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| A green sign with white text  Description automatically generated with low confidence |

**Emissions Reduction Plan 2023**

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| **✓** | **Action** | **Timing** | **Who** | **Budget** |
| **Travel** | | | | |
|  | Set a goal for a maximum number of flights for 2023 (and reduce this in 2024) | February | LT | - |
|  | Continue to advocate for a no travel alternative with every client/project | Year-round | LT | - |
|  | Choose eco certified or energy efficient accommodation when travelling  (possible through Booking.com but not Airbnb) | Year-round | LT | - |
|  | Use public transport to airport where possible  (for flights that arrive late at night, no coach to Toowoomba may be available) | Year-round | LT | $50/return trip |
|  | Within Toowoomba walk, run, use a bicycle, or use public transport  Goal: 1 car trip per week for work average across year | Year-round | LT  KG | Cost savings |
|  | Switch to a low emission powered vehicle such as an electric vehicle, e-scooter or e-bike for trips in Toowoomba  (unlimited trips if powered from solar power) | Year-round | LT  KG | Cost savings  Tax deductible in part (work use)? |
|  | * Use E10 biofuel (KG) * Keep tyres properly inflated | Year-round | LT  KG | Cost savings |
| **Electricity** | | | | |
|  | Heating and cooling   * Work from a public space such as a library   or   * Warm your body or one room rather than the house during office hours (e.g., electric lap rug) * Use fans before air-conditioning (will reduce temperatures 2-3C) * In winter, set heating to 18°C. In summer, set cooling to 27°C. (For every degree you increase for cooling and decrease for heating, you can save up to 10% on your energy use.) * Turn heating and cooling off for the last hour of each work day | Year round | LT  KG | Cost savings |
|  | During LT’s home office renovations,   * insulate interior walls * install well-fitted shutters * seal draughts * install efficient heating/cooling  (e.g. electric reverse cycle heat pump) * install LED lighting * install 3-phase power in garage for future EV * do a blow test for energy efficiency * install solar panels * only purchase electric appliances | Now-May | LT | Varies  Tax deductible (home office) |
|  | Turn off work appliances after work  Charge appliances during off peak hours or from solar panels | Year-round | LT  KG | Cost savings |
| **Waste** | | | | |
|  | Do not purchase single use items, including zero single use coffee cups  (Develop the habit of carrying a reusable cup) | Year-round | LT  KG | Cost savings |
| **Suppliers and partners** | | | | |
| ✓ | Request existing suppliers have a sustainability plan, and provide support where needed to create one (e.g. ecoBiz’ resources) | February | KG | - |
|  | If we need a new supplier, or client asks for a recommendation, we look for a BCorp supplier  e.g. award writers, marketing agencies, event organisers, insurance (agritourism) (or when asking for recommendations on WiT(A). | When required | LT | Varies |
|  | Update who the business   * banks with (e.g. Australia Bank; more info: [Market Forces](https://www.marketforces.org.au)) * uses as a mobile phone and internet provider (e.g. [Belong](http://www.belong.com.au/go/mobile)) * buys insurance from * invests with   Choose carbon neutral providers, and those who don’t do business with high emissions industries like fossil fuels. | March | LT | Varies |
| **Offset to achieve carbon neutrality** | | | | |
|  | Offset annual emissions e.g. with Greenfleet  Remember to include   * Internet searches * Digital storage * Flights * Car travel * Home offices | EoFY | LT | Varies / tax deductible |
| **Client education / marketing** | | | | |
|  | Reassess BCorp – Do we complete the application? | May | LT |  |
|  | Add a Commitment Statement and a link to our Sustainability webpage from our proposals | Year-round | KG | - |
|  | Ensure plans developed for clients address sustainable and regenerative practices and goals | Year-round | LT | - |
|  | Share information on sustainable and regenerative practices, and our own carbon-reduction journey via our channels | Year-round | KG | - |
| ✓ | Promote each activity we’ve undertaken | Year-round | KG | - |
|  | Add info on UN’s Sustainable Development Goals to the Sustainability page on our website | February | KG | - |

This plan was developed using the free resources of [ecoBiz](https://ecobiz.cciq.com.au/) and [Energy.gov.au](http://www.energy.gov.au/households/household-guides/work-advice/home-based-business).