| Download the latest version of this template from <http://www.business.gov.au/sustainabilityactionplan> |
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# [Enter your business name] sustainability action plan

## Vision

[A short statement describing how you’re committed to improving your sustainability. You might want to write your statement after you fill out the tables.]

|  |  |
| --- | --- |
| Our commitment to sustainability | [Example: At Elemental Café in the heart of Best Town, we understand the importance of sustainability for the future of our environment, community and business.Our team is committed to reducing negative effects and making a positive impact on the environment and community.We will do this by:* working with local farmers to compost our waste and source 40% of our food within 100 km of our café
* working with local Traditional Owners to improve our understanding of First Nations cultures and include their stories in our customer experiences
* using 100% renewable energy to power our café by 2030
* working with Best Town High School to provide training for local students
* partnering with local First Nations businesses to include native food ingredients on our menu
* regularly reviewing and updating our sustainability action plan and assessing our risks and performance each year.]
 |

## Actions

[Follow these steps to help you fill out the tables on the following pages.]

1. Consider the 2 main areas of sustainability – planet (environment and climate) and people (community).
2. Set an objective or overall change you can make in your business for the good of the planet and people around you.
3. Measure and record your baseline – your current state.
4. Set a target to achieve to help you reach your objective. Make sure it’s specific, measurable, achievable, relevant and time-bound.
5. Think of actions you can take to achieve your target.
6. To help you choose the actions to take, calculate the cost, benefits and savings of each one. Try to be as accurate as you can.
7. Assign a team or person to be responsible for each action. Sustainability is a team effort, so make sure you bring your staff on the journey and they know what they need to do and why.]

### Sustainability area: environment and climate – energy use

| Objective | Baseline | Target | Actions | Responsible | Costs | Benefits and savings |
| --- | --- | --- | --- | --- | --- | --- |
| [Example: Reduce annual office energy use through changes to lighting] | [387KwH each year] | [5% reduction in 12 months] | [Change all lights to LEDCommunicate to staff about turning off lightsPromote the use of natural light] | [Person’s name] | [$200 in LED light bulbsStaff training – internal costs only] | [Savings = $855] |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

### Sustainability area: environment and climate – water use

| Objective | Baseline | Target | Actions | Responsible | Costs | Benefits and savings |
| --- | --- | --- | --- | --- | --- | --- |
| [Example: Reduce annual room water use through water-efficient equipment] | [400 litres for each guest each night] | [5% reduction in 12 months] | [Incrementally change shower heads in hotel rooms to low-flow shower headsCommunicate to guests to be water-conscious] | [Person’s name] | [$150 for each unit Signs in bathrooms] | [Savings = $150 for each room] |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

### Sustainability area: environment and climate – waste

| Objective | Baseline | Target | Actions | Responsible | Costs | Benefits and savings |
| --- | --- | --- | --- | --- | --- | --- |
| [Example: Reduce use of office paper] | [85 reams of paper (17 boxes)] | [10% reduction in 12 months] | [Encourage staff not to printSign contracts digitallySet the printer to print on both sides and in black and white by default] | [Person’s name] | [$0Staff training – internal costs only] | [Savings = $180] |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

### Sustainability area: environment and climate – greenhouse gas emissions

| Objective | Baseline | Target | Actions | Responsible | Costs | Benefits and savings |
| --- | --- | --- | --- | --- | --- | --- |
| [Example: Reduce business travel]  | [12 trips each year] | [9 trips total in 12 months25% reduction of emissions from business travel in 12 months] | [Encourage virtual rather than face-to-face meetingsCommunicate with partners to build understanding] | [Person’s name] | [$0] | [Savings = 25% of annual travel budget]  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

### Sustainability area: community

| Objective | Baseline | Target | Actions | Responsible | Costs | Benefits and savings |
| --- | --- | --- | --- | --- | --- | --- |
| [Example: Build a deeper understanding of the local First Nations cultures] | [Limited knowledge] | [50% completion of cultural competency training by June 2024] | [Engage a First Nations specialist to provide cultural competency training] | [Person’s name] | [$220 for each participant] | [Increase in staff satisfaction scoresIncrease in visitor satisfaction scores since staff are able to respectfully share cultural insights] |
| [Example: Increase support to local community groups]  | [0 hours of staff volunteering, $0 donated] | [144 volunteered hours in 12 months$300 donation in 12 months] | [Offer each staff member (6 people) 24 hours each year to volunteer for a local causeDonate to a local community group] | [Person’s name] | [$5,760 worth of staff hours$300] | [Increase in staff satisfaction scoresIncrease in number of local customers] |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |