

## KEY DATES: FIRST ANNUAL REVIEW 2022/23

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This schedule of dates for the first Annual Review of ESG reporting by the Australian community housing sector sets out a high-level procedural framework for meeting Adopter commitments: *Adopter CHOs commit to annual reporting against all Core criteria of the Standard (and preferably Enhanced) and to publicly disclosing their report on their website.*

The first Annual Review will be based on the most recent, complete year of ESG information: FY2022/23 (1 July 2022 to 30 June 2023). This ensures that early Adopter and Supporter CHOs are equipped with their sector's first Annual Review prior to the end of FY2023/24, as a resource for informing subsequent reporting.

**2 milestones are key (bolded below).** All other dates are suggested to guide internal work planning. Adopter CHOs should use this schedule to:

- Provide 2022/23 ESG data in the Criteria Catalogue to SGS Economics and Planning **by 9<sup>th</sup> February 2024**
- Prepare their ESG Report 2022/23 for website publication **from April 2024.**

Quality ESG reporting means your organisation is transparent about your progress and aspirations to continually improve on sustainable practice and social impact. Quality ESG reporting helps to consolidate the community housing sector's performance into a unified narrative, laying the foundations for expanding the pipeline of investment in housing as essential infrastructure for all Australians. Additional resources to assist Adopter CHOs in ESG reporting will be made available in coming months.

For more information, please contact:

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Phase	Due	Milestone	CHO checklist
Pre-commencement & planning	From mid-2023	Confirm Adopter / Supporter status	<ul style="list-style-type: none"> <li>Access the <a href="#">ESG Standard</a></li> <li>Sign up to become an <a href="#">Adopter</a> or a <a href="#">Supporter</a></li> <li>Check out our <a href="#">guide to ESG conversation</a></li> <li>Have a question? Refer to the <a href="#">FAQs</a>, or get in touch: <a href="mailto:MTjondro@sgsep.com.au">MTjondro@sgsep.com.au</a></li> </ul>
	Oct 2023	Form your 2022/23 ESG Working Group	<ul style="list-style-type: none"> <li>Now is the time for planning. Identify your ESG reporting lead for 2022/23 – experience with reporting (in general, not limited to sustainability reporting) is a plus. Finance teams will typically have this experience and may already work cross-functionally within the organisation. They may also know which criteria that various business areas hold information for. <b>Remember:</b> ESG reporting requires close collaboration across the CHO.</li> <li>Have internal reviewers been made aware of your organisation’s Adopter commitment?</li> <li>Can your Marketing and Communications team assist in 2024 with the reporting process?</li> </ul>
	Oct 2023	ESG reporting lead to reach out to relevant business areas for introduction to 2022/23 ESG reporting	<ul style="list-style-type: none"> <li>Check out our <a href="#">guide to ESG conversation</a></li> <li>Schedule a follow-up session in the new year + organise calendar reminders for key dates</li> <li>Compile questions and reach out to SGS or CHIA to clarify</li> </ul>
Data collection & Analysis	By 3 <sup>rd</sup> Nov 2023	2022/23 ESG reporting – Kick-off meeting	<ul style="list-style-type: none"> <li>Is your ESG lead and a representative from relevant business areas in attendance?</li> <li>How frequently will the ESG Working Group meet between now and February 2024?</li> <li>Have you prepared a 1-pager to map ESG criteria to relevant business areas? Setting up a central folder or intranet page for resources will streamline communications.</li> <li>Have you set sustainability goals and target in the past? You can reference these initiatives and subsequent progress in your 2022/23 ESG reporting.</li> <li>What information items are you able to finalise before the next Working Group meeting? Which responses be drafted today based on documented initiatives and achievements?</li> </ul>



	24 <sup>th</sup> Nov 2023	Progress Meeting 1	<ul style="list-style-type: none"> <li>Gather the Working Group and track progress to 9<sup>th</sup> February 2024 (ongoing)</li> <li>How many of the criteria has data been sourced for? Which criteria will not be reported for 2022/23? Can you provide a brief comment in the ESG workbook describing steps taken to report these criteria in future years?</li> <li>Summarise meeting notes, communicate actions for next progress meeting.</li> </ul>
	15 <sup>th</sup> Dec 2023	Progress Meeting 2	
	19 <sup>th</sup> Jan 2024	Progress Meeting 3	
Review	2 <sup>nd</sup> Feb 2024	Review data for submission	<ul style="list-style-type: none"> <li>Have you sought review and sign-off per internal processes?</li> </ul>
Reporting & Reflection	9 <sup>th</sup> Feb 2024	Adopter CHOs provide ESG information to SGS Economics and Planning	<ul style="list-style-type: none"> <li>Have all details on the General Company Information tab been filled out?</li> <li>Have you provided brief comment against ESG reporting criteria (Core and/or Enhanced) which your organisation is unable to report against for FY22/23?</li> <li>Have you attached any supporting documentation if relevant (e.g case study summaries of projects / initiatives as support to qualitative criteria)?</li> </ul>
	Mar 2024	1 <sup>st</sup> Annual Review of the Australian Community Housing Sector's ESG Performance 2022/23	<ul style="list-style-type: none"> <li>Prepared by SGS Economics and Planning</li> <li>Circulate the Annual Review within your organisation – As an Early Adopter you have played a key role in raising sector transparency.</li> </ul>
	Feb – Apr 2024	Collate data into an ESG report	<ul style="list-style-type: none"> <li>Refer to your Statement of Commitment provided at the time of Adoption. Reflecting on the ESG data you have now: how will continued reporting contribute towards that commitment?</li> </ul>
	From Apr 2024	Adopter CHOs publish ESG report on their website	<p>Is there feedback you wish to provide on the reporting process for subsequent years? What resources or forums would help in the future? Please reach out to SGS or CHIA.</p>