

Sustainable Outcomes

Supplier Guide



What is sustainability?

We're looking for sustainable outcomes with our procurement, that meet today's needs and positively contribute to the future. We can only achieve this by partnering with suppliers with the same focus.

To help foster positive change; we've developed this guide to help our suppliers look beyond price alone and consider value for money alongside the wider social, economic and environmental outcomes..

A focus on sustainability through the procurement process gives our projects the opportunity to improve the wellbeing and economic growth of our communities.

We now have three key categories of sustainability. We use these to benchmark outcomes and look for opportunities with our suppliers.

From 1 July 2019, all our tenders have included Sustainable Outcomes as part of the mandatory evaluation criteria. Each RFX now has a set of 10 mandatory questions aimed at understanding where your organisation is at with social, economic and environmental responsibility.

Some contracts will have specific questions to help us partner with suppliers who share our commitment to sustainability.



Components of sustainability

We consider sustainability to be made up of three key parts:



Environmental Sustainability

Our commitment to enhancing the environment through being energy efficient, reducing greenhouse gas emissions, reducing solid waste and being water efficient. This protects resources for the future and enhances the quality of the environment.



Social Responsibility

Our responsibility to broaden social equality in Christchurch through the promotion of opportunities for the under-represented and disadvantaged, and to build stronger and more resilient communities. It can include the direct or indirect engagement of social enterprises.



Economic Benefit

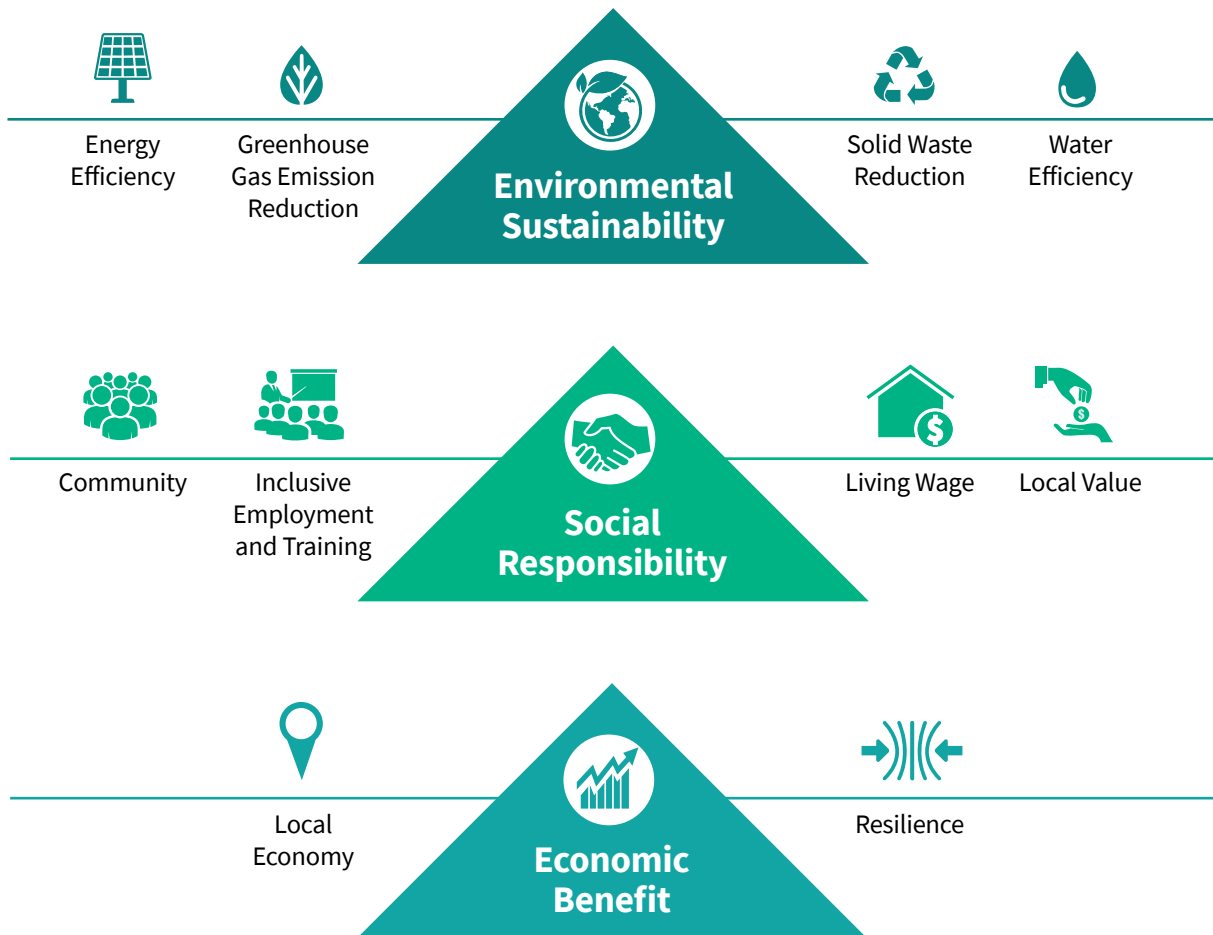
Our drive to foster local business and recognise the advantages of using local suppliers, through exploring initiatives to provide more economic and employment opportunities to local Christchurch enterprises and employers.

What are we doing?

From July 1 2019 we include Sustainable criteria in all our tenders. Each Rfx issued will have a set of 10 mandatory questions aimed to develop a mutual drive towards sustainability. Where appropriate we will also have contract specific questions to realise a shared commitment in the delivery of product, service or works.

Mandatory questions

Our mandatory questions cover our ten sustainable outcomes:



1



Do you have an Energy Management Plan for your organisation?

An Energy Management Plan documents all relevant information about your organisation's energy use, setting energy efficiency targets and key performance indicators, measuring and monitoring energy use and the implementation of energy efficiency projects.

The Energy Management Plan can be a standalone document or a part of your organisation's overall resource efficiency/sustainability/environmental management plan.

To answer, indicate yes or no and if yes provide a copy of the plan with your tender response.

What to include

Your energy management plan should include:

- All the types of energy you use, e.g. electricity, petrol, diesel etc.
- How you measure, monitor and report on all the energy you use.
- Your energy efficiency improvement targets with timeframes to achieving those targets.
- The staff governance structure for delivering the Energy Management Plan.
- How you publically report annually on your measured energy efficiency improvements and energy efficiency targets and timeframes to achieve those targets, e.g. on your website.
- Review date.
- Sign off by delegated member of staff.

Links

Some useful links can be found here:

genless.govt.nz/running-a-business/co-funding-and-support/business-co-funding-and-support-programmes/energy-management-plan/
targetsustainability.co.nz



2

Do you have a Greenhouse Gas Emission Management Plan for your organisation?

A Greenhouse Gas (GHG) Emission Management Plan documents all relevant information about your organisation's GHG gas emissions, setting GHG gas emission reduction targets and key performance indicators, measuring and monitoring GHG gas emissions and the implementation of GHG gas emission reduction projects.

The GHG Emission Management Plan can be a standalone document or a part of your organisation's overall resource efficiency/sustainability/environmental management plan.

To answer, indicate yes or no, and if yes, provide a copy of the plan with your tender response.

What to include

Your greenhouse gas emission management plan should include:

- All the sources of GHG emissions e.g. electricity, petrol, diesel etc.
- How you measure, monitor and report on all the sources of GHG emissions.
- Your GHG emission reduction targets with associated timeframes to achieving those targets.
- Your target date to be net zero GHG emissions for your business activities.
- The staff governance structure for delivering the GHG Emission Management Plan.
- How you publically report annually on your measured reduction in GHG emissions and GHG emission reduction targets and timeframes to achieve those targets, e.g. on your website.
- Review date.
- Sign off by delegated member of staff.

Links

Some useful links can be found here:

mfe.govt.nz/climate-change/guidance-measuring-emissions
targetsustainability.co.nz



3

Do you have a Solid Waste Management Plan for your organisation?

A Solid Waste Management Plan documents all relevant information about your organisation's solid waste generation, setting solid waste reduction targets and key performance indicators, measuring and monitoring solid waste generation and the implementation of solid waste reduction projects.

The Solid Waste Management Plan can be a standalone document or a part of your organisation's overall resource efficiency/sustainability/environmental management plan.

To answer, indicate yes or no, and if yes, provide a copy of the plan with your tender response.

What to include

Your solid waste management plan should include:

- All the types of solid waste that you generate from your business activities e.g. organic waste, cardboard waste, paper waste, electronic waste, construction and demolition waste etc.
- The destination of all the organisation's solid waste streams e.g. solid waste sent to landfill, to cleanfill, for reuse, for recycling for composting etc.
- How you measure, monitor and report on all the types of solid waste generated.
- Your solid waste reduction targets with associated timeframes to achieving those targets. This includes, and should have an emphasis on, the prevention of solid waste generation.
- The staff governance structure for delivering the Solid Waste Management Plan.
- How you publically report annually on your measured solid waste reduction and solid waste reduction targets and timeframes to achieve those targets, e.g. on your website.
- Review date.
- Sign off by delegated member of staff.

Links

Some useful links can be found here:

mfe.govt.nz/waste

targetsustainability.co.nz





4

Do you have a Water Management Plan for your organisation?

A Water Management Plan documents all relevant information about your organisation's water use, setting water efficiency targets and key performance indicators, measuring and monitoring water use and the implementation of water efficiency projects.

The Water Management Plan can be a standalone document or a part of your organisation's overall resource efficiency/sustainability/environmental management plan.

To answer, indicate yes or no, and if yes, provide a copy of the plan with your tender response.

What to include

Your water management plan should include:

- How you measure, monitor and report on water used.
- Your water efficiency improvement targets with associated timeframes to achieving those targets.
- The staff governance structure for delivering the Water Management Plan.
- How you publically report annually on your measured water efficiency improvements and water efficiency targets and timeframes to achieve those targets, e.g. on your website.
- Review date.
- Sign off by delegated member of staff.

Links

A useful link can be found here:

[targetsustainability.co.nz](https://www.targetsustainability.co.nz)



5

How does your organisation support our interest in encouraging employment opportunities, apprenticeships and training for our local communities?

To answer, describe any successes you have had in supporting local Christchurch communities through creation of sustainable jobs for people, or in providing apprenticeships or training opportunities, in the last 12 months.

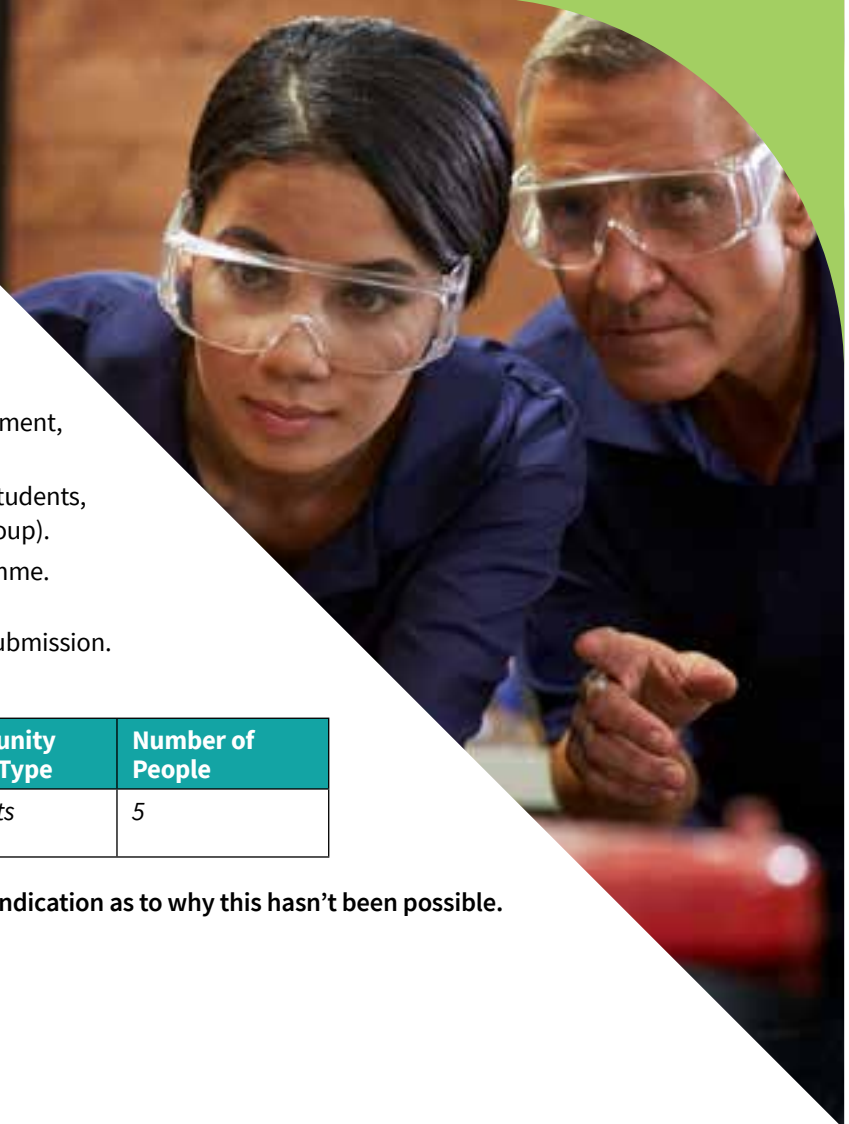
What to include

- Classify the program (Apprenticeship, Employment, Training).
- Include the name of the group and type (e.g Students, disadvantaged or minority, xxx community group).
- The number of people involved in the programme.

The table below can be used as a template for submission. (An example is set out in italics.)

Support Programme	Group	Community Group Type	Number of People
<i>Apprenticeship</i>	<i>Christchurch Polytechnic</i>	<i>Students</i>	<i>5</i>

Where the answer is no simply provide a brief indication as to why this hasn't been possible.





6

Do you have a Diversity or Equal Employment Opportunity Policy for your organisation?

An equal opportunities policy sets out an organisation's commitment to fairness in the workplace. In New Zealand, it is unlawful to discriminate against someone because of sex or sexual orientation, race, age, marital status, disability, religion, pregnancy, nationality or social origin.

To answer, indicate yes or no and if yes provide a copy of the plan with your tender response.

What to include

Your diversity or Equal Employment Opportunity Policy should include:

- A commitment to provide the same employment opportunities and working conditions for all people.
- How you will meet your responsibilities under the Treaty of Waitangi.
- How you meet your obligations under the Human Rights Act 1993.
- How you meet your obligations under the Employment Relations Act 2000.
- Review date.
- Sign off by the delegated member of staff.

Links

For more information, please see:

employment.govt.nz/about/employment-law/legislation/legislation.govt.nz/act/public/2000/0024/latest/DLM58317.html
legislation.govt.nz/act/public/1993/0082/latest/DLM304212.html



7

Does your organisation pay (at minimum) the “Living Wage”?

In October 2017, we introduced the Living Wage to support our staff. In short it's the hourly wage someone needs to pay for the necessities of life and participate as an active citizen in the community. Its calculated annually by the New Zealand Family Centre Social Policy Unit; taking into account basic expenses of families such as food, transportation, housing and childcare.

The Living Wage rate for 2019 is \$21.15.

To answer this question indicate yes or no as to whether the minimum hourly wage of all employees is equal to, or above, the current living wage rate.



Links

For more information regarding the Living Wage, please see:

livingwage.org.nz



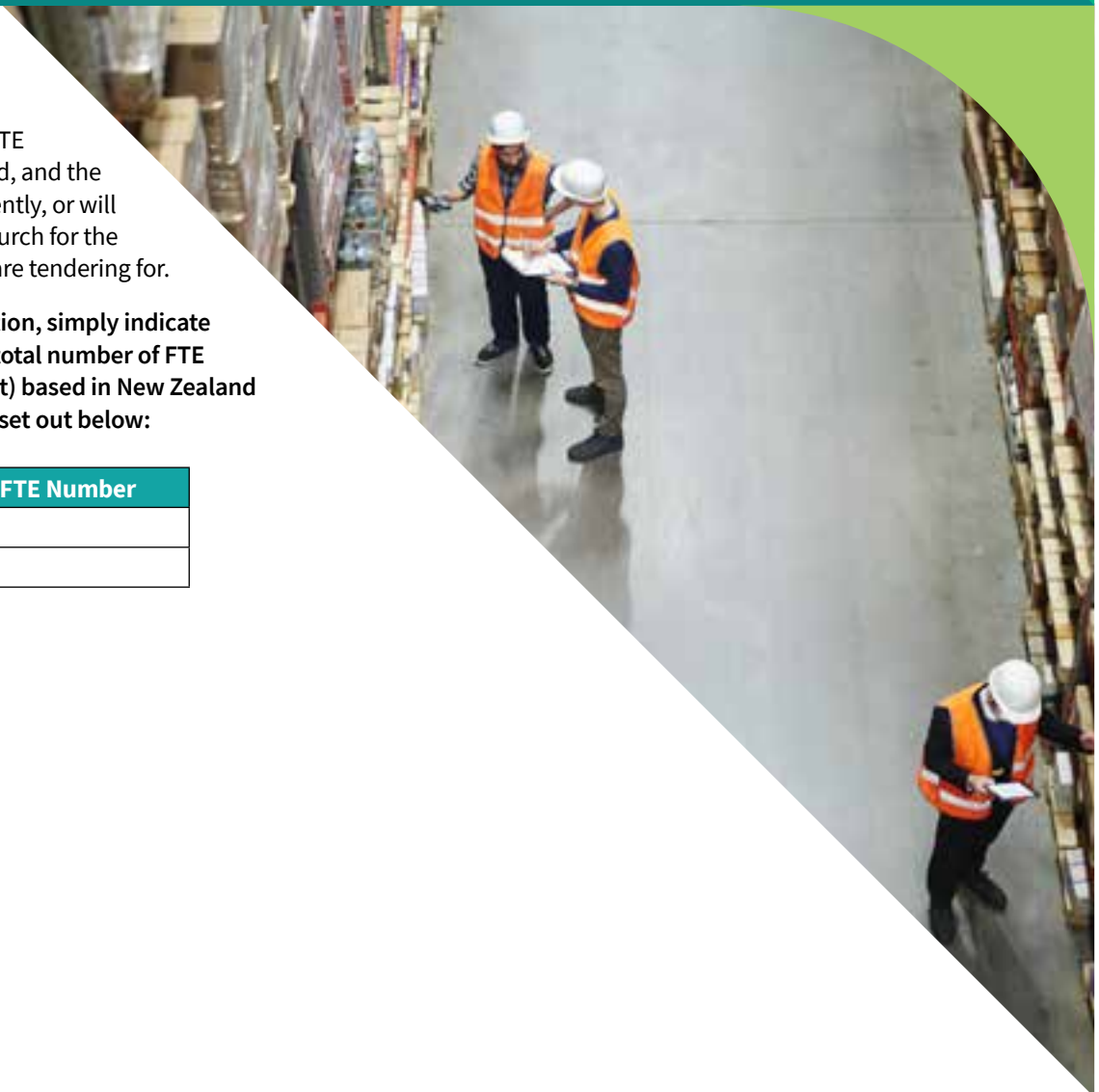
8

How many New Zealand and Christchurch based FTEs does your organisation employ?

Please indicate your organisation's total FTE based in New Zealand, and the total FTE that is currently, or will be based, in Christchurch for the contract period you are tendering for.

To answer this question, simply indicate your organisation's total number of FTE (Full Time Equivalent) based in New Zealand and Christchurch as set out below:

FTE Location	FTE Number
New Zealand	
Christchurch	





9

How does your organisation encourage the use of SMEs, Social Enterprises, and Not-for-Profits in support of the local Christchurch economy?

A supply chain is the network of all the individuals, organisations, resources, activities and technology involved in the creation and sale of a product, service or works, from the delivery of source materials from the supplier to the manufacturer, through to its eventual delivery to the customer.

To answer, indicate yes or no, and if yes, set out a breakdown of the last 12 months. Your breakdown should:

- Classify the area of supply chain (supplier, manufacturer, sub contractor).
- Include the name of the organisation and type (SME, Social Enterprise, Not for Profit).
- Set out detail of what the organisation has provided you with.

The table below can be used as a template for submission (examples are set out in italics).

Supply Chain Point	Name	Org. Type	Detail
<i>Manufacturer</i>	<i>Chch 123 LTD</i>	<i>Not for Profit</i>	<i>Cell Ph cases</i>
<i>Sub Contractor</i>	<i>Canter Contractor</i>	<i>SME</i>	<i>Mowing services on maintenance contract</i>
<i>Supplier</i>	<i>CHC Food</i>	<i>Social Enterprise</i>	<i>Catering</i>

Where the answer is no, simply provide a brief indication as to why this hasn't been possible.





10

Do you have a Business Continuity Plan for your organisation?

A business continuity plan (BCP) is a plan to help your organisation continue to operate during a time of emergency or disaster. Such emergencies or disasters might include a fire or earthquake, or any other situation where business can't continue under normal conditions. The plan identifies the important parts of your business, the potential risks to these critical pieces and prepares you to recover as quickly and easily as possible.

To answer, indicate yes or no, and if yes, provide a copy of the plan with your tender response.

Links

A good guide to business continuity plans can be found here:

business.govt.nz/risks-and-operations/planning-for-the-unexpected-bcp/continuity-and-contingency-planning/

What if I don't have the requested plans or examples?

We understand that sustainability is an emerging topic in New Zealand. It's a new journey for Christchurch and we want our suppliers to come with us. Therefore, where you don't have something we have requested, it doesn't mean you are not eligible to tender, we are also interested in understanding where you are currently and your developing commitment to join us in our journey.

In instances like this we will ask for a timeline of your commitment in achieving the required plans.

Your timelines should include:

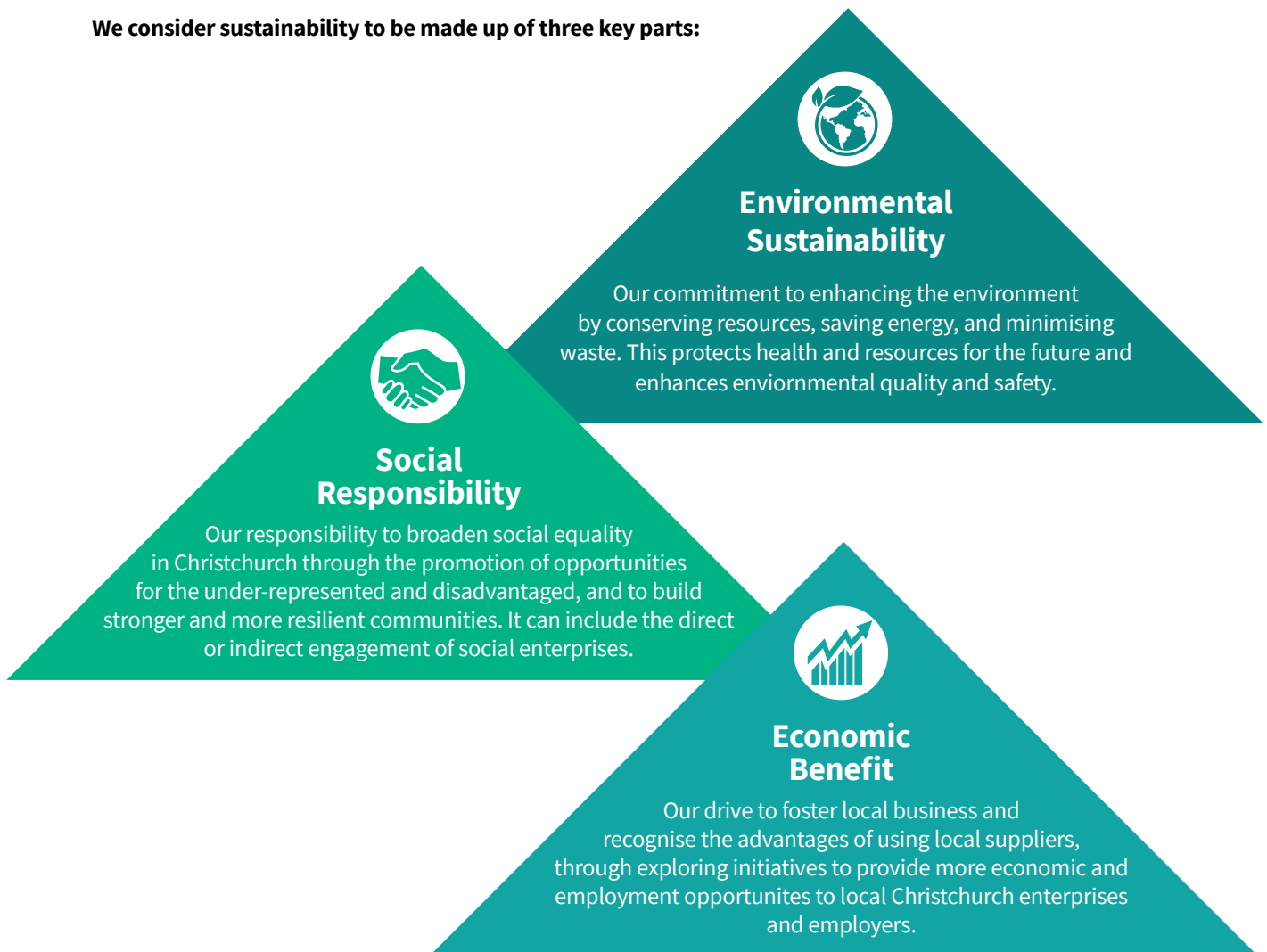
- The list of tasks to be completed for each plan (this may be things like draft, measurement review etc.)
- The dates on which the tasks need to be completed.
- The expected duration of each task.
- Dependencies between tasks.
- Completion date and required sign offs.



What is sustainability?

Sustainability is the term we use to describe our focus beyond the traditional procurement targets of time, quality and cost. It allows us to collaborate with suppliers to use our procurements as a “force for good”.

We consider sustainability to be made up of three key parts:



What are we doing?

From July 1 2019 we include Sustainable criteria in all our tenders. Each Rfx issued will have a set of 10 mandatory questions aimed to develop a mutual drive towards sustainability. Where appropriate we will also have contract specific questions to realise a shared commitment in the delivery of product, service or works.

Procurement and Contracts Unit

Supplier Sustainability Guide

