



EARTHCHECK

LEGISLATION REGISTER

OUTLINED WITHIN THIS DOCUMENT ARE THE LEGISLATION AND LAWS THAT EARTHCHECK ABIDES BY



Document Control		
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Purpose

EarthCheck understands the importance of having a Legal Framework supporting the performance of the organisation. We are aware that our social, environmental and economic management environments imply diverse interactions that must be regarded in a holistic way as part of our commitment with Sustainable Development.

As a consequence, the following Legislation Register contains the known regulatory frameworks related with our company and type of business. These are to be updated as required and should have at least one annual revision. All the referred legal policies, procedures and controls will enable compliance with legislative or industry mandates as well as with international policies and parties.

Legislation	Key Requirements / Responsibilities	Activity / Aspect	Person Responsible for Compliance
1. Environmental legislations related with EarthCheck functions			
National Greenhouse and Energy Reporting Act 2007	<p>The object of this Act is to introduce a single national reporting framework for the reporting and dissemination of information related to greenhouse gas emissions, greenhouse gas projects, energy consumption and energy production of corporations to:</p> <ul style="list-style-type: none"> (a) underpin the introduction of an emissions trading scheme in the future; and (b) inform government policy formation and the Australian public; and (c) meet Australia's international reporting obligations; and (d) assist Commonwealth, State and Territory government programs and activities; and (e) avoid the duplication of similar reporting requirements in the States and Territories. <p>(The Parliament of Australia, 2007, p.2)</p> <p><u>Key features of the Act are:</u></p> <ul style="list-style-type: none"> • Reporting of greenhouse gas emissions, energy consumption and production by large corporations. • Public disclosure of corporate level greenhouse gas emissions and energy information. • Consistent and comparable data available for decision making, in particular, the development of the Carbon Pollution Reduction Scheme 	<p>Accurately reporting on Carbon Emissions for the organisation where applicable. Rely on verified data from onsite certification services.</p>	<p>EarthCheck Coordinator and Green Team</p>

<p>Ozone Protection and Synthetic Greenhouse Gas Management Act 1989</p>	<p>The Commonwealth <i>Ozone Protection and Synthetic Greenhouse Gas Management Act 1989</i> (the Act) controls the manufacture, import and export of all ozone depleting substances (ODSs) and their synthetic greenhouse gas (SGG) replacements. It also controls imports of refrigeration and air-conditioning equipment containing an HFC or HCFC refrigerant and grants the Commonwealth the power to create a nationally consistent system to control the end uses of these harmful gases.</p>	<p>EarthCheck Sustainability and Energy Efficiency Policy</p> <p>EarthCheck will avoid the use of these substances in the office.</p>	<p>Purchasing department/building management</p>
<p>Electricity Act 1994 (Qld)</p>	<p>The Electricity Act 1994 (Qld) regulates the generation, transmission and supply of electricity in Queensland. Power generation in Queensland is overwhelmingly provided by coal-fired power stations. These are a major source of greenhouse gas emissions contributing to climate change. Under the Queensland Energy Policy: A Cleaner Energy Policy 2000, Queensland Greenhouse Policy Framework: A Climate of Change 2001, and Queensland Greenhouse Strategy 2004, the use of gas, renewable energy (wind, solar and biomass), and energy efficiency measures are increasing in an effort to reduce emissions. The Act also regulates the construction and maintenance of power lines, which are a significant source of vegetation clearing and habitat fragmentation. The Act is administered by the Department of Energy.</p>	<p>EarthCheck Sustainability and Energy Efficiency Policy</p>	<p>N/A</p>

<p>Environmental Protection Act 1994</p>	<p>The objective of this Act is to protect Queensland’s environment while allowing for development that improves the total quality of life both now and in the future, in a way that maintains the ecological processes on which life depends (ecologically sustainable development). (Office of the Queensland Parliamentary Counsel, 2010)</p> <p>Related policies which fall under the EPA include;</p> <ul style="list-style-type: none"> • Environmental Protection (Air) Policy 2008 • Environmental Protection (Noise) Policy 2008 • Environmental Protection regulation 2008 • Environmental Protection (Waste Management) regulation 2000 • Environmental Protection (water) Policy 2009 	<p>EarthCheck Sustainability and Energy Efficiency Policy</p>	<p>EarthCheck Coordinator and Green Team</p>
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<p>Environment Protection and Biodiversity Conservation Act 1999</p> <p><i>Environment Protection and Biodiversity Conservation Amendment Act 2013</i></p>	<p>The <u>Environment Protection and Biodiversity Conservation Act 1999</u> (the EPBC Act) is the Australian Government’s central piece of environmental legislation. It provides a legal framework to protect and manage nationally and internationally important flora, fauna, ecological communities and heritage places.</p> <p>The objectives of the EPBC Act are to:</p> <ul style="list-style-type: none"> • Provide for the protection of the environment, especially matters of national environmental significance • Conserve Australian biodiversity • Provide a streamlined national environmental assessment and approvals process • Enhance the protection and management of important natural and cultural places • Control the international movement of plants and animals, wildlife specimens and products made or derived from wildlife • Promote ecologically sustainable development through the conservation and ecologically sustainable use of natural resources • Recognise the role of indigenous people in the conservation and ecologically sustainable use of Australia’s biodiversity • Promote the use of indigenous peoples’ knowledge of biodiversity with the involvement of, and in cooperation with, the owners of knowledge. 	<p>Although EarthCheck does not directly impact nearby flora and fauna or sell products derived from wildlife, we protect the surrounding green areas with clean ups and by supporting the Eco Marines.</p>	<p>EarthCheck Coordinator and Green Team</p>
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<p>Waste Reduction and Recycling Act 2011 (Qld)</p> <p>Waste Reduction and Recycling (Waste Levy) Amendment Act 2019 – to be introduced 1st July 2019</p>	<p>“The objects of this Act are the following –</p> <ul style="list-style-type: none"> • To promote waste avoidance and reduction, and reduce recovery and efficiency actions; • To reduce the consumption of natural resources and minimise the disposal of waste by encouraging waste avoidance and the recovery, re-use and recycling of waste; • To minimise the overall impact of waste generation and disposal; • To ensure a shared responsibility between government, business and industry and the community in waste management and resources recovery; • To support and implement national frameworks, objectives and priorities for waste management and resource recovery.” (Office of the Queensland Parliamentary Counsel, 2013) <p>https://www.legislation.qld.gov.au/view/pdf/asmade/act-2011-031</p>	<p>EarthCheck Waste Management Plan</p>	<p>EarthCheck Coordinator and Green Team</p>
<p>Water Act 2000 (Qld)</p>	<p>The Water Act 2000 (Qld) is a lengthy piece of legislation that provides a framework for the planning and regulation of the use and control of water in Queensland.</p>		<p>Building Management</p>
<p>2. Human resources legislations related with EarthCheck functions</p>			

<p>Australian Human Rights Commission Act 1986</p>	<p>The <i>Australian Human Rights Commission Act 1986</i> established the Human Rights and Equal Opportunity Commission and gives it functions in relation to the following international instruments:</p> <p><u>International Covenant on Civil and Political Rights (ICCPR)</u></p> <p><u>Convention Concerning Discrimination in Respect of Employment and Occupation (ILO 111)</u></p> <p><u>Convention on the Rights of Persons with Disabilities</u></p> <p><u>Convention on the Rights of the Child</u></p> <p><u>Declaration of the Rights of the Child</u></p> <p><u>Declaration on the Rights of Disabled Persons</u></p> <p><u>Declaration on the Rights of Mentally Retarded Persons, and</u></p> <p><u>Declaration on the Elimination of All Forms of Intolerance and of Discrimination Based on Religion or Belief</u></p>	<p>EarthCheck will comply with the regulations regarding Human Rights in Australia and internationally.</p> <p>EarthCheck will ensure, as possible, that all of its stakeholders and staff members also respect the Human Rights. Any evidence of a stakeholder being unresentful with this universal law shall be discussed with the management team.</p>	<p>Stewart Moore</p>
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<p>Anti-Discrimination Act 1991 (Qld)</p>	<ul style="list-style-type: none"> Promote equality of opportunity for everyone to protect the work environment from any type of discrimination. “The act prohibits discrimination on the basis of the following attributes: (a) sex; (b) relationship status; (c) pregnancy; (d) parental status; (e) breastfeeding; (f) age; (g) race; (h) impairment; (i) religious belief or religious activity; (j) political belief or activity; (k) trade union activity; (l) lawful sexual activity; (m) gender identity; (n) sexuality; (o) family responsibilities; (p) Association with, or relation to, a person identified on the basis of any of the above attributes.” (Office of the Queensland Parliamentary Counsel, 2010, p. 20) As part of this equality of opportunity EarthCheck will promote the inclusion of local communities, international staff, students and any other member of the community into the company based just on his/her abilities and the requirements of the company. <p>Other related legislations are:</p> <ul style="list-style-type: none"> Age Discrimination Act 2004 (Cth) Disability Discrimination Act 1992 Racial Discrimination Act 1975 Sex Discrimination Act 1984 	<p>EarthCheck Workplace Harassment Prevention Policy 2014</p> <p>EarthCheck Code of Conduct 2014</p>	<p>Stewart Moore</p>
<p>Fair Work Act 2009</p> <p><i>Fair Work Amendment Act 2013</i></p>	<ul style="list-style-type: none"> Promote fair work conditions for both employers and employees. Encourage the safety of the employment standards, fairness of choice and representation. Protect employees from discrimination, unfair dismissal, inadequate legal treatment, and others. (Office of the Queensland Parliamentary Counsel, 2010) 	<p>EarthCheck Workplace Health & Safety Policy 2012</p>	<p>Stewart Moore</p>

<p>Industrial Relations Act 1999</p> <p><i>Industrial Relations and Other Acts Amendment Bill 2013</i></p>	<p><u>Industrial Relations Act 1999</u> defines an industrial instrument as an award, certified agreement and Queensland workplace agreement.</p> <p>It covers employee's rights and obligations regarding:</p> <ul style="list-style-type: none"> - rates of pay - leave entitlements (including public holidays) - termination and resignation from work - discrimination - taxation and superannuation - employment records 	<p>EarthCheck is not covered by an industrial instrument made under Federal or State jurisdiction.</p> <p>EarthCheck will ensure that employees are paid no less than the national minimum wage.</p>	<p>Stewart Moore</p>
<p>Work Health and Safety Act 2011</p> <p><i>Work Health and Safety Regulation 2011</i></p> <p>First Aid in the Workplace – Code of Practice 2018</p>	<p>The <u>Work Health and Safety Act 2011</u> (WHS Act) provides a framework to protect the health, safety and welfare of all workers at work. It also protects the health and safety of all other people who might be affected by the work.</p> <p>All workers are protected by the WHS Act. This includes employees, contractors, subcontractors, outworkers, apprentices and trainees, work experience students, volunteers and employers who perform work. The WHS Act also provides protection for the general public so that their health and safety is not placed at risk by work activities.</p> <p>The WHS Act also sets out the requirements for the following:</p> <ul style="list-style-type: none"> • incident notification • consultation with workers • issue resolution • inspector powers and functions • Offences and penalties. 	<p>EarthCheck Workplace Health & Safety Policy 2012</p>	<p>Stewart Moore</p>

<p>Workers' Compensation and Rehabilitation Act 2003</p> <p>Workers' Compensation and Rehabilitation Regulation 2003</p>	<p>Queensland Government's worker compensation scheme:</p> <ul style="list-style-type: none"> • Provide a clear overview of the rights and benefits to receive workers injured while working and the compensation related to this type of accidents. • Protect the fair treatment of the employee by the insurers. 	<p>Insured with WorkCover Queensland</p>	<p>Stewart Moore</p>
<p>Information Privacy Act 2009</p>	<p>EarthCheck staff is required to keep a confidential agreement with the organization. This confidentiality includes:</p> <ul style="list-style-type: none"> - Using confidential information only for the purposes of the position - Keeping all the information secure and organized - Not disclosing confidential information to any person if there is no confidentiality agreement already in force. - Confidentiality must be preserved during the time of employment and after the cessation of employment. (EC3 Global, 2010) 	<p>EarthCheck Confidentiality Agreement 2010</p> <p>EarthCheck Website Privacy Policy</p>	<p>Stewart Moore</p> <p>Tarjani Pilkington</p>
<p>European General Data Protection Regulation 2016</p>	<p>The EU General Data Protection Regulation is a framework to increase the rights of an individual within Europe to have increased control over the use of their personal data.</p>	<p>EarthCheck Privacy Policy</p> <p>EarthCheck Data Protection Policy</p>	<p>Stewart Moore</p>
<p>Public Health Act 2005 (Qld)</p>	<p>The aim of this Act is to protect and promote the health of the Queensland public. The Act provides the basic safeguards necessary to protect public health through cooperation between the State Government, local governments, health care providers and the community.</p>	<p>EarthCheck Workplace Health & Safety Policy 2012</p>	<p>Stewart Moore</p>

Tobacco and Other Smoking Products Amendment Act 2004 (Qld)	<p><i>Tobacco and Other Smoking Products Act 1998 (Qld)</i> restrict smoking in enclosed workplaces and public areas.</p>	<p>Smoking is prohibited in the office.</p>	<p>Building Management</p>
Building Fire Safety Regulation 2008 (Qld)	<p>The main objects of this regulation are –</p> <ul style="list-style-type: none"> To ensure persons can evacuate buildings safely and quickly if a fire or hazardous materials emergency happens; and <p>To ensure prescribed fire safety installations for buildings are maintained. (Office of the Queensland Parliamentary Counsel, 2013)</p>	<p>EarthCheck Fire Emergency Procedures</p> <p>EarthCheck Fire and Evacuation Plan</p> <p>Fire Drills</p> <p>Warden Training</p>	<p>Building Management</p> <p>Stewart Moore</p>
3. Local Laws in the Brisbane City Council Region			
Health, Safety and Amenity Local Law 2009	<p>The main objective of this regulation is to protect standards of community health and safety to enhance local amenities.</p>	<p>EarthCheck Workplace Health & Safety Policy</p>	<p>Stewart Moore</p>
Natural Assets Local Law 2003	<p>The purpose of this law is to protect the biodiversity values of the City including, but not limited to:</p> <ul style="list-style-type: none"> the habitat and ecological requirements of native flora and fauna; to preserve natural landforms; to facilitate the retention of the landscape character of the City; to facilitate the retention of the historical and cultural values of the City by restricting indiscriminate clearing of vegetation; to control hazardous vegetation; and to control and manage pest vegetation. 	<p>EarthCheck Sustainability & Energy Efficiency Policy</p> <p>Although EarthCheck has no direct impact on local green spaces, we protect these areas through clean ups and educating staff</p>	<p>EarthCheck Coordinator and Green Team</p>
4. Other			

A New Tax System (Australian Business Number) Act 1999	<p>The main objects of this act is to:</p> <ul style="list-style-type: none"> • Make it easier for businesses to conduct their dealings with the Australian Government by registering businesses and issuing them with unique identifying numbers • Allow businesses to identify themselves reliably for the purposes of taxation laws 	ABN	Finance Department
A New Tax System (Goods and Services Tax) Act 1999	This Act is about the GST. It begins with basic rules about the GST, and then sets out the exemptions from the GST.	Goods and Services Tax	Finance Department
Superannuation Guarantee (Administration) Act 1992	An Act relating to the establishment and administration of the Superannuation Guarantee Scheme, and for related purposes.	Pay superannuation contributions	Finance Department
Business Name Registration Act 2011	An Act in relation to business names, and for related purposes.	Business Name Registration	Finance Department
Pay-Roll Tax Assessment Act 2002	An Act relating to the assessment and collection of tax on wages paid by employers.	Pay-Roll Tax	Finance Department
Taxation Administration Act 1953	An Act to provide for the administration of certain Acts relating to Taxation, and for purposes connected therewith.	PAYG Withholder Registration	Finance Department
Corporations Act 2001	An Act to make provision in relation to corporations and financial products and services, and for other purposes.	Company Registration	Finance Department
Fringe Benefits Tax Assessment Act 1986	An Act relating to the assessment and collection of the tax imposed by the Fringe Benefits Tax Act 1986, and for related purposes.	Annual lodgement of FBT	Finance Department
Trade Marks Act 1995	An Act relating to trade marks.	Trade Mark	Finance Department

Income Tax Assessments Act 1997	An Act about income tax and related matters.	TFN Application	Finance Department
COVID-19 Emergency Response Act 2020	<p>The main purposes of this Act are—</p> <p>(a) to protect the health, safety and welfare of persons affected by the COVID-19 emergency; and</p> <p>(b) to facilitate the continuance of public administration, judicial process, small business and other activities disrupted by the COVID-19 emergency, including by easing regulatory requirements and establishing an office of small business commissioner; and</p> <p>(c) to provide for matters related to residential, retail and prescribed leases affected by the COVID-19 emergency; and</p> <p>(d) to support the Queensland rental sector during the COVID-19 emergency period.</p>	EarthCheck Health and Hygiene Standard	Stewart Moore
5. International Standards			
GSTC Hotels/Tour Operators	Currently 2016 version 3 – Recognised	<ul style="list-style-type: none"> • Company • Evaluate 	Melinda Watt
GSTC Destination	Currently 2019 version 2 – Recognised and Accredited	<ul style="list-style-type: none"> • Destination 	Melinda Watt
ISO 9001:2015	Accredited	<ul style="list-style-type: none"> • EarthCheck 	Stewart Moore
ISO Standards	<ul style="list-style-type: none"> • ISO14064 • ISO14001 • ISO50001 • ISO26000 • ISO17065 • ISO19011 • ISO17021 	ISO Standards	Compliance Officer

