

# Climate Ready



How to make your business resilient



## Acknowledgement of Country

The Government of Western Australia acknowledges the Traditional Custodians throughout Western Australia and their continuing connection to the land, waters and community.

We pay our respects to all members of Aboriginal and Torres Strait Islander communities and their cultures, and to Elders past and present.



Our climate is changing, with communities and small businesses at the forefront of impacts. Being prepared is simply good business.

A climate ready business is better equipped to manage, adapt to and recover from the impacts of climate change.

Being climate ready helps you adapt to all kinds of changes so your business can thrive, not just in times of crisis but for the longer term.



Adapting to climate change might seem new or complicated, but chances are you're part way there.

By nature, small businesses are usually flexible and resilient. To survive, you've probably had to innovate and adapt. You already have what it takes.

Use this toolkit to assess the impacts on your business and become climate ready.



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**About**

**this toolkit**



This Climate Ready toolkit is for businesses who want to be resilient to climate change and prepared for whatever the future may bring.

It will help you understand the impacts of climate change on your business and plan how you'll respond. In most cases this is less about doing something new, and more about asking the right questions as you go about your everyday business.

Use this guide and the accompanying workbook to:

- 1 Understand how the climate is changing in your region**
- 2 Think through the risks to your business**
- 3 Make plans that suit your needs and capabilities**
- 4 Take action to become climate ready**



# If this is you, we've got you covered

Running a small business can be challenging. This toolkit isn't intended to create more work, but to help you run your business with a solid understanding of risk management and resilience.

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## **You're focused on survival**

Small businesses tend to be more susceptible to economic downturn than larger businesses. Using this toolkit might not be top of mind when you're in survival mode, but it can actually help you to survive... and thrive.

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## **You're busy and juggling a lot**

Running a business can be stressful, with the high pressure and long hours, especially when you're one person or a small team doing everything. To become more resilient, start by focusing on your current business priorities.

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## **Your resources are stretched**

Most small businesses operate on limited capital, and revenue is more volatile. This makes it hard to put resources into adapting. But you can start with simple actions, and not everything will cost you. Some actions might save you money.

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## **You don't know where to start**

Unlike many larger businesses, you won't have a team of experts who manage climate risks. It's hard to know what to do or where to start. This toolkit will guide you through in simple steps that prompt you to focus on what matters to you.

**Why** be climate ready



# Six good reasons to be a climate ready business

- 1 Keep the doors open and income flowing, through good times and bad.
- 2 Look after your staff and customers. Keep them safe and well.
- 3 Protect your business premises, equipment and other assets.
- 4 Save money by managing risks and improving efficiency.
- 5 Help your community and customers recover after a disaster.
- 6 Position your business to thrive in a changing world.

Cape Mentelle in Margaret River recognised the need to protect their winery business from future water scarcity. They implemented systems to conserve and recycle water, and reduced water usage by 60% within three years.<sup>1</sup>



# The climate is changing

Western Australia (WA) is already experiencing some of the world's most pronounced climate impacts. These are projected to intensify over the coming decades.

Impacts include sudden extreme weather events, as well as more gradual ongoing changes in the climate.

## Climate risks in your local area

- [» Climate change in WA](#)
- [» Bushfire prone areas](#)
- [» Sea level rise projections](#)
- [» Coastal risk projections](#)
- [» Flood risk in WA](#)



## Reduced rainfall and drought

WA is becoming drier, especially in the South West where the steady decline in rainfall has been larger than anywhere else in Australia. By 2030, winter rainfall in the South West is projected to decrease by up to 15%.<sup>2</sup>



## Bushfires and smoke

Hot, dry conditions are causing longer and more severe bushfire seasons in WA. The number of days with dangerous bushfire conditions is rising throughout the State.<sup>4</sup> Bushfire smoke, even from distant fires, can damage health.



## Heatwaves

Rising temperatures are leading to more frequent and severe heatwaves. By 2030, Perth can expect more than 36 days a year of 35°C or more. Impacts are more severe in the tropical north: Broome may encounter an average of 87 days per year with temperatures of 35°C or more.<sup>3</sup>



## Cyclones, storms and floods

The North West coast of WA is the most cyclone-prone region of the Australian coastline.<sup>5</sup> As the climate warms, severe storms are projected to become more intense, leading to heightened flood risk and infrastructure damage.



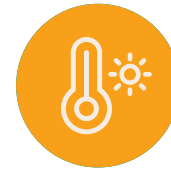
## Hail

Climate change increases the likelihood and destructive power of hailstorms. Perth has seen a 40% increase in hail-prone days over the past 40 years.<sup>6</sup> A major hailstorm in 2010 remains the costliest natural disaster in the State's history.<sup>7</sup>



## Sea level rise and coastal erosion

Sea levels in WA are rising at twice the global average, causing widespread coastal erosion and threatening infrastructure and buildings. Perth experiences one of the highest rates of sea level rise in the world, at 10mm every year.<sup>10</sup>



## Ocean warming and acidification

Australia's lower west coast is one of the world's hotspots for water temperature increases.<sup>8</sup> Warming waters and marine heatwaves, combined with rising acidification, threaten marine ecosystems<sup>9</sup> and the local economies that rely upon them.

After experiencing devastating floods, Dark Horse cafe in Lismore reinvented themselves as a 'pack and go' cafe that can be relocated in just three hours. All the equipment can be unplugged, unsecured and moved to higher ground.<sup>11</sup>



Climate change presents growing risks to businesses like yours. The risks will vary depending on your location and business sector.

Some risks relate to extreme weather events, others to slower and more gradual changes in the climate, as well as changes in the business landscape.

Knowing and managing these risks strengthens your business.





## Some common risks to businesses

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### Unable to continue your business after a disaster

Climate-related disasters can cause all kinds of disruptions to business continuity, such as energy and communications outages, issues with water and sewage, damage to your premises, interruptions to supply of stock, and the inability of staff to get to work or customers to access your goods or services.

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### Damage to your buildings, equipment and stock

Climate-related disasters can cause significant damage to buildings, vehicles, machinery, equipment and stock, making them unsafe or unfit for use. Repairs cost valuable time and money, made worse if the damage is not covered by insurance.

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### Insurance may be out of reach

Insurance is a safety net against unforeseen risks. Without it, your business is left vulnerable to the costs of repair, replacement and interruptions to business. A surge in disaster-related claims is pushing up premiums (some by up to 1000%), with slow onset climate change impacts increasingly factored into insurance policies, making insurance unaffordable for a growing number of businesses.<sup>12</sup>

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### Risks to the wellbeing and safety of staff and customers

Gradual changes in the climate, such as hotter and more frequent heatwaves, can cause heat stress and fatigue in workers and customers and lead to an increase in worker sick days. Disasters can put the safety and wellbeing of your staff and customers at risk, threatening their physical and mental health.

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### Disruption to your supply chains

Shortages in materials, staff or power due to climate impacts may affect the businesses who supply you, reducing the availability or quality of essential supplies. The transport and logistics networks that get goods to you can also be impacted.

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### Changes in the business landscape due to climate change

These may include reduced productivity, damage to ecosystems you rely on, reduced investment in climate-exposed businesses, requirements from larger businesses you supply to, changing market expectations, increased cost of supplies, unstable export markets, and changes to regulations and financial incentives.

Perth-based Sonic Charge found that increasingly hot weather was affecting the reliability of communications components and causing faults in the electric vehicle chargers they install and operate. They deployed cooling solutions on chargers, from simple shading devices to more technical solutions.<sup>13</sup>



# Risks for major sectors

## Agriculture and primary production

- At risk from increased heat, changes to rainfall, desertification and soil salinity, increases in diseases, weeds and pests.
- By 2030, climate change impacts could reduce forage production by 10-20%<sup>14</sup> and grain production by 9%<sup>15</sup> in WA.
- Fisheries are at risk from rising ocean temperatures and acidification, and increased winds, rainfall and nutrients.
- Broader impacts include changing production costs and global food prices, increased competition for land, water shortages and declining living standards for rural communities.

## Tourism

- At risk from climate change impacts on natural assets, ecosystems and wildlife, extreme weather and sea level rise.
- Coastal operations may suffer coastal erosion, poor water quality, reef damage and damage to jetties, marinas and accommodation.
- Drought could be a particular concern for regions known for food and wine.
- Impacts include lower tourist demand, risks due to heat and extreme weather and increased insurance premiums.
- Unpredictable or extreme weather conditions and infrastructure damage can restrict the ability of tourists and providers to travel.

## Building and construction

- Climate change can cause costly delays and increase construction costs, due to extreme weather itself or flow-on supply chain disruptions, material shortages or electricity outages.
- There are increased risks of damage to buildings and equipment, leading to an increase in weather-related insurance and reinsurance costs.
- Buildings may need to comply with more stringent planning and construction regulations.
- Worker safety is an issue as average temperatures increase and heatwaves become more frequent.



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## Manufacturing

- Extreme heat can impact worker productivity and safety, increase cooling costs, change operational needs and increase compliance risks.
- Climate change can affect the availability and cost of vital inputs such as raw materials, water and energy.<sup>16</sup>
- Businesses with complex international supply chains or operations in other countries may be particularly exposed.
- Drought will particularly affect water-intensive manufacturing processes.
- Climate-exposed manufacturing businesses will need to innovate.

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## Transport and logistics

- Extreme weather can damage transport infrastructure and assets, including rail, road, shipping and ports.
- Increased flooding and bushfires affect road and rail freight corridors.
- While road transport may allow alternative routing, it is not an option for bulky freight that relies on rail transport.
- Disruptions to energy networks and fuel supply can also impact sales and distribution of goods.
- Increased need for air conditioning and high insurance premiums can also affect these businesses.

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## Retail

- Climate-related economic disruption can impact consumer spending.
- Supply chain disruptions impact the availability, quality and pricing of stock.
- Drought can affect supply of products like cotton and fresh food.
- Extreme weather can damage stores, warehouses and stock.
- Heat and humidity can reduce the shelf life of fresh food and consumables.
- Delayed and warmer seasons affect the sale of seasonal goods like fashion.
- Demand for climate-friendly products is changing consumer behaviour.



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## Health Services

- Concerns include extreme weather, worsening air quality from bushfire smoke, changes in the spread of infectious diseases and disruptions to food and water supply.
- These create greater demand on the healthcare system including an increase in emergency room visits, hospitalisations and deaths.
- Heatwaves and poor air quality (e.g. bushfire smoke) particularly affect babies, pregnant women, elderly people and those with poor health.
- Climate change is increasingly impacting mental health, with more people experiencing its impacts and feeling 'climate anxiety'.<sup>17</sup>

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## Real Estate

- Climate change will influence the appeal of different locations and building designs.
- More buyers and tenants will be seeking buildings with climate and sustainability certifications and features.
- Property investors will face growing insurance premiums.
- An increasing number of properties may be uninsurable.<sup>18</sup>
- Costs associated with repairing properties could also increase.



Risks and challenges can form the inspiration for new approaches, business models, products and services.

Climate change is shifting the business landscape and customer expectations. Look for creative ways to turn challenges into opportunities so your business can thrive.



Premier Metal Recyclers is a small business operating in WA. They are part of a local business network that shares knowledge on supply chain sustainability. They see value in using this collaborative approach to build their capacity to adapt to climate change.<sup>19</sup>

**What** is a climate ready  
business?



## WHAT IS A CLIMATE READY BUSINESS?

A climate ready business is forward thinking, proactive and always learning and adapting.

Anticipating and managing climate risks enhances your ability to navigate uncertainty and strengthens your competitive advantage. Smaller, planned investments in climate resilience now can help to reduce the risk of larger, unexpected costs later.





# Features of a climate ready business

Apply these principles to make your business more resilient in a way that reflects your unique circumstances and priorities.

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## **Able to anticipate and manage risks**

A resilient business is aware of how climate change and other disruptors might impact them now, and in the longer term. They are able to assess risks to the business, identify ways to address them and prioritise a course of action.

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## **Well prepared for an emergency**

Having an emergency management and recovery plan in place to help protect your business before, during and after an emergency is key to making your business resilient. You'll find advice and templates under [📄 What to do in an emergency](#).

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## **Learning and adapting all the time**

A resilient business is always learning and adapting. This is second nature to many small businesses already. Climate resilience just provides a new lens, encouraging you to factor climate risks and opportunities into your planning.

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## **Collaborative and networked**

Resilience doesn't happen in a vacuum. Resilient businesses are part of resilient communities. Building networks and alliances with your customers, community organisations, other businesses, suppliers and local council boosts resilience.



While being climate ready is about adapting to climate change, it goes hand in hand with taking action to address the causes of climate change.

By doing both, you can strengthen your business and make a difference in your community. Consider how your efforts to reduce your environmental impact can also improve resilience.



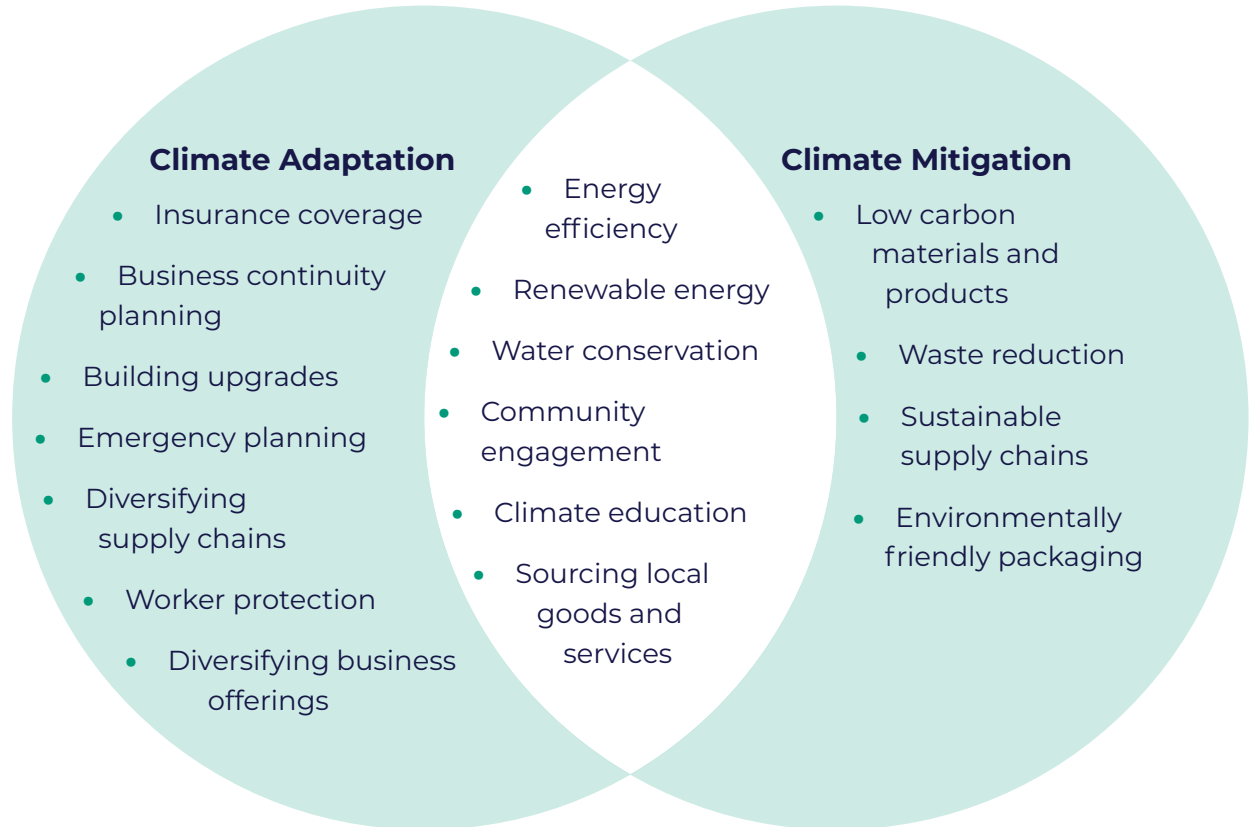


Climate adaptation is about managing the impacts of climate change.

Climate mitigation is about reducing the greenhouse gas emissions that contribute to climate change.

By doing both, your business can become more sustainable **and** more resilient to climate change.

While this guide focuses on adaptation, you'll find links to guidance on reducing emissions in [Information and support](#).



For decades, Perth business Solar Dwellings has designed sustainable homes that work with WA's climate. With more heatwaves and extreme weather predicted, they have been able to use climate resilience as another way to talk to clients about their journey to sustainability.<sup>20</sup>

**How** to be a

climate ready business



The key is to make climate resilience part of core business. Add a climate resilience lens to activities you already do, such as setting goals, thinking through risks and opportunities, managing your supply chain and planning for the future.

By doing this, you're not only reducing risks, but helping your business to thrive.





# Strategies for success

- **Be clear on your goals and vulnerabilities**, so your climate adaptation strategies protect your business and support your broader goals.
- **Start with your current activities**, such as procurement, risk management and business planning, and look for opportunities to incorporate climate resilience.
- **Create a [business continuity plan](#)**. It ensures you have what you need in place to be able to continue your business in an emergency.
- **Build on projects you're already considering**, like flexible and remote working options, digitisation, or supply chain diversification.
- **Stay informed, keep learning and adapting.** Regularly review and adjust your strategies as new information or situations unfold. Consider seeking expert advice.
- **Involve your staff in planning and training** so they can contribute ideas, get onboard and know what to do in an emergency.
- **Create partnerships** with other businesses and community organisations to share knowledge and resources.
- **Find opportunities to lead by example** in your business sector or local community, and to build your community's resilience.
- **Communicate the benefits** of what you're doing to your customers, community and other stakeholders.
- **Start now!** Take the first steps, try things out and look for 'early mover' opportunities. Don't underestimate the importance of simply making a start.

Volta Consulting helps small businesses plan for the future. Business continuity planning is being discussed more often as clients start to feel the impacts of extreme weather events. As a small business themselves, Volta ensures their own climate readiness through cloud backup and remote working capabilities.<sup>21</sup>

**Activities**



Following are five activities that take you through the steps to make your business climate ready.

You'll identify the risks to your business and use this knowledge to be prepared for emergencies and plan proactively for the longer term.

Use the workbook to record your thinking at each step. By the end you'll have a tailored plan of action.

 [Download workbook](#)



1

ACTIVITY 1

**Climate risks to your business**

2

ACTIVITY 2

**Continuing business in an emergency**

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ACTIVITY 3

**Setting your business up for the future**

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ACTIVITY 4

**Developing and shortlisting projects**

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ACTIVITY 5

**Action plan**

## Activity 1

# Climate risks to your business



# Climate risks to your business

## What is this activity?

You are already managing risks in your business, whether you think about it or not. In this activity, you'll identify climate risks and their potential impacts on your business.

Climate risks include sudden emergencies such as bushfires, cyclones and floods, as well as ongoing changes to weather patterns such as hotter summers or longer dry spells.

You might want to review:

[!\[\]\(40ff4926cc4e80920dcd6e30a3ae173f\_img.jpg\) Risks to businesses](#)

[!\[\]\(842b9a660eb497650bab4e1dbd552bfc\_img.jpg\) Risks to sectors](#)

## What will you get out of this?

This activity is the foundation for the following activities. Identifying climate risks and the key impacts to your business will highlight what you can do to protect your business and ensure it continues to thrive as the climate changes.

This includes business continuity planning to respond to short term emergencies, as well as proactive planning to ensure your business remains sustainable and resilient over the longer term.

## PART 1

## What climate risks do you face?

Refer to the [climate risks facing Western Australia](#). Using the links here you can explore climate projections specific to your area in more detail.

Think about past climate events and consider what the future might look like. Identify climate risks that could impact you in the next 3-5 years. Think beyond your workplace: could climate risks in other locations affect your supply chain, customer base or the services you rely on?

📝 Record notes in the workbook.




## PART 2

## How could climate change affect your business?

Think about how the climate risks you identified could impact your business, using the prompts in the table.

Consider how business goals, core business activities and different roles in the business might be impacted.

For each impact on your business, assess the likelihood of it happening, and the severity of the consequences to your business. Just focus on top of mind impacts for now. The following activities will build your understanding of impacts and how you can respond.

 Record notes in the workbook.

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### Asset management

- Is our workplace exposed to extreme weather?
- Could we protect our buildings, equipment and stock in an emergency?
- How will a changing climate impact asset renewals and maintenance?
- Are assets adequately insured?
- How can we make our workplace more comfortable in extreme weather?

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### Operations

- How would we trade during a power and communications outage?
- How would we access supplies?
- What emergency plans do we have in place?
- How would severe weather impacts, like damaged roads and bridges, affect our operations?
- Could reduced rainfall or drought affect our supply chain or operations?
- Do we have a business continuity plan?



## PART 2

## How could climate change affect your business?

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### Administration

- Could we access and recover records in a disaster?
- Could we manage disruptions in the supply chain to ensure timely delivery of supplies?

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### Staffing

- How do we keep staff safe in extreme weather or emergencies?
- Could heatwaves or bushfire smoke affect staff wellbeing?
- What happens if staff can't be onsite?
- What training might staff need to be better prepared?

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### Business development

- How could climate change impact our business model?
- Are there potential market shifts that could impact our business growth?
- Could climate reporting requirements for large businesses we supply to affect us?
- Can we partner with others to prepare for disasters or create new opportunities?



## PART 2

## How could climate change affect your business?

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**Customer service**

- How would we reach customers in an emergency?
- How could we support community recovery?

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**Sales and marketing**

- Should we consider climate certification?
- How can we build a stronger online presence?

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**Finance and accounting**

- How can we factor resilience initiatives into financial plans and budgets?
- How might extreme weather affect energy costs?
- Is insurance for climate-related risks affordable?
- Do we have sufficient financial reserves to recover after a disaster?

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**Legal**

- How might climate change impact legal obligations, including contractual obligations and compliance with workplace safety?
- Are we adequately insured against climate risks?

## Activity 2

# Continuing business in an emergency



# Continuing business in an emergency

## What is this activity?

Extreme weather events and emergencies are expected to happen more often as the climate changes. This activity focuses on the activities that are core to your business and what you can do to keep your business going in an emergency.

As an extension to this activity, you might want to create more detailed [business continuity](#) and [emergency management plans](#).

## What will you get out of this?

This activity will ensure you are well prepared to continue your business in an emergency. You can use it to be prepared for all kinds of emergencies, not limited to extreme weather events.

It's good to think about this ahead of time, rather than when it's too late.

### PART 1

## Who and what do you rely on to do business?

Think about what you rely on for your business to function. This could include important supplies or services, the ways you reach customers and they reach you, and any technologies or platforms you rely on to do business. This is the groundwork for thinking about how you'll function in an emergency.

Record notes in the workbook.

## PART 2

## Continuing essential activities in an emergency

In an emergency, your business might be without power, phone or internet. Travel might be restricted for you, your staff and customers.

Use the workbook to list the essential activities that keep your business functioning and what you would need in place to continue them.

See the prompts on this page. Don't worry if you can't find a solution for everything right now. The key is to be aware and take the first steps.

 Record notes in the workbook.

- **Supply chain alternatives:** Opportunities to diversify your supply chain and identify backup options.
- **Backup locations:** Alternative business locations in case you can't use your workplace or need to relocate equipment or stock.
- **Safe data management:** Digitisation of key documents and secure cloud (or offsite) storage and backup.
- **Backup power and communications:** For example, generators, solar and battery systems that can be isolated from the grid, satellite internet, UHF radio, community message boards.
- **Staff roles in an emergency:** A plan that details staff roles and responsibilities in an emergency, and training so that they know what to do in an emergency.
- **Keeping in touch:** A plan for how you'll communicate with staff, customers and other key contacts who can help you navigate disruption (e.g. suppliers, insurance brokers, accountants, lawyers, landlords, etc.).
- **Insurance:** Knowing all the different insurance options for small businesses and making sure you're covered (or putting contingencies in place if you can't get coverage).

### Activity 3

# Setting your business up for the future



# Setting your business up for the future

## What is this activity?

While the last activity was about survival in tough times, this is about ensuring your business thrives in the longer term.

Climate change is influencing the business landscape in many ways, creating longer term challenges and opportunities. Step back to think about what's on the horizon for your business and sector, and how you could adapt.

You might want to review:

[Risks to sectors](#)

## What will you get out of this?

In this activity you'll consider the bigger picture challenges and opportunities climate change creates for your business, and how you might set yourself up to thrive in an uncertain future.

This could include opportunities to create new business streams or markets that strengthen your business.

### PART 1

## A recap of what matters to you


Start with what matters to you now. Step back from the day to day running of your business to reflect on the bigger picture: why you do what you do, and what you want to achieve in the long term. This will be your compass as you explore opportunities to adapt to climate change.

Record notes in the workbook.

## PART 2

## What's on the horizon?

Think about external opportunities you could take advantage of, or challenges that could cause problems for you.

 Record notes in the workbook.

**Opportunities:** List external factors that your business could leverage in response to climate change, such as:

- New markets for climate-resilient products
- Government incentives for actions that address climate change
- Collaboration with other businesses or organisations
- Advances in technology for climate adaptation
- Climate-related accreditations or certifications you could achieve

**Challenges:** List external factors that could pose risks to your business due to climate change, such as:


- Increased frequency of extreme weather events
- Changes in regulations and policies
- Stricter requirements from larger businesses you supply to
- Changing consumer preferences in response to climate change
- Supply chain disruptions
- Rising costs of energy or raw materials you rely on



## PART 3

## Building on what you have

Think about where your business is currently at and what's in your control. What are the strengths you can draw on to adapt to climate change, and what weaknesses might hinder your ability to adapt?

 Record notes in the workbook.

**Strengths:** List aspects of your business that give you an advantage in adapting to climate change, such as:

- Diverse supply chain so you are not reliant on a single supplier or region
- Flexible work arrangements so that your business can continue to function during and after disasters
- Energy-efficient equipment to cut power bills, protect against energy price increases, and reduce your vulnerability to power outages
- Strong community relationships for mutual support during crises and collective resilience-building action


**Weaknesses:** List internal factors that could hinder your ability to adapt to climate change, such as:

- Lack of staff training on managing climate-related risks and impacts
- High reliance on climate-sensitive resources like water
- Location in a flood, cyclone or bushfire-prone area
- Limited financial reserves for upgrades, protective action or increased insurance
- Outdated infrastructure and equipment

**PART 4**

## What does this mean for your business?

Take a moment to reflect on your analysis. Use the workbook to record your insights on what you could do to address challenges and harness opportunities.

 Record notes in the workbook.

Consider these questions:

- What do you currently do well that's worth building on?
- Is there anything you do that will no longer serve you in the future?
- How could you reduce vulnerabilities and limit your exposure to risks?
- How could you adapt or pivot your business to respond to challenges or harness opportunities?
- Are there new business streams, services or products you could offer, or new markets to consider?
- Can you identify partnerships or alliances that would help you meet your goals?
- What further advice or expertise would your business benefit from?

## Activity 4

# Developing and shortlisting projects



# Developing and shortlisting projects

## What is this activity?

Now that you have done all the analysis, it's time to come up with a range of ideas for things you could do. In this activity, you'll brainstorm and prioritise ideas for how your business could adapt to climate change.

Include projects that build your capacity to deal with emergencies as well as projects that boost the longer term sustainability and resilience of your business.

## What will you get out of this?

This activity will help you come up with a priority list of projects you could do to ensure your business survives and thrives as the climate continues to change.


## PART 1

## What can you do to respond to climate risks?

Review what you've done so far. Spend time alone or with colleagues to brainstorm ideas for how your business could adapt to climate change.

Identifying a wide range of options helps you understand what's possible and consider beneficial relationships between different options.

To the right are some examples of things you can do to reduce your climate risk.

 Use this table as a prompt to brainstorm your own options and record them in the workbook.



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### Asset management

- Upgrade properties to be more comfortable for workers and customers in extreme weather
- Upgrade properties to be more disaster resilient
- Be ready and equipped to fortify and protect properties when a disaster approaches
- Consider alternative locations when lease expires
- Organise backup locations for critical business functions and plan for safe, efficient relocation and storage of key assets when a disaster approaches
- Maintain buildings and equipment regularly

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### Operations

- Develop an  emergency management plan
- Develop a  business continuity plan
- Diversify supply chains, build in alternatives
- Move essential operations to safer locations
- Alter operations to avoid the hottest time of day
- Develop remote working options



## PART 1

## What can you do to respond to climate risks?

 Use this table as a prompt to brainstorm your own options and record them in the workbook.

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### Administration

- Digitise document management
- Backup data to a cloud server

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### Staffing

- Protect staff from heat and UV exposure
- Involve staff in emergency planning and training
- Plan for communication with staff in emergencies

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### Business development

- Build relationships in your community
- Explore new business opportunities and partnerships that reduce risks and build resilience
- Build new customer bases in lower risk locations
- Adopt a climate-responsive business focus
- Seek expert advice or mentoring

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### Customer service

- Identify how you will reach customers in an emergency or communications outage
- Consider how you could support community recovery, supplying essential goods/services



## PART 1

## What can you do to respond to climate risks?

 Use this table as a prompt to brainstorm your own options and record them in the workbook.

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**Sales and marketing**

- Investigate climate certifications for your sector
- Build a strong online presence

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**Finance and accounting**

- Make use of financial support from government
- Factor climate resilience improvements into budgeting

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**Legal**


- Check and upgrade insurances
- If you're ineligible for insurance, reduce risks and build financial reserves

## PART 2

## What would it take to implement these projects?

For each of the options you have generated, think about:

- Value to your business (what positive change will you see)
- Cost (initial investment and ongoing expenses)
- Feasibility (how easy it is to implement)
- Urgency (timeframe)
- Questions you have or further information you require

 Record notes in the workbook.

## PART 3

## Which projects will you take forward?

For each project you've brainstormed, ask yourself these questions:

- How well does this project support our business goals and priorities?
- Who needs to be involved or consulted to take this forward?
- Can we realistically implement this project with our current resources?

Categorise each option as follows:

- **Ready to go:** High value to your business and very feasible
- **Work out how:** High value, but requires more effort and planning
- **Maybe later:** Low to moderate value to your business, but feasible
- **Won't do:** Low value to your business and difficult

Plan your 'ready to go' projects and take the first steps towards some 'work out how' projects.

 Record notes in the workbook.

Activity 5

# Action plan



# Action plan

## What is this activity?

You've identified your business priorities, understood potential climate impacts, assessed your strengths and weaknesses, and brainstormed adaptation projects. Now it's time to take forward the projects you shortlisted in the previous activity and turn them into an action plan.

## What will you get out of this?

Having an action plan will ensure that your business is actively preparing for climate impacts, working to reduce risks and identifying new opportunities.

Your action plan will clarify who's responsible for each action, what resources you'll need, and when you aim to complete each step.

**PART 1**

## What's your plan of action?

Here you'll identify projects and key actions, assign responsibilities and set timelines. Remember, the goal is progress, not perfection.

Think about what you can realistically achieve, and explore opportunities to integrate actions with activities you're already doing in your daily business.

- ✎ Use the workbook to put your priority projects into an action plan. Include:
- **Description:** What you'll do and any key steps in the process
  - **Resources:** Information, expertise, equipment and tools you'll need
  - **Team:** Roles and responsibilities, including who will lead
  - **Timeframes:** Start and finish dates, key milestones
  - **Budget:** Line items and costs
  - **Outcomes:** A specific and verifiable picture of what success would look like to help you measure progress

**Information and support**



## **Planning for business continuity**

- [↗ Guide to continuing your business](#)
- [↗ Risk management and business continuity](#)

## **Expert advice and mentoring**

- [↗ Business advisory service WA](#)

## **What to do in an emergency**

- [↗ Preparing your business for emergencies](#)
- [↗ Staying informed in an emergency](#)

## **Worker wellbeing**

- [↗ Safety in heat and extreme weather](#)
- [↗ Bushfire smoke and workplaces](#)
- [↗ Natural disasters and mental health](#)

## **Climate reporting for businesses**

- [↗ Requirements and how to get started](#)

## **Research and innovation funding**

- [↗ CSIRO's SME Connect Funding Finder](#)



## **Recovery support after a disaster**

[↗ Support for businesses](#)

[↗ Grants and programs finder](#)

[↗ Drought response WA](#)

[↗ Rural support services](#)

## **Insurance and climate change**

[↗ Practical guide to business insurance](#)

[↗ Insurance Council tips for reducing risk](#)

## **Climate certification and accreditation**

[↗ Climate active certification for business](#)

[↗ Sustainable tourism accreditation](#)

## **Reducing environmental impact**

[↗ How small businesses can take action](#)

[↗ CCIWA climate change portal for business](#)

[↗ Energy management guides by sector](#)



Businesses like yours are the backbone of our economy. You provide essential services and local jobs, and help make your community a great place to live.

If your community has experienced a disaster, climate change can be a tough topic. Likewise, if your sector is at the forefront of impacts.

Being prepared can help you feel more confident and strengthen your business.

You've got this!



**Climate Ready: how to make your business resilient  
(First Edition, 2024)**

Developed by the Institute for Sustainable Futures (ISF) at the University of Technology Sydney (UTS).

[www.uts.edu.au/isf](http://www.uts.edu.au/isf)

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