost		m3	
Soil Conditioner		m3	
Mulch		m3	
Soft fall mulch		m3	
Wood Chips		m3	
Potting Mix		m3 or bag	
Other			
SUB-TOTAL			
2. PARKS AND GARDENS - GENERAL		Number/Unit	
Outdoor tables		"	
Outdoor chairs		"	
Park benches		"	
Signage		"	
Bollards		"	
Walkways		"	
Bridges		"	
Jetties		"	
BBQs		"	
Plastic panels - playgrounds		"	
Plastic panels - fences		"	
Plastic panels - wheeled bin enclosures		"	
Other			
Water reticulation - poly pipe		metre	
SUB-TOTAL			

PRODUCTS	\$ SPENT	VOLUMES	RECYCLED CONTENT %
3. PARKS AND GARDENS – PLAYGROUND EQUIP.			
Soft-fall pavers (rubber)		pallet	
Safety mats (rubber)		m2	
Site-pour surfacing (rubber)		m2	
Play structures		Number/Unit	
Bollards		"	
Adventure equipment		"	
Cubby houses		"	
Fences		metre	
Decking		m2	
Edging		metre	
Other			
SUB-TOTAL			
TOTAL PARKS & GARDENS			
4. OFFICE PRODUCTS			
PRINTING AND TONER CARTRIDGES FOR:-			
Inkjet printers		Number/Unit	
Laser printers		"	
Photocopiers		"	
Other			
SUB-TOTAL			
5. OFFICE PRODUCTS - PAPER			
Photocopy		Ream	
Letterhead		Ream	
Printing			
Annual reports		Number/Unit	
Business plans		"	
Other reports		"	
Brochures		"	
Envelopes - DL (500 per pack)		Pack	
Envelopes - B4 (250 per pack)		Pack	
Cards - Business (500 per box)		Box	
Christmas cards		Each	
Files		Each	
Coloured office paper		Ream	
Labels		Box	
Post-it-pads		Packet	
Other printed material			
SUB-TOTAL			
TOTAL OFFICE PRODUCTS			

PRODUCTS	\$ SPENT	VOLUMES	RECYCLED CONTENT %
6. WASTE MANAGEMENT PRODUCTS			
240 litre bins		Number/Unit	
140 litre bins		"	
120 litre bins		"	
60 litre Crates		"	
55 litre Crates		"	
Worm farms		"	
Compost bins		"	
Other			
TOTAL WASTE MANAGEMENT			
7. ROAD & FOOTPATH CONSTRUCTION			
Road base bag/quarry	measure per	m3/tonne	
Class 2 crushed rock		m3/tonne	
Class 2 crushed concrete		m3/tonne	
Class 3 crushed rock		m3/tonne	
Class 3 crushed concrete		m3/tonne	
Class 4 crushed rock		m3/tonne	
Class 4 crushed concrete		m3/tonne	
Concrete aggregate		m3/tonne	
Asphalt		per tonne	
Drainage fill		m3	
Clean fill		m3	
Other			
TOTAL ROAD & FOOTPATH CONSTRUCTION			
8. TRAFFIC MANAGEMENT			
Car Stops		Number/Unit	
Kerbing		"	
Bollards		"	
Bus shelter panels		"	
Guide posts		"	
Sign boards		"	
Speed humps		"	
Water system covers		"	
Other			
TOTAL TRAFFIC MANAGEMENT			
TOTAL EXPENDITURE			