

CSR Report

For

Independent Inspections

479 Underwood Road , Rochedale South, QLD 4123



Plan Number:

Job Number: 000000

Independent **Inspections**

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Economic Activity Measure

Income	
Total Revenue	\$293,000
Total pre-tax Profit (EDITDA)	\$49,410
Percentage of revenue	16.86%
Operations	
Full time employees	3
Employee hours	1440
Staff in management positions	2
Operational offices (significant locations)	5
Customers	
Number of customers	50
Industry based Activity Measure	750

Other Details:

This Financial Year has been one of the Most Challenging on a number of levels.

With a combination of Business takeovers ,Sudden Deaths of Close friends and family members has had a impact on the business operations and somewhat focus on the Business Operations.

The Sudden death of Michael Obrien and Probate period of training division had paralised the operations, for over 8 months. The amount of reports was decreased, but with the diversification of the operations we we able to shield ourselves from the full impact of the floods one again.

Social and Economic Support

	Value	Percentage of pre-tax Profit
Charitable Donations	\$5,000	10.12%
Community sponsorship & support (Non-charitable)	\$150	10.42%

	Number of hours	Percentage of staff hours
Employer funded charitable hours	150	10.42%
Employee donated charitable hours	150	10.42%

	Number from the local community	Percentage of total staff
Staff	3	100.00%
Management	2	100.00%

Total value of pro-bono work: \$5,000

Percentage of total revenue: 1.71%

Percentage of contracts from local suppliers: 10.00%

Compliance Requirements	Recommended control measure	Satisfactory	
		Y	N
Support the Rights of Indigenous people	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Support the protection of Cultural Identity	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Support the International Fairtrade standards.	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Overall Compliance Benchmark: 100.00%

Other Details:

Memberships and involvement with local organisations is still at a high level.

Legal Compliance

Type of Incident	Number of incidents
Discrimination, child labour, indigenous, labour law	0
Anti competitive behaviour	0
Public health and safety	2
Advertising, labelling and customer privacy	1
Corruption or unprofessional conduct	0

Total Value of fines associated with non-compliance incidents: \$7,000

Percentage of total Revenue: 14.17%

Has register of Legal & Regulatory compliance.

Other Details:

There has been a rise in the litigation of body corporate with the changes of the safety legislation. This is the second incident in as many years. The Complaint from the ACCC was from another using unauthorised mis information to their customers. This has forced us to look closely at the type of clients we accept work from. There is also one issue we will be taking up with the united nations global compact about as well.

Labour practices and human capital

Staff satisfaction percentage: 100.00%

Total expenditure on staff training: \$5,000

Expenditure per employee: \$1,667

Staff circumstances	Percentage of total staff
Undergoing annual evaluation	100.00%
Access to staff counseling	100.00%
Access to career development	70.00%
Under collective bargaining agreement	0.00%

Type of occurrence	Number of Occurance	Percentage of employees
Workforce grievances	0	0.00%
Indigenous Employees	0	0.00%
Female Employees	1	33.33%
Females in management	1	50.00%

Number of nationalities in Management:2

Entry wages as a percentage of local minimum wages: 100.00%

Female salaries as a percentage of male equivalent salaries: 100.00%

Staff turnover percentage: 10.00%

Staff stability index: 100.00%

Compliance Requirements	Recommended control measure	Satisfactory	
		Y	N
Human resources and labour practices policy	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff evaluation and career development policy	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Whistleblower and grievance policy	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Support freedom of association	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Support the right to collective bargaining	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Recommended control measure	Satisfactory	
		Y	N
Support unionisation	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Benchmark: 100.00%

Other Details:

Staff support has been high through this time of testing. We had to let Jeffery go in January as a result of the floods, and reduce hours with the low levels of business activity.

Health and Safety

Type of incident	Number of incidents	Incidents per employee
Days lost to injury or disease	7	2.33
Days lost to absenteeism	0	0

There have been 0 workplace fatalities which make up 0.00% of the overall workforce.

Procedures in place

Other Details:

The flu this year impacted staff greatly, knocking us out for about a fortnight

Environmental Stewardship

Out of a total 3 kilolitres of water used 0 kilolitres where recycled making up 0 of the total.

Scope	GHG Emissions (CO ₂ -e)(tonnes)	Cummalitive sum
Scope 1	1.1	
Scope 2	0.18	1.28
Scope 3	20.9	22.18

There is a total output of 2.95733333333333E-02 (CO₂-e)(tonnes) per Industry Activity Measre.

Type of waste	Total output	Output per employee
Energy Consumption (Kilowatt Hours)	200	66.67
Water Consumption (Kilolitres)	3	1
Waste to landfill (Cubic Metres)	3	1
GHG Emissions – Scopes 1, 2, & 3 (CO ₂ -e)(tonnes)	22.18	7.39333333333333

	Percentage
Renewable Energy	0.00%
Recycled materials used in production	50.00%
Consumable Materials recycled	50.00%

The estimated impact of climate change on revenue is \$30,000 which is 0.102389078498294 of the total revenue.

At total of 100 hours are spent on training for environmental & sustainability issues which averages to 33.33 hours per employee. The total cost of this training was \$5,000 which averages to \$1 per employee.

Requirement type	Percentage of total suppliers
Do they have an environmental sustainability policy	10.00%
Have they been audited for their environmental sustainability compliance	5.00%

Compliance Requirements	Recommended control measure	Satisfactory Y N	
Does your company have a Environmental policy?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Recommended control measure	Satisfactory	
		Y	N
Does your company have a environmental risk management plan?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your company have ISO 14001 certification?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your company have a toxicity management plan?	Item: Observation of non conforming procedures. Please ensure procedures are in evidence as soon as possible.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does your company have a biodiversity & habitat protection plan?	Item: Observation of non conforming procedures. Please ensure procedures are in evidence as soon as possible.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Overall Compliance Benchmark: 65.00%

Other Details:

Using carbon Manged suppliers continues to be a challenge in the current environment.

Human Rights and Ethical Compliance

Training on ethical & human rights issues	Total	Per Employee
Hours	20	6.666666666666667
Expenditure	\$1,500	\$500

100.00% of employees are trained in anti-corruption policies & procedures.

100.00% of supplier contracts contain human rights and ethical compliance clauses.

0.00% of suppliers have been audited for their human rights and ethical compliance.

75.00% of stakeholders trained on corporate ethical & human rights policies.

Compliance Requirements	Recommended control measure	Satisfactory	
		Y	N
Does your company have a Ethical & human rightst compliance policy?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your company have Establish public policy principles?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your company support the united nations universal decleration of human rights?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your company support the United Nations global compact?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your company support the non-exploitation of children including child labour, sexual exploitation and child prostitution?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your company support anti-discrimination of all types?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Overall Compliance Benchmark: 100.00%

Other Details:

The issues are at front of mind in our operations with our clients

Economic Sustainability

	Percentage
Customer satisfaction	90.00%
Customer retention	90.00%
Estimated market share	3.00%

	Number
Customer complaints	5
Customer complaints (per 1000 customers)	100
Financial audit compliance	0
Late payment complaints	0

Debt to equity ratio: 0.00%

Financial liquidity ratio: 0.00%

Average age of creditors (Days): 21

Average age of debtors (Days): 21

Compliance Requirments	Recommended control measure	Satisfactory	
		Y	N
Does your company have a business continuity plan?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your company comply with all regulatory & governance requirements?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your company comply with taxation law?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Overall Compliance Benchmark: 100.00%

Other Details:

We have been having trouble with our normal accountant and are now in the middle of changing providers.

Communications Education & Reporting

Performance Measures	Expenditure	Percentage of pre tax profit
CSR related advertising & public relations	\$5,000	10.12%
Public & stakeholder CSR education	\$5,000	10.12%

50.00% of suppliers are educated in CSR initiatives.

Compliance Requirements	Recommended control measure	Satisfactory	
		Y	N
Does your company have CSR board representation?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your company produce an annual performance report?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your company use GRI-G3 reporting framework?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Overall performance Benchmark: 100.00%

Other Details:

Annual reporting has helped us focus on where we are at as a business and reflecting on our community work.

REPORT NOTES**BUILDING CONDITION**

This report is based on the condition of the building's common areas at the time of inspection, if any major changes occur we suggest that the initial report be updated to incorporate the changes.

This Inspection Report does not include the inspection and assessment of items or matters outside the scope of the requested inspection and report.

Other items or matters may be the subject of an Inspection Report which is adequately specified.

The inspection only covered the Readily Accessible Areas of the property. The inspection did not include areas which were inaccessible, not readily accessible or obstructed at the time of inspection. Obstructions are defined as any condition or physical limitation which inhibits or prevents inspection of the property.

Please be advised that a detailed inspection of balcony railings was not carried out as part of this report. A suitably qualified building contractor or structural engineer should be engaged to assess the structural integrity of the railings and fixings where noticeable signs of railing or fixing degradation are evident.

READILY ACCESSIBLE AREA INSPECTED

The inspection covered the Readily Accessible Areas of the property including:

- ☒ Building Interior ☒ Building Exterior ☒ Roof Exterior ☒ Driveway Area
- ☒ The grounds including landscaping, retaining walls, fences within the property boundaries.

SUMMARY OF EMERGENCY ACTION ON DISCOVERING A FIRE

- Ensure the immediate safety of anyone within the vicinity of the fire.
- Operate warning systems (if one available) eg. manual call point (M.C.P.).
- Notify the Fire Service 000 – triple 0 or your local emergency number, (call even on suspicion of a fire e.g. smell of smoke).
- Fight the fire (if fire equipment is available and safe).
- Evacuate the building.
- Move to and stay at assembly area.

Section 3 – Photo Review



Meeting with Matthew tukaki and the Logan Chamber of Commerce



Peter greenham with Peter Beatie at logan chamber event



Logan chamber Event



Logan chamber Event