## Assessment Purpose

Hunter Water values partnering with suppliers that drive positive governance, safety and wellbeing, social, environmental and economic outcomes for our region as reflected in our Values, Strategy, Supplier Partnership Principals and Commercial & Procurement Policy.

This assessment evaluates supplier contribution to Hunter Water service delivery, and our local community in line with the following United Nations Sustainable Development Goals (SDG’s) and HW Values:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **United Nations SDGs** | [SDG13 icon](https://www.undp.org/content/undp/en/home/sustainable-development-goals/goal-13-climate-action.html) | [SDG8 icon](https://www.undp.org/content/undp/en/home/sustainable-development-goals/goal-8-decent-work-and-economic-growth.html) | [SDG5 icon](https://www.undp.org/content/undp/en/home/sustainable-development-goals/goal-5-gender-equality.html) | [Image result for un sdg icons](https://www.bing.com/images/search?view=detailV2&ccid=80EhiMiD&id=2CD4AF8ABD1AA9611835F363324E50E4F5F2EE3E&thid=OIP.80EhiMiD4UXh6OU_T2WejAAAAA&mediaurl=https://i0.wp.com/www.un.org/sustainabledevelopment/wp-content/uploads/2015/05/E_SDG_Icons-17.jpg?ssl%3d1&exph=466&expw=466&q=un+sdg+icons&simid=608007510458830031&ck=C439F9F92B6D33AB844C7ACF6C1E0C3F&selectedIndex=51&qpvt=un+sdg+icons&FORM=IRPRST) | [SDG12 icon](https://www.undp.org/content/undp/en/home/sustainable-development-goals/goal-12-responsible-consumption-and-production.html) | [SDG10 icon](https://www.undp.org/content/undp/en/home/sustainable-development-goals/goal-10-reduced-inequalities.html) |
| **Hunter Water Values** | Wellbeing Value Icon - Reservoir 1.jpg | Trust Value Icon - Reservoir 1.jpg | Inclusion Value Icon - Reservoir 1.jpg | Leading Value Icon- Reservoir 1.jpg | Learning Value Icon - Reservoir 1.jpg |  |

The assessment will be used by Hunter Water to determine the level of maturity of a supplier across a range of sustainability objectives, together with past performance consideration to:

* eliminate a supplier from progression in a competitive procurement process
* identify key suppliers Hunter Water will work with to improve sustainability practices
* review actual supplier performance in accordance with assessment results

## Assessment Context

Hunter Water is aware that individual suppliers will have varying operational contexts and procurement requirement will have different levels of risk and value. For this reason, we have selected a three-stage sustainability maturity assessment framework which allows for a progressive level of supplier sustainability maturity, dependant on the procurement activity. Assessment questions are aligned to Hunter Water values, the United Nations Sustainable Development Goals and the Water Industry Association of Australia Health and Safety Maturity Model.

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| **Minimum** Sustainability practices require suppliers to demonstrate:   * Compliance to all relevant governing legislation * Proactively demonstrate appropriate corrective action has been implemented in the case of any finding or breach | Incorporating the **Minimum** sustainability requirements, suppliers meeting the **Progressing** evaluation requirements will also demonstrate:   * Sustainability considerations are integrated into a significant portion of business systems and practices * Formal training and or assessment practices to ensure staff, supplier and subcontractor adoption of sustainability considerations | Incorporating **Minimum** and **Progressing** requirements, suppliers meeting the **Leading** evaluation requirementswill also demonstrate:   * Sustainability is integrated across business systems and practices * Sustainability systems are monitored to targets and continuously improved * A process of collaboration to share/develop sustainability innovations with Hunter Water |

## Completing the Assessment

The following table shows the parts of this document and completion requirements. The Hunter Water Project Manager will assign Minimum, Progressing or Leading per procurement activity:

|  |  |  |  |
| --- | --- | --- | --- |
| Part | Part Sections | Mandatory? | Pre-requisite Part |
| **Part 1**  **Minimum** | Section 1 - Environment | Mandatory for all suppliers | No prerequisite Parts to be completed for Part 1 |
| Section 2 - Social |
| Section 3 - Economic |
| Section 4 - Governance |
|  |  |  |  |
| **Part 2 Progressing** | Section 1 - Environment | Non-Mandatory  If required, this will be indicated at the top of each part | Part 1 is a prerequisite to Part 2 and both must be completed |
| Section 2 - Social |
| Section 3 - Economic |
| Section 4 - Governance |
|  |  |  |  |
| **Part 3**  **Leading** | Section 1 - Environment | Non-Mandatory  If required, this will be indicated at the top of each part | Parts 1 and 2 are prerequisites to Part 3 and all must be completed |
| Section 2 - Social |
| Section 3 - Economic |
| Section 4 - Governance |

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| **PART A MINIMUM Sustainability Systems Assessment Questions** | |
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| **Mandatory** | |
| 1. **Environmental Sustainability** | |
| 1.1 | Has the company been prosecuted as a result of a breach of any environmental legislation or regulation?  Yes  No |
| *If Yes, please provide detail addressing the following:*   * *What the incident was and when it occurred* * *Outcome of proceedings* * *Corrective measure(s)* |
| 1.2 | Has the company received and environmental improvement or prohibition notices from a government authority in the last three years?  Yes  No |
| *If Yes, please provide detail addressing the following:*   * *What the incident was and when it occurred* * *Outcome of proceedings* * *Corrective measure(s)* |
| 1.3 | Has your organisation implemented measures to reduce its environmental impact?  Yes  No |
| *If Yes, please provide detail addressing the following:*   * *Waste minimisation actions* * *Natural resource consumption minimisation actions* * *Minimising impact to ecology* |
| 1. **Social Sustainability** | |
| 2.1 | Has the company been prosecuted as a result of a breach of the Fair Work Act 2009 or the Modern Slavery Act 2018?  Yes  No |
| *If Yes, please provide detail addressing the following:*   * *What the incident was and when it occurred* * *Outcome of proceedings* * *Corrective measure(s)* |
| 2.2 | Has the company received improvement or prohibition notices relating to labour practices from a government authority in the last three years?  Yes  No |
| *If Yes, please provide detail addressing the following:*   * *What the incident was and when it occurred* * *Outcome of proceedings* * *Corrective measure(s)* |
| 2.3 | Does your organisation contribute to positive social outcomes in the Hunter Water region?  Yes  No |
| *If Yes, please briefly describe those actions considering, but not limited to, the following:*   * *People living with disability* * *Indigenous community members* * *Gender equality / diversity* * *Older community members* * *Youth* * *Culturally and Linguistically Diverse (CALD)* * *Other (please specify)* |
| 1. **Economic Sustainability** | |
| 3.1 | Has the company been prosecuted as a result of a breach of any corporate legislation or regulation?  Yes  No |
|  | *If Yes, please provide detail addressing the following:*   * *What the incident was and when it occurred* * *Outcome of proceedings* * *Corrective measure(s)* |
| 3.2 | Has the company received financial or corporate improvement or prohibition notices from a government authority in the last three years?  Yes  No |
|  | *If Yes, please provide detail addressing the following:*   * *What the incident was and when it occurred* * *Outcome of proceedings* * *Corrective measure(s)* |
| 3.3 | Does your organisation contribute to Hunter Water’s regional economy via employment, purchasing or other?  Yes  No |
|  | *If Yes, please briefly describe below:* |
| 3.4 | Does your organisation have a process for assessing whole of life costs for the products you supply to ensure the value across the life of the product?  Yes  No |
|  | *If Yes, please briefly describe below considering the following:*   * *Warranty costs* * *Part replacement costs* * *Repairs and Services costs* * *Operation costs* * *Shipping / transport costs* * *Holding / warehousing costs* * *Disposal costs* |
| 1. **Sustainable Business Systems and Decision Making** | |
| 4.1 | Has the company been prosecuted as a result of a breach of any probity or governance related legislation or regulation?  Yes  No |
|  | *If Yes, please provide detail addressing the following:*   * *What the incident was and when it occurred* * *Outcome of proceedings* * *Corrective measure(s)* |
| 4.2 | Has the company received probity or governance related improvement or prohibition notices from a government authority in the last three years? *Yes  No* |
|  | *If Yes, please provide detail addressing the following:*   * *What the incident was and when it occurred* * *Outcome of proceedings* * *Corrective measure(s)* |
| 4.3 | Does your organisation have systems in place to manage employee or community complaints, grievances or disclosures?  Yes  No |
|  | *If Yes, please briefly describe below:* |

| **PART B PROGRESSING Sustainability Systems Assessment Questions** | | |
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| **Mandatory or Non-Mandatory for this procurement?  Yes  No (Where Yes is checked – completion of this section is required)** | | |
| **Hunter Water Value** | | 1. **Environmental Sustainability** |
| 1.1 | Does your organisation have an Environmental or Sustainability Policy?  Yes  No | |
| *If Yes, please briefly describe below considering the following:*   * *What education and training are in place to support the policy awareness and objectives* * *Does your policy commit to specific targets our outcomes?* | |
| 1.2 | Does your organisation have an Environmental Management System?  Yes  No | |
| *If Yes, please briefly describe below addressing the following:*   * *Is this system ISO 14001 certified?* * *Is this system compliant with the NSW Government Environmental Management Systems Guidelines?* | |
| 1.3 | Does your organisation formally track and asses the environmental impacts of your operations and / or your supply chain?  Yes  No | |
| *If Yes, please briefly describe considering, but not limited to, the following:*   * *Actions to reduce the use of grid supplied electricity (e.g. energy efficiency or solar panels) or increase renewable grid supplied electricity* * *Actions to reduce the use of mains water* * *Actions to reduce the use of fuel in vehicles* * *Actions to reduce the generation of waste* * *Actions to separate and dispose of waste in an environmentally responsible manner* * *Actions to reduce impacts on waterways* * *Actions to reduce impacts on vegetation* * *Actions to reduce impacts on fauna* * *Actions to promote the use of products with low environmental impact* * *Actions to reduce greenhouse gas omissions* * *Participation in industry wide initiatives or programs (e.g. Sustainability Advantage)* * *Other, please specify* | |
| 1.4 | Does your organisation conduct environmental risk assessments prior to commencing works on site?  Yes  No | |
| *If Yes, please provide a copy of a typical environmental risk assessment document* | |
| 1.5 | Please provide a chart indicating the personnel with responsibility for environmental matters within your organisation showing the relationship of these roles to the broader organisation. | |
| 1. **Social Sustainability** | | |
| 2.1 | Is your organisation a Social enterprise, or an Indigenous owned organisation, and are you registered with any classification organisation’ e.g. Social Traders, Supply Nation etc?  Yes  No | |
| *If Yes, please briefly describe below:* | |
| 2.2 | Has your organisation undertaken any action to identify and or eradicate modern slavery from the supply chain?  Yes  No | |
| *If Yes, please briefly describe below:* | |
| 2.3 | Does your organisation have a diversity policy and is your organisation on track to meet its stated objectives?  Yes  No | |
|  | *If Yes, please briefly describe below:* | |
| 1. **Economic Sustainability** | | |
| 3.1 | Does your organisation assess supply chain resilience risks?  Yes  No | |
|  | *If Yes, please briefly describe below:* | |
| 3.2 | Does your organisation have established practices or programs to proactively contribute to the economic prosperity in regions you operate? Yes  No | |
|  | *If Yes please describe considering the following:*  *How does your organisation promote these practices or programs within your organisation and or your supply chain to drive outcomes?* | |
| 3.3 | Does your organisation have a process for continuously improving whole of life costs to ensure best value across the life costs of the products, services or assets you provide?  Yes  No | |
|  | *If Yes please describe considering the following:*   * *Supply chain cost optimisation* * *Subcontractor cost optimisation* * *Design and materials considerations* | |
| 1. **Sustainable Business Systems and Decision Making** | | |
| 4.1 | Does your organisation have a Governance Policy or Framework?  Yes  No | |
|  | *If Yes, please briefly describe below considering the following:*   * *What education and training is in place to support awareness and achieve objectives* * *Does your policy commit to specific targets our outcomes?* * *Are targets measured and reported on to drive improvement?* | |
| 1. **Project References** | | |
| 5.1 | *Please provide a minimum of 2 references for similar value / technical complex projects.* | |
|  | *Include:*   * *Project Name* * *Project Value* * *Referee Role, Name and contact details – Phone and email* | |

| **PART C LEADING Sustainability Systems Assessment Questions** | |
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| **Mandatory or Non-Mandatory for this procurement?  Yes  No** (Where Yes is checked – completion of this section is required) | |
| 1. **Environmental Sustainability** | |
| 1.1 | Does your organisation’s policy/ies include objectives and targets which are actively monitored to drive ongoing environmental improvements?  Yes  No |
| *If Yes, please provide details below considering, but not limited to the following:*   * *Saving energy and water* * *Minimising carbon emissions* * *Reducing product packaging* * *Reducing delivery distances* * *Recycled or compostable content* * *Industry / packaging certifications* * *Other, (please specify)* |
| 1.2 | Please document how your Environmental Management Plan complies with the below key Elements of the NSW Government Environmental Management System Environmental Policy:   * *Review and identification of environmental aspects and impacts* * *Identification of legal and other requirements* * *Setting objectives and targets* * *Resources* * *Roles, responsibility and authority* * *Competence, training and awareness* * *Documentation* * *Operational control* * *Emergency preparedness and response* * *Monitoring and measuring performance* * *Corrective and preventative action* * *Control of records* * *Internal and management review* * *External communication* * *Third party certification* |
| 1.3 | Have you allowed for the incorporation of the Review of Environmental Factors mitigation measures into your Construction EMP?  Yes  No |
| *If Yes, please describe briefly or provide an example:* |
| 1.4 | Does your organisation have objectives and targets in place to promote the ethical sourcing of products and services? This may include stipulation of sustainably accredited products?  Yes  No |
| *If Yes, please provide details below:* |
| 1.5 | What are the key environmental risks associated with the services you are proposing to deliver for Hunter Water? |
| *Please describe briefly below:* |
| 1.6 | Please identify the personnel you are proposing assign responsibility for managing environmental matters for these services should you be successful. |
| Please provide a brief overview considering the following:   * *Employee Position* * *Employee Name* * *Qualifications attained* * *Experience attained (years and type/s)* |
| 1.7 | Do you regularly monitor, record and have set objectives/targets in place to reduce greenhouse gas emissions both in your operations and in your supply chains? *Please outline set targets and what actions have been undertaken to achieve these.*  Yes  No |
| *If Yes, please provide details below:* |
| 1.8 | Does your organisation have systems or practices in place to ensure collaboration with Hunter Water to identify opportunities for consumption and reductions innovations? Yes  No |
| *If Yes, please provide details below:* |
| 1. **Social Sustainability** | |
| 2.1 | Does your organisation’s policy/ies include objectives and targets for ongoing social improvements?  Yes  No |
| *If Yes, please provide details below:* |
| 2.2 | Does your organisation have objectives and targets in place to promote the ethical sourcing of products and services? This may include membership of industry bodies established to accredit and promote the use of social or diverse businesses.  Yes  No |
| *If Yes, please provide details below:* |
| 2.3 | Do you have an operational strategy to proactively improve gender diversity including any training requirements? *Yes  No* |
|  | *If Yes, please provide details below:* |
| 2.4 | Has your organisation developed an action plan to proactively contribute to Aboriginal and Torres Straight Island reconciliation?  Yes  No |
|  | *If Yes, please provide details below:* |
| 2.5 | Do you have an Accessibility Action Plan which has reasonable adjustment to enable individual with disabilities during the recruitment processes?  Yes  No |
|  | *If Yes, please provide details below:* |
| 2.6 | Hunter Water is committed to identifying and tackling hidden labour exploitation practices in our operations and supply chains where they can be identified, this includes this includes illegal wages and employment practices, discrimination, harassment and modern slavery.  Does your organisation assess and report on Modern Slavery risks?  Yes  No |
|  | If Yes to question 2.7 above, will you share these reports with Hunter Water to promote strong and transparent supply chains?  Yes  No  If Yes, please attached your Modern Slavery Statement or report for the last reporting period. |
| 1. **Economic Sustainability** | |
| 3.1 | Does your organisation’s policy/ies include objectives and targets for improvements or contributions to Hunter Water’s local economy? E.g. by identifying opportunities to support meaningful work creation through social procurement  Yes  No |
|  | *If Yes, please provide details below:* |
| 3.2 | Partnering with resilient Suppliers is of critical importance to Hunter Water’s service delivery to our community. Does your organisation have a Business Continuity Plan, and or report on supply chain risks / resilience?  Yes  No |
|  | *If Yes, please attached your current Business Continuity Plan and or Supply Chain Risk / Resilience Report for the last reporting period.* |
| 3.3 | Does your organisation have systems in place to continuously review and optimise whole of life product or service cost to Hunter Water?  Yes  No |
|  | *If Yes, please provide details below:* |
| 3.4 | Does your organisation have mechanisms in place to ensure collaboration with Hunter Water to identify and develop economic innovations?  Yes  No |
|  | *If Yes, please provide details below:* |
| 1. **Sustainable Business Systems and Decision Making** | |
| 4.1 | Does your organisation’s policy/ies include objectives and targets for improvements or contributions to governance?  Yes  No |
|  | *If Yes, please provide details below:* |
| 4.2 | Hunter Water is striving to be a Leader in the space of sustainability across all aspects business systems and processes. Please provide details as to how you would develop and share sustainability (environmental, social, economic and or governance) innovations with Hunter Water on this contract? |
|  | *Please provide details below:*   * *Process for proactively driving innovation identification and implementation in your origination and the services you deliver* * *Process for ensuring innovations or potential innovations are shared with Hunter Water* * *Process for identifying opportunities to collaborate with Hunter Water to explore potential innovations* |
| 4.3 | Does your organization have robust and confidential systems in place to encourage and manage community and employee feedback, issues and allegations  Yes  No |
|  | *If so, please provide details below considering the following:*   * *How are confidentially and independence managed?* * *How are issues resolved transparently?* * *How are learnings captured to address systemic cause, not just resolve individual actions* |
| 4.4 | Does your organisation have mechanisms in place to ensure timely visibility of governance issues is provided to Hunter Water and that these issues are resolved collaboratively? Yes  No |
|  | *If Yes, please provide details below:* |
| 4.5 | Does your organisation have a mechanism to share your vision and values relating to sustainability with your supply chain and or mechanisms to positively influence the sustainability behaviors of your supply chain? Yes  No |
|  | *If Yes, please provide details below:* |
| 4.6 | Has your organisation align to the Global Sustainable Procurement Standard AS ISO 20400:2018?  Yes  No |
|  | *If Yes, please describe how this alignment is achieved:* |