

# AfPA National Sustainability Committee

## Sustainability Framework for Pavements – Organisation



### Categories, Indicators & Points [53]

#### Corporate Policies [12]

- Org.P1 – Recognition [2]
- Org.P2 – Reporting [4]
- Org.P3 – Remuneration [4]
- Org.P4 – Environmental Certification [1]
- Org.P5 – Health & Safety Certification [1]

#### Community & Goodwill [5]

- Org.C1 – Assistance [2]
- Org.C2 – Complaints [3]

#### Workforce [9]

- Org.W1 – Women [3]
- Org.W2 – Diversity & Inclusion [2]
- Org.W3 – Indigenous [3]
- Org.W4 – Retention [1]

#### Safety [9]

- Org.S1 – Lost Time [3]
- Org.S2 – Total Recordable [3]
- Org.S3 – Work Zone [3]

#### Environment [18]

- Org.E1 – Recycling System [1]
- Org.E2 – Waste Management [1]
- Org.E3 – Energy Reporting [8]
- Org.E4 – Sustainable Procurement [8]

## Corporate Policies [12]

### Org.P1 – Recognition [2]

- Level 1. Criteria [1] The organisation has an internal document that outlines a policy statement on sustainability  
 Level 2. Criteria [2] The organisation has included sustainability in the organisation’s public mission, vision and values

*Evidence Required*

*Evidenced by the organisation’s mission, vision and values. (e.g., website; internal sustainability report, annual report or equivalent)*

### Org.P2 – Reporting [4]

- Level 1. Criteria [1] The organisation publishes, or has internally, an annual sustainability report  
 Level 2. Criteria [2] The organisation has included short, medium and long-term sustainability targets in the organisation’s annual sustainability report  
 Level 3. Criteria [4] The organisation publicly publishes, an annual sustainability report that has been audited in line with GRI (Global Reporting Initiative), DJSI (Dow Jones Sustainability Index) or similar requirements

*Evidence Required*

*Evidenced by the company’s published sustainability report (available through its website, annual report or equivalent).*

### Org.P3 – Remuneration [4]

- Level 1. Criteria [1] The organisation’s remuneration policy includes reward for sustainability performance  
 Level 2. Criteria [2] The organisation’s remuneration policy for senior managers includes sustainability performance indicators that have been derived from a materiality assessment  
 Level 3. Criteria [4] The organisation’s public remuneration policy for board members and executives includes sustainability performance indicators

*Evidence Required*

*Level 1 and 2: Evidenced by stated commitments (e.g., website, remuneration policy, internal report or equivalent)*

*Level 3: Evidenced by public stated commitments (e.g., website, remuneration policy, annual report or equivalent)*

### Org.P4 – Environmental Certification [1]

- Level 1. Criteria [1] The organisation maintains ISO 14001 Environmental management certification applicable to the plant responsible for delivering the works

*Evidence Required*

*Evidenced by a valid ISO 14001 certificate*

### Org.P5 – Health & Safety Certification [1]

- Level 1. Criteria [1] The organisation maintains ISO 45001 / AS/NZS 4801 / OHSAS 18001 Health and Safety certification applicable to the plant responsible for delivering the works

*Evidence Required*

*Evidenced by a valid certificate for any of the ISO 45001 / AS/NZS 4801 / OHSAS 18001 standards*

## Community & Goodwill [5]

### Org.C1 – Assistance [2]

- Level 1. Criteria [1] The corporate or local office can show evidence of formalised ongoing programs in place to assist local communities (through Charitable donations, fundraising, volunteering and leadership; Local community events; Education/mentoring programs) over the last 12 months
- Level 2. Criteria [2] The corporate and local office can show evidence of current formalised ongoing programs in place to assist the local community surrounding its operations (through Charitable donations, fundraising, volunteering and leadership; Local community events; Education/mentoring programs) over the last 12 months

#### *Evidence Required*

*Evidenced by available documentation showing a program is in place, is ongoing and outcomes are measured / reported to key stakeholders.*

### Org.C2 – Complaints [3]

- Level 1. Criteria [1] The organisation has a community complaints management process with a clear procedure for local communities to submit complaints or questions regarding odour, noise, dust and other potential concerns
- Level 2. Criteria [2] In addition to Level 1 criteria, the organisation has policies and programs in place to minimise odour, noise, dust and other potential impacts on the community
- Level 3. Criteria [3] In addition to Level 2, the organisation proactively meets with the local community to discuss odour, noise, dust and other potential impacts/issues of concern to the community at least annually and the outcomes of improvements are regularly communicated (if rectification measures are required)

#### *Evidence Required*

*Level 1: Evidenced by an accessible complaints process i.e., internal document, company website showing summary reports of complaints etc.*

*Level 2: Evidenced by existence of policy at corporate level and identification of person/position responsible for implementation.*

*Level 3: Evidenced by register of meetings held, minutes available, covering discussion on potential impacts in policy areas of odour, noise, dust including community concerns, and any issues raised on complaints register.*

## Workforce [9]

### Org.W1 – Women [3]

- Level 1. Criteria [1] The organisation publishes, or has available internally, data on the percentage of women in executive roles / management roles (%) and has established a future target for these
- Level 2. Criteria [2] The organisation can demonstrate that the percentage of women in executive roles / management roles exceeds 15%
- Level 3. Criteria [3] The organisation can demonstrate that the percentage of women in executive roles / management roles exceeds 40%

*Evidence Required*

*The data should be accessible through publicly available information (e.g., website, annual report, sustainability report or equivalent)*

### Org.W2 – Diversity & Inclusion [2]

- Level 1. Criteria [1] The organisation has a Diversity and Inclusion Policy
- Level 2. Criteria [2] The organisation publishes, data on the diversity of the organisation (i.e., covering at least 3 metrics)

*Evidence Required*

*Level 1: Evidenced by existence of policy at corporate level and identification of person/position responsible for implementation*

*Level 2: The data should be accessible through publicly available information (e.g., website, annual report, sustainability report or equivalent)*

### Org.W3 – Indigenous [3]

- Level 1. Criteria [1] Indigenous people: The corporate or local office has an indigenous engagement-based plan/target
- Level 2. Criteria [2] Indigenous people: The corporate or local office exceeds the Government's Mandatory Minimum Requirements (MMR) by 1% (relative to the current stated MMR value)
- Level 3. Criteria [3] Indigenous people: The corporate and local office exceeds the Government's Mandatory Minimum Requirements (MMR) by 3% (relative to the current stated MMR value).

*Evidence Required*

*For example: If the Government MMR value is 3%, to achieve Level 2 the organisation or local office needs to demonstrate indigenous employment of 4%*

*The mandatory minimum requirements are minimum levels of Indigenous employment and supplier use that must be met over the life of the contract. It can be achieved through Indigenous supplier use (supply chain), Indigenous employment (workforce) or a combination of both (supply chain and workforce). To achieve these credits, the organisation-MMR must have been exceeded in the last 12-month reporting period.*

### Org.W4 – Retention [1]

- Level 1. Criteria [1] The organisation has an employee development, retention and education program

*Evidence Required*

*Evidenced by existence of program at corporate level and identification of person/position responsible for implementation*

## Safety [9]

### Org.S1 – Lost Time [3]

- Level 1. Criteria [1] The organisation has a system in place for recording and reporting lost time safety incidents
- Level 2. Criteria [2] The organisation has a target in place for lost time safety incidents
- Level 3. Criteria [3] The organisation publicly reports on lost time safety incident performance over time

#### *Evidence Required*

*Level 1 and 2 The system and the target should be accessible through available information (e.g., internal document, website, annual report, sustainability report or equivalent)*

*Level 3 - The system and the target should be publicly accessible (e.g., website, annual report, sustainability report or equivalent)*

### Org.S2 – Total Recordable [3]

- Level 1. Criteria [1] The organisation has a system in place for recording and reporting total recordable safety incidents
- Level 2. Criteria [2] The organisation has a target in place for total recordable safety incidents
- Level 3. Criteria [3] The organisation publicly reports on total recordable safety incident performance over time

#### *Evidence Required*

*Level 1 and 2 - The system and the target should be accessible through available information (e.g., internal document, website, annual report, sustainability report or equivalent)*

*Level 3 - The system and the target should be publicly accessible (e.g., website, annual report, sustainability report or equivalent)*

### Org.S3 – Work Zone [3]

- Level 1. Criteria [2] The organisation deploys “Work Zone Intrusion Alert Systems” on large projects (>\$10,000,000), to notify drivers and road workers of dangerous situations
- Level 2. Criteria [3] The organisation deploys “Work Zone Intrusion Alert Systems” on all practicable and suitable projects jobs, to notify drivers and road workers of dangerous situations

#### *Evidence Required*

*Work Zone Intrusion Alert Systems = refers to intrusion alarm systems that apply a range of technologies to notify workers of possible danger when working on worksites. Such systems employ the use of multiple technologies that work together to improve the safety of workers under live traffic. Sensors such as radar, GPS, video, personal vibrating devices, audible alarms, flashing lights etc. may all be part of an overall work zone intrusion alarm system.*

*Suitable = where the project configuration is such that the technology can be deployed and will be effective*

*Practicable = a consideration of the cost/benefit balance, where it is recognised that not all projects will be such that the benefits will outweigh the costs of the system (especially if the project is not suitable for the technology)*

## Environment [18]

### Org.E1 – Recycling System [1]

Level 1. Criteria [1] The organisation has working office and workshop recycling systems in place for key waste flows across all sites where feasible (excluding asphalt production waste)

*Evidence Required*

*An internal report outlining the organisations' processes and procedures for managing waste flows is available (no more than 5 years old). A working recycling system is evidenced by waste collection reports that show regular collection of materials for recycling.*

### Org.E2 – Waste Management [1]

Level 1. Criteria [1] The organisation reports a breakdown of quantities of total waste collected, split by recycling streams and landfill across its sites

*Evidence Required*

*The data should be accessible through available information (e.g., website, annual report, sustainability report or equivalent)*

### Org.E3 – Energy Reporting [8]

Level 1. Criteria [1] Average annual energy use of asphalt production (MJ/tonne) is reported for total annual asphalt production volume

Level 2. Criteria [4] Average annual energy use of asphalt production (MJ/tonne) and average annual GHG intensity (scope 1+2) (kg CO<sub>2</sub>e/tonne) is reported for total annual asphalt production volume

Level 3. Criteria [8] Average annual energy use of asphalt production (MJ/tonne) and average annual GHG intensity (scope 1+2+3) (kg CO<sub>2</sub>e/tonne) is reported for total annual asphalt production volume

*Evidence Required*

*Level 1 – The data should be accessible through an internal report (e.g., internal report in NGER format or equivalent)*

*Level 2 - The data should be accessible through publicly available information (e.g., website, annual report, sustainability report or equivalent).*

*The data reporting method must align with NGER reporting (National Greenhouse and Energy Reporting)*

*Level 3 - The data should be accessible through publicly available information (e.g., website, annual report, sustainability report or equivalent).*

*The data reporting method must align AfPA's regional appendix to the Product Category Rules for asphalt mixtures (i.e., EPD's that consider A1 to A4).*

## Org.E4 – Sustainable Procurement [8]

Level 1. Criteria [1] The organisation has a sustainable procurement policy at corporate level

Level 2. Criteria [4] The organisation has evidence of how the sustainable procurement policy has been applied and spent at least 25% of its total non-asphalt production related expenditure through this sustainable procurement policy

Level 3. Criteria [8] The organisation has evidence of how the sustainable procurement policy has been applied and spent at least 50% of its total non-asphalt production related expenditure through this sustainable procurement policy

### *Evidence Required*

*Sustainability in procurement is to be focussed only on environmental and social criteria only.*

*A sustainable procurement policy should include a description of the sustainable procurement criteria, how these were communicated to potential suppliers, suppliers' responses, and the decision-making process (i.e. how these criteria were weighted in the procurement decision).*

*Level 1 – The procurement policy document should be accessible through an internal report or equivalent*

*Level 2 and 3 – The procurement policy document in practice should be publicly available and be demonstrated to have resulted in the stated expenditure levels of annual non-asphalt production services or products and verified through a third-party auditor or equivalent.*

*Non-asphalt plant related expenditure exclusions: energy/fuel used at all facilities and raw materials used in the asphalt plant*

## © Australian Flexible Pavement Association Limited

This work is copyright. Apart from any use permitted under the *Copyright Act 1968* (Cth), no part of it may be reproduced by any purpose without the written permission from the publisher. Requests and enquiries concerning reproduction rights should be directed to the publisher.

### **Publisher:**

Australian Flexible Pavement Association Limited ACN 000 770 123 of PO Box 848, Port Melbourne VIC 3207, Australia, <https://www.afpa.asn.au/>

### **Disclaimer**

Australian Flexible Pavement Association Limited ACN 000 770 123 (“**AfPA**”) has made this document available for you to view. While every effort has been made to ensure the accuracy of the information contained in this document, AfPA cannot guarantee that it is entirely accurate and error-free. You must make your own assessment of the information contained in this document and, if you choose to rely on it, it is wholly at your own risk.

You agree that AfPA cannot, and do not, give you legal, commercial or other professional advice; that AfPA are not a professional services firm; and you must consult with a commercial or other appropriately qualified professional advisor for advice concerning the suitability of the contents of this document.

AfPA disclaims any warranties, whether expressed or implied, including any warranty as to the quality, accuracy, or suitability of this information for any particular purpose. AfPA cannot be held responsible for the continued currency of the information, for any errors or omissions, and for any consequences arising therefrom. To the extent permitted by law, AfPA excludes all liability for any loss or damage arising out of the use of the material in this document.

In no event will AfPA or members, agents or employees, be liable to you or anyone else for any decision made or action taken in reliance on the information obtained in this document or for any consequential, special or similar damages, even if advised of the possibility of such damages.