

i Updated statement on outcomes from the Silver Review (13 May 2026)



In its response to the Silver Review, the government has determined that Sustainability Victoria and its functions will be abolished in 2026.

[Read our full statement.](#)

Procurement templates and resources

Last updated: 1 May 2026

i The Buy Circular Service has concluded

The Buy Circular Service concluded on 30 April 2026, as part of [Sustainability Victoria's wind-down](#).

Resources in this section will remain available until 30 June. We encourage councils, champions and suppliers to download and save any key tools/resources.


The program helped accelerate circular procurement across councils in Victoria and supported councils to learn from each other. We sincerely thank council partners, champions, long-term advocates, and key suppliers who contributed to the program's outcomes.

These templates and resources provide practical guidance and tools for council officers seeking to embed circularity into their procurement processes and documentation. They can be used at the various stages of the procurement process.


The resources were developed by Sustainability Victoria and the Buy Circular Champions. While they were developed with, and for, councils, they can be used by any organisation. Some resources from external agencies have also been included.

Step 1. Procurement policy and organisational change

Update your council procurement policy with circular economy principles using these practical resources:


 [Incorporating Circularity into Council Procurement Policies – guidance document \(docx, 1.5 MB\)](https://assets.sustainability.vic.gov.au/susvic/Incorporating-Circularity-into-Council-Procurement-Policies-%E2%80%93-guidance-document.docx) <<https://assets.sustainability.vic.gov.au/susvic/Incorporating-Circularity-into-Council-Procurement-Policies-%E2%80%93-guidance-document.docx>>


 [Sample Policy Content for Circular Procurement \(docx, 1.6 MB\)](https://assets.sustainability.vic.gov.au/susvic/Sample-policy-content-for-circular-procurement.docx)
<<https://assets.sustainability.vic.gov.au/susvic/Sample-policy-content-for-circular-procurement.docx>>


 [Staff Key Performance Indicators Template \(docx, 72.7 kB\)](https://assets.sustainability.vic.gov.au/susvic/Staff-KPIs-Template.docx)
<<https://assets.sustainability.vic.gov.au/susvic/Staff-KPIs-Template.docx>>

Step 2. Procurement planning

Use these documents to integrate circular economy principles into your procurement planning:

 [Circular Economy Matrix Tool \(png, 202.9 kB\)](https://assets.sustainability.vic.gov.au/susvic/buy-circular-circular-economy-matrix-tool.png) <<https://assets.sustainability.vic.gov.au/susvic/buy-circular-circular-economy-matrix-tool.png>>

 [Circular Economy Matrix Background Document \(docx, 2.3 MB\)](https://assets.sustainability.vic.gov.au/susvic/Circular-Economy-Matrix-Background-Document.docx)
<<https://assets.sustainability.vic.gov.au/susvic/Circular-Economy-Matrix-Background-Document.docx>>

 [Buy Recycled Procurement Toolkit \(pdf, 971.9 kB\)](https://assets.sustainability.vic.gov.au/susvic/Document-Buy-Recycled-Procurement-Toolkit.pdf)
<<https://assets.sustainability.vic.gov.au/susvic/Document-Buy-Recycled-Procurement-Toolkit.pdf>>

Step 3. Market engagement

Consider these documents during market engagement to embed circular economy principles from the outset:

 [Tender Criteria and Questions Database \(xlsx, 62.8 kB\)](#)

<https://assets.sustainability.vic.gov.au/susvic/buy-circular-tender-criteria-and-questions-database.xlsx>

 [Environmental Management Plan Template \(docx, 1.9 MB\)](#)

<https://assets.sustainability.vic.gov.au/susvic/buy-circular-project-environmental-management-plan-template.docx>

 [Waste Management and Circular Economy Plan Template \(docx, 1.6 MB\)](#)

<https://assets.sustainability.vic.gov.au/susvic/buy-circular-project-waste-management-and-circular-economy-plan-template.docx>

Step 4. Evaluation

Evaluate tender criteria, questions, pricing and suppliers through the lens of the circular economy:

 [Tender Criteria and Questions Database \(xlsx, 62.8 kB\)](#)

<https://assets.sustainability.vic.gov.au/susvic/buy-circular-tender-criteria-and-questions-database.xlsx>

 [Environmental Management Plan Template \(docx, 1.9 MB\)](#)

<https://assets.sustainability.vic.gov.au/susvic/buy-circular-project-environmental-management-plan-template.docx>

 [Waste Management and Circular Economy Plan Template \(docx, 1.6 MB\)](#)

<https://assets.sustainability.vic.gov.au/susvic/buy-circular-project-waste-management-and-circular-economy-plan-template.docx>

 [Buy Recycled Evaluation Scoring Template \(xlsx, 248.4 kB\)](#)

<https://assets.sustainability.vic.gov.au/susvic/Document-Buy-Recycled-Evaluation-Scoring-Template.xlsx>

 [Tender Response Question options \(docx, 80.6 kB\)](#)

<https://assets.sustainability.vic.gov.au/susvic/Tender-Response-Question-options-Template.docx>

You can also download the

[NSW Government's Template 3 - Whole-of-Life Costs Calculator template \(XLSX, 1.2 MB\)](#).

Step 5. Contract management

Strengthen your management of contractors and contracts:

 [Recycled Materials Database Template \(xlsx, 50.0 kB\)](#)

<https://assets.sustainability.vic.gov.au/susvic/buy-circular-project-Recycled-Materials-Database-Template.xlsx>

 [Contractor Key Performance Indicators Template \(docx, 72.2 kB\)](#)

<https://assets.sustainability.vic.gov.au/susvic/Contractor-KPIs-Template.docx>

 [Data Collection Spreadsheet Examples \(xlsx, 23.3 kB\)](#)

<https://assets.sustainability.vic.gov.au/susvic/Data-Collection-Spreadsheet-examples.xlsx>

Recycled First Resources for Projects under \$50 million

In collaboration with ecologiQ, SV has made the following resources available to councils, to use only as a reference for council road projects. These resources were first developed by ecologiQ for state government contractors.

 [Recycled First Plan for Projects Under \\$50M \(docx, 3.0 MB\)](#)

<https://assets.sustainability.vic.gov.au/susvic/recycled-first-plan-projects-under-50-million.docx>

 [Contractor User Guide: Recycled First Forecast and Reporting Table for Projects Under \\$50M \(pdf, 903.2 kB\)](#) <https://assets.sustainability.vic.gov.au/susvic/contractor-user-guide-recycled-first-forecast-and-reporting-table-for-projects-under-50-million.pdf>

 [Recycled First Forecast Reporting Table for Projects Under \\$50M \(xlsx, 52.5 kB\)](#)

<https://assets.sustainability.vic.gov.au/susvic/recycled-first-forecast-reporting-table-for-projects-under-50-million.xlsx>

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