**INSERT PROJECT NAME: Annual Project Sustainability Report 20XX**

Prepared by

**Document Guidance**

This reporting template is to be used by Main Roads’ project partners to produce a stand-alone sustainability report for projects in development on behalf of Main Roads Western Australia. This report will be linked to Main Roads’ Annual Report and published on the Main Roads website. The Main Roads Annual Report is a financial year report and reporting content is due in July of the year of the report.

A public sustainability report for projects in development is to contain all necessary information to be read as a stand-alone report and be written and presented to a high standard acceptable for public distribution. Data from the monthly reporting Form is to be included within reporting content.

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 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 one third of an A4 page but should be reflective of the relative materiality of the topic.

Main Roads material sustainability issues are available within the organisational Annual Report and are available to be incorporated into project reporting.

For any of the indicators that are quantitative provide both figures for the year of the report and the total project duration to date.

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

Frequency of reporting for projects in development should adhere to the requirements of the ISv2.0 Planning Technical Manual and must be agreed with Main Roads.

Prior to publication, the final report must be reviewed by Main Roads’ corporate communications and sustainability representatives and approved by Manager Project Development.

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

***Using this template***

Instructions in Green highlights

Places to review and replace text in yellow highlights. Refer to this text for instructions of what to report against each topic.

Projects of a value greater than $100m must address all topics in this template or use a materiality process to scope out topics or reduce the need to provide content.



This annual report covers the period from insert dates. A previous annual sustainability report was prepared for the project for [insert financial years]

Insert contact details for Sustainability Lead

Insert contact details for Communications Lead

Projects of a value less than $100m must address as a minimum:

* About This Report,
* Overview,
* Approach to Sustainability, and
* At a glance, Context and a minimum of four further topics based on highest priority under Environmental Aspect Performance, Economic Aspect Performance and Social Aspect Performance.

# About this Report

This report has been prepared by the insert team name project team on behalf of Main Roads Western Australia. This report forms part of Main Roads’ annual sustainability reporting which is integrated into its Annual Report. The report content is prepared in accordance with GRI principals. Material topics reported in this report have been determined through a materiality process that adheres to [GRI, ISCA or other]

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

Include information on if the report includes content that is obligated by another stakeholder i.e legislative or other requirement

## Introduction

Statement from most senior decision maker:

* Describing the project and its importance
* Why sustainability and sustainable development is relevant to the project
* Highlight the top Sustainability aspects/ material topics for the project and why they were determined to be the priority issues
* Highlight the top Sustainable Development Goals the project contributes towards
* Any other vision for project information.

# Overview

Provide a general project overview. Include information that describes:

* Funding – status and year;
* Project Value;
* Organisations involved;
* Governance structure and organisation structure.
* Location including a map of the project;
* Duration of project;
* Key project characteristics;
* Key activities undertaken during project development [reflect more detail in body of report and add sections if necessary];
* Describe key sustainability achievements, impacts or milestones for the project;
* Improvements considered i.e. town bypasses, wider roads, more passing lanes, flattening crests [link to Options Assessment as appropriate];
* Reasons for these improvements i.e. road safety, community amenity and efficiency reasons;
* Other reasons why the project is important i.e. regional or economic development, employment;
* Values, principles, standards and norms adopted i.e. Towards Zero, Carbon Disclosure Project;
* A description of the infrastructure Value Chain (as defined by the World Business Council for Sustainable Development)
* Key stakeholders to the project – Link to list in Appendix 3
* Link to project website for further information

## Overall approach to Sustainability in Project Development

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

* Sustainability Policy Statement
* How sustainability is being managed and integrated on the project i.e. Sustainability Management Plan, resourcing, roles and responsibilities, senior management meetings
* If the project registered for an Infrastructure Sustainability rating
* What the target IS rating score and credits are
* What the current status of the rating is i.e. tracking score or other measure
* Other tools being used to drive sustainability on the project i.e. life cycle assessment
* Describe overall sustainability performance - link to Sustainability Dashboard in Appendix 4

## Material Sustainability Issues

List the material sustainability topics for the project. Visually represent prioritisation of material topics in a chart that reflects the projects significant economic, environmental and social impacts and the topics that substantively influence the assessments and decisions of stakeholders. Provide a summary of how material sustainability 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.

## UN SDGs [optional]

Provide an overview of how the project impacts (positive and negative) on each of the SDGs. Map the SDGs to material sustainability issues of the project or to the overall project objectives.

# Environmental Aspects

## At a glance

|  |  |
| --- | --- |
| **Aspect** | **Total for Project** |
| Clearing planned (ha) |  |
| Clearing permit allowance (ha) |  |
| Actual clearing to date (ha) |  |
| Rehabilitation/revegetation planned (ha) |  |
| Actual rehabilitation/revegetation to date (ha) |  |
| Forecast Environmental offset via Monetary contribution ($) |  |
| Total forecast water consumption (kL) |  |
| Total water licence allowance (kL) |  |
| Total forecast GHG emissions (split by scope 1,2 & 3) t CO2-e) |  |
| Total forecast energy consumption (mj) |  |
| Total forecast quantity of recycled content used in project (t) |  |
| Total forecast imported materials used in project (t) |  |
| Total forecast waste generated by project (t) |  |

## Environmental context

Provide a description of the natural environment and values the project in development interfaces with. Include information on:

* If the project is impacting either directly or in-directly protected areas or areas of high biodiversity value outside of protected areas. Guidance: report geographic location; position of area in relation to project; Listing of protected status; the attributes of the protected area or high biodiversity value area; report nature of significant direct and indirect impacts on biodiversity i.e. pollution, pests, reduction of species, habitat conservation, ecological processes (salinity or changes in groundwater); species effected, extent of impacts, duration or impacts, reversibility or impacts, run-off or discharge,
* Significant species impacted by the project (list as an appendix)
* Water bodies/wetlands impacted by the project (ground water, lakes, river or ocean) and water availability
* The key environmental legislation impacting the project
* Expected environmental outcomes from the project
  + On-going environmental protection/conservation
  + Ecosystem rehabilitation or enhancement
  + Environmental legacy
  + Step change for environmental performance i.e. reduction in ongoing emissions
  + other
* Link to Appendix 1 & 2

Provide Image for environmental context

## Environmental Management

Detail the overall management approach to managing environmental risk or aspects on the project.

* Describe the level of importance to the project i.e. project KPI, objective or other
* Method of management i.e. Environmental Management Plan, certified environmental management system, approach to rehabilitation
* If the management approaches integrate with design
* If the project has been referred to the EPA, has been subject to an environmental impact assessment, risk assessment or review and if these results are public.
* Link to public information
* Detail specific initiatives implemented for environmental protection, conservation and enhancement ie fauna underpasses, nesting boxes, ongoing monitoring

## Water Management

If not covered in Environmental Context provide context information such as if water scarcity is an issue in the region of the project, license conditions impacting water use, the waters sources that are available for the project to utilise and if these water sources are of significance i.e. ecologically or as a community water source.

Detail the overall management approach to managing water consumption on the project.

* 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

## Carbon Emissions & Energy

If not covered in Environmental Context provide:

* Context information such as the major sources of Greenhouse gas emissions and energy consumption for the project and for the infrastructure going forward;
* What options for renewable energy are available or were assessed for use on the project;
* What options there are to avoid consuming energy or generating GHG emissions and;
* Provide a statement on the importance of managing or reducing GHGs for the project and parent organisations.

Detail the overall management approach to managing GHG emissions and energy consumption on the project.

* Describe the level of importance to the project i.e. project KPI, objective, targets or other
* Method of management i.e. construction management plan, carbon reduction plan
* 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
* If the management approaches integrate with design and considers operational requirements
* Give an example of a specific energy saving and greenhouse gas emission reducing initiative. Estimate savings or reductions from implementing that initiative

## Materials & Recycling

If not covered in Environmental Context provide

* Context information such as the major materials consumed on the project and the waste streams from infrastructure going forward;
* 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 and;
* The link between materials conservation and minimising ecological disturbance.

Detail the overall management approach to managing waste and recycling on the project.

* Describe the level of importance to the project i.e. project KPI, objective, targets or other
* Method of management i.e. construction management plan, carbon reduction plan
* If resource use and waste generation has been estimated or modelled across the infrastructure lifecycle to inform how resource efficiency is addressed and managed for the project and during operation
* If the management approaches integrate with design and considers operational requirements
* Give an example of a specific resource efficiency, recycling or waste diversion initiative. Estimate savings or reductions from implementing that initiative include tonnes of waste or GHG savings
* Include information on material sourcing, including comment on availability of local resources

*Forecast Material and Waste Statistics [Following chart is aligned with ‘Projects in Delivery Annual Sustainability Report. Discuss with Principal Advisor Sustainability if this needs to be simplified to align with Resource Strategy outputs]*

|  |  |
| --- | --- |
| **Imported Materials** | **Total for Project** |
| Sand (t) |  |
| Gravel (t) |  |
| Limestone (t) |  |
| Crushed Rock (t) |  |
| Aggregate (t) |  |
| Asphalt (t) |  |
| Concrete (t) |  |
| Steel (t) |  |
| Reinforced concrete (t) |  |
| Emulsion (t) |  |
| Bitumen cutter (t) |  |
| Bitumen (t) |  |
| Other (t) |  |

|  |  |
| --- | --- |
| **Waste** | **Total for Project** |
| Unsuitable fill moved offsite (t) |  |
| Landfill (t) |  |
| Sewage (t) |  |
| Concrete rubble (m3) |  |
| Pavement rubble (m3) |  |
| Unsuitable material (m3) |  |
| General/Green Waste (t) |  |
| Unsuitable fill used for rehabilitation purposes (t) |  |
| Recycled (t) |  |

|  |  |
| --- | --- |
| **Imported recycled content** | **Total for Project** |
| Sand (t) |  |
| Road Base (t) |  |
| Asphalt/Profiling (t) |  |
| Steel (t) |  |
| Concrete (t) |  |
| Other (t) |  |

Other topics to cover. Report if determined to be material for project. Provide information on:

* Context and background of the issue/topic; include details on sensitive receptors
* Approach to management; measures proposed to mitigate impacts
* Designed outcomes for project

## Noise

## Air Quality

## Discharges & Spills

## Vibration

## Light spill

## Acid Sulphate Soils

## Dust

## Clearing

## Contaminated sites

## Dieback

# Economic Aspects

## At a glance

|  |  |
| --- | --- |
| **Economic Aspect** | **Total for Project** |
| Funding |  |
| Current No. of vehicles per day |  |
| Forecast Travel Time Saving |  |
| Forecast Increase of vehicle capacity |  |
| Forecast Increase in cycling and pedestrian facilities (i.e. increase in PSP length) |  |
| *Workforce and Supply Chain* | |
| Forecast number of people employed by supply chain at various stages of project |  |
| Forecast number of suppliers engaged |  |
| Forecast number of Indigenous Enterprise |  |
| Forecast number of Disability Enterprise |  |
| Forecast Buy Local Spend |  |

## Economic context

Provide a description of the local economic context of the project. Include information on:

* Industries or businesses that are stakeholders to the project
* Expected economic impacts during project construction i.e. loss of business
* A description of the infrastructure supply chain
* Expected economic outcomes from the project
  + Employment from project
  + Economic Development
  + BCR
  + Travel time savings
  + Freight efficiency outcomes
* Approach to sustainable procurement
* Overall strategic importance of the project

Provide Image suitable of Economic context

## Key Economic Outcomes

Report specific economic outcomes the project will deliver

* Key economic outcomes
* If the project is part of a greater economic development strategy

## Options Assessment

If not covered in Economic Context provide context information on methodology for options assessment undertaken for the project and what strategic and project options were considered.

Report

* Different options that were assessed
* Significant social, environmental or economic differences between the options
* Why the selected option was selected
* Methodology used, key assumptions and data sources for assessments.
* Material Externalities uses in assessments
* If Equity and Distributional impacts were assessed.

## Sustainable Procurement and Buy local

If not covered in Economic Context provide context information such as approach for sustainable procurement, importance of buy local and sustainable procurement to the project as an economic outcome, impact of buy local on the region or local community.

Report

* The overall management approach to buy local
* Targets for the project
* Method of management i.e. plan, objective or KPI
* Give an example of potential Buy Local on the project
* Report forecast Buy Local outcomes
* Statistics of enterprises classed as local, indigenous or disability within project region
* Project targets for Aboriginal participation and local content procurement

## Climate Change Assessments

If not covered in Economic Context provide context information such as approach to climate change risk assessments and adaptation, the key climate change projections of region, the identified risks to the infrastructure, identify any risks of particular uncertainty and disclose any stakeholders at particular risk to climate change.

Report

* Actions taken to reduce climate change risk to the infrastructure
* Method of management i.e. plan, objective or KPI
* Give an example of climate change adaptation controls on the project
* the monetised value of residual climate change risk
* Stakeholders engaged in the risk and adaptation processes

## Sustainable Transport

If not covered in Economic Context provide context information such as barriers or opportunities to support sustainable transport, access and mobility equity.

Report

* Actions taken to improve cycling and pedestrian facilities
* Actions taken to improve road based public transport
* Considerations given to future proofing / improving resilience of transport infrastructure
* Stakeholders engaged to identify opportunities
* Details of any initiatives to encourage sustainable transport by the project team.
* % breakdown of trips of workforce getting to and from site: Vehicle; public transport/bus; cycling

## Benefits Realisation

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.

## Technology and Innovation

If not covered elsewhere within the report disclose how the project integrates technology and innovation or supports research.

## Equity and Distributional Impacts

If not covered elsewhere within the report disclose if there are significant or potential equity or distributional impact from the project and who is impacted. Reporting should refer to the key demographics within the project vicinity or to key stakeholders to the project.

Report

* Details of equity or distributional impacts
* Who is impacted
* Actions taken to mitigate negative or leverage positive impacts

# Social Aspects

## At a glance

|  |  |
| --- | --- |
| **Social Aspect** | **Total for Project** |
| No. of Stakeholders engaged with during project development |  |
| No. of Legacy commitments |  |
| No. of heritage sites in project vicinity |  |
| No. of heritage sites significantly impacted |  |
| Existing number of traffic safety incidents within project boundary |  |
| Forecast number of traffic safety incidents within project boundary |  |
| Forecast % of women in workforce |  |
| Forecast % indigenous in workforce |  |
| Forecast number of hours training during project |  |
| Forecast number of development employees and apprentices on the project |  |
| Forecast number of employees (FTEs) sourced from local community |  |

## Social context

Provide a description of the local community context of the project. Include information on:

* Community stakeholders to the project (list as appendix)
* Expected social outcomes from the project
  + Diversity employment
  + Indigenous opportunities
  + Safety improvements/outcomes
  + Community Amenity
* 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
* Opportunities given to stakeholders to influence the project
* Heritage context of the project
* If Road Safety is of significant concern to the project (i.e the project is funded under a road safety program)
* Indigenous and people with disabilities as a percentage of the regional population
* Top priority issues or challenges of the local community captured in local government documents (ie strategic plans)
* Socio-economic demographics of area such as local unemployment rate

Provide Image suitable for social context

## Community & Stakeholder Engagement

If not covered in Social Context provide context information such as 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.

Report

* Targets and performance in engagement for the project
* Targets an performance in community satisfaction for the project
* 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

## Addressing community concerns

If not covered in Social Context provide context information such as approach for addressing community concerns, importance of addressing community concerns to drive project outcomes, key topics or concerns raised by the community.

Report

* 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

## Heritage

If not covered in Social Context provide context information such as the indigenous and European heritage in the area, process used to establish project understanding of heritage context, highly sensitive heritage areas in the project vicinity and key actions to minimise impacts to heritage or to increase public knowledge of their significance.

Report

* Targets and performance for heritage on the project
* Methods used to establish heritage context
* Method of management i.e. plan, objective or KPI
* Specify initiatives developed that aim to conserve heritage
* Report outcomes the project has achieved
* If a section 18 approval was required

## Road Safety

If not covered in Social Context provide context information such as statistics on road safety in the area i.e. crash types, fatalities and serious injuries etc, road user groups at risk to being in an incident, 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 and if the treatments undertaken link to an overarching strategy (Rest Area, Overtaking etc)

Report

* Targets and expected performance for road 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 road safety for all road users
* Report outcomes the project has achieved

## Workforce Safety

If not covered in Social Context provide context information such as statistics on workforce safety for the entire project workforce (includes sub-contractors), types of injuries or disease workforce is predisposed to i.e. injuries common to construction industry, highest risk or hazards workforce is exposed to.

Report

* 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

## Community Amenity

If not covered in Social Context provide context information on existing level of amenity available within the vicinity of the project and stakeholders impacted by amenity i.e. tourists/tourism operators. 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.

Report

* 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
* Report outcomes the project has achieved

## Diversity

If not covered in Social Context provide context information such as statistics on diversity for the project workforce (includes sub-contractors) and for the industry. Provide statistics on community demographics i.e. % male, female, age profile, race profile, disability profile

Report

* Targets and expected performance for workforce diversity on the project
* Method of management i.e. plan, objective or KPI, audits or reviews
* Specify initiatives developed that aim to improve diversity of the entire workforce
* Report outcomes the project has achieved (including via Appendix 4)
* Forecast or target % male, % female of workforce
* Forecast or target % indigenous in workforce
* Forecast or target % women in senior management

## Workforce Development

If not covered in Social Context provide context information such as statistics on unemployment rates by age in the region or community the project is based. Requirements or obligations for workforce development.

Report

* 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 expected during project
* No. of apprentices/development employees on the project
* No. of employees (FTEs) to be sourced from local community

# Appendix 1 - List of Protected Areas Project interfaces with:

# Appendix 2 - Protected fauna and flora species and habitat

# Appendix 3 – List of Stakeholders to the project

# Appendix 4 – Sustainability Dashboard for Project Development

Report the actuals for the Project Development phase. It is likely that many of the figures reported will be zero which is acceptable.

|  |  |
| --- | --- |
| **Aspect** | **Total for Project** |
| Actual clearing to date (ha) |  |
| Actual rehabilitation/revegetation to date (ha) |  |
| Total water use for project to date (kl) |  |
| Total energy use for the project to date (MJ) |  |
| Total GHGs for the project to date (t CO2-e) |  |
| Total imported materials used (t) |  |
| Total recycled materials used (t) |  |

## Environment

## Social

|  |  |
| --- | --- |
| **Social Aspect** | **Total for Project** |
| No. of Stakeholders engaged with during project development |  |
| No. of Legacy commitments |  |
| No. of heritage sites in project vicinity |  |
| No. of heritage sites significantly impacted |  |
| Existing number of traffic safety incidents within project boundary |  |
| Forecast number of traffic safety incidents within project boundary |  |
| % of women in project development workforce |  |
| % indigenous in project development workforce |  |
| % of people with disabilities in project development workforce |  |
| Number of hours training during project development |  |
| Number of development employees and apprentices during project development |  |
| Number of employees (FTEs) sourced from local community for project development |  |
| Safety metrics during project development i.e. ROSMA crash metric reduction target |  |

## Economic

|  |  |
| --- | --- |
| **Economic Aspect** | **Total for Project** |
| Project spend to date |  |
| Project spend to date by significant project activities including key contracts to deliver activities |  |
| Number of people employed by supply chain during project development |  |
| Number of suppliers engaged during project development |  |
| Number of Indigenous Enterprise during project development |  |
| Number of Disability Enterprise during project development |  |
| Buy Local Spend during project development |  |

# Appendix 5 – Glossary of Terms