

ENVIRONMENTAL MANAGEMENT PLAN



REEF & BEACH

****Please note: This plan is completely fictitious - it should give a good idea of how this template can be utilised in your business ****

NAME	DATE	SIGNED
Plan Prepared by		
John Doe	01/04/2019	John Doe
Plan Reviewed by	Annual Update / Review	
John Doe	01/04/2020	

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ENVIRONMENTAL MANAGEMENT PLAN & IMPACT ASSESSMENT

THE COMPANY'S ENVIRONMENTAL AIMS AND OBJECTIVES

Our tours contain a high educational and awareness focus that informs visitors about the impacts currently affecting the Great Barrier Reef (GBR), details of the amazing ecosystem itself and how we can minimise our impact whilst visiting the region. We brief all visitors about the impact the Crown of Thorns starfish is having on the environment and encourage any sighting to be passed onto a staff member to be recorded.

We are a smaller vessel only capable of holding 70 passengers at a time, which is one of the reasons we have been granted access to the sand cays. Operating a smaller vessel was a decision made by our family as a way to offer our guests a far more intimate and unique GBR experience and reduce potential anthropogenic impacts.

As an operator we believe that we play a vital role in the protection of the GBR and in the education of tourists visiting the area. Through all of our tours and operations we uphold the view to prevent, reduce, or mitigate any harmful effects. We are committed to ensuring that all activities are undertaken in a manner that exceeds all environmental regulation requirements and best practice codes.

R&B's environmental policy is:

- To uphold and comply with all relevant environmental legislation and regulations.
- To monitor and record all environmental impacts.
- To ensure our operation does not create any long term environmental impacts.
- To reduce any unavoidable direct or indirect impacts from the operation.
- To monitor all waste produced on the vessel.
- To reduce emissions from the operation and from our guests.
- To promote best practice and improve resilience and adaptation to climate change.
- To monitor and map any Crown of Thorns starfish sightings.

ENVIRONMENTAL AND CULTURAL CHARACTERISTICS

As part of our operation, R&B interacts with a variety of sensitive species and sites.

Great Barrier Reef Marine Park

The Great Barrier Reef Marine Park is the largest reef system in the world. Operating within its area requires careful planning to help avoid the negative ecological, social and cultural impacts tourism can have on the system.

Michaelmas Cay

Michaelmas Sand Cay is one of our "beach" locations 40km North-East of Cairns. There is a roped off section on the beach that tourists are allowed to access between 9.30am and 3.00pm. These ropes map the protected area of the cay designated for the birds that nest here during breeding times. All access to this section is prohibited to prevent interference with the nesting and migratory seabirds.

Fauna species

Approximately 14 species of seabird have been recorded on the cay. All year round seabirds such as Sooty Terns, Common Noddies and Crested Terns can be found on Michaelmas. During summer, the peak breeding time, approx. 20,000 sea birds make the cay their home providing visitors with an opportunity to experience a seabird rookery with high species diversity and large bird populations. Michaelmas is the most significant local rookery for Crested Terns and lesser Crested Terns and it has been recorded that the cay is the southernmost limit of Sooty Tern breeding and the northernmost breeding limit of the Crested Tern. Nowhere else are these two species found breeding together in such vast numbers and therefore it is vital to ensure their protection.

Flora species

The vegetation found on Michaelmas includes salt resistant grasses and crawling vine seeds deposited by the bird populations. Some species include spinifex, stalky grass, goat's foot, bulls head vine, sea purslane and tar vine. It is a delicate ecosystem with the seabird droppings and carcasses providing the fertiliser necessary for the vegetation to grow.

Cultural significance

Michaelmas Cay is a special part of the sea country of the local Aboriginal people and is historically shared by the Gungandji, Mandingalbay-Yidinji and Yirriganydji people. Traditional use of the cay is recognised and still continues today in accordance with current legislation. Sea turtles are another species that occasional inhabit the island during nesting times and should also be mentioned. These creatures are sacred to the Indigenous populations within the region and also protected under a number of legislations including the Environment Protection and Biodiversity Conservation Act 1999.

Upolu Cay

Upolu Cay is the other "beach" that we visit on our tours. It is another naturally formed reef, unvegetated, and currently plays host to some birds including; Black-naped Terns, Common Noddies and Crested Terns. The waters around Upolu Cay are in a Marine National Park Zone (green) and the waters surrounding Upolu Reef are in a Conservation Park Zone (yellow). Upolu Cay and its surrounding reef (Upolu Reef) are a part of the Great Barrier Reef World Heritage Area and the cay and surrounding waters are significant to Traditional Owners (mentioned previously).

At Reef and Beach we are committed to reducing any potential impacts upon these areas as much as possible. Our commitments to sustainable tourism within the GBRMP include:

- Protecting the coral reefs and other habitats (such as clams and seagrass) from anchor damage.
- Prohibiting interaction with nesting turtles and sea birds and protecting them from any disturbance.
- Protecting dugongs, turtles and whales from interference with our vessel (especially from collisions).
- Preventing littering.
- Respecting cultural importance of the GBR to Aboriginal and Torres Strait Islanders.
- Responding to climate change and reducing our contribution.

ENVIRONMENTAL RISK MANAGEMENT – THE ENVIRONMENTAL RISKS ASSOCIATED WITH OPERATIONS

Activity / Area	Associated Risk/s	Level of Risk	Strategy to Minimise Risk	Staff Role Responsible	Monitoring Process
Snorkelling	<ul style="list-style-type: none"> Water contamination Wildlife disturbance Increased sedimentation 	<i>Medium</i>	<ul style="list-style-type: none"> Guests are educated on the impacts sunscreen can have on the marine environment and asked to apply well in advanced before getting in the water. Guests are educated about interacting with marine life and on not touching or damaging coral with flippers. An educational video is shown prior to getting in the water demonstrating how to decrease sedimentation and the implications it can have on the ecosystem. 	<i>Staff – we have delegated team members who inform customers</i>	<ul style="list-style-type: none"> Before entering the water we have “sunscreen time” where a staff member will announce that it is time to apply. Other staff will navigate the boat providing sunscreen to those without.
Diving	<ul style="list-style-type: none"> Wildlife disturbance Coral breakage 	<i>Low to medium</i>	<ul style="list-style-type: none"> Small tour groups are taken. Wildlife viewing guidelines and diver briefing before entering the water. 	<i>Dive instructors & Dive Master</i>	<ul style="list-style-type: none"> Our diving guides are always monitoring the divers to ensure they are safe and doing the right thing. Any unlikely incidents are reported to the dive master and taken care of back on deck. In the event of a serious breach divers can be prohibited from diving.
Boating	<ul style="list-style-type: none"> Wildlife disturbance Boat strikes Water pollution 	<i>Low</i>	<ul style="list-style-type: none"> The vessel will only travel at 5 knots when in shallow waters and approaching our destinations to limit disruption. A spotter is used to avoid any potential boat strikes. The vessel is maintained regularly to prevent any chemical and fuel leaks. 	<i>Captain</i> <i>Staff – delegated spotter</i>	<ul style="list-style-type: none"> Using GPS information the Captain will know exactly when approaching shallow waters and make the engine adjustments. The spotter also records any turtle, whale or dugong sighting and this information is plotted by GPS.

Activity / Area	Associated Risk/s	Level of Risk	Strategy to Minimise Risk	Staff Role Responsible	Monitoring Process
Island visit	<ul style="list-style-type: none"> Littering Wildlife disturbance 	<i>Low</i>	<ul style="list-style-type: none"> Bins are taken ashore for rubbish collection. Guests are asked to only take essential items ashore and to ensure they do not leave anything behind. Guests are informed about the bird populations on Michaelmas and on the rules about interaction. 	<i>All staff</i>	<ul style="list-style-type: none"> A staff member will patrol and collect all rubbish left behind on the cays. Staff member will monitor the boundary line on Michaelmas at all times to prevent disturbance.
Food consumption and preparation	<ul style="list-style-type: none"> Fish feeding Littering 	<i>Low</i>	<ul style="list-style-type: none"> Guests are educated about throwing food waste over board and encouraged to refrain from feeding the fish. 	<i>All staff</i>	<ul style="list-style-type: none"> Staff members monitor guests to prevent fish feeding. Any cases that are observed are addressed immediately to prevent future incidents occurring. After lunch staff will ask for all scraps to be disposed into the bins or brought back to the kitchen for disposal.
Anchoring	<ul style="list-style-type: none"> Coral and ecosystem damage 	<i>Low</i>	<ul style="list-style-type: none"> Our vessel is always moored when at our destinations. Anchoring on the sand cays is only done using a sand anchor and does not impact the island or any ecosystems. 	<i>Captain</i> <i>First Mate</i>	<ul style="list-style-type: none"> N/A
Waste discharge	<ul style="list-style-type: none"> Water pollution 	<i>N/A</i>	<ul style="list-style-type: none"> The vessel does not discharge of any sewage waste into the water. It is all removed back at the docks. 	<i>N/A</i>	<ul style="list-style-type: none"> N/A
Water discharge	<ul style="list-style-type: none"> Waste water discharge 	<i>Low</i>	<ul style="list-style-type: none"> Water saving devices have been installed on tap fitting to ensure limited water is used and discharged. All detergents and hand soaps on-board are biodegradable. 	<i>Captain</i>	<ul style="list-style-type: none"> N/A

ENERGY AND GHG EMISSIONS: MEASUREMENT, MINIMISATION AND MANAGEMENT STRATEGIES

1. IDENTIFY AND MEASURE

SOURCES

- Fuel
- Office (computers, printer etc)

Indirect:

- Food miles
- Travel costs / flights

CONSUMPTION

	Consumption per year	Consumption per guest	Sources	Monitoring Process
Energy	88040 kWh	4.4 kWh	<input checked="" type="checkbox"/> Grid (from provider) <input checked="" type="checkbox"/> Solar <input type="checkbox"/> Wind <input type="checkbox"/> Water <input checked="" type="checkbox"/> Fuel (diesel/petrol)	Energy consumption is recorded from all fuel used on the vessel and fuel used in our secondary vessel.

	Total GHG/year	Total GHG/guest	GHG Sources	Monitoring Process
Total GHG Emissions	76.5 t/Co2-e	3.8 kg/Co2-e	<input checked="" type="checkbox"/> Electricity <input checked="" type="checkbox"/> Petrol <input checked="" type="checkbox"/> Diesel <input type="checkbox"/> Biofuel	GHG emissions will now be calculated monthly and recorded in an Excel spreadsheet

2. STRATEGIES TO REDUCE AND REPORT

	Topic/Area	Emissions Reduction Actions	Staff Role Responsible	Timeline/Budget	Monitoring Process
Energy Efficiency	Buildings				
	Equipment	<ul style="list-style-type: none"> Energy efficient refrigeration units purchased and installed 	<i>Manager</i>	Timeline: Equipment is tested regularly.	<ul style="list-style-type: none"> Maintenance check sheet
	Lighting	<ul style="list-style-type: none"> Energy efficient lighting installed 	<i>Manager</i>	Timeline - ongoing Budget - \$500/year	<ul style="list-style-type: none"> Review and check lighting every six months as part of maintenance.
Energy Supply	Renewable Energy	<ul style="list-style-type: none"> Solar panels have been installed to power our office operations 	<i>Owner</i>	Budget - \$3,000 for installation Timeline - ongoing, any funds needed for repairs / maintenance will be available	<ul style="list-style-type: none"> Monitored monthly and data recorded
	Green Power	<ul style="list-style-type: none"> Green power is purchased to cover the additional energy necessary for our office operations 	<i>Owner / Manager</i>	Timeline - monthly	<ul style="list-style-type: none"> Purchased energy is recorded monthly
Travel / Transport	Vehicles / transportation	<ul style="list-style-type: none"> The 'green vehicle guide' is used when upgrading / purchasing vehicles 	<i>Owner</i>	Budget - \$15,000/year	<ul style="list-style-type: none"> Vehicles are always serviced on time
	Employee travel to work initiatives	<ul style="list-style-type: none"> Staff car pooling is in place Staff are encouraged to cycle or walk to work 	<i>All staff</i>	N/A	<ul style="list-style-type: none"> 'Early mark policy' – if riding to work, employees are allowed to leave 20mins early.

	Topic/Area	Emissions Reduction Actions	Staff Role Responsible	Timeline/Budget	Monitoring Process
	Client / customer travel initiatives	<ul style="list-style-type: none"> Public transport information is provided We offer a free pick-up and drop-off service to visitors within a 10km radius. 	<i>Manager</i>	Timeline - weekly	<ul style="list-style-type: none"> N/A
Operational Areas	Partnership with climate friendly businesses and suppliers	<ul style="list-style-type: none"> We have partnerships with operators who have achieved Ecotourism Australia's Climate Action certification or similar accreditation 	<i>Manager</i>	Ongoing	<ul style="list-style-type: none"> New partnerships are investigated regularly
	Suppliers				
	Green purchasing policy and initiatives	<ul style="list-style-type: none"> Choosing suppliers that provide green products with Life Cycle Assessments (LCA) As per our green purchasing policy, we purchase eco-friendly office supplies such as recycled paper Products with biodegradable packaging are picked over those without. 	<i>Manager</i>	Timeline - ongoing Budget - unlimited	<ul style="list-style-type: none"> New environmentally friendly products and initiatives are investigated regularly Prices are always compared with local competitors.
	Sourcing local products	<ul style="list-style-type: none"> Where possible, local produce and products are chosen to reduce transport emissions. 	<i>Manager</i>	N/A	<ul style="list-style-type: none"> New local sources are investigated regularly.
	In-house				
	Office / admin initiatives	<ul style="list-style-type: none"> No email print policy All equipment is turned off at its source when not in use. All printed material is on recycled paper. All ink cartridges are refilled not replaced. We have a recycling system in place, separating general waste from recyclable materials (glass, hard plastics, aluminum, paper) and soft plastics. 	<i>All staff</i>	Daily	<ul style="list-style-type: none"> Included in Operations Manual We monitor our waste disposal regularly

	Topic/Area	Emissions Reduction Actions	Staff Role Responsible	Timeline/Budget	Monitoring Process
	Marketing and promotional	<ul style="list-style-type: none"> Increase e-marketing and online feedback submissions We are currently phasing out print material and making all brochures available through our website. 	Manager	Six months	<ul style="list-style-type: none"> Marketing Strategy annual review
Emission Monitoring	Emissions assessment	<ul style="list-style-type: none"> Total emissions are calculated and recorded 	Manager	Monthly	<ul style="list-style-type: none"> Emissions are monitored every month and graphed on an Excel spread sheet.
	Carbon footprint calculations	<ul style="list-style-type: none"> Carbon footprint is calculated and reported 	Manager	Monthly	<ul style="list-style-type: none"> Annual review
Carbon Offsetting	Carbon offseting	<ul style="list-style-type: none"> Unavoidable emissions are offset through the purchase of carbon credits 	Manager	Ongoing Budget - \$100/month	<ul style="list-style-type: none"> Offset amounts are recorded
	Guests can offset their trip	<ul style="list-style-type: none"> Guests can 'opt in' when booking their tour via our website to offset their emissions. The amount is automatically calculated based on the emissions attributable to this tour. 	Manager	Ongoing	<ul style="list-style-type: none"> Offset amounts are recorded

WATER: MEASUREMENT, MINIMISATION AND MANAGEMENT STRATEGIES

1. IDENTIFY AND MEASURE

SOURCES

- Piped (Mains Supply)
- River/creek/stream

CONSUMPTION

Building	Consumption/production per year	Consumption/production per guest	Sources	Monitoring Process
Combined	85800 L	4.3 L	<input checked="" type="checkbox"/> Piped (mains supply) <input type="checkbox"/> Water tank <input type="checkbox"/> Recycled <input checked="" type="checkbox"/> River/creek/stream <input type="checkbox"/> Groundwater	Staff monitor usages monthly via water meter and data is recorded Staff record the volume of water stored on the vessel

2. STRATEGIES TO MEASURE AND REPORT

	Topic/Area	Water Reduction Actions	Staff Role Responsible	Timeline/Budget	Monitoring Process
	Bathroom/Toilets	<ul style="list-style-type: none"> • Water efficient systems are installed 	<i>Manager</i>	Ongoing	<ul style="list-style-type: none"> • Ongoing maintenance and monitoring of water usage
	Appliances	<ul style="list-style-type: none"> • Water efficient appliances are used 	<i>Manager</i>	Ongoing	<ul style="list-style-type: none"> • Equipment functionality is assessed monthly

WASTE: MEASUREMENT, MINIMISATION AND MANAGEMENT STRATEGIES

	What type of waste is it? Where does it come from?	Management, Re-using, Recycling and Disposal	Reduction Strategies	Role & Staff Member Responsible	Monitoring
Organic Waste	Food scraps from meals prepared on the vessel	Disposed of daily in a compost bin	Increased care to cook quantity of food appropriate to guest numbers.	<i>Chef and staff</i>	Quarterly waste audit
Paper	Office Packaging	All paper is reused (e.g. as scrap paper) before getting recycled 'No print' policy	No promotional material is printed, all is shared online	<i>Manager</i>	Waste management policy
Plastic	Plastic from guest items	All plastic is collected and recycled. Soft plastics are separated from hard plastics.	We encourage guests before tours to bring a reusable bottle. Waste reduction and 'leave no trace' policy included in tour brief.	<i>All staff</i>	Waste management policy
Chemicals	Cleaning products Oil leaks	Any chemical waste is disposed of responsibly and carefully, following formal procedures and regulations.	We are mindful of the products we buy and refrain from purchasing chemicals as much as possible, opting instead for eco-friendly alternatives. Extreme care is taken in navigating vessel to avoid oil leaks	<i>Manager</i> <i>Skipper</i>	Waste management policy

Area	Consumption/production Per year	Consumption/production Per guest	Sources	Monitoring Process
Waste	84000 L	4.2 L	<input checked="" type="checkbox"/> Paper <input checked="" type="checkbox"/> Glass <input checked="" type="checkbox"/> Plastic <input type="checkbox"/> Metal <input checked="" type="checkbox"/> Organic	Staff monitor waste disposal by tracking each disposal bin emptied and recording the measurements

WASTE AUDIT RESULTS

Type Of Material	Approx. Volume Of Waste (Litres Per Week)	Location Of Bin
General waste/ landfill	60	Galley, saloon
Food Waste	25	Galley
Paper	80	Office
Cartboard	50	Office
Glass	10	Galley
Hard Plastics	40	Recycling container on vessel
Soft Plastics	80	Galley

CLIMATE CHANGE RISK ASSESSMENT

Area of Risk	Business Vulnerability <i>Existing risks (past and current) and future risks and opportunities</i>	Level of Risk	Adaptation Strategy	Responsibilities and Partnerships	Timeline / Budget	Monitoring and Review
Sea Level Rise	<ul style="list-style-type: none"> • Impacts on coastal areas visited • Loss of tourism impacting on economy and long-term financial viability 	<i>Moderate</i>	<ul style="list-style-type: none"> • Increase awareness of associated risks (e.g. prolonged stinger season) • Assess financial situation • Provide ongoing support for environmental initiatives 	<p style="text-align: center;"><i>Manager</i></p> <p style="text-align: center;"><i>Local environment groups</i></p>	Ongoing	<ul style="list-style-type: none"> • Investigate alternative locations • Monthly review of business viability and solvency
Natural and Cultural Attractions	<ul style="list-style-type: none"> • Flora and fauna at risk of damage. • Declining quality of nature attractions visited (e.g. reefs, beaches). • Impacts on guest satisfaction 	<i>High</i>	<ul style="list-style-type: none"> • Ongoing contributions to local / regional / national conservation initiatives with specific outcomes for sites visited. • Provide environmental interpretation to visitors and educate them on biodiversity of areas visited, climate change and impacts and conservation. • Plan for potential crisis intervention strategies. 	<i>All staff</i>	Ongoing	<ul style="list-style-type: none"> • Participate in environmental monitoring program • Annual review of interpretation plan • Regularly investigate conservation initiatives
Unpredictable and Extreme Weather	<ul style="list-style-type: none"> • Increasing temperatures. • Health and safety concerns for visitors and staff. • Risk of computer system crashing. 	<i>Low to medium</i>	<ul style="list-style-type: none"> • Ensure all staff receive first aid training • Procedures manual outlining specific steps to take in case of an emergency and who to contact • Educate guests on sun safety 	<i>Manager</i>	<p style="text-align: center;">Immediate and ongoing</p> <p style="text-align: center;">Budget - \$500</p>	<ul style="list-style-type: none"> • Annual review of procedures manual

Area of Risk	Business Vulnerability <i>Existing risks (past and current) and future risks and opportunities</i>	Level of Risk	Adaptation Strategy	Responsibilities and Partnerships	Timeline / Budget	Monitoring and Review
			<ul style="list-style-type: none"> • Mandatory hat and sunscreen policy for staff • Sun protective suits for passengers and drinking water available • Ensure all files are backed up regularly and have two laptops available for use in such circumstances 			

ENVIRONMENTAL BEST PRACTICE INITIATIVES

Initiative Category	Environmental Initiative	Purpose	Role & Staff Member Responsible	Monitoring
Conservation Initiatives	<ul style="list-style-type: none"> • Carbon offsetting, environmental restoration or rehabilitation, financial contributions to conservation organisations • Participation in industry forums focused on how the regional tourism industry can collaboratively adapt to climate change 	<ul style="list-style-type: none"> • Contribute to biodiversity conservation projects • Climate change adaptation / mitigation 	<i>Manager</i>	All contributions are recorded and progress reports are received quarterly.
Energy consumption	<ul style="list-style-type: none"> • All our equipment is energy efficient, in good condition, serviced regularly and powered by sustainable energy sources (apart from our vessel). 	<ul style="list-style-type: none"> • Energy conservation • Minimise carbon emissions 	<i>Manager</i>	Equipment is regularly serviced and all information is recorded in a maintenance check list.
Minimal impact policy	<ul style="list-style-type: none"> • Waste management policy • ‘Leave no trace’ policy • Recycling scheme 	<ul style="list-style-type: none"> • Reduce waste • Reduce carbon emissions • Environmental protection 	<i>All staff</i>	Annual review

ENVIRONMENTAL IMPROVEMENTS

Improvements planned for this year include the following:

- Investigating the cost of installing solar panels on our vessel to power some appliances. Depending on feasibility the aim is to power some cockpit equipment and kitchen appliances.
- Getting at least one of our guides into the Master Reef Guide program.
- Environmental interpretation - We are continuously striving to deliver accurate, up-to-date and enriching information to our guests, to foster a genuine understanding and appreciation of the environment. We are looking to collaborate with research centres to develop a comprehensive interpretation material which includes information on climate change, conservation, best practice and other environmental issues.

REPORTING PROGRAMS

R&B participate in two environmental reporting initiatives that help the GBRMPA monitor and protect the GBR. These include:

- **Eye on the Reef** (reporting on reef health status and trends, the distribution of protected and iconic species, and early warnings of environmental impacts)
- **Reef Rescue** (reporting and monitoring Crown Of Thorns starfish populations)

STAFF TRAINING AND DEVELOPMENT

All staff members must partake in our environmental induction process before commencing work. This process introduces the staff to:

- the environmental characteristics present in our tour and the sites we visit,
- the potential environmental impacts associated with our operation and how to reduce these,
- and potential environmental emergencies and the appropriate response procedures (groundings, boat strikes, etc.).

We aim to have our staff very educated in regards to these areas and to aid this we also issue an education pack. This pack contains:

- Environmental management procedures including marine life handling, fish feeding and whale watching policies.
- The principles of ecotourism and certification information.
- Eco Guide program information for interested parties.
- The GBRMPA 'on-board' Tourism Operator's Handbook Responsible Reef Practices.
- Cultural Heritage and Traditional Owner information.
- GBRMPA tour guide fact sheets regarding coral and reef fish facts, native title and climate change.

Staff are encouraged to ask any questions regarding this information and upon the completion of their induction are asked to complete a 10 question questionnaire based on their learnings.

R&B also undertake a follow up/refresher training course once a year or immediately after any changes are made to procedures. This ensures our staff are all coherent with the procedures and potential impacts.

CUSTOMER AWARENESS

Customer awareness is a key component of our environmental policy and a way that we can significantly reduce potential impacts.

We provide our guest with information on the GBR and the anthropogenic threats that can damage the ecosystem. We demonstrate the best way to snorkel and dive without damaging coral polyps or disturbing the local ecosystems. Time is taken to demonstrate the impacts that increased turbidity from flippers can have on the ecosystem and on the importance of applying sunscreen well in advance before entering the water.

Guests are also educated on the effects global warming is having on the GBR and offered a chance to offset their emissions for the day by donating to R&B for the purchase of carbon credits. Our website also offers information to guests on how they can offset their air travel and on how to reduce their energy, waste and water during their holiday (become a green traveller).

We have multilingual staff members who are able to translate all information for our Chinese, Japanese, Korean and German guests. We also have all our information represented on easy to understand picture cards for those guests outside this language spectrum.

CLIMATE ACTION CERTIFICATION DOCUMENTATION REQUIREMENTS

CLIMATE CHANGE AWARENESS AND EDUCATION

Topic / Area	Action(s)	Responsibility	Timeline / Budget	Monitoring and Review
Emissions assessment, carbon footprint, offset information	<ul style="list-style-type: none"> • Include information on website and in marketing/promotional material • Monitor and update information 	<i>Operations & Marketing Manager</i>	Ongoing	Annual
Owner/manager and employee climate change awareness training	<ul style="list-style-type: none"> • Attend industry forums, presentations and conferences • Identify training courses attended • Learn key facts and statistics about local area and impacts of climate change • Distribute resources to (new) employees 	<i>Manager</i>	Ongoing	Annual
Client/customer climate change awareness initiatives	<ul style="list-style-type: none"> • Encourage customers to support local climate change initiatives • Voluntary contributions e.g. donations to climate change funds when booking • Link to carbon offset / carbon footprint calculator included on website 	<i>All staff</i>	Ongoing	Annual
Business to business (B2B) initiatives	<ul style="list-style-type: none"> • Actively seek out linkages with ECO certified or Climate Action certified companies 	<i>Manager</i>	Ongoing	Annual
Government, state, national park or non-government organization initiatives	<ul style="list-style-type: none"> • Involvement in marine monitoring program • Compliance with National Park Climate Action Plans 	<i>Manager</i>	Ongoing	Annual
Continuous improvement	<ul style="list-style-type: none"> • Achieve Climate Action certification • Become carbon neutral 	<i>Manager</i>	12 months	Annual

GLOSSARY

Adaptation changes: Changes made in response to the likely threats and opportunities arising from climate variability and climate change.

Adaptive capacity: Ability of a system to respond to climate change to moderate potential damages, to take advantage of opportunities, or to cope with the consequences.

Contingency plan: Any plan of action that allows an organization to respond to events should they occur. This includes all plans that deal with stabilisation, continuity of critical business functions and recovery [AS/NZS 5050:2010, Definition 1.3.8]

Level of risk: Magnitude of a risk or combination of risks, expressed in terms of the combination of consequences and their likelihood. [ISO Guide 73:2009, Definition 3.6.1.8]

Likelihood: Refers to the chance of something happening, whether defined, measured or determined objectively or subjectively, qualitatively or quantitatively, and described using general terms or mathematically (such as a probability or a frequency over a given time period). [ISO Guide 73:2009, Definition 3.6.1.1]

Risk identification: Process of finding, recognising and describing risks. [ISO Guide 73:2009, Definition 3.5.1]

- Note 1: Risk identification involves the identification of risk sources, events, their causes and their potential consequences.
- Note 2: Risk identification can involve historical data, theoretical analysis, informed and expert opinions, and stakeholder's needs.