

Australian ESG Checklist



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Contents from this checklist are taken from the Australia Environmental, Social and Governance compliance register.

About the Australia ESG Compliance Register

The Australia Environment, Social And Governance (ESG) compliance register is designed to assist your organisation in navigating your legal responsibilities in relation to sustainability reporting and the National Greenhouse and Energy Reporting Scheme. It supports organisations that choose to comply with voluntary regimes designed to improve their transparency and sustainability. It assists organisations operating in Australia to develop an ESG framework that encompasses these mandatory and voluntary regimes.

In addition to explaining the necessary steps to meet these regulatory requirements, the ESG Compliance Register explains how organisations can embrace ESG-related opportunities to improve their long-term sustainability, their relationships with stakeholders, and their impact on the world.

AUSTRALIA ENVIRONMENTAL, SOCIAL AND GOVERNANCE CHECKLIST

This complimentary checklist can help you to deliver on your ESG strategy and reporting requirements in Australia.

Overview

Requirement	Needs work	Don't know	Meets requirement
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Does the organisation implement an Environmental, Social, and Governance framework that encompasses voluntary financial information disclosures and best practice governance measures alongside applicable mandatory sustainability and greenhouse reporting obligations?

Sustainability Reporting General Requirements

Requirement	Needs work	Don't know	Meets requirement
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Does the entity prepare, lodge and distribute a sustainability report for a financial year if it meets certain criteria, and does it maintain sustainability records in relation to the report?

Does the entity prepare a sustainability report for a financial year if the entity is required to prepare a financial report for the financial year and the entity also meets certain other criteria specified in the corporations legislation?

Does an entity that prepares an annual sustainability report for a financial year have the report audited in accordance with requirements under the corporations legislation and applicable auditing standards?

If the entity is required to prepare a sustainability report for a financial year, does it lodge the report (and the associated auditor's report) with the Australian Securities and Investments Commission and distribute the report to members of the entity when required?

Does an entity that is required to prepare a sustainability report for a financial year keep written sustainability records for 7 years that correctly explain and record its preparation of the substantive provisions of the sustainability report?

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Contents of a Sustainability Report

Requirement	Needs work	Don't know	Meets requirement
Does the entity ensure that any sustainability report it prepares complies with content requirements under the corporations legislation as well as the relevant sustainability standard, including by containing the required climate statements, notes and directors' declaration?			
Does an entity that is required to produce a sustainability report for a financial year ensure that the report complies with the overarching content requirements for the report under the corporations legislation?			
Does an entity that is required to prepare an annual sustainability report for a financial year ensure that the report complies with the general requirements for the disclosure of climate-related financial information as contained in the relevant sustainability standard?			
Does the entity include information about the governance processes, controls and procedures the entity uses to manage climate-related risks and opportunities in its climate-related financial disclosures?			
Does the entity include information about the entity's strategy for managing climate-related risks and opportunities in its climate-related financial disclosures?			
Does the entity include information about its processes for identifying, assessing, prioritising and monitoring climate-related risks and opportunities in its climate-related financial disclosures?			
Does the entity disclose climate-related metrics and targets in its annual sustainability report, as required under the relevant sustainability standard?			
Does the organisation have an online payroll system in place for running payroll and completing certain tasks?			

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National Greenhouse and Energy Reporting Scheme

Requirement	Needs work	Don't know	Meets requirement
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Does the organisation register for the NGER Scheme, record emission and energy-related information, and submit annual reports when it has operational control of a facility that meets prescribed thresholds?

Does the organisation apply for NGER Scheme registration when it has operational control of a facility that meets prescribed energy production, energy consumption, or emissions thresholds?

Does the organisation with financial control of an NGER facility obtain a reporting transfer certificate if they wish to assume the NGER reporting obligations associated with that facility?

Does the organisation report information about greenhouse gas emissions, energy production, and energy consumption annually?

Does the organisation retain records of all information necessary to meet its reporting obligations under the NGER Scheme?

As a responsible emitter, does the organisation manage the emissions of each safeguard facility to ensure annual net emissions are below the applicable baseline?

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Voluntary Disclosure of Sustainability-Related Financial Information

Requirement	Needs work	Don't know	Meets requirement
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If the entity wishes to state compliance with the voluntary sustainability standard issued by the Australian Accounting Standards Board relating to the disclosure of sustainability-related financial information, does the entity ensure it applies all relevant paragraphs of the standard in the preparation of the disclosures?

If the entity wishes to state compliance with the voluntary sustainability standard issued by the Australian Accounting Standards Board relating to the disclosure of sustainability-related financial information, does it apply all relevant requirements of the standard in the preparation of the disclosures, including the conceptual foundations?

If the entity seeks to state compliance with the Australian Accounting Standards Board's voluntary sustainability reporting standard, does the entity disclose specific information regarding sustainability-related risks and opportunities in the prescribed manner in its sustainability-related financial disclosures?

If the entity wishes to state compliance with the voluntary sustainability standard issued by the Australian Accounting Standards Board relating to the disclosure of sustainability-related financial information, does it apply all relevant requirements of the standard in the preparation of the disclosures, including the general requirements?

If the entity makes voluntary sustainability-related disclosures, does the entity include information regarding any judgments, uncertainties and errors made in the preparation of those disclosures?

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Corporate Governance Principles

Requirement	Needs work	Don't know	Meets requirement
Does the organisation implement governance policies, rules and practices that are consistent with the ASX Corporate Governance Principles and Recommendations?			
Does the organisation design governance rules and practices that are consistent with the ASX Corporate Governance Principles and report compliance with the principles annually?			
Does the organisation maintain a board charter, perform checks on prospective directors and executives, evaluate director and executive performance, and maintain a diversity policy?			
Does the organisation meet board independence recommendations and maintain a board nomination committee, a board skills matrix, and a director induction program?			
Does the organisation implement a code of conduct, a whistleblower policy, and an anti-bribery and corruption policy?			
Does the organisation maintain an audit committee, obtain declarations of the integrity of financial statements from the CEO and CFO, and establish a process for verifying the integrity of periodic reports?			
Does the organisation disclose all matters that are likely to affect the price or value of securities in accordance with a continuous disclosure policy?			
Does the organisation publish governance information, maintain an investor relations program, decide substantive security holder resolutions by poll, and enable security holders to communicate electronically with the organisation?			
Does the organisation maintain a risk committee, review its risk management framework routinely, and disclose any exposure to environmental or social risks?			
Does the organisation maintain a remuneration committee, disclose its remuneration practices, and control the hedging practices of any recipients of equity-based remuneration?			
Does the organisation provide translation services for directors as necessary, hold meetings for Australian investors at a reasonable place and time, and invite its external auditor to the AGM if the organisation is incorporated overseas?			

Your Free Demonstration

If you would like a demonstration of the Australia ESG Compliance register, click or scan the QR code. →



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