PRMWM43B Develop an environmental management strategy

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor
This unit of competency describes the development of an environmental management strategy.
The unit is from the Local Government National Competency Standards.

Application of the Unit

Not Applicable

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Not Applicable

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Define scope of environmental management strategy	1.1 Identify the needs and expectations for development of an environmental management strategy
	1.2 Identify the *constraints* under which the environmental strategy can be developed to enable a clear and concise direction to be established
	1.3 Prepare a clear and concise statement of environmental objectives to ensure the needs of the strategy can be met
2 Determine environmental strategy development process	2.1 Identify process models applicable to the scope of the environmental management strategy
	2.2 Assess and select a process model that will achieve the objectives determined in the scope
	2.3 Identify principal *stakeholders* to maximise stakeholder participation in the development process
	2.4 Consult stakeholders to obtain acceptance of the strategy development process
3 Identify resources to undertake environmental strategy development	3.1 Adopt resource requirements of the model/process in an accurate and comprehensive manner
	3.2 Prepare accurate detailed financial budgets within the scope of the strategy development
	3.3 Identify *human resource* requirements for strategy developments so that skill requirements can be specified
	3.4 Identify facilities and equipment needs for strategy developments to ensure all requirements can be met on time
4 Identify environmental assets, problems and opportunities	4.1 Identify and collate existing *data* in a comprehensive manner relevant to the scope and models accepted
	4.2 Evaluate existing data against the scope and model to identify needs for further data collection
	4.3 Obtain additional data to ensure a comprehensive database is available for effective analysis
	4.4 Assess available data against scientifically established criteria and community

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ELEMENT	PERFORMANCE CRITERIA
	expectations within *relevant legislation and codes*
5 Determine and prioritise environmental issues	5.1 Group common problems and opportunities to formulate environmental issues that can be actioned by stakeholders
	5.2 Establish *criteria to enable environmental issues to be prioritised*
6 Prepare environmental management strategy	6.1 Determine practical actions that enable a resolution of environmental issues within strategy objectives
	6.2 Prepare clear and concise draft documentation for the strategy to obtain feedback from stakeholders
	6.3 Evaluate feedback and form a response that assesses impact on a resolution of environmental issues
	6.4 Obtain local authority for the environmental management strategy
7 Prepare an environmental management strategy implementation plan	7.1 Prioritise actions to provide the most effective resolution of issues within available resources
	7.2 Allocate resources to match action priorities
	7.3 Monitor processes to ensure the strategy is achieving objectives and modified as required
	7.4 Identify responsible parties who have the capacity to carry out strategy actions
	7.5 Establish achievable timelines, schedules and targets which enable strategy objectives to be met within required timeframes
8 Monitor and review effectiveness of the environmental management strategy	8.1 Collect and analyse regular data to provide accurate measures of performance
	8.2 Make comparisons with strategy objectives to assess effectiveness
	8.3 Make changes to strategy as required in a timely manner to ensure outcomes are achieved
	8.4 Use information obtained during monitoring and review to develop new strategies which are based on accumulated knowledge and experience

Required Skills and Knowledge

Refer to Evidence Guide

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Evidence Guide

EVIDENCE GUIDE

Critical aspects of competency

- Ability to identify environmental management objectives.
- Relevant stakeholders consulted in development of strategy.
- Relevant environmental assets clearly identified.
- Ability to prioritise environmental issues by level of importance and impact.

Knowledge needed to achieve the performance criteria

Knowledge and understanding are essential to apply this unit in the workplace, to transfer the skills to other contexts, and to deal with unplanned events. The knowledge requirements for this unit are listed below.

- Features of an environmental management strategy.
- Management strategy options.
- Waste minimisation hierarchy.
- Environmental issues.
- Environmental planning/management.
- Community needs and expectations.
- Resource availability.
- OHS hierarchy of control.
- Relevant environmental protection legislation.

Specific skills needed to achieve the performance criteria

To achieve the performance criteria, some complementary skills are required. These are:

- research
- analysis
- communication skills (including liaising with stakeholders, asking questions, providing information, explaining strategy)
- strategic planning and strategy development
- reading and interpreting data and information
- prioritising
- evaluation
- budgeting.

Other units of competency that could be assessed with this unit

This unit could be assessed on its own or in combination with other competencies relevant to the job function.

Resources required to assess this unit

The following resources should be available:

- environmental protection legislation
- company policy and procedure
- range of stakeholders.

Gaining evidence to assess this unit

For valid and reliable assessment of this unit, the competency should be demonstrated over a period of time and be observed by the assessor (or assessment team working together to conduct the assessment). The competency is to be demonstrated in a range of situations, which may include customer/workplace interruptions and involvement in related activities normally experienced in the workplace.

Evidence of competency is best obtained by observing activities in the field and reviewing the development of an environmental management strategy. If this is not practicable, observations in realistic simulated environments may be substituted.

Consistency in performance

Assessment requires that strategies meet the objectives of clients and comply with industry expectations in the particular client environment. If the environment is narrowly defined or is not representative of industry needs, it will be necessary to assess the unit within a variety of waste management environments or different client needs to assess competency in the development of an environmental management strategy.

Oral questioning or written assessment and hypothetical situations (scenarios) may be used to assess underpinning knowledge. (In assessment situations where the candidate is offered a preference between oral questioning and written audit, questions are to be identical.)

Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.

Note: All practical demonstrations must adhere to the safety and environmental regulations relevant to each state or territory.

Key competency levels

There are a number of processes that are learnt throughout work and life that are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added.

Information below highlights how these processes are applied in this competency standard.

1 Perform the process	**2** Perform and administer the process	**3** Perform, administer and design the process

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How can **communication of ideas and information** be applied?	2	Discuss all aspects of environmental management strategies with colleagues, clients and relevant personnel.
How can **information be collected**, **analysed and organised**?	3	Gather, analyse and organise information from a number of sources (including relevant legislation and company requirements). Determine priorities utilising existing practices and recommend action.
How are **activities planned and organised**?	3	Plan and organise activities in accordance with environmental management strategies.
How can **teamwork** be applied?	2	Work cooperatively with colleagues or in project teams to determine and implement appropriate environmental management strategies.
How can the use of **mathematical ideas and techniques** be applied?	1	Prepare accurate budget/s.
How can **problem-solving skills** be applied?	2	Identify and solve risk elements in environmental management strategies.
How can the **use of technology** be applied?	1	Demonstrate understanding of technological principles and physical skills to use appropriate equipment.

Range Statement

RANGE STATEMENT
The range statement links the required knowledge and organisational and technical requirements to the workplace context. It describes any contextual variables that will be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The following variables may be present for this particular unit.
Alternative model characteristics include consultative, regional, undertaken by external consultants and unilateral.
Constraints include budgets, knowledge, resources and time.
Criteria to prioritise issues may include budget constraints, community preferences, environmental (including energy efficiency issues) impact/benefit, legislative provisions, resources and timeframes.
Data includes but is not limited to existing reports/programs, questionnaires, references, stakeholder input and surveys.
Human resources include community experts, consultants, government agencies, internal staff, project officers and volunteers.

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Performance of this unit is carried out in accordance with relevant requirements of the following:

- Australian Standards
- environmental regulations
- legislative requirements
- manufacturers' specifications
- organisational procedures
- relevant state/territory regulations.

Relevant legislation and codes cover state and federal industry codes of conduct, occupational health and safety legislation, Australian Standards and environmental protection legislation.

Stakeholders include but are not limited to:

- business
- community
- council
- funding bodies
- government
- industry
- interest groups
- land management agencies
- local authorities
- statutory authorities.
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Unit Sector(s)

Not Applicable