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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. |  |