



ACCSR 2012

PUBLIC WORKSHOP PROGRAM



# HOW TO PREPARE A BEST-PRACTICE SUSTAINABILITY REPORT

A COMPREHENSIVE TWO-DAY GRI-CERTIFIED TRAINING PROGRAM

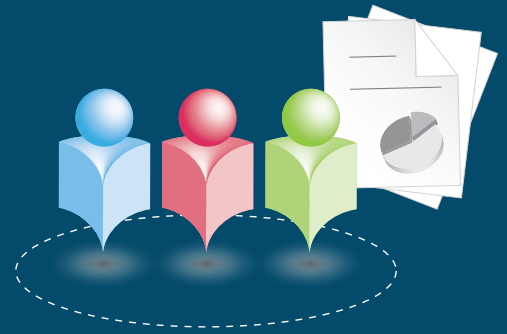
MELBOURNE | JANUARY 19-20

BRISBANE | MARCH 6-7

MELBOURNE | APRIL 19-20

SYDNEY | JUNE 5-6

9.00AM – 5.00PM ALL DAYS



## MORE AND MORE ORGANISATIONS ARE DISCOVERING THE BENEFITS OF SUSTAINABILITY REPORTING

**The number of GRI reporters in Australia has grown by more than 30% each year since 2007.**

Research shows that a systematic approach to sustainability reporting helps to:

- Improve sustainability performance
- Improve risk management and investor communications
- Engage stakeholders and improve stakeholder relations
- Motivate and engage employees
- Build credibility as a committed and effective corporate citizen
- Strengthen internal data management and reporting systems
- Improve sustainability strategy and selection of performance indicators and targets
- Benchmark sustainability performance against self and others

If your organisation is thinking about preparing a report but doesn't know where to start or how to take the first step, this workshop is ideal for you.

If your organisation is already reporting, but you are new to the reporting team, this workshop is ideal for you.

If you are an experienced reporter but want to review, improve or discover the latest in best practice, this workshop is ideal for you.

This two-day workshop will introduce you to the elements of a good sustainability report using the GRI's five-step process and prepare you to co-ordinate the sustainability reporting process.

You will receive your own copies of essential GRI publications and learn how to apply the GRI's five-phase sustainability reporting process: prepare, connect, define, monitor and report.

*How to Prepare a Best Practice Sustainability Report* empowers participants to begin or improve their sustainability reporting using the world's leading sustainability reporting framework.

If you have six or more people who need this training, contact us about running this program in-house.

**NOW INCLUDING GRI 3.1, INTEGRATED REPORTING AND NEW CASE STUDIES!**

BOOK THIS WORKSHOP AT:  
[www.accsr.com.au/learning](http://www.accsr.com.au/learning)





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## WORKSHOP OBJECTIVES

### You will learn:

- The business case and value of sustainability reporting
- To define sustainability reporting and its challenges and benefits
- How to engage your stakeholders in reporting
- How to understand and apply the concept of ‘materiality’
- About GRI categories, aspects and indicators
- The requirements for the different GRI G3 reporting levels
- Innovative formats for sustainability reporting

## WORKSHOP OUTCOMES

### The workshop program provides you the tools to:

- Plan your sustainability reporting process
- Identify key stakeholders
- Distinguish your organisation’s material issues
- Recognise the internal procedures and mechanisms you will need
- Incorporate the UN Global Compact Principles into sustainability reporting
- Evaluate the quality of sustainability reports using your newly acquired knowledge

## WORKSHOP OVERVIEW:

DAY 1:	
PART I	<b>Overview</b> “Introducing Sustainability Reporting and the GRI”
PART II	<b>Connect</b> “Identifying and Engaging with Your Stakeholders”
DAY 2	
PART III	<b>Define and Monitor</b> “Understanding and Identifying Material Issues and Building Your Report”
PART IV	<b>Communicate</b> “Preparing and Communicating Your Sustainability Report”

## WHO SHOULD ATTEND THIS WORKSHOP?

You will benefit from this program if you are responsible for policy, strategy, risk or reporting in your organisation or are involved in managing CSR or sustainability programs or providing information for reports.

### You should attend if you are a report-maker, such as:

- Consultants
- Business Managers
- SME Managers
- NGO Managers and other professionals involved in the implementation of the GRI reporting

### Or a report-user such as:

- NGOs
- Financial Analysts
- Government Officials
- Company Boards
- Media

“Transparency is a cornerstone of responsibility in the operation of corporate businesses, just as it is in the activities of other organisations, whether private, public or not-for-profit.”

*The Social Responsibility of Corporations Report, 2006.  
Corporations and Markets Advisory Committee (CAMAC)*



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## PAST PARTICIPANTS OF THIS WORKSHOP SAY...

“Excellent insight into GRI sustainability reporting and report methodology - valuable knowledge gained!”

*Robert Hogan, Manager Corporate Communication, RACV*

“The GRI workshop provided me with a comprehensive overview of GRI principles and great guidance regarding key areas of planning, stakeholder engagement and practical application. Leeora and Sara were excellent presenters.”

*Voula Syrrakos, Sustainability Manager, Myer*

“The ACCSR GRI training has provided me with excellent information, tools, and skills to help my organisation set up a successful sustainability strategy and reporting system.”

*Jarra Hicks, Community Investment Coordinator, Community Mutual Group*

“Relevant, insightful and full of practical tips - Highly recommended!”

*Luke Konynenborg, Bank Manager, Westpac*

“Thank you very much for running such a fabulous GRI course! I learned a phenomenal amount and have been bouncing off the walls of the office ever since I got back! The content was brilliant, the delivery was exceptional, and the company was second to none. All in all a fantastic event!”

*Kate Bennett, Sustainability Officer, Oil Search Limited*

“Enlightening, fast paced, fun and thorough. Met all my needs and provided great networking opportunities.”

*Justin van der Zalm, Compliance and Sustainability Advisor, Loy Yang Power*

“A fantastic two days. I now have the tools and knowledge to confidently address the challenges associated with delivering a balanced sustainability report.”

*Peter Grant, Team Leader, Procurement, Environment and Governance Section, Department of Families, Housing, Community Services and Indigenous Affairs (FAHCSIA)*



## BENEFITS OF GRI REPORTING

Sustainability reports based on the GRI framework can be used to benchmark organisational performance with respect to laws, norms, codes, performance standards and voluntary initiatives; demonstrate organisational commitment to sustainable development; and compare organisational performance over time.

GRI promotes and develops this standardised approach to reporting to stimulate demand for sustainability information – which will benefit reporting organisations and those who use report information alike.

## ORGANISATIONS THAT HAVE ATTENDED GRI-CERTIFIED TRAINING WITH ACCSR INCLUDE:

BHP Billiton, AECOM, AustralianSuper, Commonwealth Bank, Telstra, CPA Australia, Deloitte, Worley Parsons, Department of Transport (Vic), EPA (Vic), John Holland Group, Leighton Holdings, Brookfield Multiplex, OilSearch, Pacific Hydro, SP AusNet, Orica, Loy Yang Power, Eraring Energy, Westfield, Xstrata Coal, Lihir Gold, Office of the Commissioner for Environmental Sustainability (Vic), Department of Families, Housing, The Australian Broadcasting Corporation, Department of Community Services and Indigenous Affairs, Fosters, Jemena, Macquarie Group, Westpac, Holden, Windana, Social Security Appeals Tribunal, Credit Union Australia, UCA Funds Management, Cromwell Group, Mirvac, Australand, RACV, Glen Eira City Council, NAB, BP Australia, Oz Minerals, Newcrest Mining Limited, Myer, Visy, Intrepid Mines, Sustainability Victoria and many others.



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## ABOUT THE GLOBAL REPORTING INITIATIVE (GRI)

The Global Reporting Initiative's (GRI) vision is that disclosure on economic, environmental, and social performance becomes as commonplace and comparable as financial reporting, and as important to organisational success.

The Global Reporting Initiative (GRI) is a non-government organisation that develops and disseminates globally applicable voluntary Sustainability Reporting Guidelines.

It began in 1997 as an initiative of the United Nations Environment Program and became independent in 2002. Headquartered in Amsterdam in The Netherlands, the GRI is an official collaborating centre of the United Nations Environment Programme (UNEP) and works in cooperation with UN Secretary-General Kofi Annan's Global Compact, a set of UN-endorsed principles for business.

The GRI develops its sustainability reporting guidelines through a multi-stakeholder process that incorporates the active participation of business, accountancy, investment, environmental, human rights, research and labour organisations from around the world.

The GRI reporting guidelines facilitate transparency and accountability by organisations and provide stakeholders a universally-applicable, comparable framework from which to understand disclosed information.

## ENDORSED BY CPA AUSTRALIA



*CPA Australia recognises its relationship with ACCSR and supports ACCSR's GRI Accreditation.*

## ABOUT ACCSR

The Australian Centre for Corporate Social Responsibility helps organisations create lasting value through responsible business strategies and productive stakeholder relationships. Our unique capability-building approach helps organisations identify and understand their social responsibilities, capacity and impact and develop strategies and tactics to reduce social risks and improve both performance and social responsiveness. Our learning programs build individual capability for managing social responsibility and underpin the professionalisation of the corporate responsibility management function.

ACCSR has been providing advice and training on sustainability reporting since 2005.



**ACCSR Learning** is a division of the  
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