Australian Government

CPPWMT5043A Develop and implement an environmental management strategy

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

CPPWMT5043A Develop and implement an environmental management strategy

Modification History

Revised unit
Unit updated and equivalent to PRMWM43A Develop an environmental management strategy

Unit Descriptor

This unit of competency specifies the outcomes required to develop and implement an environmental management strategy. It requires the ability to analyse practices and develop environmental management strategies by working effectively with stakeholders.

Application of the Unit

This unit of competency supports individuals with supervisory responsibilities for developing waste management strategies. It includes contributing to the development of strategies, systems and plans, as well as recognising the need for expert advice.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

1	Define scope of environmental management strategy.	1.1	Needs and expectations for development of *environmental management strategy* are identified.
		1.2	*Constraints* under which environmental strategy can be developed are identified.
		1.3	Clear and concise statement of environmental objectives is prepared and *feasibility of environmental management options* is evaluated.
2	Determine environmental management strategy development process.	2.1	*Process models* applicable to scope of environmental management strategy are identified.
		2.2	Process models are assessed and a suitable model for achieving the strategy's objectives is selected.
		2.3	Principal *stakeholders* are identified to maximise their participation in development process.
		2.4	Stakeholders are consulted regarding acceptance of proposed strategy development process.
3	Identify resources required for environmental management strategy.	3.1	Resource requirements of the strategy are determined in an accurate and comprehensive manner.
		3.2	Financial budget required for management strategy is prepared.
		3.3	*Human resource* and skill requirements for strategy are identified.
		3.4	Facility and equipment needs for strategy are identified to ensure all requirements can be met on time.

4	Identify and prioritise environmental assets, problems and opportunities.	4.1	Existing *data* is collated in a comprehensive manner relevant to the scope and strategy.
		4.2	Existing data is evaluated to identify need for further data collection.
		4.3	Additional data is obtained to ensure a comprehensive database for effective analysis.
		4.4	Available data is assessed against scientifically established criteria and community expectations within *applicablelegislation and codes*.
		4.5	Common problems and opportunities are grouped to formulate environmental issues that can be actioned by stakeholders.
		4.6	*Criteria to prioritise* environmental issues are established.
5	Prepare environmental management strategy.	5.1	Practical actions that enable a resolution of environmental issues in line with strategy objectives are determined.
		5.2	Clear and concise draft documentation is prepared for the strategy to obtain feedback from stakeholders.
		5.3	Feedback is evaluated and a response is formed.
		5.4	Local approval of the environmental management strategy is obtained.
6	Prepare implementation plan for environmental management strategy.	6.1	Actions are prioritised to provide the most effective resolution of issues within available resources.
		6.2	Resources are allocated to match action priorities.
		6.3	Processes are monitored and modified as required to ensure the strategy is achieving objectives.
		6.4	Responsible parties with the capacity to carry out strategy actions are identified.
		6.5	Achievable timelines, schedules and targets that enable strategy objectives to be met within required timeframes

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are established.

		6.6	*Supervisory processes* and checks and measures are implemented to ensure work is completed within *time available*.
7	Monitor and review effectiveness of environmental management strategy.	7.1	Regular data to provide accurate measures of performance are collected and analysed.
		7.2	Outcomes of strategy objectives are compared to assess respective effectiveness.
		7.3	Changes are made to strategy as required in a timely manner to ensure outcomes are achieved.
		7.4	Information obtained during monitoring and review is used to develop new strategies based on accumulated knowledge and experience.

Required Skills and Knowledge

- This section describes the skills and knowledge required for this unit.

Required skills

- analytical skills to:
    - determine appropriate waste management service
    - review operations
    - conduct feasibility tests
- interpersonal skills to:
    - manage consultation processes
    - present strategy
- management skills to:
    - apply change management techniques
    - conduct budgeting
    - organise work practices safely and efficiently
    - conduct strategic problem solving
    - plan work practices
    - identify and minimise hazards and risks
    - organise work methodically
    - monitor performance
    - apply quality assurance practices
    - use information technology to complete tasks
- oral communication skills to:
    - ask questions
    - listen actively
    - consult
    - give instructions
    - provide strategic information
- reading skills to interpret:
    - plans
    - complex documentation
- written communication skills to:
    - write reports
    - prepare complex strategic documentation

Required knowledge

- environmental issues relating to:

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- life cycle of products: re-new, re-use and recycle
- environmental regulations
- renewable energy
- features required for an environmental management strategy, including:
  - site contract requirements
  - reclamation
  - training outline
  - waste minimisation
  - waste prevention
  - work procedures
  - environmental education
  - past and future reviews and audits relating to environmental management
  - recycling requirements
  - internal and external audits
  - monitoring personnel performance following training
  - quality control checks relating to environmental management
  - review of effectiveness of new procedures and processes
  - targets, such as:
    - carbon emissions reduction
    - cleaner production
    - lean management
    - recycling rates
    - waste minimisation
- identification and strategic knowledge of:
  - waste types, streams and characteristics
  - waste non-conformances
  - unanticipated waste
  - waste non-conformance procedures
  - waste containment
  - waste disposal and recovery routes
- occupational health and safety (OHS) requirements relating to:
  - dangerous goods and hazardous substances
  - OHS hierarchy of control
- resource recovery options relating to:
  - valuable resources within materials
  - potential resources to be recovered
- waste assessment to identify:
  - resource needs
  - hazards and risks

- waste audit, including:
  - analysing waste practices
  - analysing previous audit plans and audit processes
  - outlining possible benefits and outcomes from conducting a waste assessment
  - types of client waste management surveys and their uses
  - sampling techniques
- waste management provision, including:
  - organisational requirements and structure, including workplace communication channels and procedures
  - legislation, regulations and codes of practice applicable to specific waste management functions
  - waste management options
  - nature and significance of waste minimisation hierarchy life cycle assessment
  - organisational pricing schedules
  - duty of care

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Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	This unit of competency could be assessed by observation of practical demonstration of the development and implementation of an environmental management strategy.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person who demonstrates competency in this unit must be able to provide evidence of the required skills and knowledge specified in this unit. In particular the person should demonstrate the ability to: • identify environmental management objectives • consult stakeholders consulted in development strategy • prioritise environmental issues by level of importance and impact • amalgamate issues in order to develop environmental management strategy.
Context of and specific resources for assessment	Assessment of essential underpinning knowledge may be conducted in an off-site context. It is to comply with relevant regulatory or Australian standards' requirements. Resource implications for assessment include: • work plans and approved specifications • forms and procedures manuals.
Method of assessment	The process of developing an environmental management strategy must comply with the objectives of the client as well as with industry expectations in the particular client environment. If the environment is narrowly defined or is not representative of industry needs, it may be necessary to refer to portfolio case studies to assess competency in the development of environmental management strategy. Assessment methods must: • satisfy the endorsed Assessment Guidelines of the Property Services Training Package • include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application • reinforce the integration of employability skills with workplace tasks and job roles • confirm that competency is verified and able to be transferred to

	other circumstances and environments.
Guidance information for assessment	Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.
	Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.
	This unit could be assessed on its own or in combination with other units of competency relevant to the job function, for example:
	• CPPCMN4001B Develop workplace policies and procedures for sustainability • CPPWMT5004A Develop waste management strategies.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Environmental management strategy may include:	• **air and wate**r pollution • biodiversity protection and protection of natural resources • carbon emission • ecosystem management • wildlife and endangered species.
Constraints may include:	• budgets • knowledge • resources • time.
Feasibility of environmental management options must include:	• commitment to environmental management strategies • compliance with legislation • cost-benefit analysis • costs • lead time • process constraints • resource requirements, including equipment and personnel • resources available.

Process models may include:	• implementation strategies, including:
	  • material safety data sheets (MSDS)
	  • measurement and recording
	  • OHS procedures
	  • personal protective equipment (PPE)
	  • legislation and codes
	  • site contract requirements
	  • work procedures
	• objectives pertaining to:
	  • changes to processes and procedures
	  • environmental issues
	  • education and training
	  • past and future reviews and audits
	  • recycling requirements
	  • reduction of waste
	• review strategies, including:
	  • internal and external audits

	- monitoring statistics - monitoring personnel performance following training - undertaking quality control checks - reviewing effectiveness of new procedures and processes - formalising review strategies via re-planning - sampling - counting waste - targets, such as: - carbon emissions reduction - lean management - recycling rates - waste minimisation.
Stakeholders may include:	- business - community - council - funding bodies - government - industry - interest groups - land management agencies - local authorities - statutory authorities.
Human resource may include:	- community experts - consultants - government agencies - internal staff - project officers - volunteers.
Data may include:	- existing reports or programs - questionnaires - references - stakeholder input - surveys.
Applicable legislation and codes may include:	- codes, including: - Australian Code for the Transport of Dangerous Goods by Road and Rail - industry - commonwealth, state and territory legislation, including: - anti-discrimination - environmental protection

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	• equal employment opportunity • freedom of information • industrial • OHS • trade practices • road laws.

Criteria to prioritise may include:	• benefit
	• budget constraints
	• business objectives
	• community preferences
	• environmental issues:
	  • impact
	  • legislative provisions
	• resources
	• timeframes.

Supervisory processes may include:	• delegating • implementing • monitoring • overseeing • planning • reviewing • targeting practices to meet deadlines.
Time available may include considering:	• client instructions • contingencies • past experiences • skills and experience of operatives • location of project • methods to be employed • resources and equipment to be used.

Unit Sector(s)

Waste management

Custom Content Section

Not applicable.