

Tourism Whitsundays Sustainable Practices

Tourism Whitsundays would like to capture the sustainable practices our members are working to achieve, so that we can use this information in our marketing and publicity activation to promote the region as a sustainably focused industry.

Please indicate in the editable checklist below, the items that your business practices regularly to achieve a sustainable framework.

Reduce Paper:

- Set printers to print internal documents double sided.
- Reduce margins to allow for more text per page.
- Avoid printing unnecessary documents.
- Reuse misprints for scrap paper by cutting it down into ¼ page note pads.
- Reuse envelopes and boxes whenever possible.
- Eliminate using labels for envelopes.
- Reduce the amount of junk mail you receive.
- Other (Please detail how your business reduces paper):

Reduce Common Area Cost:

- Purchase recycled office paper.
- Make a point to buy recycled toner and ink cartridges.
- Purchase eco-friendly/green cleaning supplies.
- Avoid excessive packaging, always buy in bulk.
- Be sure to purchase rechargeable batteries.
- Eliminate all paper plates, cups, and disposable utensils.
- Purchase mugs or ask associates to bring in their own reusable mugs for beverages.
- Other (Please detail how your business reduces common area costs):

Recycling:

- Post recycling participation guidelines for staff and guests/clients to see.
- Have clearly labelled recycling points throughout office/place of work.
- Other (Please detail how your business activates a recycling program):

Energy Use:

- Set all computers and monitors to go to standby when not in use.
- Set all peripherals like printers, fax machines, or copiers to go into energy saving mode or simply turn them off when they're not in use.
- Eliminate screen savers and update all monitors to more efficient LCD screens.
- Replace old incandescent bulbs with CFLs or LED bulbs wherever possible.
- Install sensors or signage that reminds anyone leaving a room to turn off the lights.
- Turn off all power strips at the end of the day to eliminate overnight power draw.
- Set thermostats timers to shut down during non-operating hours.
- Install energy efficient window coverings.
- Other (Please detail how your business saves energy):

Water Conservation:

- Install faucet aerators and low-flow toilets whenever applicable.
- Have visible signs for customers/staff/clients to encourage limited water usage.
- Other (Please detail how your business saves water):

Transportation:

- The use of fuel efficient models.
- Always use mapping to avoid wasteful routing.
- Encourage employees to either carpool with one another, walk, or ride a bike to the office.
- Offer employees an incentive if they use public transportation.
- Employ the use of more technologically advance meeting alternatives like videoconference meetings, communication via internet faxing, or webinars.
- Other (Please detail how your business demonstrates sustainable transportation practices):

Food and Beverage:

- Use locally grown and organic food whenever possible.
- Offer condiment dispensers instead of individual serving packages.
- Use compostable recycled napkins.
- Eliminate food waste with proper planning and donate left overs.
- Employ electronic advertisements and digital invites.
- If printed materials are required be sure to use recycled paper.
- Reuse old banners and signs from past events.
- Straw free policy
- Re-usable or Recyclable packaging
- Other (Please detail how your business operates sustainably with food and beverage):

Reduce chemical usage:

- Buy and use natural or non-toxic cleaning products.
- Dispose of waste products appropriately.
- Other (Please detail how your business reduces chemical usage):

Do you have an environmental management plan or green marketing strategy? (Please detail):

Do you employ an environmental manager or have someone in charge of looking after the sustainable practices of the business? (Please detail):

Does your business hold any Eco Certifications? (Please detail):

Other points of interest:

Return form to membership@tourismwhitsundays.com.au