

A close-up photograph of several small, five-petaled blue flowers with yellow centers, growing on green stems. The background is a soft, out-of-focus green.

# Sustainability *Framework*

SUPPLIER GUIDELINES

# Why do we have a Sustainability Framework?

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Our community have told us they value sustainability.

Sustainability involves four components:  
(social + economic + environmental + governance)



# SUSTAINABLE DEVELOPMENT GOALS



The City has chosen to align with the United Nations Sustainable Development Goals (SDGs), however not all of them are directly related to the work we do.

The City's Sustainability Framework will help us to work towards the SDGs that were identified as most important to the Kwinana community and to achieve more sustainable outcomes in general.

## How will this benefit Kwinana?


- Creating better quality outcomes
- A healthier community and environment
- Better employment opportunities and security
- Helping to limit and adapt to impacts of climate change
- Improved integrity and transparency of City decisions
- Considering future generations





What outcomes do we want to see?

# Introducing our Sustainability Guiding Principles.



We use these to check that our decisions contribute towards all components of sustainability.

Guiding Principle	Description	What will it look like?
 <p><b>Social inclusion</b></p>	<p>Equitable access and input into public services.</p>	<ul style="list-style-type: none"> <li>• All members of our community are able to participate in society</li> <li>• Diverse and underrepresented voices are empowered through education and awareness-building</li> </ul>
 <p><b>Community wellbeing</b></p>	<p>Creation of liveable neighbourhoods with healthy communities and environments.</p>	<ul style="list-style-type: none"> <li>• Provision of walkable neighbourhoods, public open space, sport and facilities.</li> <li>• Access to clean air and water</li> <li>• Provision of effective environmental health services</li> <li>• Effective health promotion programs</li> </ul>
 <p><b>Generational value creation</b></p>	<p>Consideration of both the long and short-term economic, environmental, social and ethical impacts of decision-making.</p>	<ul style="list-style-type: none"> <li>• Decisions have consideration to longer-term impacts to our organisation and community</li> </ul>
 <p><b>Integrated and transparent decision-making</b></p>	<p>Communicate decisions and decision-making process with community and internal and external stakeholders.</p>	<ul style="list-style-type: none"> <li>• Decisions consider both long- and short-term social, economic, environmental and ethical impacts</li> <li>• Engagement is incorporated into decision-making and operations</li> <li>• Decisions and decision-making processes are communicated with all stakeholders</li> </ul>

Guiding Principle	Description	What will it look like?
 <p><b>Thriving local economy</b></p>	<p>Sustainable economic development aims to attract and retain business, increase local employment, encourage growth whilst balancing/reducing environmental impacts.</p>	<ul style="list-style-type: none"> <li>• Businesses are attracted and retained locally</li> <li>• Local businesses are supported to realise available opportunities</li> <li>• Increased local employment opportunities and long-term job security</li> <li>• Economic growth is encouraged while balancing potential impacts (environment, traffic, nuisance)</li> </ul>
 <p><b>Environmental stewardship</b></p>	<p>Environmental protection and environmental services to retain environmental values and ecological function to local natural assets.</p>	<ul style="list-style-type: none"> <li>• Natural areas are protected and enhanced (wetlands, bushland, coast)</li> <li>• Ecological services are maintained e.g., shade, clean air and water</li> </ul>
 <p><b>Decarbonisation</b></p>	<p>Accelerate transition to a low carbon future (within Council operations and the community).</p>	<ul style="list-style-type: none"> <li>• The City's operations are transitioned to a net-zero carbon future</li> <li>• Education, advocacy and advice provided to assist our community in the transition to a low carbon future</li> </ul>
 <p><b>Resilient and adaptable communities</b></p>	<p>Creation of communities that are resilient and able to adapt to climate change impacts, reducing vulnerability.</p>	<ul style="list-style-type: none"> <li>• Planning and building processes are implemented to support decisions that improve community resilience</li> <li>• Communities are able to effectively respond and adapt to climate change impacts, disasters and emergencies</li> <li>• Vulnerability among the community is reduced and safety is improved</li> <li>• Relevant corporate services including planning and community services, building compliance, emergency/ disaster services and education are provided</li> </ul>

# Priority Areas

These direct the City's actions to achieve better outcomes.

This section describes examples of actions the City would like to see taken by its suppliers. Any of these will be considered favourably by the City in its procurement of goods and services.



	Supplier actions	Further guidance and examples
Priority Area	1. Climate Action	
What it means	Climate change is increasingly affecting both our operations and our community. Climate action involves reducing greenhouse gas emissions and increasing our resilience and capacity to withstand the impacts of climate change	
1.1	<p>Greenhouse gas emissions:</p> <ul style="list-style-type: none"> <li>• Measurement of operational greenhouse gas emissions</li> <li>• Emissions actions or reduction plan</li> <li>• Forecast of operational emissions during the period of the contract</li> </ul>	<p>Emissions reduction actions. Operational emissions can come from processes that include things like:</p> <ul style="list-style-type: none"> <li>• Stationary or mobile plant (includes use of fuel and gas)</li> <li>• Purchased electricity</li> <li>• Waste disposal</li> <li>• Travel, commuting and transport</li> </ul> <p>Climate change action plan, sustainability action plan or emissions reduction plan</p>
1.2	Using renewable-sourced electricity	<p>Solar systems on offices or facilities</p> <p>Purchasing renewable-sourced electricity eg. GreenPower or NaturalPower</p>
1.3	Demonstrating high energy efficiency in operations	<p>Using high efficiency-rated equipment</p> <p>Processes improved to make them less energy intensive</p> <p>Optimising route planning for vehicles to reduce distance travelled</p> <p>Using electric rather than gas-powered equipment (electrification)</p>



	Supplier actions	Further guidance and examples
1.4	<p><i>Embodied carbon refers to the greenhouse gas emissions associated with the extraction, manufacturing and transport of a particular product or material.</i></p> <p>Choosing products or materials with lower embodied carbon</p>	<p>Using reclaimed/recycled materials, eg. reclaimed asphalt pavement, recycled concrete aggregate, recycled tyre rubber, recycled paper or wood products. (<i>note: this also contributes toward the Waste &amp; Resource Recovery section below</i>)</p> <p>Wood has lower embodied carbon than steel, concrete or plastic</p> <p>Sourcing materials from local suppliers rather than importing materials (reduces transport-related emissions)</p>
1.5	<p>Operational climate change risks have been identified, and procedures/plans are in place to mitigate against these risks</p>	<p>Climate change risk mitigation measures include things like:</p> <ul style="list-style-type: none"> <li>• Business continuity plans</li> <li>• Emergency preparedness plans</li> <li>• Monitoring effects of weather on workplace conditions</li> <li>• Procedures for heatwaves or extreme weather</li> </ul>

	Supplier actions	Further guidance and examples
Priority Area	<b>2. Environment and biodiversity</b>	
What it means	Environment is one of the pillars of sustainability: it provides ecosystem services and underpins all life. Biodiversity is a key feature of our local environment: its protection is an essential part of maintaining these ecological services and functions.	
2.1	Undertaking an environmental assessment of the proposed work and specifying how identified environmental impacts will be avoided or mitigated	Environmental impact mitigation eg. water pollution control, sediment control, minimising effects on surrounding areas Environmental rehabilitation works eg. corporate environmental work, tree planting or litter clean-ups Environmental offsets (setting aside areas for environmental conservation, ideally within the City)
2.2	Using products from sustainable sources	Using reclaimed/recycled materials, eg. reclaimed asphalt pavement, recycled concrete aggregate, recycled tyre rubber, recycled paper or wood products ( <i>Note: this also contributes toward the Climate Action section above</i> ) Paper, wood products or furniture made from sustainably managed timber plantations or bamboo
2.3	Using water efficient practices, products or design	Water fittings/appliances with high (4+) WELS rating Rainwater tanks on offices or facilities Water recycling in operational processes Waterwise business accreditation Water sensitive design in facilities, construction, landscaping or developments
2.4	Using products with lower toxicity to humans and the environment	'Eco-friendly' or 'low-tox' products eg. cleaning products, consumables, building materials

	Supplier actions	Further guidance and examples
<b>Priority Area</b>	<b>3. Liveability</b>	
<b>What it means</b>	Liveability is a fundamental part of The City's role as a local government, to create and maintain a safe, connected, comfortable environment so that we have a thriving and happy community.	
<b>3.1</b>	Contributing towards better liveability outcomes	<p>Will this product or service have other local positive outcomes for our community in addition to the specified outcomes from this contract? Examples include:</p> <ul style="list-style-type: none"> <li>• Maintaining or improving community safety</li> <li>• Reducing urban heat</li> <li>• Supporting better community connectivity</li> <li>• Limiting negative impacts eg. noise, dust, disruption, potential to encourage anti-social behaviour</li> </ul>
<b>Priority Area</b>	<b>4. Engagement and inclusion</b>	
<b>What it means</b>	Inclusion and engagement foster a community that feels it belongs and that can trust its decision- makers. Regularly hearing from a diverse range of voices ensures the needs of the community continue to be met.	
<b>4.1</b>	Can this product or service provide additional value for the Kwinana community?	<p>Supporting local businesses eg. purchasing services, materials, fuel, other consumables and food locally</p> <p>Sponsorships of local community groups or events</p> <p>Supporting disability enterprises or Aboriginal business</p>
<b>4.2</b>	Employing a diverse workforce	This refers to businesses that have a diverse range of staff, eg. different ages, genders, races, ethnicity, religion or disability. Workplace diversity can improve productivity, performance, creativity and wellbeing. It may also reduce the risk of discrimination and harassment.

	Supplier actions	Further guidance and examples
Priority Area	5. Waste and resource recovery	
What it means	Waste management is an essential service and impacts everyone in our community. It protects community health and our environment.	
5.1	<p>Opportunities to:</p> <ul style="list-style-type: none"> <li>• Minimise waste generation</li> <li>• Maximise waste material recovery</li> </ul>	<p>More efficient use of resources to reduce waste produced by operational processes and construction projects</p> <p>Reducing the use of single-use items</p> <p>Diverting waste from landfill through the separation of waste streams and appropriate recycling or re-use eg. civil construction materials, plastics, paper/cardboard, metals, glass, e-waste, oil recycling</p>
5.2	Monitoring of waste material recovery rate during the contract	As above, but monitoring and recording the quantities that are recycled or re-used
5.3	Use products or materials containing recycled content ( <i>Note: Please specify the type and proportion of recycled content</i> )	Products or materials containing recycled content: eg. civil construction materials, timber, paper/cardboard products, plastics, metal, fabric. This can also apply to office supplies, electronics and computers.
5.4	Suppliers accepting items back at end-of-life for resource recovery (recycling)	Product stewardship (recycling) schemes currently include items such as mobile phones, batteries, e-waste, whitegoods and tyres
5.5	<p>Using product-as-a-service or a lease arrangement rather than purchasing outright</p> <p>Resource sharing between operators or projects</p>	<p>Product-as-a-service includes subscription services, automatic cartridge or consumable refills and service arrangements that help assist with operational efficiency and waste minimisation</p> <p>Resource sharing: eg. using equipment on multiple projects or by different operators, using items or excess construction materials on subsequent projects</p>

	Supplier actions	Further guidance and examples
Priority Area	<b>6. Responsible investment and procurement</b>	
What it means	Financial sustainability is where the City is accountable and able to achieve better outcomes for our community using ratepayer funds.	
6.1	<i>Life cycle assessments (LCAs) calculate the environmental impact and emissions generated by products or services during extraction, manufacturing and transport.</i> Does your business undertake or source LCAs?	<i>Large suppliers often commission LCAs for their value chain</i>
6.2	Local employment opportunities	Targeting job advertisements to Kwinana residents Offering local project work to employees who are Kwinana residents
6.3	<i>Modern Slavery is the severe exploitation of other people for personal or commercial gain. Larger businesses are already required by our Federal government to investigate and report on modern slavery within their supply chains.</i> Monitoring for or actively preventing modern slavery in supply chain	<a href="#"><u>Australian Modern Slavery Act Fact sheet</u></a>
6.4	Holding an environmental or sustainability certification or accreditation	Eg. AS/NZS ISO 14001:2015 Environmental Management System, Bcorp, Fairtrade, Green Star
6.5	Contributing to charitable causes	Donations to charities or local community groups
Priority Area	<b>7. Innovation</b>	
What it means	Continuous improvement, and innovative approaches built on best practice to provide better outcomes.	
7.1	Innovative approaches that meet the requirements of the contract	Alternative proposals or approaches that address the specified outcomes with additional benefits
7.2	Partnership arrangements with other businesses	Partnership arrangements that could offer better value or a more rounded outcome

# **Together, we can help create a more sustainable future for the** *Kwinana community*

If you have any questions about the information in this guide or improving sustainability at your business, please contact the City of Kwinana Sustainability Team [environmentwaste@kwinana.wa.gov.au](mailto:environmentwaste@kwinana.wa.gov.au)

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