



Memorandum of Understanding
between
ECO-Buy

and _____ Council

**for membership of the
ECO-Buy program**

1. Purpose

This Memorandum of Understanding is a statement of agreed principles governing the partnership between the ECO-Buy program and councils which agree to become members of ECO-Buy and commit to the implementation of a green purchasing program.

2. ECO-Buy Program

The ECO-Buy program was created by the Municipal Association of Victoria with support from the former EcoRecycle Victoria and the Victorian Greenhouse Strategy. The program has developed a coalition of local governments committed to increasing the use of green products in their operations and services.

ECO-Buy is now an independent entity and is partially supported by an annual membership fee and income generated through the provision of additional services on a fee-for-service basis.

3. ECO-Buy Aims

The ECO-Buy program aims to:

- 3.1 Use the combined purchasing power of local government to stimulate demand for recycled content, greenhouse friendly, water saving and other environmentally preferable products
- 3.2 Create a partnership of local governments committed to green purchasing
- 3.3 Increase awareness in local government about the range and quality of environmentally preferable products
- 3.4 Support sustainable long-term markets for recyclable materials collected from kerbside
- 3.5 Reduce local government's greenhouse gas emissions
- 3.6 Stimulate local government's participation in greenhouse abatement activities
- 3.7 Encourage the sustainable use of resources.

4. Council Commitment

_____ Council agrees to become a member of ECO-Buy and commit to the principles of the program by:

- 4.1 Adopting a resolution of the council that commits it to the implementation of a green purchasing program, that includes:
 - a) Nominating a staff member to coordinate ECO-Buy program involvement
 - b) Establishing an ECO-Buy Working Group
 - c) Developing, adopting and implementing a Green Purchasing Policy
 - d) Developing and implementing an annual Action Plan
 - e) Establishing a tracking system to monitor purchasing of green products
 - f) Providing an annual progress survey and spending report to ECO-Buy
- 4.2 Providing adequate staff time to implement the ECO-Buy program
- 4.3 Becoming part of a network of councils willing to share their knowledge, experiences and achievements
- 4.4 Utilising the ECO-Buy member logo to promote Council's commitment and achievements under the program
- 4.5 Participating in expos, seminars and forums that will educate staff about the use and application of green products.

5. ECO-Buy Commitment

In order to support councils ECO-Buy will provide the following resources:

- 5.1 Support from the Local Government Program Manager who will provide hands on support, advice and education for council staff and councillors
- 5.2 An ECO-Buy web-site that provides relevant and up-to-date information on green purchasing, including the ECO-Find database of green products and suppliers
- 5.3 Access to ECO-Find suppliers and manufacturers of green products
- 5.4 ECO-Guide - a comprehensive Green Purchasing Guide
- 5.5 ECO-Train – ECO-Buy's green purchasing training program
- 5.6 Network meetings for ECO-Buy local government members
- 5.7 Information from case study councils who are also implementing green purchasing policies
- 5.8 Access to the ECO-Buy member logo, which can be used on stationery, advertisements, tenders, contracts, purchasing agreements, invoices, statements, and annual reports.
- 5.9 Annual membership certificate.

6. Membership Review

ECO-Buy reserves the right to terminate membership when members fail to demonstrate their commitment to this MOU and the spirit in which it was developed.

7. Period of Memorandum of Understanding

This Memorandum of Understanding is for the period commencing with the signing of the agreement until _____ (36 months later).

This MOU covers a 3 year period but its ongoing status is dependent on payment of a membership fee annually.

Signed by: _____ Date: _____

Hugh Wareham
Chief Executive Officer
ECO-Buy

Signed by: _____ Date: _____

Chief Executive Officer
_____ Council