

# NAMOTU

SMALL ISLAND, BIG PLAYGROUND



**PENDING**  
CERTIFICATION

NAMOTU ISLAND SUSTAINABILITY  
PRACTISES DOCUMENT, 2021





# OUR GOALS:

1. REDUCE ENERGY CONSUMPTION
2. MINIMISE WASTE
3. EMPOWER LOCALS AND CONSERVE CULTURE
4. OFFSET EMISSIONS

## HOW?

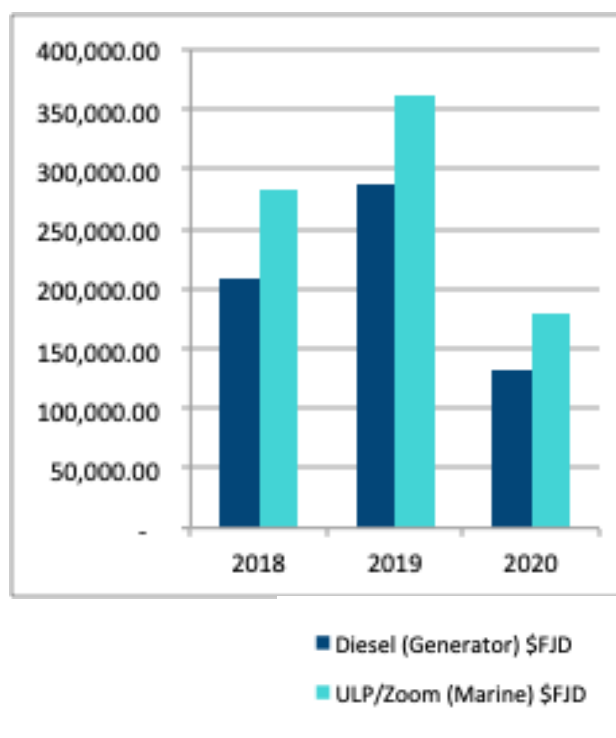
WE HAVE DEVELOPED  
A SERIES OF  
GUIDELINES THAT  
AFFECT OUR  
EVERYDAY PRACTISES  
AND PURCHASES  
ACROSS ALL  
DEPARTMENTS.



# BENCHMARKING RESOURCE USAGE

To understand and monitor our usage we must begin with as much information as possible. Once we have set a benchmark we can begin to measure the value of the actions we implement and see what is working and what can be adjusted. These graphs show usage over key resources over the last 3 years.

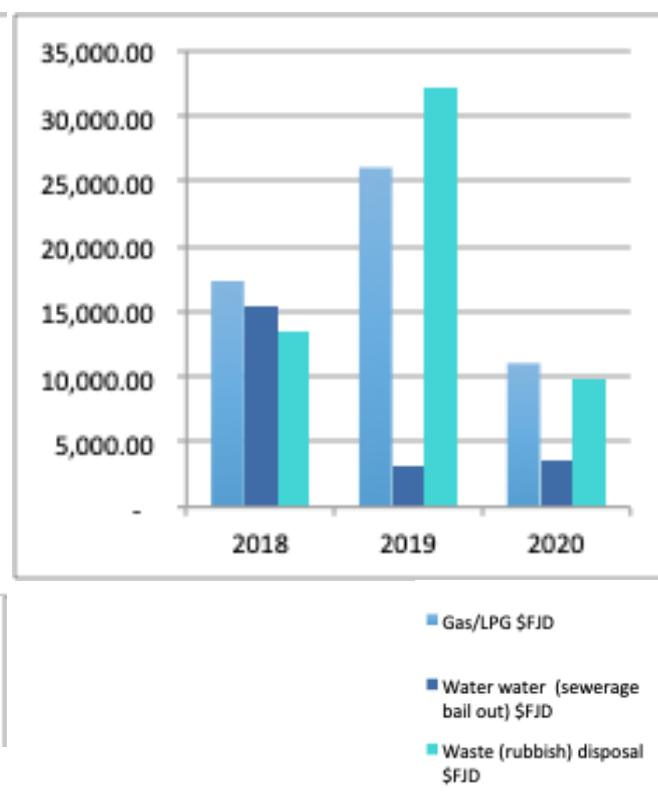
Figure 1.  
DIESEL & ULP USAGE



## DIESEL & ULP INTERPRETATION

Note that the pandemic has drastically reduced 2020's usage of both diesel and ULP while it shot up the previous year with the introduction of a new boat and additional freezers, upgrades, renovations and more open/full weeks. As this is measured in \$FJD rather than litres this also reflects changing supply prices. With some upgrades to landscaping/watering and sustainability initiatives we expect our future usage to be lower than 2019.

Figure 2.  
UTILITIES USAGE



## UTILITIES INTERPRETATION

In 2019 our new biocycle waste water system came online and virtually eliminated sewage pumpout costs. This system also provides us with some water to use on the gardens which will reduce this burden on the desalination system. The increase in waste/rubbish removal charges is due to introducing recycling and more frequent services. The decrease in 2020 is due to the pandemic. Gas is used to heat hot water so with shorter showers we hope to reduce this cost in future.

## CALCULATED CARBON EMISSIONS

	EMISSIONS SOURCE	CO2 EMISSIONS (METRIC TONNES)
Scope 1	Diesel	222.17
Scope 1	Propane	18.27
Scope 1	Marine Fuel	185.32
Scope 3	Guest Shuttles	4.53
Scope 3	Staff Flights (*2 for all Staff)	17.61
<b>NAMOTU 2019 TOTAL CO2 EMISSIONS (mtCO2e):</b>		<b>448</b>

Figure 3.

### Emissions Sources

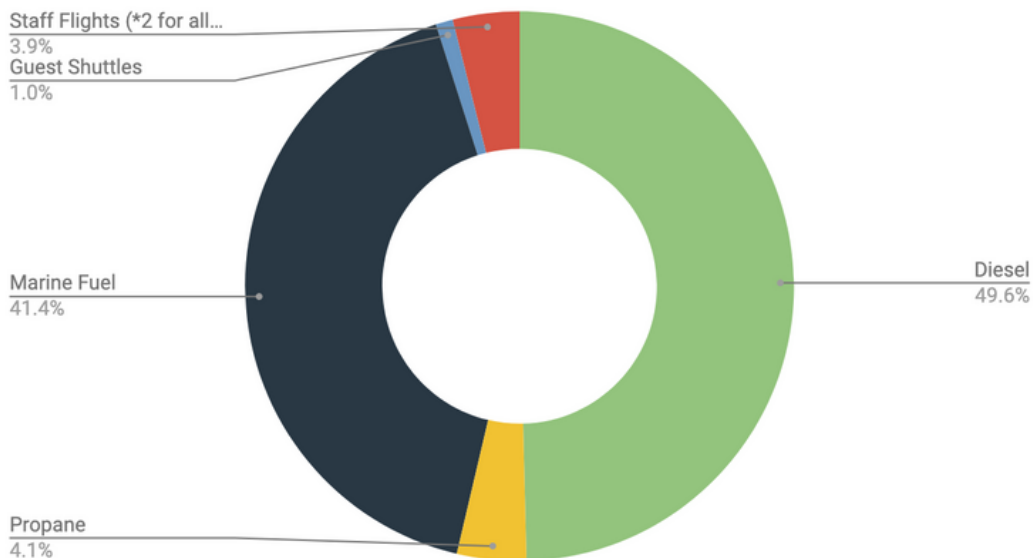


Figure 4.

## EMISSIONS INTERPRETATION

As you can see, reducing fuel usage in generators and boat trips is our top priority. To do that we need to be more efficient. The following report addresses some of these concerns as well as other ways we can care for our environment.

Calculated by STOKE





An aerial photograph of a small motorboat, the NANOTU, moving across a deep blue ocean. The boat is white with a blue stripe and has the name 'NANOTU' written in white on its side. It is leaving a large, white, turbulent wake behind it. The text 'BOATS ARE OUR LIFEBLOOD.' is overlaid in the top left corner.

**BOATS ARE  
OUR LIFEBLOOD.**

**EVERYTHING NEEDS TO BE  
BROUGHT IN BY SEA. MINIMISING  
OUR TRIPS TO AND FROM THE  
MAINLAND IS ONE WAY TO SAVE  
ENERGY AND FOSSIL FUELS.**



# RETHINKING RESOURCES ON NAMOTU

Across Namotu we are using these guiding practises....

1. Switch off – all energy consuming equipment should be turned off when not in use.
2. Recycle - we've implemented recycling in all areas of the company, kitchens, offices, guest facilities and rooms
3. Purchasing products with minimal or reusable packaging where possible
4. Sourcing food and supplies from local producers to reduce food miles
5. Replacing disposable items with reusable ones, such as refillable soap and shampoo containers
6. Composting organic wastes, including food and garden cuttings (composted off-site)
7. Using environmentally friendly cleaning and gardening supplies
8. Reducing waste in office areas by printing double sided and buying recycled paper
9. Buying in bulk with low packaging to reduce packaging, transport and disposal costs
10. Installing water saving showerheads and taps
11. Replacing all light bulbs with energy efficient LED lights
12. Working with and supporting local communities to preserve culture and environment
13. Setting our thermostats a few degrees higher in the summer for optimum efficiency
14. Maintaining equipment - scheduling regular maintenance and cleaning of equipment, including, air conditioners, kitchens and boats
15. Educating, recording & sharing between management, staff and guests. Record and monitor your resource (energy, water and water) use, you can only manage what you can measure





An aerial photograph of a beach scene. In the top left, a person is walking on the sand. In the center, a group of people are near a small boat in the shallow water. The boat is white with a blue stripe and the word 'NAMOTU' written vertically in blue. The water is a vibrant turquoise, and the sand is a light beige. The overall scene is bright and sunny.

## ACTIONS FOR DEPARTMENTS

**BROKEN INTO SEPARATE DEPARTMENTS, THESE KEY ACTION POINTS CAN BE IMPLEMENTED BY HODS. HODS PROVIDE TRAINING TO THEIR STAFF AND ARE ENCOURAGED TO REGULARLY CHECK UP ON AND ENCOURAGE STAFF TO CONTRIBUTE IDEAS, FEEDBACK AND CONCERNS.**

### **NAMOTU'S DEPARTMENTS**

<b>KITCHEN</b>	<b>LANDSCAPING</b>
<b>FOOD &amp; BEVERAGE</b>	<b>ADMINISTRATION</b>
<b>MAINTENANCE &amp; ENGINEERING</b>	<b>HOUSEKEEPING</b>
<b>MARINE</b>	<b>TRANSPORT</b>



# KITCHEN ACTION PLAN

## TOP TIPS IN THE KITCHEN

1. Reduce equipment standby and pre-heating time
2. Install energy efficient light bulbs
3. Fix leaks and make repairs
4. Use appropriate temperature, don't use max temperature unless required
5. Cook in large batches
6. Switch off equipment at the end of the day
7. Thaw food in the refrigerator overnight rather than using running water or microwaves
8. Purchase appropriately sized equipment for your needs
9. Insulate water heaters
10. Choose local ingredients where possible
11. Showcase local Fijian dishes and ingredients where appropriate
12. Minimise food waste and separate rubbish and scraps using designated and clearly labelled bins
13. Buy locally grown food wherever possible and preference local ingredients when devising menus. Do not purchase seafood that is not in season, known to be farmed and/or harvested unsustainably, and/or on the endangered species list.
14. Ensure adequate vegetarian options are available as well as non-dairy milks. Opt for organic, sustainable and cruelty-free where possible.



## FOOD & BEVERAGE

1. Turn off equipment when possible
2. Clean and ensure all equipment is maintained
3. Implement signage reminding staff to conserve water and energy
4. Don't chill excess stock if possible
5. Avoid single-use plastics and choose biodegradable packaging and products where possible.
6. Implement and label separate bins for recycling, compost and landfill.  
Discuss the design of this with management as F&B is critical for recycling bottles and glass
7. Choose local ingredients over imported when devising cocktail menus where possible
8. Run dishwashers efficiently - ie when full

## MAINTENANCE

1. Check, clean and maintain all equipment including air conditioners, regularly
2. Look for ways to recycle or repurpose used materials
3. Consider waste and runoff
4. Donate old furniture and equipment rather than sending to the landfill
5. Use recycled materials for construction
6. Use environmentally friendly materials such as paint, furniture, finishings and flooring
7. Utilise local materials, traditional styles and businesses when designing, decorating and furnishing buildings
8. Create a waste management plan with any contractors





A vibrant underwater photograph of a coral reef. In the foreground, there are several tall, branching coral structures with a textured, bumpy surface. Several small, bright blue fish are swimming around the coral. In the background, more coral and a larger, more complex reef structure are visible under clear blue water.

# DID YOU KNOW?

EVERY 1°C DECREASE ON THE THERMOSTAT  
WILL INCREASE ENERGY USE BY ABOUT 10%

YOU CAN SAVE AS MUCH AS 10% A YEAR ON  
YOUR HEATING AND COOLING COSTS BY  
SIMPLY TURNING THE THERMOSTAT BACK  
BY 1°C!



## LANDSCAPING

- Select native plants that require minimal amounts of water
- Group plants that have similar watering requirements together
- Less frequent and heavy watering of plants and lawns makes plants more drought resistant by encouraging roots to grow deeper
- Water base of plants, not leaves
- Use drip hoses rather than sprinklers
- Set sprinklers to water early in the morning or late evening, not at midday
- Set sprinklers on a timer, update seasonally
- Mulch plants to minimise evaporation and improve soil quality
- Consider and prevent fertiliser runoff
- Mark and monitor turtle nests

## TRANSPORT

- Regularly service and maintain vehicles
- Reduce unnecessary trips where possible

## ADMIN

- Print double-sided where possible
- Recycle ink cartridges
- Buy recycled FSC Certified paper where possible
- Only print when necessary
- Consider material, production method, origin/supply chain, shipping and longevity in boutique purchases
- Ensure there are recycling, waste and food scrap bins in restaurant and main bar
- Ensure signs are placed and maintained throughout guest areas across the resort where appropriate. For example in bathrooms, at Boatshed, and near bins in the restaurant.
- Involve housekeeping in all company sustainability discussions and forums, their cooperation is critical





## HOUSEKEEPING & LAUNDRY

Energy saving actions includes:

- Replace incandescent lights with energy efficiency CFL bulbs
- Post signage reminding guests to conserve energy and switch off all lights and air conditioning when exiting their room. To be supplied.
- Match temperature controls to occupancy – only use during hours of operation, set back when not needed by staff or customers. When the room is empty, turn air conditioners and fans off. Aim for 24 degrees on air conditioners.
- Install water efficient taps and shower heads with aerators which will reduce water consumption while maintaining comfort
- Use environmentally friendly and greywater friendly cleaning products, phosphate free, non-toxic and biodegradable. Use concentrated cleaning products, these use less packaging and take less storage space
- Use refillable containers for soaps and shampoos rather than individual items
- Provide a recycling bin in guest rooms or sort waste manually

## BOUTIQUE & MANAGEMENT

### SUPPLY CHAIN COMMANDMENTS

- Child Labour & Exploitation: we never utilise child labour nor do we engage in any conditions with staff, volunteers, or third-party contractors that would constitute commercial exploitation. This is reflected in our purchases across the board.
- Historical Artefacts & Culturally Sensitive Items: Never purchase, sell or trade in any items that would be considered culturally or historically significant.
- Consider country of origin, transport and shipping, packaging, item reusability and long-term value, environmental impact of raw materials and company profile before each purchase.

### RECORD AND SHARE

- We record our usage so we can measure whether these initiatives are working. There's no managing without measuring.



# MARINE

Follow our processing steps to ensure fish are humanely killed and preserved for best freshness and shelf-life.

- Kill fish & bleed immediately after catching. Whole fish then goes straight into ice slurry on the boat. If it's an adult size yellowfin Tuna, please remove kills and guts.
- Place fish into saltwater ice slurry at fillet station for up to 24 hrs (minimum 12hrs). Fish must be filleted within 24hrs.
- CHECK-IN WITH KITCHEN BEFORE FILLETING TO SEE IF ANY WHOLE FISH OR SPECIFIC CUTS ARE REQUIRED.
- Place whatever requested by kitchen into metal trays and deliver directly to the HEAD CHEF.
- The remainder of the fish is to be skinned, cut into 4kg sizes and vacuum packed. Label with species and date on each vac pack and make sure there is NO AIR in the sealed bag.

- Freeze in the tackle room.
- The fisherman must personally notify the kitchen staff that all leftover fish heads and bones are ready for them to take. Only the staff kitchen members are allowed to come and take the leftovers for their use.

## OTHER

- Use environmentally friendly products, phosphate free, non-toxic and biodegradable
- Minimise boat trips where possible.
- Use moorings rather than leaving the boat at idle and report any issues to management (or other owners where relevant).
- Regularly service and maintain equipment and report any issues as they arise
- Minimise spills
- Look after sporting equipment to increase its lifespan - be careful when loading/unloading boats
- Repurpose, recycle and reuse equipment where possible, or else donate items at the end of their resort life to the village





## MARINE & FISHING



### NO-KILL ZONE + CATCH & RELEASE

#### FISHING ZONES & STAFF FISHING

- NO KILL Fishing boundaries extend from Namotu Lefts surf mooring bouy to dive bouys, around all mooring bouys and out to the last dive bouy at Swimming Pools and on the south side of the Namotu Island reef.
- Fishing off the beach in the NO KILL zone is limited to surface popping or fly fishing with single hook only and the barb must be pressed down. CATCH and Release only, even if the fish is wounded.
- A long boat will be available at 4pm every afternoon for staff to go fishing providing there is a boat available. Maximum 4 people plus boatman. Fishing must be done outside the marine park zone mentioned in 1.
- All GT and Red Bass are catch and release only, on any boat in any area.
- Sharing information with the other fisherman is required. We are a team at Namotu Island and want all our guests to be on fish for the good of the business and fun for the clients.
- Marlin and Sailfish are catch and release ONLY
- Coral Trout over 10kg should be released. Please carefully pop the stomach or swim bladder and try to release.



## CARBON OFFSETTING

When Namotu is operational we will offset carbon emissions with Fijian-based initiative, the Drawa Project. The project area protects 1,548 ha of impressive rainforest and cloud forest on Vanua Levu, Fiji. The project area was going to be logged however the Drawa people decided on conservation over logging, and as a result 18,800 tonnes of CO<sub>2</sub> emissions are avoided every year. Benefits from the project support local families and community development projects. The forest also provides valuable protection from cyclones, floods and droughts for the Drawa people and those living downstream in the catchment.

## COMMUNITY INITIATIVES

- Schools: We provide funding for scholarships for local school students
- Fiji DMF: We are the primary sponsor and facilitator for this initiative and supply roughly \$50,000USD in support each year.
- Solevu village: Namotu supplies food, general supplies, functions, funeral funding and offerings, construction and funding of buildings, infrastructure.
- Nambila village: Namotu supplies some food and general supplies, functions, funeral, buildings, infrastructure support annually
- Employment & training: Funding for staff education is included as part of career progression and employment on Namotu.



BEFORE & AFTER THE FIJI DMF

## GUEST FEEDBACK

Following their stay, guests are given the chance to review Namotu with a comprehensive survey via Google Forms. We measure satisfaction across a range of service areas and sustainability topics. Results are analysed to provide a clear picture of service gaps and satisfaction issues. Corrective actions are taken and the results of the actions are measured by the management team every quarter.

## SURF GUIDE TRAINING

All surf guides and volunteers are provided training at the start of each new week on Namotu. Management provides an induction at the start of the week that covers medical equipment available and what to do in emergencies, as well as environmental and sustainability issues, surf etiquette, general expectations and limitations. Surf Guides must have current First Aid and CPR training and water rescue skills are favoured. All surf guides are excellent watermen.

Surf guides are also provided with detailed info about surf breaks and conditions so they can best recommend and host the guests while keeping them safe.

## CULTURAL HERITAGE

On Wednesday night at 7pm we celebrate the Fijian culture with a traditional yaqona (kava) ceremony. Guests and staff dress in a traditional sulu and bula shirt and partake in a highly-regarded traditional ceremony. The evening includes Fijian songs, dances and kava as well as a traditional gift-giving. Staff and guests dine together on Fijian dishes including meat cooked in the lolovo in the main restaurant. This is a great chance for guests to learn about Fijian culture and the do's and don'ts of the local traditions. Guests can also find more information about correct cultural behaviour in the guest books.

## MEDICAL TRAINING

Our Emergency Response Plan is provided to all incoming doctors, yoga instructors, fishermen and surf guides and details all of our policies, procedures, and training regimes for all departments. This is updated annually or as required. Staff are also trained in providing First Aid as relevant to their area (eg Marine has a more water-safety element). Namotu has a comprehensive first aid store and we have procedures for handling emergencies.

## SUPPORTING LOCAL

Where possible we buy local Fijian products. Whether that's what's stocked in the boutique, in the bar and restaurant or elsewhere across the resort. This is not always possible as Fiji doesn't manufacture everything needed here so where we cannot buy local we choose wisely. Local handicrafts, local products and local businesses are favoured while we never buy, sell or trade environmentally or culturally sensitive artefacts. Information about these local businesses is available in the boutique. Other departments are encouraged to purchase local items for their needs as well.





# RESORT MAP



## LEGEND

GUEST BURES

OUT OF BOUNDS

AMMENITIES

AED/DE-FIB





# WHAT IS SUSTAINABILITY?

Sustainability is a form of progress or development that meets current needs without compromising the ability of future generations to meet their needs. It is a term used to describe process impacts on climate change, water, energy, natural resources and waste.

Sustainability involves accounting for three main factors: environmental, economic and social considerations. These three principles are often referred to as the triple bottom line (TBL). In practical terms, the TBL goes beyond traditional financial accounting and estimates the impact of a process, such as a specific business operation, on social and environmental performance.

There are many benefits to accounting for sustainability, including cost reduction, improved process efficiency, reduced environmental impacts and enhanced company image. Thus, integrating sustainability into business planning, policies, practices and training should be considered standard practice, not an optional add-on.

On Namotu we are always working on our operation and assessing our supply chain, energy consumption, waste output and management, cultural and social impacts, environmental impacts and carbon emissions.



# WHAT IS CLIMATE CHANGE?

Climate change, often used interchangeably with global warming, refers to any significant change in climate such as temperature, precipitation, or wind, lasting for an extended period such as decades or longer. Global warming is an average increase in the temperature of the atmosphere near the Earth's surface and in the troposphere, which can contribute to changes in global climate patterns.

Whether manmade or naturally occurring, climate change is having a noticeable impact on the environment. Within a lifetime, serious environmental changes are being observed which will diminish the capacity we have to maintain our quality of life and provide for future generations.

Climate change and global warming are caused by greenhouse gases (GHG) which create a 'greenhouse effect' of warming the earth. Greenhouse gases are a natural part of the atmosphere. They absorb and re-radiate the Sun's warmth and maintain the Earth's surface temperature at a level necessary to support life. The problem we now face is that human actions, particularly burning fossil fuels such as coal, oil and natural gas, and agriculture and land clearing, increase the concentrations of the gases that trap heat. This is the enhanced greenhouse effect, which is contributing to a warming of the Earth's surface and creating dangerous side effects such as increased frequency and intensity of storms, droughts, flooding and raising sea levels.

## WHY IS CLIMATE CHANGE OUR PROBLEM?

Climate change and sustainability can be considered in terms of business risk management. Every business needs to understand the major risks to its operations and profitability, this is no different in the context of sustainability. Aspects of sustainability such as energy and water are critical to every business, especially within the hospitality industry, where a lack of availability or large increases in costs could have significant negative impacts on the business bottom line.

Why is climate change our problem?

- Higher energy costs
- Increased ocean temperatures raise the risk of coral bleaching events which can devastate marine life.
- Increased general business costs including food, supplies, insurance premiums, raw materials, transportation, etc.
- Sea level rise can result in a permanent high tide on our surrounding breaks
- Loss of revenue
- Increased legislative requirements
- Consumer expectations for 'greener' businesses and products

The best management of climate change risks and sustainability is to act early and prepare for doing business in a carbon-constrained economy. This will identify and allow for changes where necessary, as well as position a business ahead of its competitors.

# THE RISK OF DOING NOTHING IN THE FACE OF CLIMATE CHANGE - IT AFFECTS US TOO

## SUPPLY COST RISKS

- > Increased raw material costs
- > Increased food costs
- > Increased supply costs
- > Increased transportation costs
- > Decreased water availability
- > Increased water costs
- > Increased energy costs
- > Interruption or cessation of supply flows

## PHYSICAL STRUCTURE RISKS

- > Increased insurance premiums due to climate change issues
- > Structural damage from storms and floods
- > Transportation delays or interruptions due to storm, heat and/or water damage

## REGULATORY AND LITIGATION RISKS

- > Carbon emission liabilities
- > Loss of tenders due to lack of sustainability or environmental policy
- > Non-compliance fines
- > Business delays from lack of preparedness for regulations
- > Liability for non-compliance with regulations or non-disclosure
- > Liability for non-compliance with client sustainability requirements

## MARKET AND COMPETITIVE RISKS

- > Loss of new and existing consumer base by not offering green products and operating procedures
- > Loss of market share to competitors offering of greener products and services

## REPUTATION RISKS

- > Lack of consumer/client confidence in organisation
- > Appearance of being less innovative and not proactive compared to competitors
- > Loss of revenue resulting from decreased patronage



## 7 STEPS TAKEN TO A MORE SUSTAINABLE RESORT

- Step 1: Obtain management commitment
- Step 2: Understand historical and current resource usage
- Step 3: Establish baselines, benchmarks and targets
- Step 4: Audit
- Step 5: Prioritise an action plan
- Step 6: Monitor and measure
- Step 7: Staff engagement