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| **<< Insert your logo >>** |

**Measure and manage**

Our sustainability actions

**<< Insert your business name >>**

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| Our first steps: |  |
| Comply with all relevant regulations and legislation, ensuring you have current licenses, land use permissions, and operational certificates relevant to your business and the land upon which you travel.  |[ ]
| Record your resource use, recycling, waste and carbon output. Start small and build. Some ideas to get you started:* record your water and electricity use from your utility bill each month or quarter
* separate and record your recycling each month (or record it each second month, taking the average) do waste audit every 6 months
* use an online carbon calculator tool to estimate and record your emissions.
 |[ ]
| Download ‘A guide to assist tourism business to prepare, respond and recover from a crisis’ and develop relevant plans and strategies for your business resilience, including:* risk management and crisis preparedness plan
* climate change business impact analysis
* incident and crisis response plan
* bushfire and/or flood plans.
 |[ ]
| Develop policies to clearly articulate your business commitments and expectations, including an:* environmental policy
* buy local policy
* health and safety policy
* quality policy
* community, accessibility and diversity policy
* drug and alcohol policy.
 |[ ]
| Implement a procedure to regularly review and update your plans, policies, certifications and licenses.  |[ ]
| Ensure you have appropriate insurance that is relevant to your region and operations. |[ ]