Replace Image

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

Prepared by Contractor/ Delivery Team/ Alliance

This Template (Revision 2.0) is the latest published, April 2022.  
 **Instructions highlighted in Green need to be removed once read.**

**Review and replace text highlighted yellow.** This content refers to instructions/notes to the author to guide what to include under each topic. Refer to the Sustainability Annual Report Review Process for order of submission and reviewer requirements.

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

This reporting template is to be used by Main Roads’ project partners to produce a stand-alone project sustainability report. This report is for major projects in delivery on behalf of Main Roads Western Australia. This report will be linked to Main Roads’ Annual Report. This report will be published publicly on the Main Roads website. The Main Roads Annual Report is a financial year report and reporting content is due in July following that of the reporting year. Main Roads material sustainability issues are available within the organisational Annual Report and are available to be incorporated into project reporting.

This public sustainability report for projects is to present all necessary information 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 included. 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).

This report is intended to be used to demonstrate project level sustainability 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.

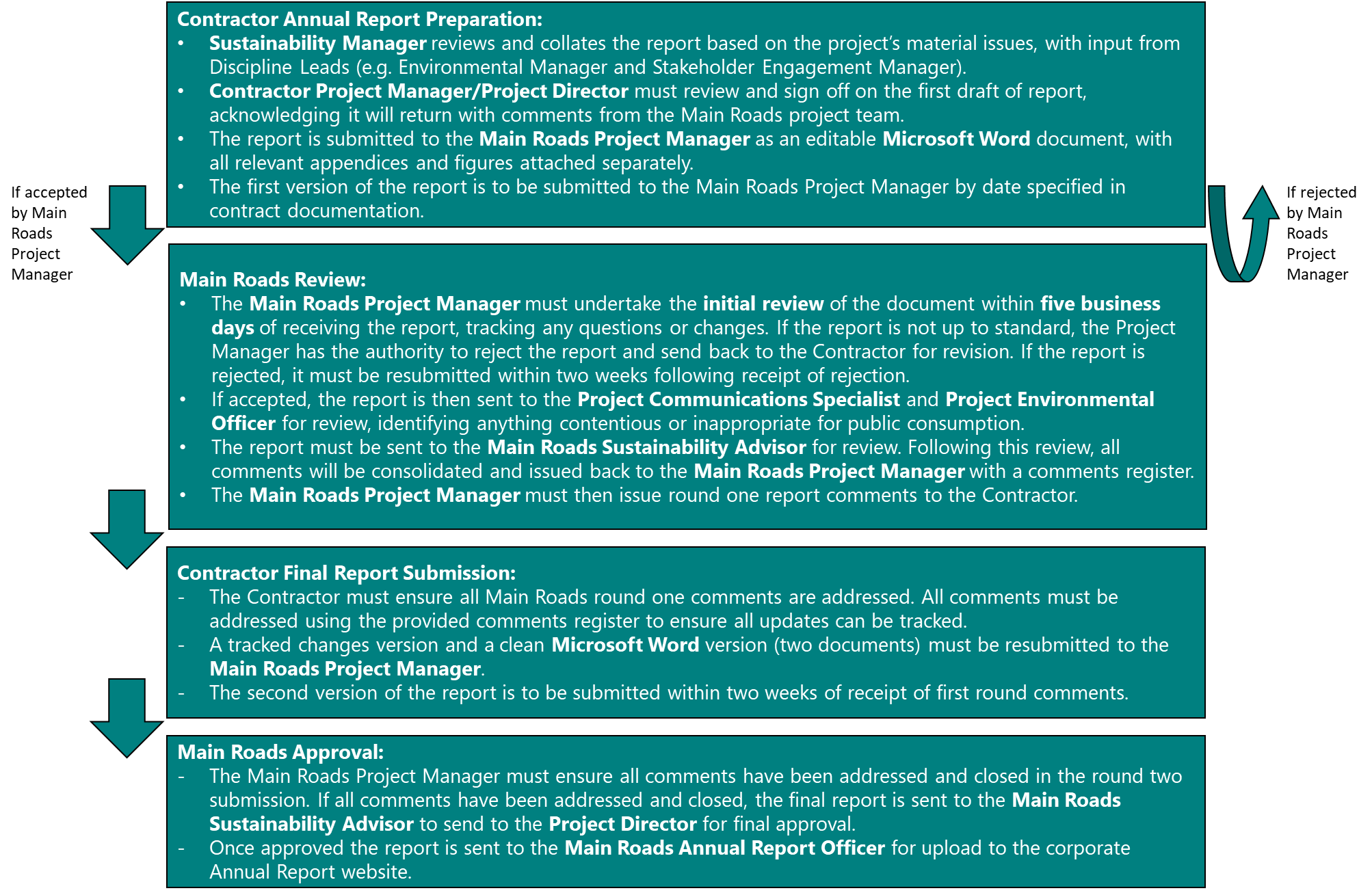
The content within this template has been identified using Global Reporting Initiative (GRI) principles. The project is to refer to and adopt the GRI principles, definitions and methodology for compiling metrics when compiling the public project sustainability report. Content is to be **concise** and 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. **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. If appropriate, utilise and update content from previous reports of the project including project development reports. It is recommended that the content in this report is periodically updated throughout the year.

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

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

**Sustainability Annual Report Review Process`**

**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**

|  |  |  |
| --- | --- | --- |
| **Date** | **Approved By** | **Position** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**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 yellow 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 | Green House 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 |

Table of Contents

[1 Introduction 9](#_Toc100221711)

[1.1 Purpose 9](#_Toc100221712)

[1.2 Sustainability Statement 9](#_Toc100221713)

[1.3 Highlights 10](#_Toc100221714)

[2 Project Overview 11](#_Toc100221715)

[2.1 Locality and Scope 11](#_Toc100221716)

[2.2 Value and Funding 13](#_Toc100221717)

[2.3 Delivery Agents/Partners/Contractors 13](#_Toc100221718)

[2.4 Project Timeline 13](#_Toc100221719)

[3 Governance 14](#_Toc100221720)

[3.1 Approach to Sustainability 14](#_Toc100221721)

[3.2 Material Sustainability Issues 14](#_Toc100221722)

[3.3 Sustainability Targets 14](#_Toc100221723)

[3.4 United Nations Sustainable Development Goals [optional] 17](#_Toc100221724)

[3.5 Climate Change Assessments 17](#_Toc100221725)

[3.6 Technology and Innovation 17](#_Toc100221726)

[3.7 Innovation Case Study [if applicable] 17](#_Toc100221727)

[4 Economic 18](#_Toc100221728)

[4.1 Key Economic Context 18](#_Toc100221729)

[4.2 Key Economic Outcomes 19](#_Toc100221730)

[4.3 Sustainable Procurement and Buy Local 19](#_Toc100221731)

[4.4 Sustainable Transport 20](#_Toc100221732)

[4.5 Equity and Distributional Impacts [if applicable] 20](#_Toc100221733)

[4.6 Benefits Realisation [if applicable] 20](#_Toc100221734)

[4.7 Economic Case Study 21](#_Toc100221735)

[4.8 Economic Case Study 2 [if applicable] 21](#_Toc100221736)

[5 Environmental 23](#_Toc100221737)

[5.1 Environmental Context 24](#_Toc100221738)

[5.2 Environmental Management 25](#_Toc100221739)

[5.3 Water Management 26](#_Toc100221740)

[5.4 Vegetation 26](#_Toc100221741)

[5.5 Carbon Emissions and Energy 27](#_Toc100221742)

[5.6 Materials and Recycling 28](#_Toc100221743)

[5.7 Noise and Vibration 32](#_Toc100221744)

[5.8 Air Quality 32](#_Toc100221745)

[5.9 Light Spill 32](#_Toc100221746)

[5.10 Contamination 32](#_Toc100221747)

[5.11 Acid Sulfate Soils 32](#_Toc100221748)

[5.12 Environmental Case Study 33](#_Toc100221749)

[5.13 Environmental Case Study 2 [if applicable] 33](#_Toc100221750)

[6 Social 35](#_Toc100221751)

[6.1 Social Context 35](#_Toc100221752)

[6.2 Community and Stakeholder Engagement 36](#_Toc100221753)

[6.3 Community Satisfaction and Amenity 37](#_Toc100221754)

[6.4 Heritage 37](#_Toc100221755)

[6.5 Road Safety 38](#_Toc100221756)

[6.6 Diversity 38](#_Toc100221757)

[6.7 Traffic Management & Community Safety 38](#_Toc100221758)

[6.8 Workforce Safety 38](#_Toc100221759)

[6.9 Legacy Commitments 39](#_Toc100221760)

[6.10 Workforce Development [if applicable] 39](#_Toc100221761)

[6.11 Social Case Study 40](#_Toc100221762)

[6.12 Social Case Study 2 [if applicable] 40](#_Toc100221763)

[7 Reference List 41](#_Toc100221764)

[8 Glossary 42](#_Toc100221765)

[9 Appendices 44](#_Toc100221766)

[Appendix 1 – Project Sustainability Policy [if applicable] 45](#_Toc100221767)

[Appendix 2 – List of Protected Areas 46](#_Toc100221768)

[Appendix 3 – Conservation Significant Flora and Fauna Species and Habitat 47](#_Toc100221769)

[Appendix 4 – List of Project Stakeholders 48](#_Toc100221770)

Tables

[Table 1 Target Placeholder Table (Portrait) 15](#_Toc100221771)

[Table 2 Target Placeholder Table (Landscape) 16](#_Toc100221772)

[Table 3 Summary of Economic Aspects 19](#_Toc100221773)

[Table 4 Summary of Environmental Aspects 23](#_Toc100221774)

[Table 5 Resource and Waste Summary 24](#_Toc100221775)

[Table 6 Environmental Allowances, Approvals and Permits 25](#_Toc100221776)

[Table 7 Water Parameters 26](#_Toc100221777)

[Table 8 Energy Parameters 27](#_Toc100221778)

[Table 9 Imported Raw/Traditional Materials for the Project 28](#_Toc100221779)

[Table 10 Imported Recycled Materials for the Project 29](#_Toc100221780)

[Table 11 Materials Reused on the Project 30](#_Toc100221781)

[Table 12 Summary of Social Aspects 35](#_Toc100221782)

[Table 13 Glossary of Terms 42](#_Toc100221783)

Figures

[Figure 1 Project Location and Scope 12](#_Toc100221784)

[Figure 2 Project Timeline Infographic EXAMPLE ONLY 13](#_Toc100221785)

[Figure 3 Figure Placeholder – Economic - Replace with Descriptive Caption 19](#_Toc100221786)

[Figure 4 Economic Case Study Placeholder 21](#_Toc100221787)

[Figure 5 Figure Placeholder – Environment - Replace with Descriptive Caption 25](#_Toc100221788)

[Figure 6 Environmental Case Study Placeholder 33](#_Toc100221789)

[Figure 7 Figure Placeholder – Social - Replace with Descriptive Caption 36](#_Toc100221790)

[Figure 8 Social Case Study Placeholder 40](#_Toc100221791)

# 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 on behalf of Main Roads Western Australia (herein after ‘Main Roads’). This report will accompany the Main Roads Annual Sustainability Report and will ultimately be integrated into the Main Roads Annual Report. The report content is prepared in accordance with Global Reporting Initiatives (GRI) principals. This report summarises the sustainability initiatives and potential environmental, social, and economic impacts of the Project. Material topics reported in this report have been determined through a materiality process that adheres to [GRI, the Infrastructure Sustainability Council (ISC) or other].

Include information on reporting frameworks adopted to improve reporting transparency, accountability, and completeness.

Include whether the report has content that is obligated by another stakeholder i.e., legislative, or other requirement.

## Sustainability Statement

Provide an introductory sentence, then provide a sustainability statement. This must come from a senior decision maker, refer to who. 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

## Highlights

Highlight the top Sustainability aspects/material topics for the project and why they were determined to be the priority issues.

Present a **dashboard** of 5-10 key sustainability metrics and highlights. At least one Social, Environmental and Economic metric. 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.

# Project Overview

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

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]).

Summarise the project history, provide links to detailed information, see the Main Roads project pages for guidance.

Detail any other 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).

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

## Locality and Scope

Detail the projects’ location include local governments, suburbs, nearest towns etc. Describe project characteristics (length, lanes, structures, intersections, interchanges etc).

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.   
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.

Figure 1 Project Location and Scope

Insert a figure of the project and scope.

When submitting the draft and final reports, in addition submit the figure as a standalone, separate a high quality, full size map of the project in pdf. In word documents use excerpts and snips. For final and pdf copies, insert figure as a standalone page(s) that is a high-quality image/pdf. Ensure its captioned appropriately on the pdf.

## Value and Funding

Describe the funding values and sources and provide funding breakdowns.

## Delivery Agents/Partners/Contractors

Detail the organisations involved and the delivery mode – development consultants, design and construction, alliances, ITPs etc. Summarise the governance structure /organisational structure. Keep appropriate for public distribution.

## Project Timeline

Describe and summarise the key dates associated with milestones of the project relating to Sustainability. Outline clearly the current expected duration of the project. Use this to explain if any significant delays, changes in scope, significant events etc.

Also include key sustainability achievements, impacts or milestones for the project (i.e., ISC design submissions, design gateways, presentations, achievement reports). The use of tables, graph, schematics are encouraged, see below as an **example only.**

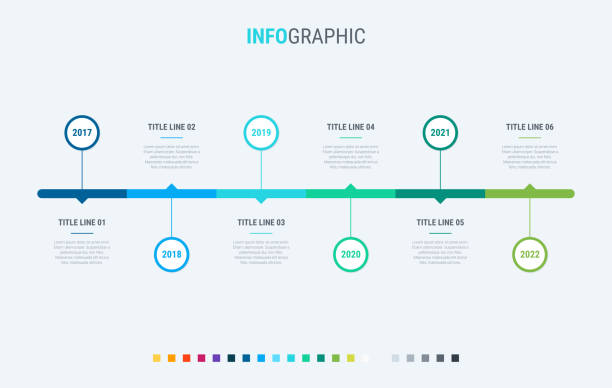


Figure 2 Project Timeline Infographic EXAMPLE ONLY

# 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.

Suggested information to include (but not limited to) is below.

* Sustainability Policy Statement – Use links if publicly available, if not public add as appendices where appropriate. **Policies provided as public links over appendices are preferred.**
* 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).
* 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.
* Describe the target IS rating score and describe the status of the rating (i.e., tracking score or other measure).
* 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.

## [Material](#_Glossary) Sustainability Issues

List the [material](#_Glossary) sustainability topics for the project.

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.

Provide a concise summary of how material issues were identified, and the stakeholders involved in the process. 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 developed for the project (i.e., Lea-1) also provide links to these 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)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Table 2 Target Placeholder Table (Landscape)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## United Nations Sustainable Development Goals [optional]

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. 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**.

## Climate Change Assessments

Introduce the approach to climate change risk assessments and adaptation. Ensure the relevance to the Project is clear.

Suggested information to include (but not limited to) is below, .

* Summarise the key climate change projections of the region.
* Discuss the high risks and major treatments that have been incorporated to address risk.
* 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).
* Detail the monetised value of residual climate change risk.
* 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

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. Is there an innovations register, is there collaborate consultation underway with key stakeholders to investigate opportunities?

## Innovation Case Study [if applicable]

Provide a short highlight case study example to show case an innovation. The use of graphs, tables, figures, and schematics encouraged. Keep information appropriate for public audience.

# Economic

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.

## Key Economic Context

Provide a description of the local economic context of 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.

Suggested information to include (but not limited to) is below.

* 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 any challenges that have occurred incorporating sustainability initiatives from an economic context.**

Introduce the relevance of economic parameters to this Project. A summary of economic performance and aspects for the Project are detailed in Table 3. If appropriate, detail any upcoming or planned significant information such as expected upcoming funding, any upcoming/newly announced strategic plans, and developments etc.

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 Aspects

| **ECONOMIC ASPECT** | **UNIT** | **TOTAL THIS PERIOD** | **TOTAL FOR PROJECT** |
| --- | --- | --- | --- |
| Funding Received | $ |  |  |
| Indigenous Enterprises | # |  |  |
| Disability Enterprises | # |  |  |
| People Employed by Supply Chain | $ |  |  |
| Suppliers Engaged | # |  |  |
| Buy Local Spend | $ |  |  |

## Key Economic Outcomes

Report specific economic outcomes the Project will deliver. **This differs from economic context.** This is the ‘how’ the Project is considering/delivering economic outcomes.

Describe the key economic focus areas/priorities/outcomes, suggested outcomes include (but not limited to) below.

* Employment opportunities created from the project, comment on the longevity if applicable.
* 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.
* What are the anticipated/current to date travel time savings by the Project proposal?
* Describe any freight efficiency outcomes that are expected.

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

## Sustainable Procurement and Buy Local

Provide context information such as the approach for sustainable procurement. Describe the importance of buy local. Define buy local. Detail sustainable procurement to the Project as an economic outcome, and the impact of buy local to the region or local community.

Use tables if appropriate.

Suggested information to include (but is not limited to) below.

* Describe the overall management approach to buy local.
* Detail significant procurement and buy local targets.
* Summarise the method of management (i.e., plan, objective or KPI).
* Give an example of buy local on the Project.
* Report Buy Local (local content rates) outcomes the Project has achieved, refer to Table 3 as appropriate.
* Number of enterprises engaged with classed as local and provide examples of significant packages if appropriate
* Number of indigenous enterprises engaged provide examples of significant packages if appropriate
* Number of disability enterprises engaged provide examples of significant packages if appropriate
* Aboriginal participation rates.

## Sustainable Transport

Detail the opportunities and barriers of the Project with respect to supporting sustainable transport, access, and mobility equity Use tables if appropriate.

Suggested information to include (but is not limited to) below.

* 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 [if material topic]

Optional Section for Projects in Delivery with a **Capital Value** of >$100 million.

Disclose if there are significant or potential 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.

Use tables if appropriate.

Suggested information to include (but is not limited to) below.

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

## Benefits Realisation [if material topic]

Optional Section for Projects in Delivery with a **Capital Value** of >$100 million.

If not covered elsewhere within the report disclose the key economic benefits of the project and if a benefits realisation plan has been developed for the project. Refer to the plan if it is publicly available.

Report if there are any changes to benefits that will be realised from when the Project was handed over from development

## Economic Case Study

Provide Links to past case studies in previous annual reports. If these case studies have substantially changed and updates/new information can be provided, please include. If there is not a substantial to report/update or previous case studies have been completed/closed. Provide a new case study.

Provide a short highlight case study example to show case economic performance. The use of graphs, tables, figures, and schematics encouraged. Keep information appropriate for public audience. Provide additional case studies if applicable.

Provide a figure - 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 [if applicable]

Provide Links to past case studies in previous annual reports. If these case studies have substantially changed and updates/new information can be provided, please include. If there is not a substantial to report/update or previous case studies have been completed/closed. Provide a new case study.

Provide a short highlight case study example to show case economic performance. The use of graphs, tables, figures, and schematics encouraged. Keep information appropriate for public audience. Provide additional case studies if applicable.

Provide a figure 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.

# 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.

Introduce the relevance of environmental parameters to this Project i.e., is this a green-fields Project, or extensive environmental impacts. A summary of environmental performance and aspects for the Project are detailed in Table 4. If appropriate detail any upcoming or planned significant information such as pending approvals, offset programs etc.

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 Aspects

| **ENVIRONMENTAL ASPECTS** | **UNIT** | **TOTAL THIS PERIOD** | **TOTAL FOR PROJECT** |
| --- | --- | --- | --- |
| Native Vegetation Cleared | ha |  |  |
| Native Vegetation Retained (due to design) | ha |  |  |
| Revegetation/rehabilitation Undertaken | ha |  |  |
| Number of Trees Cleared | # |  |  |
| Number of Trees Retained (due to design) | # |  |  |
| Total Water Consumption | kL |  |  |
| Total Non-Potable Water Consumption | kL |  |  |
| Total Potable Water Consumption | kL |  |  |
| Non-Potable Water Replacement | % |  |  |
| Total Green House Gas emissions^ | t CO2-e |  |  |
| Total Energy Consumption | GJ |  |  |
| Renewable Energy Mix | % |  |  |

[^ Inclusive of Scope 1, 2 & 3](#_Glossary) emissions

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? A summary of resource inputs and wastes for the Project are detailed in Table 5.

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 |  |  |
| Total Quantity of Recycled Materials Used | t |  |  |
| Total Quantity of Reused Materials Used Onsite | t |  |  |
| Percentage of Recycled Material Used | % |  |  |
| **Resource Outputs (Wastes)** |  |  |  |
| Waste Sent to Landfill | t |  |  |
| Waste Diverted from Landfill | t |  |  |
| Total Waste Generated by Project | t |  |  |
| Waste Diversion Rate | % |  |  |

## Environmental Context

Provide a description of the natural environment and values the Project interfaces with. Include information on the following (where appropriate). If describing the wider area of the Project define the wider footprint. Provide figures where appropriate.

Detail the following if appropriate:

* The geographic/biophysical location
* Relevant water bodies impacted by the Project (ground water, lakes, river, or ocean), link to water management section for further detail
* Any relative protected areas and their listed protected status, link to appendices
* 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.
* Any impacted significant species flora/fauna species, extent of impacts, duration or impacts, reversibility, or impacts, link to appendices where appropriate
* 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)
* Describe any challenges that have occurred incorporating sustainability initiatives from an environmental context

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

## Environmental Management

Detail the **overall** management approach to managing environmental risk on the Project. Summarise the methods of management (i.e., Environmental Management Plan, certified environmental management system) and how the management approaches integrate with design. Describe the level of importance to the Project (i.e., Project KPI, objective or other).

Provide a summary of the **key** environmental legislation impacting the Project. Titles of Acts are always italicised when listed in full (e.g. *Commonwealth Environment Protection and Biodiversity Conservation Act 1999*), but not when they are abbreviated (e.g. EPBC Act). Titles of Regulations and all other documents are NOT italicised in the body of the document. The environmental approvals and allowance are summarised in Table 6.

Summarise the details if the Project has been referred to the EPA or DAWE, has been subject to an environmental impact assessment, risk assessment or review. Provide links to public information and approvals if available.

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 |  |
| Water Abstraction Licence (5C) | kL |  |
| Bed and Banks Approval |  |  |
|  |  |  |

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

## Water Management

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.

Suggested information to include (but is not limited to) below.

* Detail the overall management approach to managing water consumption on the Project. Refer to Water Parameter Table (Table 7) where appropriate.
* 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.

Give an example of a specific water saving initiative and how much water is estimated to be saved from implementing that initiative.

Table 7 Water Parameters

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

## Vegetation

### 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.

### 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

Provide context information of the 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 options for renewable energy that are available or were assessed for use on the Project. Detail the overall management approach to managing GHG emissions and energy consumption on the project.

Use tables if appropriate.

Suggested information to include (but is not limited to) below.

* 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.
* 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

Give an example of a specific energy saving and greenhouse gas emission reducing initiatives. Estimate savings or reductions from implementing these initiatives.

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

Table 8 Energy Parameters

| **ENERGY PARAMETERS** | **TOTAL THIS PERIOD** | | | **TOTAL FOR PROJECT** | | |
| --- | --- | --- | --- | --- | --- | --- |
| **LITRES** | **KWH** | **% OF TOTAL USE** | **LITRES** | **KWH** | **% OF TOTAL USE** |
| Unleaded (on and off road) |  |  |  |  |  |  |
| Diesel Used (on and off road) |  |  |  |  |  |  |
| Liquefied Petroleum Gas (LPG) |  |  |  |  |  |  |
| Biodiesel |  |  |  |  |  |  |
| Hydrogen |  |  |  |  |  |  |
| Oil |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |
| Purchased Electricity from Grid | - |  |  | - |  |  |
| Green Power Mix | - | - |  | - | - |  |
| Generated from Renewable Energy Onsite and Used Onsite | - |  |  | - |  |  |
| **Total Energy Used** | - |  | **100.0** | - |  | **100.0** |
| *Note: Energy in gigajoules (GJ) is calculated using the conversion values detailed in the* [*National Greenhouse Account Factors*](https://www.industry.gov.au/data-and-publications/national-greenhouse-accounts-factors)*.* | | | | | | |

## Materials and Recycling

It is recommended the Construction Manager/Project Engineer reviews this section prior to submission.

Provide context information such as the major materials consumed on the Project and the waste streams from infrastructure going forward. Link to Materials Table where appropriate.

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.

Suggested information to include (but is not limited to) below.

* 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
* Describe the level of importance to the Project (i.e., project KPI, objective, targets or other).
* 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.

Give an example of a specific resource efficiency, recycling, or waste diversion initiative. Estimate he savings or reductions from implementing the initiative(s) reference and include tonnes of waste or GHG savings.

Table 9 Imported Raw/Traditional Materials for the Project

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

Table 10 Imported Recycled Materials for the Project

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

Table 11 Materials Reused on the Project

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

## Noise and Vibration

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. Provide a statement on the materiality of this to the Project. Summarise the management approach, monitoring methods, targets and significant sensitive receptors that may be impacted.

## Air Quality

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. Provide a statement on the materiality of this to the Project. Summarise the management approach, monitoring methods, targets and significant sensitive receptors that may be impacted.

## Light Spill

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. Provide a statement on the materiality of this to the Project. Summarise the management approach, monitoring methods, targets and significant sensitive receptors that may be impacted.

## Contamination

Detail the presence or potential presence of Contamination and Contaminated Sites. Detail investigations planned/undertaken and the management approach. If there is a low likelihood or has not occurred then state/conclude, why this is not applicable/material for the Project.

## Acid Sulfate Soils

Detail the presence or potential of Acid Sulfate Soils. Summarise the management approach. If there is a low likelihood or has not occurred then state, why this is not applicable/material for the Project.

## Environmental Case Study

Provide Links to past case studies in previous annual reports. If these case studies have substantially changed and updates/new information can be provided, please include. If there is not a substantial to report/update or previous case studies have been completed/closed. Provide a new case study.

Provide a short highlight case study example to show case environmental performance. The use of graphs, tables, figures, and schematics encouraged. Keep information appropriate for public audience. Provide additional case studies if applicable.

Provide a figure - 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 [if applicable]

Provide Links to past case studies in previous annual reports. If these case studies have substantially changed and updates/new information can be provided, please include. If there is not a substantial to report/update or previous case studies have been completed/closed. Provide a new case study.

Provide a short highlight case study example to show case environmental performance. The use of graphs, tables, figures, and schematics encouraged. Keep information appropriate for public audience. Provide additional case studies if applicable.

Provide a figure 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.

# 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.

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.

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 Aspects

|  |  |  |  |
| --- | --- | --- | --- |
| **SOCIAL ASPECT** | **UNIT** | **TOTAL FOR THIS PERIOD** | **TOTAL FOR THE PROJECT** |
| Stakeholders engaged | # |  |  |
| Stakeholder enquiries received | # |  |  |
| Heritage sites in project vicinity\* | # |  |  |
| Length of Principal Shared Path (Addition/Refurbished) | km |  |  |
| Women in Workforce | % |  |  |
| Indigenous People in Workforce | % |  |  |
| Lost Time Injury Frequency Rate (LTIFR) | # |  |  |
| Hours of Training Undertaken | hrs |  |  |
| Development Employees and Apprentices on the Project | # |  |  |
| \*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 Context

Provide a description of the local community context of the Project. Detail the community stakeholders 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.

Suggested information to include (but is not limited to) below.

* Summarise the expected 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.
* 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.

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

## Community and Stakeholder Engagement

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.

Suggested information to include (but is not limited to) below.

* 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

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).

Suggested information to include (but is not limited to):

* 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

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.

Suggested information to include (but is not limited to) below.

* 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

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.

Suggested information to include (but is not limited to) below.

* 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

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.

Additional/Suggested information to also include (but is not limited to) below.

* 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

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.

Suggested information to include (but is not limited to) below.

* 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

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

Suggested information to include (but is not limited to) below.

* 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

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 [if applicable]

This Section is only applicable for Projects doing a formal rating with a **Capital Value** over $100 million.

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.

Suggested information to include (but is not limited to) below.

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 Case Study

Provide Links to past case studies in previous annual reports. If these case studies have substantially changed and updates/new information can be provided, please include. If there is not a substantial to report/update or previous case studies have been completed/closed. Provide a new case study.

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

Provide a figure - 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 [if applicable]

Provide Links to past case studies in previous annual reports. If these case studies have substantially changed and updates/new information can be provided, please include. If there is not a substantial to report/update or previous case studies have been completed/closed. Provide a new case study.

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

Provide a figure 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.

# Reference List

Ensure the consistent reference style is used throughout. Recommend use of APA or Chicago.

# 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. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **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. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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 |  |  |
|  |  |  |
| Client |  |  |
|  |  |  |
| Community Groups |  |  |
|  |  |  |
| Contractors |  |  |
|  |  |  |
| Emergency Services |  |  |
|  |  |  |
| Government - Local |  |  |
|  |  |  |
| Government - State |  |  |
|  |  |  |
| Government - Federal |  |  |
|  |  |  |
| Media |  |  |
|  |  |  |
| Neighbours |  |  |
|  |  |  |
| Operator |  |  |
|  |  |  |
| Regulators |  |  |
|  |  |  |
| Utilities |  |  |
|  |  |  |
|  |  |  |