Replace Image

**INSERT PROJECT NAME: Project Annual Sustainability Report 202X/202X**

Prepared by Contractor/ Delivery Team/ Alliance

This Template (Revision 2.1) is the latest published, June 2024.  
 **Green highlighted text -** Refers to document instructions. **To be removed once read.**

**Yellow highlighted text.** This content refers to instructions for what content to include under each topic. All instructions and dot points are to be addressed. Refer to the Sustainability Annual Report Review Process for order of submission and reviewer requirements. **To be reviewed and replaced with content.**

**Blue highlighted text –** This content refers to instructions for optional content or report structure. The instructions and dot points are to be addressed if the content is included within the report. Addressing all or multiple of this optional content will improve reporting outcomes and denotes topics of interest to stakeholders. **To be reviewed and may be replaced with content.**

This report template is applicable for projects in Delivery managed by the Office of Major Transport Infrastructure Delivery. Ensure the authors notes are reviewed and addressed thoughtfully, as information may only be applicable to one directorate.

This report template is to be used by Main Roads’ project partners to produce a stand-alone project annual sustainability report. The report produced will cover the financial year and will be linked to Main Roads’ Annual Report of the same financial year. The report will be published publicly on the Main Roads website, typically after October of the reporting year. Completed project annual sustainability reports are due in July, after the end of the financial year.

Reports are to present all necessary information to be a stand-alone report, and **must** be written and presented to a high standard, of which is acceptable and appropriate for public distribution. Should the presentation standard not be considered acceptable, reports will not be accepted for review and a request for resubmission will be provided.

Data from the monthly (Combined) Contractor Monthly Reporting Form is to be utilised and included in the report. For any of the indicators that are quantitative provide both figures for the reporting year (Total for this Period Column, referring to the financial year this report is based on) and the project total to date (Total for the Project Column, which comprises the whole project to date, including previous years).

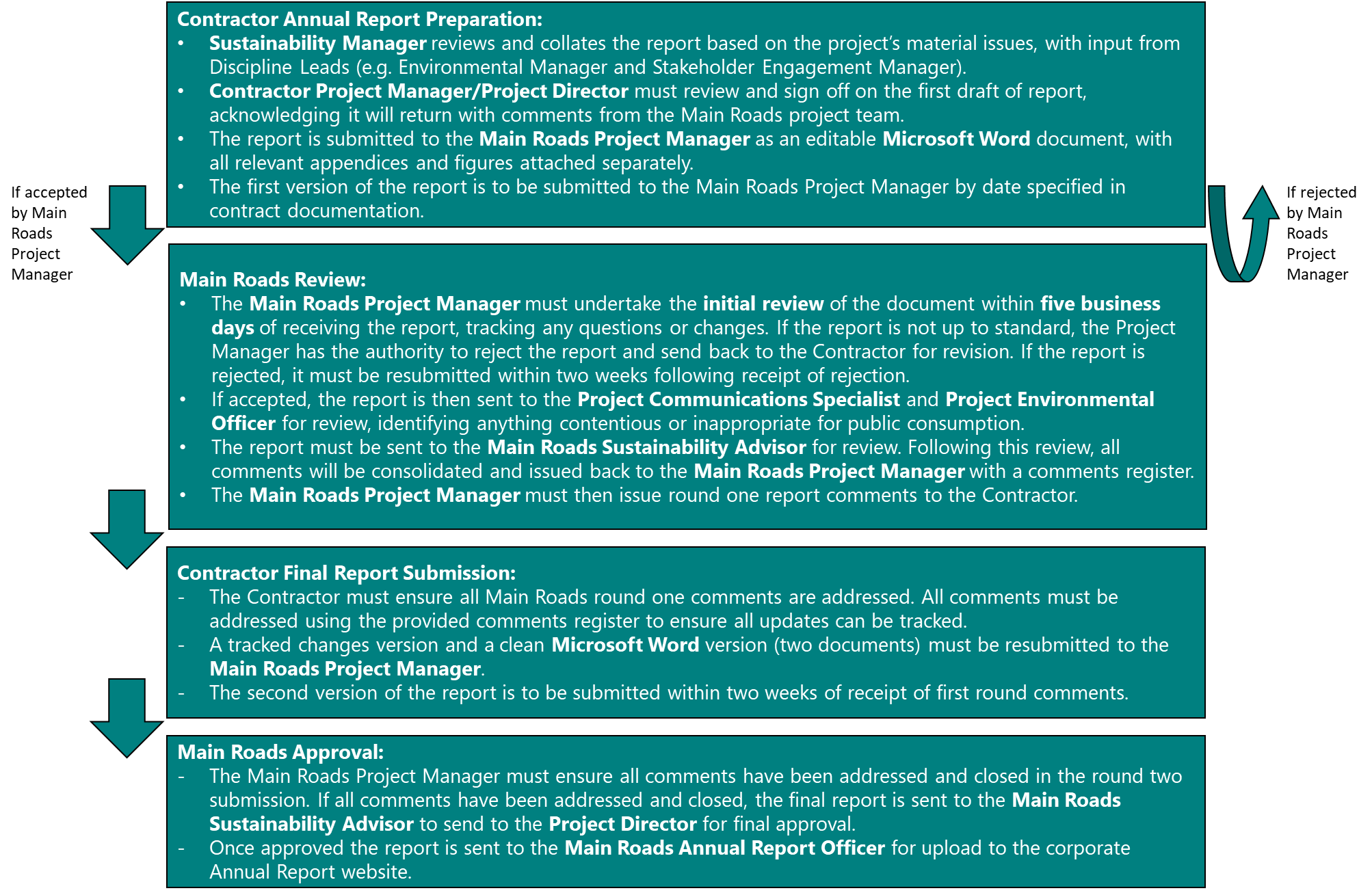
Reports should demonstrate project level sustainability performance, including challenges and barriers for sustainability to Main Roads stakeholders and the interested public. It is also an opportunity for the project participants to showcase their sustainability credentials and strengthen overall reputations for commitment to sustainable development. Projects can request to embed the completed report onto their own project website, rather than on the Main Roads Annual Report website.

The content within this template has been identified using Global Reporting Initiative (GRI) principles. The project should refer to and adopt the GRI principles (or other reporting standard), definitions and methodology for compiling metrics when compiling the public project sustainability report. Content is to be **concise** and refer to external websites where appropriate (i.e., project or regulators). As a guide, the expected content per topic heading is approximately 200-400 words however should be reflective of the relative materiality of the topic. Placeholder text has been provided as an example in some sections. Main Roads material sustainability issues are available within the organisational Annual Report and are available to be incorporated into project reporting. **Note these placeholders are using the ‘Placeholder Text style’ and need to be updated to the ‘Body Text’ style when content is provided.**

Please also provide video, images, or photographs to accompany the report as appropriate.

Frequency of reporting for projects in delivery is to be annual, with a final report to be produced at practical completion or as otherwise agreed with Main Roads Case studies must be included in the final project annual sustainability report. If appropriate, utilise and update content from previous reports of the project including project development reports.

Prior to the submission of the report to Main Roads in accordance with the contract, the report **must** be reviewed following the Annual Sustainability Report Review Process outlined below.

**Annual Sustainability Report Review Process`**

If there are any queries on using this report template refer them to the Main Roads Principal Advisor Sustainability.

**Main Roads**

The document review process for the Public Annual Sustainability Reports should be undertaken in accordance with the [Annual Sustainability Report Review Process](https://mainroads.sharepoint.com/teams/MR-OMTID-Sustainability/Shared%20Documents/Vacation%20Student%20Work/Sustainability%20Reporting%20Templates/Public%20Annual%20Sustainability%20Report/Annual%20Sustainability%20Report%20Reviewing%20Procedure.docx) on page 3 of this document.

**Approval for Publication**

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**Disclaimer**

All information was true and accurate at date of publication. Data is subject to change pending audits, verifications, and reviews.

**Abbreviations and Acronyms Table**

Add each abbreviation in the report to this table, remove the provided ones in blue if not used. Ensure this table is cross referenced prior to submission to Main Roads. All abbreviations in the report should still be in full form at first reference in the report.

| **Abbreviation** | **Full Form** |
| --- | --- |
| ASS | Acid Sulfate Soils |
| CCW | Conservation Category Wetland |
| CRC | Crushed Recycled Concrete |
| DAWE | Department of Agriculture, Water and Environment |
| DBCA | Department of Biodiversity, Conservation and Attractions |
| DWER | Department of Water and Environmental Regulation |
| EPA | Environmental Protection Authority of Western Australia |
| GHG | Greenhouse Gas |
| GRI | Global Reporting Initiative |
| ha | Hectare(s) |
| IAP2 | International Association for Public Participation |
| IS | Infrastructure Sustainability |
| ISC | Infrastructure Sustainability Council |
| ITS | Intelligent Transport Systems |
| kL | Kilolitre |
| km | Kilometre(s) |
| KPI | Key Performance Indicator |
| KRA | Key Result Area |
| LCA | Lifecycle Assessment |
| LTIFR | Lost Time Injury Frequency Rate |
| m | Metre(s) |
| Main Roads | Main Roads Western Australia |
| GJ | Megajoule; Gigajoule: unit of energy which is equivalent to 1 billion Joules |
| MNES | Matters of National Environmental Significance |
| MUW | Multiple Use Wetland |
| NGA | National Greenhouse Accounts |
| PEC | Priority Ecological Community |
| RAP | Reclaimed Asphalt Pavement |
| REW | Resource Enhancement Wetland |
| RTR | Roads to Reuse |
| SCM | Supplementary Cementitious Materials |
| SDG | Sustainable Development Goals |
| tCO2e | Tonnes of carbon dioxide equivalent |
| TEC | Threatened Ecological Community |
| UN | United Nations |

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# About this Report

## Purpose

This report has been prepared for the insert project name Project (herein ‘the Project’). This report was compiled by the insert project team/contractor for Main Roads Western Australia (herein after ‘Main Roads’) and reflects the approach and commitment to sustainability by the insert project team/contractor. This report will accompany the Main Roads Annual Sustainability Report and will ultimately be integrated into the Main Roads Annual Report. This report provides a snapshot of the sustainability performance by the insert project team/contractor, including various sustainability initiatives pursued and the potential environmental, social, and economic impacts of the Project.

Describe if the project has:

* adopted a reporting framework such as the global reporting initiative,
* adopted any other practice to improve reporting transparency, accountability, and completeness of the report
* had the sustainability metrics and targets reported reviewed by a suitably qualified professional
* reporting obligations by another stakeholder (i.e. legislative) included within the report

## Sustainability Statement [optional]

Provide a statement on the importance of sustainability here. This should come from a senior decision maker. This statement may:

* Describe the Projects’ importance.
* Detail why sustainability and sustainable development is relevant to the project.
* Highlight the top Sustainable Development Goals the Project contributes towards (optional)
* Any other vision for project information.

“Insert Statement Here” – Senior Management Decision Makers Name and Position

## Sustainability Summary

Present a dashboard of the top 5-10 sustainability targets adopted by the project and the annual performance against those targets.

The following information may be included in this section:

The project may indicate in the dashboard if the sustainability target contributes to the United Nations Sustainable Development Goals.

# Project Overview

## Project Introduction

Provide an overview of the project including aim, location, value, primary reason(s) for the project (State Development, Road Safety improvement, Road Efficiency, Community Access (active transport or public transport)), the delivery partners and the project duration including start and anticipated completion date.

Briefly describe the aim of / reasoning for the project – i.e., address congestion issues, improve freight traffic, provide alternate routes, upgrade existing roads.

Briefly list main scope of works in wording suitable for public audience. If appropriate detail any significant project scope changes that have occurred during the project.

Briefly discuss (if any) other improvements/options considered (i.e., town bypasses, wider roads, more passing lanes, flattening crests [link to options assessment if applicable]).

Provide the link to Main Roads project website, if existing provide links to on the delivery agents website.

The following information may be included in this section:

* A Summary of the project history, and links to detailed information, see the Main Roads project pages for guidance.
* Any additional reasons why the project is important (i.e., regional, or economic development /employment, COVID-19 economic response). If applicable detail any values, principles, or standards and norms adopted (i.e., Towards Zero, Carbon Disclosure Project).
* Detail the projects’ location include local governments, suburbs, nearest towns etc. Describe project characteristics (length, lanes, structures, intersections, interchanges etc).

## Project Map

Include a high quality, full size A4 map of the project. Provide map as standalone as 1 page that is a high-quality image/pdf. Ensure its captioned appropriately. Refer to Figure 1 as appropriate.

## Project Timeline

Describe and summarise the key dates associated with milestones of the project:

* Outline clearly the current expected duration of the project. Use this to explain if any significant delays, changes in scope, significant events etc.

Include milestones or achievements related to Sustainability(i.e., ISC design submissions, design gateways, presentations, achievement reports)..

The following may be included in this section:

* The use of tables, graph, schematics are encouraged, see below as an **example only.**

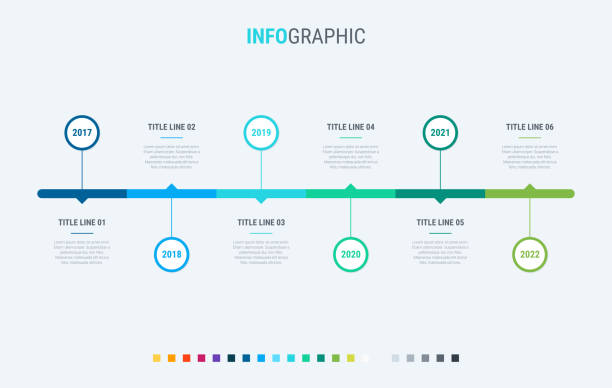


Figure 2 Project Timeline Infographic EXAMPLE ONLY

## Sustainability Highlights [Optional, not optional for final annual report that the project will submit]

List the top Sustainability commitments or achievements for the project.

* Provide a link or reference to the body of the report where more information can be found.

The following may be included in this section:

Present a **dashboard** of 5-10 top sustainability commitments, metrics and achievements.

* Include at least one Social, Environmental and Economic commitment, metric or achievement. Graphics and schematics encouraged.
* Ideally this section is one or two full pages that *could* be exported and used as a standalone document.

Examples can be provided upon request.

# Governance

Use level three headings as per the style guide for subsections as appropriate.

## Approach to Sustainability

Provide an overview of the approach driving sustainability performance on the project.

* Describe concisely how sustainability is managed and integrated on the project (i.e., Sustainability Management Plan, appropriate resourcing, dedicated roles and responsibilities, regular senior management meetings, sustainability leadership committees).
* Report the projects Sustainability Policy Statement
* Detail if the project registered for an Infrastructure Sustainability (IS) rating under the Infrastructure Sustainability Council (ISC). If not registered formally, but other ISC contractual obligations exist – e.g., self-assessments, pilot trials, hybrids – detail these here.
* State the target IS rating score
* Report verified IS rating scores and rating level achieved

The following may be included in this section:

* Provide links to the sustainability policy if publicly available, if not public add as appendices where appropriate. Policies provided as public links are preferred**.** Describe any other tools being used to drive sustainability on the project (i.e., life cycle assessments).
* Describe overall sustainability performance (what are the wins, what are the challenges) – link to Highlights section where appropriate).
* Describe any challenges that have occurred approaching sustainability.
* Describe the status of the IS rating (i.e., tracking score or other measure).

## [Material](#_Glossary) Sustainability Issues

List and describe all [material](#_Glossary) sustainability topics for the project. Provide a summary of how these topics were identified

The following may be included in this section:

* Visually present prioritisation of material topics in a chart that reflects the projects significant economic, environmental, and social impacts and the topics that substantially influence the assessments and decisions of stakeholders. Ensure this image demonstrates this clearly to an audience that may not be familiar with the process.
* Identify the stakeholders involved in the process to identify material sustainability topics. Indicate if the material issues are directly or indirectly a result of project activities and where material sustainability issues occur, or potentially will occur, within project Value Chain. Top material sustainability issues must be reflected in content of the body of report.

## Sustainability Targets

Detail the sustainability targets adopted by the project (i.e., Lea-1). Provide links to these targets on public websites.

Provide in a clear **Table** of the targets (placeholders provided), using SMART target frameworks, provide indicative status of progress (i.e., on track, complete, behind etc). This table can be more simplified in comparison to those required for ISC submissions. They need to be detailed enough to convey clear targets, but simple enough for digestion by a public audience.

Table 1 Target Placeholder Table (Portrait)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROJECT SUSTAINABILITY TARGETS** | **UNIT** | **Target** | **Actual** | **Pg** |
| Insert | Insert | Insert | Insert | Insert |
|  |  |  |  |  |
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|  |  |  |  |  |

Table 2 Target Placeholder Table (Landscape)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROJECT SUSTAINABILITY TARGETS** | **UNIT** | **Target** | **Actual** | **Pg** |
| Insert | Insert | Insert | Insert | Insert |
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## United Nations Sustainable Development Goals [optional]

Describe how the project contributes to the United Nation Sustainable Development Goals. Outline the relationship between the material issues and the SDGs where possible. This can be through briefly explaining the interlinkages followed by a figure or table outlining these links. This section including any images should be a maximum of **one page**.

The following information may also be included in this section:

* Include a figure that maps relevant United Nations Sustainable Development Goals (SDGs) against the Project focus areas. This should be based on how the Project related to the SDGs based on Project objectives and focus areas.

# Economic

Economic Performance Table Guidance  
The column – **Total** **This Period** – refers to quantities/data undertaken within the timeframe of this annual report covers as per the title page. This data will be cross referenced with the numbers provided in the monthly reports. The column – **Total for Project** – refers to quantities/data undertaken from award to the end of this reporting period. If this is the first ever report the data should match that of this period column. If this is not the first it should be the cumulative value. Use appropriate decimal places and ensure all quantitative figures are in the unit specified in the table.

Table 3 Summary of Economic Metrics

| **ECONOMIC METRICS** | **UNIT** | **TOTAL THIS PERIOD** | **TOTAL FOR PROJECT** |
| --- | --- | --- | --- |
| Funding Received | $ | Insert | Insert |
| Aboriginal Business Spend | $ | Insert | Insert |
| Aboriginal Businesses | # | Insert | Insert |
| Disability Enterprises | # | Insert | Insert |
| Suppliers Engaged | # | Insert | Insert |
| Buy Local Spend | $ | Insert | Insert |
| Length of Principal Shared Path (Addition/Refurbished) | km | Insert | Insert |
| [insert other economic metrics tracked by the project | Insert | Insert | Insert |

| **ECONOMIC TARGETS** | **UNIT** | **Target** | **Actual** |
| --- | --- | --- | --- |
| [insert economic targets adopted by the project | Insert | Insert | Insert |
| [insert economic targets adopted by the project | Insert | Insert | Insert |

Use level three headings as per the style guide for subsections as appropriate.

It is recommended the Procurement/Contract Manager should undertake a review of this content prior to finalisation.

## Economic Context

Provide a short description of the local economic context of the Project including:

* If the project is urban, regional or remote, and the surrounding land uses
* The community and industry demographics in the vicinity of the project
* Where the project workforce is located in relation to the project
* Economic outcome drivers for the project i.e. government policy, schemes or programs
* Describe the sustainability challenges from an economic standpoint impacting the project

This differs from economic outcomes. This is the ‘why’ the Project is being undertaken, ‘who’ will be impacted/influenced by the economic outcomes.

Be clear what area is being discussed for the economic context relative to the Project.

The following information may also be included in this section:

* What are the industries or businesses that are stakeholders to the Project specifically, link to appendices as appropriate.
* Summarise surrounding land uses that describe the local economy.
* What are the anticipated economic impacts during project construction (i.e., loss of business)
* Provide a description of the infrastructure Value Chain (as defined by the World Business Council for Sustainable Development)
* Describe the overall strategic importance of the Project (i.e., local planning schemes and strategies)
* Describe the benefits the project will bring in terms of travel time savings and the increase of number of vehicles per day
* Describe the importance of economic initiatives or programs to the local economy
* How this project will contribute to the Economic Development of the area/region.
* Detail if the Project is part of a greater economic development strategy.

Provide a figure - placeholder provided - suitable for economic parameters/outcomes of the Project, provide a detailed caption and move the figure to its more appropriate section. Ensure this is captioned appropriately using the templates styles. The image should be relevant to the Project.



Figure 3 Figure Placeholder – Economic - Replace with Descriptive Caption

## Economic Aspects Management

Detail the **overall** management approach to managing economic issues, outcomes, risk and opportunity on the Project including

* Summarise the methods of management and how the management approaches integrate with aspects of the project delivery.
* Describe and explain the economic targets adopted by the project. If an ‘optional economic management subsection’ relates to a target use that guidance and report in that section.
* Describe the level of importance to the Project (i.e., Project KPI, objective or other).
* Report governance arrangements for economic aspects management.
* Provide links to publicly available plans, assessments or submissions.

### Sustainable Procurement and Buy Local [optional Economic Management Subsection]

Report the following if using this subsection:

* Detail the projects policy or approach for sustainable procurement
* Detail projects policy or approach for Buy Local.
* Provide the projects definition of Buy Local.
* Detail significant procurement and buy local targets.
* Provide an example of a sustainable procurement or Buy Local initiative and the outcome generated by the initiative

The following information may also be included in this section:

* Describe the overall management approach to buy local.
* Summarise the method of management (i.e., plan, objective or KPI).
* Report Buy Local (local content rates) outcomes the Project has achieved, refer to Table 3 as appropriate.

### Aboriginal Participation [optional Economic Management Subsection]

Report the following if using this sub-section:

* Detail the projects policy or approach for Aboriginal Participation / Aboriginal Enterprise
* Detail Aboriginal Participation / Aboriginal Enterprise targets.
* Provide an example of a Aboriginal Participation / Aboriginal Enterprise initiative and the outcome generated by the initiative

The following information may also be included in this section:

* Describe the overall management approach to Aboriginal Participation / Aboriginal Enterprise.
* Summarise the method of management (i.e., plan, objective or KPI).
* Report Aboriginal Participation / Aboriginal Enterprise outcomes the Project has achieved, refer to Table 3 as appropriate.

### Disability Enterprise [optional Economic Management Subsection]

Report the following if using this sub-section:

* Detail the projects policy or approach for Disability Enterprise
* Detail Disability Enterprise targets.
* Provide an example of a Disability Enterprise initiative and the outcome generated by the initiative

The following information may also be included in this section:

* Describe the overall management approach to Disability Enterprise.
* Summarise the method of management (i.e., plan, objective or KPI).
* Report Disability Enterprise outcomes the Project has achieved, refer to Table 3 as appropriate.

### Industry Sustainability [optional Economic Management Subsection]

Report the following if using this sub-section:

* Detail the projects policy or approach for Industry Sustainability
* Detail Industry Sustainability targets.
* Provide an example of a Industry Sustainability initiative and the outcome generated by the initiative

The following information may also be included in this section:

* Describe the overall management approach to Industry Sustainability.
* Summarise the method of management (i.e., plan, objective or KPI).
* Report Industry Sustainability outcomes the Project has achieved, refer to Table 3 as appropriate.

### Sustainable Transport [optional Economic Management Subsection]

Report the following if using this subsection:

* Report the projects approach to delivering and supporting sustainable transport alternatives such as cycling and pedestrian facilities or infrastructure, public transport facilities or infrastructure, and promoting sustaining transport generally.
* Detail the opportunities and barriers of the Project with respect to supporting sustainable transport, access, and mobility equity Use tables if appropriate.
* Provide examples of sustainability transport initiatives delivered as part of the project.

The following information may also be included in this section:

* Detail the actions taken to improve cycling and pedestrian facilities, as well the types of facilities available
* Detail the actions taken to improve road bases for public transport.
* Detail the considerations given to future proofing transport infrastructure.
* Provide information on the stakeholders engaged to identify opportunities.
* Details of any initiatives that encourage sustainable transport by the Project team.
* Provide percentages or breakdown summaries of trips of workforce getting to and from site.

### Equity and Distributional Impacts [optional Economic Management Subsection]

Report the following if using this subsection:

* Disclose if there are significant, or potentially significant, equity or distributional impacts from the Project and the impacted stakeholders. Refer to the key demographics within or surrounding the Project or to key stakeholders to the project.
* Report the projects approach to minimising the significant, or potentially significant, equity or distributional impacts.
* Provide example of initiatives to minimise equity and distributional impacts and the impact of those initiatives.

The following information may also be included in this section:

* Details of equity or distributional impacts.
* Details of the stakeholders. Actions taken to mitigate negative or leverage positive impacts.

### Benefits Realisation [optional Economic Management Subsection]

Report the following if using this subsection:

* Disclose the key economic benefits promised by the delivery of the infrastructure.
* Detail the approach by the project to ensuring those benefits are realised Report if there are any changes to benefits that will be realised from when the Project was handed over from development

### Climate Change [optional Economic Management Subsection]

Report the following if using this subsection:

* Report the approach to addressing climate change risk and adaptation for the project and built infrastructure.
* Describe the high and extreme risks from climate hazards to the infrastructure and its impact to the road user and local community.
* Detail the treatments that have been adopted to address these risks.
* Describe any significant residual climate change risks to the infrastructure.

The following information may also be included in this section:

* Summarise the key climate change projections of the region.
* Give examples of climate change adaptation controls on the Project.
* Summarise the key actions taken to reduce climate change risk to the infrastructure.
* Summarise the opportunities identified that can reduce climate change risk to the infrastructure in the future (i.e., maintenance operations) that were unable to implemented into the Project scope.
* Summarise the method of management (i.e., plan, objective or KPI).
* Identify any risks of uncertainty and disclose any stakeholders at particular risk to climate change.
* Summarise the key stakeholders engaged in the risk and adaptation processes that are specific to the Project.

### Technology and Innovation [optional Economic Management Subsection]

Report the following if using this subsection:

* Disclose how the Project integrates technology and innovation or supports research. Provide comment on the expected outcomes. If the project is unable to disclose investigations and/or have yet to identify innovation opportunities provide detail on how they are being approached.
* Describe the approach to managing innovation and technology on the project including if there is an innovations register
* Describe collaboration with key stakeholders to investigate opportunities

## Economic Outcomes

* Describe the key economic focus areas/priorities for the client/stakeholders related to the project.
* Report specific economic outcomes the Project will deliver.
* Report the status of the sustainability targets that are economic adopted by the project

The following information may also be included in this section:

* Employment opportunities created from the project, comment on the longevity if applicable.
* What are the anticipated/current to date travel time savings by the Project proposal?
* Describe any freight efficiency outcomes that are expected.
* Explain the significance of the sustainable procurement activities by the project and their impact (for Indigenous, Diversity and Local Enterprises)
* Detail the Sustainable Transport infrastructure delivered
* Report the significant climate adaptation initiatives integrated into the project
* Report the significant innovations or technologies integrated into the project

## Economic Case Study [Optional, not optional for final annual report that the project will submit]

Provide a short highlight case study example to showcase economic or innovation performance. The use of photos, images, graphs, tables, figures, and schematics is encouraged. Keep information appropriate for public audience.

Provide a figure or image - placeholder provided - suitable for the case study. Provide a detailed caption. Ensure this is captioned appropriately using the templates styles. The image should be relevant to the project.



Figure 4 Economic Case Study Placeholder

## Economic Case Study 2 [Optional]

Provide a short highlight case study example to showcase economic performance. The use of photo’s, images, graphs, tables, figures, and schematics encouraged. Keep information appropriate for public audience.

Additional case studies may be reported at the discretion of the project.

# Environmental

Use level three headings as per the style guide for subsections as appropriate.

It is recommended the Project Environmental Manager should undertake a review of this content prior to finalisation.

Environmental Performance Table Guidance - The column - This Period – refers to quantities/data undertaken within the timeframe of this annual report covers as per the title page. This data will be cross referenced with the numbers provided in the monthly reports. The column – Project Total to Date – refers to quantities/data undertaken from award to the end of this reporting period. If this is the first ever report the data should match that of this period column. If this is not the first it should be the cumulative value.

Table 4 Summary of Environmental Metrics

| **ENVIRONMENTAL METRIC** | **UNIT** | **TOTAL THIS PERIOD** | **TOTAL FOR PROJECT** |
| --- | --- | --- | --- |
| Vegetation Cleared | ha | Insert | Insert |
| Vegetation Retained (due to design) | ha | Insert | Insert |
| Revegetation/rehabilitation Undertaken | ha | Insert | Insert |
| Number of Significant Trees Cleared | # | Insert | Insert |
| Number of Significant Trees Retained (due to design) | # | Insert | Insert |
| Water Consumption | kL | Insert | Insert |
| Non-Potable Water Consumption | kL | Insert | Insert |
| Potable Water Consumption | kL | Insert | Insert |
| Scope 1 Greenhouse Gas emissions | t CO2-e | Insert | Insert |
| Scope 2 Greenhouse Gas emissions | t CO2-e | Insert | Insert |
| Energy Consumption | MJ | Insert | Insert |
| Renewable Energy Consumption | MJ | Insert | Insert |
| Imported Virgin Materials (Used Onsite) | t | Insert | Insert |
| Recycled Materials (Used Onsite) | t | Insert | Insert |
| Reused Materials (Used Onsite) | t | Insert | Insert |
| RTR Crushed Recycled Concrete | t | Insert | Insert |
| Recycled Crumb Rubber | t | Insert | Insert |
| Reclaimed Asphalt Pavement | t | Insert | Insert |
| Recycled Plastic | t | Insert | Insert |
| Food Organics Garden Organics | t | Insert | Insert |
| Fly Ash | t | Insert | Insert |
| Recycled Glass | t | Insert | Insert |
| Waste Sent to Landfill | t | Insert | Insert |
| Waste Diverted from Landfill | t | Insert | Insert |
| Insert other environmental metric tracked by the project | Insert | Insert | Insert |

| **ENVIRONMENTAL TARGETS** | **UNIT** | **Target** | **Actual** |
| --- | --- | --- | --- |
| [insert environmental targets adopted by the project |  |  |  |
| [insert environmental targets adopted by the project |  |  |  |

## Environmental Context

Provide a short description of the environmental context of the Project including:

* a description of the natural environment and environmental values the Project interfaces with. Relevant water bodies impacted by the Project (ground water, lakes, river, or ocean),
* Any protected areas (including heritage) and their listed protected status, link to appendices
* Any impacted significant species flora/fauna species, extent of impacts, duration or impacts, reversibility, or impacts, link to appendices where appropriate
* Introduce the relevant environmental parameters to this Project i.e., is this a green-fields Project, or expected environmental impacts.
* Environmental outcome drivers for the project i.e. environmental legislation, government policy, schemes or programs
* Describe the sustainability challenges from an environmental standpoint impacting the project including for biodiversity, water, carbon emissions and recycling.

Provide a figure - placeholder provided - suitable for environmental parameters/outcomes of the Project, provide a detailed caption and move the figure to its more appropriate section. Ensure this is captioned appropriately using the templates styles. The image should be relevant to the Project.



Figure 5 Figure Placeholder – Environment - Replace with Descriptive Caption

The following information may also be included in this section:

* Any the attributes of the protected area or high biodiversity value area, link to appendices
* Detail the nature of significant direct and indirect impacts on biodiversity i.e., pollution, pests, reduction of species, habitat conservation, ecological processes, salinity/changes in groundwater, run-off, or discharge.
* If the project is impacting either directly or in-directly protected areas or areas of high biodiversity value outside of protected areas.
* Describe any challenges that have occurred incorporating sustainability initiatives from an environmental context
* Provide context information such as if water scarcity issues in the region, the current legislation impacting water use, the waters sources that are available to utilise and if these water sources are of significance i.e., ecologically or as a community water source.

## Environmental Management

Detail the **overall** management approach to managing environmental issues and risk on the Project including

* Summarise the methods of management (i.e., Environmental Management Plan, certified environmental management system) and how the management approaches integrate with design.
* Describe and explain the environmental targets adopted by the project. If an ‘optional environmental management subsection’ relates to a target use that guidance and report in that section.
* Describe the level of importance to the Project (i.e., Project KPI, objective or other).
* Report governance arrangements for environmental management.
* Report if the Project has been referred to a regulator for environmental approval, has been subject to an environmental impact assessment, risk assessment or review. Provide links to public information and approvals if available.
* Provide links to publicly available plans, assessments or submissions.

The following information may also be included in this section:

Environmental Allowances, Approvals and Permits Table Guidance - The column is to cover the approved environmental quantities. This can include but is not limited clearing permits, water extraction licences, industrial licences for emissions or discharges etc. All approvals/allowances must have units specified. Provide only those that are publicly available. Use hyperlinks to the approvals if appropriate.

Table 6 Environmental Allowances, Approvals and Permits

| **ENVIRONMENTAL ALLOWANCE TYPE** | **UNIT** | **PROJECT ALLOWANCE** |
| --- | --- | --- |
| Clearing Permit Allowance (CPSXXXX/X) | ha | Insert |
| Water Abstraction Licence (5C) | kL | Insert |
| Bed and Banks Approval | Insert | Insert |
| Insert other environmental allowance type | Insert | Insert |

* Detail specific initiatives implemented for environmental protection, conservation, and enhancement (i.e., fauna underpasses, nesting boxes, ongoing monitoring efforts).

### Water Management [optional environmental management subsection]

Report the following if using this subsection:

* Detail the overall management approach to managing water consumption on the Project. Refer to Water Parameter Table (Table 7) where appropriate.
* Provide an example of a specific water saving initiative and how much water is estimated to be saved from implementing that initiative.

Table 7 Water Metrics

| **WATER METRICS** | **TOTAL THIS PERIOD** | | **TOTAL FOR PROJECT** | |
| --- | --- | --- | --- | --- |
| **kL** | **%** | **kL** | **%** |
| **Potable Water** | | | | |
| Standpipe / Scheme Water Purchased | Insert | Insert | Insert | Insert |
| **Non-Potable Water** | | | | |
| Bore Water | Insert | Insert | Insert | Insert |
| Surface Water | Insert | Insert | Insert | Insert |
| Recycled / Reused | Insert | Insert | Insert | Insert |
| **Total Water Used** | Insert | **100.0** | Insert | **100.0** |

The following information may also be included in this section:

* Describe the level of importance to the Project (i.e., Project KPI, objective or other method of management i.e., construction management plan, water efficiency management plan.)
* If water use has been estimated or modelled across the infrastructure lifecycle to inform how water is managed for the Project and during operation. If the management approaches integrate with design and considers operational requirements.

### Vegetation Management [optional Environmental Management Subsection]

Report the following if using this subsection:

#### Clearing

Provide details on the clearing undertaken and relevant approvals. In this section detail all clearing and clearing differentiate between native vegetation clearing and non-native vegetation clearing. Link to existing tables as necessary. Describe concisely the management approach and requirements.

#### Revegetation/Rehabilitation

Briefly explain any revegetation/rehabilitation undertaken or planned. Use tables if appropriate.

The following information may also be included in this section:

#### Dieback

Detail the presence or potential presence of dieback disease. Detail investigations planned/undertaken and the management approach. If there is a low likelihood or has not occurred then simply summarise, why this is not applicable.

### Carbon Emissions and Energy [optional Environmental Management Subsection]

Report the following if using this subsection:

* Detail the anticipated major sources of greenhouse gas emissions and energy consumption for the Project and for the infrastructure going forward. Refer to Table 8 were appropriate.
* Detail the overall management approach to managing GHG emissions and energy consumption on the project.
* Give an example of a specific energy saving and greenhouse gas emission reducing initiatives. Estimate savings or reductions from implementing these initiatives.

Table 8 Energy Metrics

| **ENERGY USED ONSITE** | **TOTAL THIS PERIOD** | | | **TOTAL FOR PROJECT** | | |
| --- | --- | --- | --- | --- | --- | --- |
| **LITRES** | **KWH** | **GHG** | **LITRES** | **KWH** | **GHG** |
| Unleaded (on and off road) | Insert | - | Insert | Insert | - | Insert |
| Diesel Used (on and off road) | Insert | - | Insert | Insert | - | Insert |
| Liquefied Petroleum Gas (LPG) | Insert | - | Insert | Insert | - | Insert |
| Biodiesel | Insert | - | Insert | Insert | - | Insert |
| Hydrogen | Insert | - | Insert | Insert | - | Insert |
| Oil | Insert | - | Insert | Insert | - | Insert |
| Other | Insert | - | Insert | Insert | - | Insert |
| Electricity consumption (Grid) | - | Insert | Insert | - | Insert | Insert |
| Renewable Energy (Grid) | - | Insert | Insert | - | Insert | Insert |
| Renewable Energy (Generated Onsite) | - | Insert | Insert | - | Insert | Insert |
| **Total** | - | Insert | Insert | - | Insert | Insert |

GHG Emissions have been calculated using the latest [National Greenhouse Accounts Factors](https://www.dcceew.gov.au/climate-change/publications/national-greenhouse-accounts-factors)

The following information may also be included in this section:

* Detail the options there are to avoid consuming energy or generating GHG emissions and provide a statement of the importance managing/reducing GHGs are for the Project and parent organisations.
* Report the significant sources of scope 3 emissions.
* Report the estimated enabled emissions from the delivered infrastructure.
* Describe the level of importance to the Project (i.e., Project KPI, objective or other).
* Summarise the methods of management (i.e., construction management plan, carbon reduction plan). Detail if the management approaches integrate with design and considers operational requirements.
* If energy use and GHG emissions has been estimated or modelled across the infrastructure lifecycle to inform how energy use and GHG emissions are addressed and managed for the Project and during operation
* Detail the options for renewable energy that are available or were assessed for use on the Project.

The energy use one the Project to date inclusive of the design and construction phase is detailed in Table 8.

### Materials and Recycling [optional Environmental Management Subsection]

It is recommended the Construction Manager/Project Engineer reviews this section prior to submission.   
Report the following if using this subsection:

* Provide details on the major materials consumed on the Project and the waste streams from infrastructure going forward. Link to Table 5 where appropriate.
* Describe the level of importance to the Project (i.e., Project KPI, objective or other).
* Detail the overall management approach to managing waste and recycling on the Project (i.e., construction management plan, carbon reduction plan). If the management approaches integrate with design and considers operational requirements
* Provide an example of a specific resource efficiency, recycling, or waste diversion initiative. Estimate the savings or reductions from implementing the initiative(s) reference and include tonnes of waste or embodied GHG savings.

Table 5 Resource and Waste Summary

| **RESOURCE INPUTS AND GENERATED WASTE** | **UNIT** | **TOTAL THIS PERIOD** | **TOTAL FOR THE PROJECT** |
| --- | --- | --- | --- |
| **Resource Inputs (Materials)** |  |  |  |
| Total Quantity of Virgin Materials Used | t | Insert | Insert |
| Total Quantity of Recycled Materials Used | t | Insert | Insert |
| Total Quantity of Reused Materials Used Onsite | t | Insert | Insert |
| Percentage of Recycled Material Used | % | Insert | Insert |
| **Resource Outputs (Wastes)** |  |  |  |
| Waste Sent to Landfill | t | Insert | Insert |
| Waste Diverted from Landfill | t | Insert | Insert |
| Total Waste Generated by Project | t | Insert | Insert |
| Waste Diversion Rate | % | Insert | Insert |

The following information may also be included in this section:

* What options for recycled material or sustainable materials are available or were assessed for use on the Project. What risks are typically associated with materials used on road construction such as the risk of contaminants.
* Describe how resource use and waste generation have been/or are planned to be estimated or modelled across the infrastructure lifecycle to inform how resource efficiency is addressed and managed for the Project and during operation.
* Include information on material sourcing, including comment on availability of local resources.
* Introduce the relevance of resources and waste activities to this project i.e., is there a landfill levy, is there a recycled materials supplier nearby, is there a quarry or adjacent project nearby?
* Provide detail metrics on materials use using the tables below as a guide.

Delete any material not used in the tables below

Table 9 Imported Raw/Traditional Materials for the Project

|  |  |  |  |
| --- | --- | --- | --- |
| **IMPORTED RAW/TRADITIONAL MATERIALS** | | | |
| **MATERIAL** | **UNIT** | **TOTAL THIS PERIOD** | **TOTAL FOR PROJECT** |
| Aggregate | t | Insert | Insert |
| Aluminium | t | Insert | Insert |
| Asphalt | t | Insert | Insert |
| Ballast | t | Insert | Insert |
| Bedding Aggregate | t | Insert | Insert |
| Bitumen | t | Insert | Insert |
| Bitumen Cutter (MCC) | t | Insert | Insert |
| Bitumen Cutter (SCC) | t | Insert | Insert |
| Cement | t | Insert | Insert |
| Cement Additives | t | Insert | Insert |
| Cement Stabilised Backfill | t | Insert | Insert |
| Clay | t | Insert | Insert |
| Concrete | t | Insert | Insert |
| Crushed Dust (including Cracker Dust) | t | Insert | Insert |
| Crushed Limestone | t | Insert | Insert |
| Crushed Rock | t | Insert | Insert |
| Crushed Rock Base | t | Insert | Insert |
| Emulsion Based Prime (e.g. Ecoprime) | t | Insert | Insert |
| Ferricrete | t | Insert | Insert |
| Geofabric Polymers | t | Insert | Insert |
| Glass (including Glass Beads) | t | Insert | Insert |
| Gravel | t | Insert | Insert |
| Laterite | t | Insert | Insert |
| Lime | t | Insert | Insert |
| Lime Additives | t | Insert | Insert |
| Mechanically Stabilised Earth Backfill | t | Insert | Insert |
| Mulch | t | Insert | Insert |
| Paint (Waterborne, Thermoplastic, Cold Applied Plastics) | l | Insert | Insert |
| Perspex | t | Insert | Insert |
| Plastic | t | Insert | Insert |
| Precast Concrete | t | Insert | Insert |
| Sand | t | Insert | Insert |
| Steel | t | Insert | Insert |
| Synthetic Binders | t | Insert | Insert |
| Topsoil | t | Insert | Insert |
| Other | t | Insert | Insert |

Table 10 Imported Recycled Materials for the Project

|  |  |  |  |
| --- | --- | --- | --- |
| **IMPORTED RECYCLED MATERIALS** | | | |
| **MATERIALS** | **UNIT** | **TOTAL THIS PERIOD** | **TOTAL FOR PROJECT** |
| Crumb Rubber | t | Insert | Insert |
| RTR Crushed Recycled Concrete | t | Insert | Insert |
| Crushed Recycled Glass | t | Insert | Insert |
| Eco-blocks | t | Insert | Insert |
| Geopolymer Concrete | t | Insert | Insert |
| Low Carbon Concrete | t | Insert | Insert |
| Mulch and Soil Conditioner (not including Food Organic and Garden Organics (FOGO)) | t | Insert | Insert |
| Mulch (FOGO) | t | Insert | Insert |
| Soil Conditioner (FOGO) | t | Insert | Insert |
| Reclaimed Asphalt Pavement | t | Insert | Insert |
| Recycled Aggregate | t | Insert | Insert |
| Recycled Aluminium | t | Insert | Insert |
| Recycled Clay | t | Insert | Insert |
| Recycled Granular Material | t | Insert | Insert |
| Recycled HDPE Plastic Pipes | t | Insert | Insert |
| Recycled Mineral Sand | t | Insert | Insert |
| Recycled Sand (as per the definition in the Contractor Monthly Reporting form) | t | Insert | Insert |
| Supplementary Cementitious Materials – slag | t | Insert | Insert |
| Supplementary Cementitious – fly ash | t | Insert | Insert |
| Supplementary Cementitious – silica fume | t | Insert | Insert |
| Supplementary Cementitious – other | t | Insert | Insert |
| Topsoil | t | Insert | Insert |
| Warm Mix Asphalt | t | Insert | Insert |
| Other | t | Insert | Insert |

Table 11 Materials Reused on the Project

|  |  |  |  |
| --- | --- | --- | --- |
| **MATERIALS REUSED WITHIN THE PROJECT SITE** | | | |
| **MATERIAL** | **UNIT** | **TOTAL THIS PERIOD** | **TOTAL FOR PROJECT** |
| Aggregate | t | Insert | Insert |
| Asphalt (RAP) | t | Insert | Insert |
| Clay | t | Insert | Insert |
| General Fill | t | Insert | Insert |
| Granular Material | t | Insert | Insert |
| Limestone | t | Insert | Insert |
| Mulch | t | Insert | Insert |
| Overburden | t | Insert | Insert |
| Road Base | t | Insert | Insert |
| Sand | t | Insert | Insert |
| Spoil | t | Insert | Insert |
| Topsoil | t | Insert | Insert |
| Other | t | Insert | Insert |

### Noise and Vibration [optional Environmental Management Subsection]

Report the following if using this subsection:

* Describe the noise and vibration from construction and future operations that are project specific.
* Detail how the Project is addressing noise and vibration, that is project specific and going above standard practices/business as usual.
* Summarise the management approach, monitoring methods, targets and significant sensitive receptors that may be impacted.

### Air Quality [optional Environmental Management Subsection]

Report the following if using this subsection:

* Describe any air quality factors from construction and future operations that are project specific.
* Detail how the Project is addressing air quality that is project specific and going above standard practices/business as usual.
* Summarise the management approach, monitoring methods, targets and significant sensitive receptors that may be impacted.

### Light Spill [optional Environmental Management Subsection]

Report the following if using this subsection:

* Describe relevance of light spill from construction and future operations that are project specific.
* Detail how the Project is addressing light spill/pollution that is project specific and going above standard practices/business as usual.
* Summarise the management approach, monitoring methods, targets and significant sensitive receptors that may be impacted.

### Contamination [optional Environmental Management Subsection]

Report the following if using this subsection:

* Detail the presence or potential presence of Contamination and Contaminated Sites.
* Detail investigations planned/undertaken.
* Summarise the management approach, monitoring methods and targets

### Acid Sulfate Soils [optional Environmental Management Subsection]

Report the following if using this subsection:

* Detail the presence or potential of Acid Sulfate Soils.
* Detail investigations planned/undertaken.
* Summarise the management approach, monitoring methods and targets

## Environmental Outcomes

* Describe the key environmental focus areas/priorities
* Summarise the expected/achieved environmental outcomes from the project (clearing avoided, revegetation delivered, recycled materials utilised, GHG saved etc)
* Report the status of the sustainability targets that are environmental adopted by the project

The following information may also be included in this section:

* Report the vegetation/biodiversity conserved by the project
* Report the rehabilitation undertaken and any significant related initiatives
* Report the amount of water saved from water efficiency initiatives
* Report the amount of water recycled
* Report the amount of scope 1 emissions saved by the project
* Report the amount of scope 2 emissions saved by the project
* Report the amount of scope 3 emissions saved by the project
* Report the emissions intensity of the project (by km of state roads delivered for scope 1 & 2 emissions)
* Report the enable emission saved by the project
* Report the operational emissions saved by the project
* Report the rate of recycled materials used on the project
* Report the amount of all products used with an Environmental Product Disclosure (EPD). Include a link to the EPD.
* Report the landfill diversion rate of the project
* Report the no. of electric vehicles, trucks or plant used on the project and if these vehicles displaced an internal combustion vehicle on the project
* Report outcomes from the approach taken to manage noise, light spill, vibration and contamination on the project.
* Expected environmental outcomes from the Project
  + Any environmental protection/conservation activities planned or undertaken
  + Ecosystem rehabilitation or enhancement planned or undertaken
  + Environmental legacy initiatives
  + Step change for environmental performance (i.e., reduction in ongoing emissions)

## Environmental Case Study [Optional, not optional for final annual report that the project will submit]

Provide a short highlight case study example to showcase economic performance. The use of photos, images, graphs, tables, figures, and schematics is encouraged. Keep information appropriate for public audience.

Provide a figure or image - placeholder provided - suitable for the case study. Provide a detailed caption. Ensure this is captioned appropriately using the templates styles. The image should be relevant to the project.



Figure 6 Environmental Case Study Placeholder

## Environmental Case Study 2 [optional]

Provide a short highlight case study example to showcase environmental performance. The use of photos, images, graphs, tables, figures, and schematics is encouraged. Keep information appropriate for public audience.

Additional case studies may be reported at the discretion of the project.

# Social

Use level three headings for subsections as appropriate.

It is recommended the Community/ Stakeholder Engagement Manager should undertake a review of this content prior to finalisation.   
Use level three headings for subsections as appropriate.

Social Performance Table Guidance - The column Total For This Period refers to quantities/data undertaken within the timeframe this annual report covers as per the title page. This data will be cross referenced with the numbers provided in the monthly reports. The column Project Total to Date refers to quantities/data undertaken from award to the end of this reporting period. If this is the first ever report the data should match that of this period column. If this is not the first it should be the cumulative value.

Table 12 Summary of Social Metrics

|  |  |  |  |
| --- | --- | --- | --- |
| **SOCIAL METRIC** | **UNIT** | **TOTAL FOR THIS PERIOD** | **TOTAL FOR THE PROJECT** |
| Stakeholders engaged | # | Insert | Insert |
| Stakeholder enquiries received | # | Insert | Insert |
| Total Size of Project Workforce | # | Insert | Insert |
| Women in Workforce | % | Insert | Insert |
| Aboriginal Participation in Workforce | % | Insert | Insert |
| Lost Time Injury Frequency Rate (LTIFR) | # | Insert | Insert |
| Hours of Training Undertaken | hrs | Insert | Insert |
| Development Employees and Apprentices on the Project | # | Insert | Insert |
| [insert other social metrics tracked by the project | Insert | Insert | Insert |
| \*Project vicinity is defined as xx km from the project boundary/footprint/develop envelope.  Ensure terminology is clearly define in the project overview section.   | **SOCIAL TARGETS** | **UNIT** | **Target** | **Actual** | | --- | --- | --- | --- | | [insert social targets adopted by the project | Insert | Insert | Insert | | [insert social targets adopted by the project | Insert | Insert | Insert | | | | |

## Social Context

Provide a short description of the social context of the Project including:

* Provide a description of the local community context of the Project. Detail the community stakeholder groups to the Project (refer and complete the template in the appendix).
* Explain the most significant topics or concerns raised through stakeholder engagement or if the community is taking a significant interest in the Project or elements of the Project.
* Social outcome drivers for the project i.e. legislation, government policy, schemes or programs
* Describe the sustainability challenges from a social standpoint impacting the project including for employment, capability, diversity and inclusion, equal opportunity, indigenous rights, heritage, community concerns, safety

The following information may also be included in this section:

* Describe the demographics in the region and the most affected stakeholders in the current project phase. This may include the amount of people living in the Local Government Area the Project is in, the percent that drive to work (and are therefore likely to be frequent users of the road network). Include the percentage of people that speak English as a first language, and outline whether this has impacted the type of engagement that has been undertaken for these community groups.
* Relate project to top priority issues or challenges of the local community captured in local government documents (i.ee strategic plans) provide links when available
* Describe opportunities given to stakeholders to influence the Project
* Detail the heritage context of the project, link to sections for further information to avoid repetition.
* If Road Safety is of significant concern to the Project (i.e., the Project is funded under a road safety program) Link to sections for further information to avoid repetition.
* List of awards received
* Describe any challenges that have occurred incorporating sustainability initiatives from a social context.
* Introduce the relevance of social parameters to this Project i.e., is this a residential area, a commercial area, remote community etc. A summary of key social aspects and performance for the Project is detailed in Table 12. If appropriate detail any upcoming or planned significant information such as any upcoming/newly announced strategic plans and training developments etc.

Provide a figure - placeholder provided - suitable for social parameters/outcomes of the Project, provide a detailed caption and move the figure to its more appropriate section. Ensure this is captioned appropriately using the templates styles. The image should be relevant to the Project.



Figure 7 Figure Placeholder – Social - Replace with Descriptive Caption

## Social Aspects Management

Detail the **overall** management approach to managing social impacts, issues, risk and opportunity on the Project including

* Summarise the methods of management and how the management approaches integrate with aspects of the project delivery.
* Describe and explain the social targets adopted by the project. If an ‘optional social aspects management subsection’ relates to a target use that guidance and report in that section.
* Describe the level of importance to the Project (i.e., Project KPI, objective or other).
* Report governance arrangements for social aspects management.
* Provide links to publicly available plans, assessments or submissions.

The following information may also be included in this section:

### Community and Stakeholder Engagement [optional social aspects management subsection]

Report the following if using this subsection:

Detail the approach for community and stakeholder engagement, importance of community & stakeholder engagement to drive project outcomes, key topics or concerns raised in engagement processes and approach to mapping stakeholders to engage or consult with.

The following information may also be included in this section:

* Stakeholders expectations (negotiables and non-negotiables)
* Evidence of stakeholder’s input
* Targets and performance in engagement for the Project
* Approach and method of management i.e., plan, objective or KPI
* Give an example of engagement on the Project
* Report stakeholder engagement outcomes the Project has achieved. Note that only high priority issues that resulted in positive community outcomes should be reported here.

### Community Satisfaction and Amenity [optional social aspects management subsection]

Report the following if using this subsection:

* Detail the importance of addressing community concerns to drive project outcomes.
* Describe how the Project is addressing community concerns and the key topics or concerns raised by the community.
* Provide comment on the existing level of amenity available within the vicinity of the Project and stakeholders impacted by amenity (i.e., tourists/tourism operators).

The following information may also be included in this section:

* Targets and performance in community satisfaction for the Project
* Targets and performance in minimising and addressing concerns from the community
* Methods available for the community to communicate their concerns
* Method of management i.e., plan, objective or KPI
* Give an example of addressing community concerns on the Project
* Report outcomes the Project has achieved
* Provide detail of what is in and out of project scope for community amenity
* Reference any overarching strategies. Potentiality link context to urban/landscape design, heritage, and road safety.
* Targets and expected performance for community amenity on the Project
* Method of management i.e., plan, objective or KPI, audits or reviews
* Specify initiatives developed or treatments that aim to improve community amenity

### Heritage [optional social aspects management subsection]

Report the following if using this subsection:

* Provide information such as the Indigenous and European heritage in the area.
* Explain the process used to establish project understanding of heritage context, highly sensitive heritage areas and key actions to minimise impacts to heritage or to increase public knowledge of their significance.
* Refer to Social Summary table as appropriate.

The following information may also be included in this section:

* Targets and performance for heritage on the Project
* Methods used to establish heritage context
* Summarise the method of management (i.e., plan, objective or KPI)
* Specify initiatives developed that aim to conserve heritage
* Detail any heritage outcomes that have been achieved
* Comment on what approvals (e.g., section 18 approval) were required

### Road Safety [optional social aspects management subsection]

Report the following if using this subsection:

* Provide information such as statistics on road safety in the area (i.e., crash types, fatalities, and serious injuries etc).
* Identify other roads in the area that may be a road safety risk which would benefit from having traffic attracted away from it.
* Identify communities or organisations that may warrant separate treatment for road safety (i.e., schools, sports grounds etc).
* Describe any treatments undertaken (Rest Area, Overtaking etc), link to an overarching strategy if appropriate.

The following information may also be included in this section:

* Targets and expected performance for road safety on the Project
* Specify initiatives developed or treatments that aim to improve road safety for all road users
* Detail any safety outcomes that have been achieved

### Diversity and Equal Opportunity [optional social aspects management subsection]

Report the following if using this subsection:

* Provide information/statistics on diversity for the Project workforce (includes sub-contractors) and for the industry.
* Provide statistics on community demographics. Include as minimum
* The number/FTE of women in the workforce. Link to the percentage detailed in Table 12.
* The number/FTE of indigenous people in the workforce. Link to the percentage detailed in Table 12.

The following information may also be included in this section:

* Workforce demographics – age profiles, race profiles, disability profiles, percent of women in senior management etc.
* Provide the targets and expected performance for workforce diversity on the Project
* Summarise the method of management (i.e., plan, objective or KPI, audits or reviews)
* Specify any project initiatives that have been developed that aim to improve diversity of the entire workforce
* Report specific outcomes the Project has achieved

### Traffic Management & Community Safety [optional social aspects management subsection]

Report the following if using this subsection:

* Provide information such as the increased risks to safety for the road user while the Project is being constructed, delays the Project may cause to the travelling public.
* Link to public updates and live communication portals.

The following information may also be included in this section:

* Targets and expected performance for traffic management on the Project
* Specify initiatives developed or treatments that aim to improve traffic safety and/or efficiency for all road users

### Workforce Safety [optional social aspects management subsection]

Report the following if using this subsection:

* Provide context information such as statistics on workforce safety for the entire project workforce (includes sub-contractors).

The following information may also be included in this section:

* Targets and expected performance for workforce safety on the project
* Method of management i.e. plan, objective or KPI, audits or reviews
* Specify initiatives developed or treatments that aim to improve safety for the entire workforce
* Report outcomes the project has achieved
* lost time injury frequency rate
* no. of reported incidents

### Legacy Commitments [optional social aspects management subsection]

Report the following if using this subsection:

* Detail any social, environmental or economic legacy commitments made on the Project, including the status of implementation (e.g., will be implemented or has been implemented). As per the ISC V2.1 manual, legacy commitments are outlined as those that leave a positive impact once a project is complete. Note that legacy commitments that should be reported here are those which have incorporated community and stakeholder engagement during the decision-making process.
* Describe desirable community outcomes that can/will be incorporated into the Project from the legacy commitment. This should include at least one priority issue derived from stakeholder engagement.

### Workforce Development [optional social aspects management subsection]

Report the following if using this subsection:

* Provide information such as statistics on unemployment rates by age in the region or community the Project is based.
* Detail the requirements or obligations for workforce development.

The following information may also be included in this section:

* Use tables if appropriate.
* Targets and expected performance for workforce development on the Project
* Method of management i.e., plan, objective or KPI, audits or reviews
* Specify initiatives targeting workforce development
* Report outcomes the project has achieved
* No. of hours training during the Project
* No. of apprentices/development employees on the Project
* No. of employees (FTEs) sourced from the local community

## Social Outcomes

* Describe the key social focus areas/priorities
* Summarise the expected/achieved social outcomes from the project (i.e., diversity employment and Indigenous opportunities; Safety improvements/outcomes; Community Amenity and Legacy etc. Link to sections for further information to avoid repetition.
* Report the status of the sustainability targets that are social adopted by the project

The following information may also be included in this section:

* Report stakeholder satisfaction with the project overall and subsets of project activities i.e. traffic management.
* Report the heritage sites protected or enhanced by project activities
* Report amenity improvements or community infrastructure delivered by the project
* Report rates of women in the project workforce and how this compares to the industry average
* Report rates of aboriginal people in the project workforce and how this compares to the industry average
* Report LTIFR rates and how this compares to the industry average
* Report fatalities and significant injures
* Report training hours undertaken by project workforce by gender and age
* Report number of development employees and apprentices in the project workforce by gender
* Report Road Safety improvements implemented by the project
* Report Road Safety statics for the project
* Report legacy initiatives implemented by the project

## Social Case Study [Optional, not optional for final annual report that the project will submit]

Provide a short highlight case study example to showcase social performance. The use of photo’s, images, graphs, tables, figures, and schematics is encouraged. Keep information appropriate for public audience.

Provide a figure or image - placeholder provided - suitable for the case study. Provide a detailed caption. Ensure this is captioned appropriately using the templates styles. The figure should be relevant to the Project.



Figure 8 Social Case Study Placeholder

## Social Case Study 2 [optional]

Provide a short highlight case study example to showcase social performance. The use of images, photo’s, graphs, tables, figures, and schematics encouraged. Keep information appropriate for public audience. Provide additional case studies if applicable.

Additional case studies may be reported at the discretion of the project.

# Glossary

A glossary of terms used throughout this document is detailed in Table 13.

Table 13 Glossary of Terms

|  |  |  |
| --- | --- | --- |
| **Term** | **Description** | **Link to Further Information** |
|  |  |  |
| **Material; Materiality** | Relevant topics are those that may reasonably be considered important for reflecting the organisation’s economic, environmental, and social impacts, or influencing the decisions of stakeholders. | [Global Reporting](https://www.globalreporting.org/how-to-use-the-gri-standards/questions-and-answers/materiality-and-topic-boundary/#anchor1) |
| **National Greenhouse**  **Accounts Factors** | The National Greenhouse Accounts (NGA) Factors has been prepared by the Department of Industry, Science, Energy and Resources and is designed for use by companies and individuals to estimate greenhouse gas emissions. The NGA Factors is not published for the purposes of reporting under the *National Greenhouse and Energy Reporting Act 2007* (the NGER Act). While drawing on the National Greenhouse and Energy Reporting (Measurement) Determination 2008, the methods described in the NGA Factors have a general application to the estimation of a broader range of greenhouse emissions inventories. | [Australian National Greenhouse Account Factors](https://www.industry.gov.au/data-and-publications/national-greenhouse-accounts-factors)  *Ensure the most recent year copy is referred to.* |
| **Roads to Reuse** | The Roads to Reuse program (RtR) is a State Government initiative administered by the Waste Authority. Its objective is to encourage State Government organisations, local governments, regional councils, and the private sector to use recycled C&D products in civil applications, such as road construction. It does this by supporting the supply of recycled C&D products to market that meet a product specification, to protect human health and the environment. | [Waste Authority](https://www.wasteauthority.wa.gov.au/programs/view/roads-to-reuse) |
| **Scope 1 Emissions** | Scope 1 greenhouse gas emissions are the emissions released to the atmosphere as a direct result of an activity, or series of activities at a facility level. Scope 1 emissions are sometimes referred to as direct emissions. | [Clean Energy Regulator](http://www.cleanenergyregulator.gov.au/NGER/About-the-National-Greenhouse-and-Energy-Reporting-scheme/Greenhouse-gases-and-energy) |
| **Scope 2 Emissions** | Scope 2 greenhouse gas emissions are the emissions released to the atmosphere from the indirect consumption of an energy commodity. Scope 2 emissions from one facility are part of the scope 1 emissions from another facility. |
| **Scope 3 Emissions** | Scope 3 emissions are indirect greenhouse gas emissions other than scope 2 emissions that are generated in the wider economy. They occur as a consequence of the activities of a facility, but from sources not owned or controlled by that facility's business. Some examples are extraction and production of purchased materials, transportation of purchased fuels, use of sold products and services, and flying on a commercial airline by a person from another business. |
| **Sustainable Development Goals (SDGs)** | The 2030 Agenda for Sustainable Development, adopted by all United Nations Member States in 2015, provides a shared blueprint for peace and prosperity for people and the planet, now and into the future. At its heart are the 17 Sustainable Development Goals (SDGs), which are an urgent call for action by all countries - developed and developing - in a global partnership. | [United Nations Sustainable Development Goals 2030](https://sdgs.un.org/goals) |

# Appendices

Order the list of appendices in the order of appearance and reference in the document.

|  |  |
| --- | --- |
| **Appendix** | **Title** |
| **Appendix 1** | Project Sustainability Policy (Only if not publicly available) |
| **Appendix 2** | List of Protected Areas |
| **Appendix 3** | Protected/Conservation Significant Flora and Fauna Species and Habitat |
| **Appendix 4** | List of Project Stakeholders |
| **Appendix 5** |  |

Appendix 1 – Project Sustainability Policy [if applicable]

Project is encouraged to provide external links to policies as opposed to referring to an appendix.

Appendix 2 – List of Protected Areas

Reorder appendices based on the order referenced in the report. Examples and placeholder text have been provided below as a guide. This should be completed and/or reviewed by the Environmental/Heritage Lead.

|  |  |  |  |
| --- | --- | --- | --- |
| **PROTECTED AREA** | **DETAILS** | **LOCALITY/ PROXIMITY** | **IMPACT** |
| **Environmental** | | | |
| Banksia Woodland of the Swan Coastal Plain | Threatened Ecological Community under the EPBC Act; Priority 3 Ecological Community listed by DBCA | Intersects directly with the Project | 2 ha directly cleared, 3 ha adjacent indirectly impacted by dust, 5 ha subject of rehabilitation or weed management practices. See EPBC referral (5.2 Environmental Management/Public Link) for further information. |
| Beecher Point Wetlands | Ramsar Wetland – Site 54  Internationally important wetlands under the Ramsar convention 1971 | 1km east from project boundary | No impact expected, location and management method detailed in EMP. |
|  |  |  |  |
|  |  |  |  |
| **Heritage** |  |  |  |
| Mythological Site (ID: 56123) | Registered Aboriginal Heritage Site | Adjacent to the Project | Indirect impacts of dust and vibration are monitored monthly. Managed in EMP and Heritage Management Plan. Subject to quarterly compliance audits. |
|  |  |  |  |
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|  |  |  |  |

Appendix 3 – Conservation Significant Flora and Fauna Species and Habitat

Reorder appendices based on the order referenced in the report. Examples and placeholder text have been provided below as a guide. This should be completed and/or reviewed by the Environmental/Heritage Lead.

Detail the conservation codes here.

|  |  |  |  |
| --- | --- | --- | --- |
| **SPECIES** | **CONSERVATION SIGNIFANCE CODE** | | **IMPACT** |
| **FEDERAL** | **STATE** |
| **Flora** | | | |
| *Caladenia huegelii* (Grand Spider Orchid) | EN | T | 52 individuals cleared; 25 individuals relocated |
| *Tecticornia bibenda* | - | P3 | Nine known populations cleared over 25 ha of vegetation. |
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|  |  |  |  |
| **Fauna** | | | |
| *Calyptorhynchus latirostris* (Carnaby’s Black Cockatoo) | EN | T | Clearing of 7.5 ha of foraging habitat and 123 potential breeding trees of which 56 with hollows suitable for breeding. |
| *Isoodon obesulus fusciventer* (Quenda) | - | P4 | 4 ha of habitat cleared; 25 ha of habitat retained adjacent to the east of the Project. Management detailed in offset strategy and EMP. |
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Appendix 4 – List of Project Stakeholders

Reorder appendices based on the order referenced in the report. Examples have been provided. This should be completed and/or reviewed by the Stakeholder Lead prior to submission of the first revision.

Stakeholder Group Codes references insert here

|  |  |  |
| --- | --- | --- |
| **STAKEHOLDER GROUP** | **SPECIFC STAKEHOLDERS** | **ENGAGEMENT TYPE** |
| Aboriginal Land Council | Insert | Insert |
|  |  |  |
| Client | Insert | Insert |
|  |  |  |
| Community Groups | Insert | Insert |
|  |  |  |
| Contractors | Insert | Insert |
|  |  |  |
| Emergency Services | Insert | Insert |
|  |  |  |
| Government - Local | Insert | Insert |
|  |  |  |
| Government - State | Insert | Insert |
|  |  |  |
| Government - Federal | Insert | Insert |
|  |  |  |
| Media | Insert | Insert |
|  |  |  |
| Neighbours | Insert | Insert |
|  |  |  |
| Operator | Insert | Insert |
|  |  |  |
| Regulators | Insert | Insert |
|  |  |  |
| Utilities | Insert | Insert |
|  |  |  |
|  |  |  |