



ISupplier Guide  
July 2020

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## DOCUMENT HISTORY

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Version	Date of Approval	Author	Summary of Change
1.0	20.08.2018	N. Boyd	Developed and approved
1.1	16.11.2018	N. Boyd	Updated to align process with the online ISupply Directory
1.2	22.02.2019	N.Boyd	Updated prices for PPP
1.3	24.06.2019	N.Boyd	Updated prices for FY20
1.4	11.02.2020	N.Boyd	Added in links to the ISupply webinar and Intro to IS
1.5	27.04.2020	N. Boyd	Updated to align with April 2020 ISupply campaign details
1.6	08.07.2020	N. Boyd	Updated with extended campaign details

## ABOUT THIS GUIDE

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This guide is for ISCA members and ISupply subscribers who have undertaken the free ISupply training webinar and provides an overview of the ISupply program, including how to write a listing.

The free ISupply training webinar helps ISuppliers write effective listings for the ISupply directory and outlines what can be and what cannot be written. It is highly recommended that all ISuppliers undertake the ISupply training prior to writing an ISupply listing.

## DEFINITIONS

Term	Definition
Listing (AKA directory entry)	A listing is written by an ISupplier and reviewed by ISCA and outlines the product or service being marketed. It includes one product/service which may link to 10 or less credits, or it links to one credit/category and includes multiple products/services. One listing cannot include multiple products and services linking to multiply credits.
ISupplier	An organisation who is an ISupply member, either as an ISCA member or as an ISupply subscriber.
Major change	A major change to a listing involves a change to the product or service title, credits it links to, projects the product or service has been used on and any edits to the 'about product or service' or 'sustainability outcomes associated with the product or service' that alters the meaning. Edits such as updated dates, contact details, web links etc. are not major changes.

## ISUPPLY REQUIREMENTS

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There are three requirements to be part of the ISupply program:

1. An organisation must be an ISCA or ISupplier subscriber
2. The ISupply representative must undertake the free Introduction to IS training or be an Infrastructure Sustainability Accredited Professional (ISAP)
3. The product or service marketed on the ISupply directory must link to at least one IS credit

## ISUPPLY PROCESS

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The figure below describes the ISupply process.



### **Step 1a: Become an ISCA member or ISupplier subscriber**

To access the ISupply program, you first need to [become an ISCA member](#) or ISupply subscriber. Once ISCA membership or ISupply subscription is approved (by the ISCA Board for membership, by the ISupply Manager for ISupply Subscribers), you will be able to access the ISupply program.

### **Step 2a: Undertake the Introduction to IS training**

The free [Intro to IS training](#) webinar is a requirement for the ISupply representative to undertake. If the ISSupply representative is an [ISAP](#), then the Introduction to IS training is not required.

### **Step 2b: Undertake the free ISupply training**

The ISupply training provides details on how to write your ISupply listings. This training is highly recommended for the people involved in writing ISSupply listings to ensure you get the most out of the ISSupply directory.

The next steps are outlined in the [ISupplier webinar](#).

### **Step 3: Submit the ISupply listing through the website**

ISupply listings are submitted through the [ISupply website](#) and reviewed by ISCA before being published. ISupply listings must be developed according to the following guidance.

#### *ISupply listing requirements*

- A listing cannot guarantee IS scores or outcomes such as “product x will ensure you receive a level 3 in Exa-1”
- A listing cannot be misleading
- All listings must comply with [the Australian Association of National Advertisers \(AANA\) Code of Ethics](#). When a product or services is claiming benefits to the environment, the claim must comply with the [AANA Environmental Claims code](#). The [ACCC Green Marketing and the Australian Consumer Law](#) is a useful resource.

See Appendix A for examples of listings.

If the listing includes links to projects under ‘Associated Projects’ then the ISupplier must provide evidence of either approval from the project/asset to link your product or service (such as an email) or other evidence such as a contract or invoice.

### **Step 4: Listings are reviewed and approved**

Listings are reviewed by ISCA to ensure they meet the ISupply listing requirements.

Listings will be reviewed by ISCA within 10 working days.

Until 30 June 2021, ISCA members receive unlimited Listings and entry reviews for free. Beyond that date, ISCA members receive three reviews for free (once off, not per year). Charges will apply to additional reviews. See the fee schedule below.

ISupply subscribers are charged per ISupply entry per year (see fee schedule below).

*Note: Listings are not a guarantee that the product or services creates the outcomes described or a guarantee that by using an ISupply product or service that a project will receive IS points.*

### **Step 5: Listings go live on the website**

Once the listings are reviewed and approved by ISCA, they will be made live onto the ISupply directory and become public. ISuppliers will receive a notification when the entry is published.

### **Step 6: Listings are reviewed every 12 months**

Every 12 months listings must be reviewed to ensure the ISupply directory remains relevant and up-to-date. If listings are not reviewed, they will be removed from the directory until a review has been undertaken.

If listings require a major change, a review fee will be charged after 30 June 2021 if all free listing reviews have been used.

## PRODUCT PARTNERSHIP PROGRAM

As part of the ISupply program, material suppliers can have their branded products included in the ISv2.0 Materials Calculator. To do this, your products will need to have an EN15804 compliant EPD. Fees to include your branded product in the ISv2.0 Materials Calculator are provided in the fee schedule below. This program is only available to ISCA members and ISupply subscribers.

## ISUPPLY SUPPORT

ISCA can provide support identifying credits in both ISv1.2 and ISv2.0 that relate to your product or service. This service provides advice on how your product/service links to IS credits and possible wording that can be used to claim those links. Fees for this service are provided in the fee schedule below.

## FEE SCHEDULE

### ISupply program fees

Fees until 30 June 2021.

	ISCA Member	ISupply Subscriber
<b>Annual price per listing (excl GST)</b>	\$0 if invoice paid within 14 days. Or 3 complimentary listings, then \$750 each	1-2 listings \$1,500 3-5 listings \$1,250 6-9 listings \$1,000 10+ listings \$750
<b>Drafting support per listing (excl GST)</b>	\$1,000	\$1,200
<b>Bonuses</b>	Invitation to join the ISCA Sustainable Materials Advisory Panel  Unlimited listings if invoice paid within 14 days.	Buy one get one free if invoice paid within 14 days.

### Indigenous/Māori/ Pasifika- owned businesses, Certified Social Enterprises & GECA Licensees

	ISCA Member	ISupply Subscriber
<b>Annual price per listing (excl GST)</b>	\$0 if invoice paid within 14 days. Or 3 complimentary listings, then \$750 each	1-2 listings \$750 3-5 listings \$625 6-9 listings \$500 10+ listings \$375
<b>Drafting support per listing (excl GST)</b>	\$1,000	\$1,200
<b>Bonuses</b>	Invitation to join the ISCA Sustainable Materials Advisory Panel.  Unlimited listings if invoice paid within 14 days.	Buy one get one free if invoice paid within 14 days.  Complimentary Support Service for one listing if invoice paid within 14 days.

Fees from 1 July 2021.

	ISCA Member	ISupply Subscriber
<b>Annual price per listing (excl GST)</b>	Complimentary 3 listing reviews per membership (once off). \$750 per additional listing.	1-2 listings \$1,500 3-5 listings \$1,250 6-9 listings \$1,000 10+ listings \$750
<b>Drafting support per listing (excl GST)</b>	\$1,000	\$1,200
<b>Bonuses</b>	Invitation to join the ISCA Sustainable Materials Advisory Panel	

### Product Partnership Program fees

Fees current until 30 June 2021. For organisations with more than one product, discounts apply.

ORGANISATIONAL CATEGORY	REVENUE	FEES EX GST PER PRODUCT PER YEAR
SME	<\$400k	\$500
Organisation 1	\$400k-\$1m	\$550
Organisation 2	\$1m-10m	\$625
Organisation 3	\$10m-\$50m	\$700
Organisation 4	\$50-\$100m	\$800
Organisation 5	\$100m-\$250m	\$925
Organisation 6	\$250 - \$500m	\$1,100
Organisation 7	\$500m-\$1b	\$1,750
Organisation 8	>\$1b	\$2,750

## TERMS AND CONDITIONS

A supplier will be removed from the program if at any stage one or more of the following conditions has not been met.

1. After the listings are published in the ISupply Directory, the member/subscriber must notify ISCA immediately if any of the claims made no longer comply with these Terms and Conditions.
2. ISupply listings must be reviewed every 12 months.
3. All listings must comply with [the Australian Association of National Advertisers \(AANA\) Code of Ethics](#). When a product or services is claiming benefits to the environment, the claims must comply with the [AANA Environmental Claims code](#).
4. Claims made in the ISupply Directory must be true and correct.
5. Claims made in the ISupply Directory must be applicable to ISv1.2 Design and As Built and/or Operations technical requirements and/or the ISv2.0 Planning and/or Design and As Built technical requirements.

ISCA reserves the right to change these Terms and Conditions at any time and without notice.

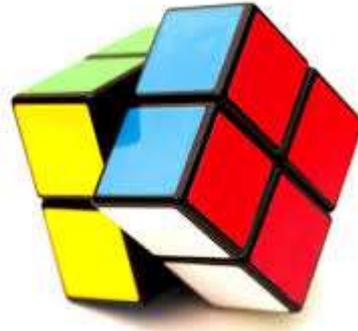
## DISCLAIMER

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The information contained in the ISupply directory has been compiled in good faith, exercising all due care and attention. No representation is made about the accuracy, completeness or suitability of the product, service or information. ISCA shall not be liable for any damage which may occur to any person or organisation taking action or not on the basis of the information supplied in the ISupply directory. Readers should seek appropriate advice when applying the information to their specific needs.

## APPENDICIES

### Appendix 1a: A good example of an ISupply listing for a product



**Name of member organisation:** ISproducts

**Name of product or service:** RubIS

**Product type:** monitoring systems

**Related ISv2.0 credit/s:** Exa-1, Exa-2, Exb-3      **Rating Phases:** Planning, Design, As Built

**Related ISv1.2 credit/s:** Exa-1, Exa-2, Exa-3      **Rating Phases:** Design, As Built, Operations

**Regions this product is available:** NSW, Vic, Qld

**About the product or service:** (max 200 words) RubIS is a revolutionary product that helps infrastructure assets manage their energy and water usage. Through innovative design, RubIS customises energy and water reporting according to project parameters and sets usage alarms for immediate action.

**Sustainability outcomes associated with the product or service:** (max 200 words) RubIS can help assets reduce their operating energy impacts by up to 15% (reference) and water usage by 20% (reference). RubIS is GECA certified and carbon neutral, and ModernSlaveryConsultancy has assessed our extended supply chains to understand our modern slavery risk. Using RubIS on your project may help you achieve L2.1 in Exa-1, L3 in Exa-2 ISv2.0 and L3 in Exa-1, Exa 2 and Exa-3 ISv1.2 and may be recognised under Exb-3 ISv2.0.

**Projects this product/service has been used on:** {links to projects} [West East Link](#), [South East Rail](#), [Boorang Water Treatment Plant](#)

[Click here for contact details](#)

**Website link:** [www.rubisproduct.com](http://www.rubisproduct.com)

**Contact details:** Joe Blogs 0455 555 555

## Appendix 1b: A good example of an ISupply listing for a service



**Name of member organisation:** Supply Chain Sustainability School

**Name of product or service:** Sustainability learning resources and events, free to ISCA members

**Product type:** Education and Training

**Related ISv2.0 credit/s:** Wfs-2, Spr-3      **Rating Phases:** Planning, Design, As Built

**Related ISv1.2 credit/s:** IC-6      **Rating Phases:** Design, As Built, Operations

**Regions this product is available:** ANZ wide

**About the product or service:** (max 200 words) The Supply Chain Sustainability School provides free e-learning education, information, videos, templates and face-to-face training for construction and infrastructure suppliers, contractors and service providers from local sole traders to international organisations. Learning resources address all key and emerging sustainability issues including materials, waste, energy and carbon, environmental management, water, biodiversity, ethics, community, climate adaptation, procurement, social sustainability and supplier diversity, as well as human rights and modern slavery. Companies, teams or individuals signing up can access a wealth of free resources and tools to meet increasing sustainability demands and performance benchmarks; they can also create a tailored learning Action Plan relevant to their profession, size of organisation and level of knowledge, that will help build clever, collaborative and competitive construction and infrastructure sectors.

**Sustainability outcomes associated with the product or service:** (max 200 words). Using the School's extensive range of learning resources may help your project or asset achieve L1 in ISv2.0 Wfs-2 as part of the required induction program. L3.2 in ISv2.0 Spr-3 asks for suppliers to be engaged to build their sustainability credentials, and the variety of topics, resources and case studies means there is something for every organisation through the supply chain. The School's e-learning resources, videos and educational materials may be used to build the capacity of your project's or asset's supply chain through selected e-learning modules for material sustainability issues. For ISv1.2, Innovation Challenge 6 encourages the industry to educate their supply chains and School resources represent a flexible, free and fantastic way to meet these requirements. In addition, the school's resources may help your site employees and sub-contractors understand good sustainability management practices such as carbon management, environmental discharges, waste and resource recovery, biodiversity, community engagement, climate change, human rights and modern slavery as well as sustainable procurement, each of which may be helpful in achieving associated ISv1.2 and ISv2.0 credits.

**Projects this product/service has been used on:** {links to projects}

[Click here for contact details](#)

**Website link:** [www.supplychainschool.org.au](http://www.supplychainschool.org.au)

**Contact details:** [info@supplychainschool.org.au](mailto:info@supplychainschool.org.au)

## Appendix 1c: A good example of an ISupply listing for a consultant



**Name of member organisation:** Thinking consultancy

**Name of product or service:** Sustainability Strategy technical advisory

**Product type:** Consulting

**Related ISv2.0 credit/s:** Lea-1, Lea-2, Lea-3      **Rating phases:** Planning, Design, As Built

**Related ISv1.2 credit/s:** Man-1, Man-2, Man-3, Man-4, Man-5, Man-6, Man-7

**Rating phases:** Design, As Built, Operations

**Regions this product is available:** WA

**About the product or service:** (max 200 words) Thinking consultancy are experts in sustainability strategy development. We have over 10 years' experience developing sustainability strategies, undertaking risk and opportunities assessment and implementing knowledge sharing systems into small and large infrastructure projects. Our team of four sustainability experts have worked on over 25 infrastructure projects and assets helping some to achieve full points in the ISv1.2 Management Systems credits. Our team is based in Perth and services all of Western Australia.

**Sustainability outcomes associated with the product or service:** (max 200 words). Thinking consultancy has helped over 100 organisations and infrastructure projects develop sustainability strategies that are embedded into organisations. Our unique collaborate style uses a systems-thinking approach to get buy-in throughout the organisation or project. We have developed our approach over 10 years to create an effective tool for developing and implementing sustainability outcomes. We have worked with our clients to achieve an average score of 8.5/10.5 in ISv1.2 Management Systems. Our team have expertise in implementing the Sustainable Development Goals into infrastructure projects and organisations and can help your project to achieve Lea-1 in ISv2.0 as well as Lea-2 and Lea-3.

**Projects this product/service has been used on:** {links to projects} [West Link](#), [Northern Perth Metro](#), [Small Town Water Treatment Plant](#)

[Click here for contact details](#)

**Website link:** [www.ThinkingConsultancy.com.au](http://www.ThinkingConsultancy.com.au)

**Contact details:** Jane Blogs 0455 555 555

**Appendix 1d: A not so good example of an ISupply listing for a product**



**Name of member organisation:** ISproducts

**Name of product or service:** RubIS

**Product type:** monitoring systems

**Related ISv2.0 credit/s:** Exa-1, Exa-2, Exb-3      **Rating Phases:** Planning, Design, As Built

**Related ISv1.2 credit/s:** Exa-1, Exa-2, Exa-3      **Rating Phases:** Design, As Built, Operations

**Regions this product is available:** NSW, Vic, Qld

**About the product or service:** (max 200 words) RubIS is a revolutionary product that helps infrastructure assets manage their energy and water usage. Through innovative design, RubIS customises energy and water reporting according to project parameters and sets usage alarms for immediate action.

**Sustainability outcomes associated with the product or service:** (max 200 words) RubIS will help assets reduce their operating energy impacts by 15% and water usage by 20%. RubIS is GECA certified and carbon neutral, and ModernSlaveryConsultancy has assessed our extended supply chains to identify there no modern slavery risk. Using RubIS on your project will guarantee that your project will achieve L2.1 in Exa-1, L3 in Exa-2 ISv2.0 and L3 in Exa-1, Exa-2 and Exa-3 ISv1.2 and may be recognised under Exb-3 ISv2.0.

**Projects this product/service has been used on:** {links to projects} [West East Link](#), [South East Rail](#), [Boorahg Water Treatment Plant](#)

[Click here for contact details](#)

**Website link:** [www.rubisproduct.com](http://www.rubisproduct.com)

**Contact details:** Joe Blogs 0455 555 555

Avoid using explicit terms such as 'will'.

It's a good idea to provide evidence when claiming reduction percentages.

Claims such as 'no modern slavery risks' is not defensible.

A product or service can never guarantee points or outcomes on IS ratings.

## Appendix 2: List of the IS categories for ISv2.0 and ISv1.2

### ISv2.0 category list

Theme	Category	Overview
<b>Governance</b>	Context	The Context category sets the scene. It includes urban and landscape design topic areas as well as focuses on how the infrastructure project has been considered as part of its surroundings, its purpose and how it enhances livability.
	Leadership & Management	This category encourages projects to align their sustainability strategy/policy/program with the Sustainability Development Goals, assesses the risk and opportunity process for the project and rewards knowledge and data sharing.
	Sustainable Procurement	The Sustainable Procurement category includes social and environmental risks and opportunities within supply chains as well as rewards social outcomes such as engaging social enterprises. The category has been developed to align with ISO20400.
	Resilience	Resilience is more than just climate change adaptation. This category promotes the broader definition of resilience and looks at how infrastructure is contributing towards city, regional and community resilience.
	Innovation	The Innovation category rewards pioneering initiatives in sustainable design, process or advocacy.
<b>Economic</b>	Options Assessment and Business Case	The Options Assessment and Business Case category rewards the selection of sustainable initiatives using non-financial elements in decision-making.
	Benefits	The Benefits category encourages projects to track the costs and benefits outlined in the business case and compares them to the real outcomes throughout the whole life of a project.
<b>Environment</b>	Energy and Carbon	The Energy and Carbon category rewards a reduction in energy and emissions.
	Green Infrastructure	This new category rewards the inclusion of green infrastructure, such as water-sensitive urban design, green walls, green roofs, and all other living solutions.

	Environmental impacts	This category addresses water discharges, noise, vibration, air quality and light pollution.
	Resource Efficiency	The Resource Efficiency category takes a circular economy approach to resource management and thinks about resources holistically from reusing resources on site to finding new and innovative uses for 'waste' products.
	Water	The Water category rewards water efficiency as well as considering and using appropriate water sources.
	Ecology	The Ecology category rewards the maintenance or enhancement of ecological value.
<b>Social</b>	Stakeholder Engagement	The Stakeholder category rewards effective stakeholder engagement.
	Legacy	The Legacy category will reward projects who leave a positive legacy for the community and/or environment.
	Heritage	The Heritage category rewards the monitoring and management of European and Indigenous heritage.
	Workforce Sustainability	The Workforce Sustainability category includes education and training; wellbeing; diversity and inclusion; workplace culture; workforce planning and encourages projects to think about the skills they need for the future.

### ISv1.2 category list

Themes	Categories	Description
<b>Management and Governance</b>	Management Systems	Management Systems aim to ensure consistent and efficient activities within an organisation, project or asset management.
	Procurement and Purchasing	Goods and services should be procured in a manner that optimises economic, social and environmental outcomes.
	Climate Change Adaptation	Infrastructure needs to be designed, constructed and operated to cope with projected hotter, drier and stormier climatic conditions, with higher sea levels.

<b>Using Resources</b>	Energy and Carbon	Energy and Carbon monitoring and reduction, and the use of renewable energy.
	Water	Conserving water, and managing run-off and wastewater to prevent pollution.
	Materials	Ensuring that materials such as aggregates, concrete, steel, oil and wood are responsibly sourced, and used efficiently.
<b>Emissions, Pollution and Waste</b>	Discharges to Air, Land and Water	Concerned with pollution to waterways, noise and vibration, air pollution, and light pollution.
	Land	Ensuring that the land used is not of high environmental or social value.
	Waste	Construction should avoid the generation of waste, manage waste as a resource, and ensure that waste treatment, disposal, recovery and re-use is undertaken in a sound manner.
<b>Ecology</b>	Ecology	Considers local ecosystems (soil, water, air, biomass and wildlife).
<b>People and Place</b>	Community Health, Well-being and Safety	This relates to the concept of livability, and that community wellbeing is considered in the construction of infrastructure.
	Heritage	This encompasses the conservation of indigenous, historic and natural heritage in a local area.
	Stakeholder Participation	Refers to the processes and mechanisms that enable stakeholders who have a direct or indirect interest in infrastructure development to be part of decision-making.
	Urban and Landscape Design	Concerned with the arrangement, appearance and function of infrastructure within an area.
<b>Innovation</b>	Innovation	Innovation is the creation of more effective infrastructure, processes, services, technologies or ideas.