



Australian Government

Department of Education, Employment and Workplace Relations

BSBMGT507A Manage environmental performance

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers the development, maintenance and evaluation of the organisation's environmental policies and procedures in regard to environmental sustainability as an integral part of business planning.

All those who have a management responsibility would be advised to take this unit. It is also very useful for small businesses.

This unit is related to BSBMGT505A Ensure a safe workplace, BSBMGT609A Manage risk and BSBMGT610A Manage environmental management systems.

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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

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Element	Performance Criteria
1 Develop a business plan to enhance environmental performance	1.1 A business plan is developed that reflects the organisation's policies and commitment to environmental sustainability as an integral part of business operations 1.2 Procedures are developed to maximise/enhance integration of environment, finance, safety and other areas of impacts and opportunities 1.3 Procedures are developed to maximise environmental opportunities and minimise environmental impacts, and expert advice is obtained as required 1.4 Continuous improvement policies and practices monitor and report on the environmental performance of the organisation 1.5 The organisation's activities and products are designed to minimize life cycle impacts 1.6 Financial and human resources for the operation of environmental systems are identified, sought and/or provided as required 1.7 Changing trends and opportunities relevant to the organisation are identified, analysed and taken into account at the planning stage
2 Manage environmental impact and opportunity	2.1 Identification and assessment of existing and potential environmental impacts and opportunities is conducted and advice is sought as required 2.2 Procedures for ongoing management of environmental impacts and opportunities are developed and integrated with the organisation's policies and procedures 2.3 Environmental procedures are addressed at the planning, design and evaluation stages of any change in the workplace to ensure that ongoing impacts and opportunities are identified

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|---|--|---|
| | 2.4 | Contingency plans are established to manage impacts and opportunities when long-term solutions are not readily available |
| | 2.5 | Ongoing training program is developed to identify and fulfil employees' environmental training needs |
| 3 | Promote innovation and opportunity | |
| | 3.1 | Continuous improvement and sustainable innovation are promoted as an essential part of doing business |
| | 3.2 | Procedures are developed to analyse and communicate the costs and benefits of innovations and improvements |
| | 3.3 | New ideas are actively sought and entrepreneurial behaviour is encouraged in employees, workplace committees and teams |
| | 3.4 | Procedures are established to actively seek the support of the supply chain for implementing sustainable innovation and continuous improvement |
| | 3.5 | Members of the supply chain are encouraged to meet high standards of environmental performance |
| 4 | Manage system to record and report environmental impacts and opportunities | |
| | 4.1 | System is managed to record and report environmental performance as an integral part of the organisation's record keeping and performance evaluation system |
| | 4.2 | Patterns of environmental non-compliance are identified and addressed and opportunities for environmental management improvements are acted upon |
| 5 | Evaluate environmental performance | |
| | 5.1 | Processes are developed to ensure that ongoing evaluation of environmental performance, is part of the organisation's procedures |

Required Skills and Knowledge

Not applicable.

Evidence Guide

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

Critical Aspects of Evidence

Evidence will need to be provided of the ability to identify, plan, manage and promote environmental sustainability within the organisation and to contribute to the development of environmental management policies that minimise impacts and maximise opportunities within the organisation

N.B. Particular note must be taken that evidence must be strictly relevant to the particular management role and is not intended to include detailed technical aspects of environmental science

Underpinning Knowledge*

* At this level the learner must demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas.

Relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination

Required knowledge is to be limited to that which is sufficient to perform the particular management function and is intended to promote environmental awareness rather than technical environment competencies

Relevant business planning concepts

Environment sustainability as a "whole-system" approach

Quality assurance procedures

Strategies to maximise opportunities and minimise environment impact

Relevant training and record keeping concepts

Relevant knowledge of environmental issues especially in regard to water catchments, air, noise, ecosystems, habitat, waste minimisation

Relevant knowledge of ecological systems in regard to business operation

Underpinning Skills

Communication/consultation skills to ensure all relevant groups and individuals are advised of what is occurring and are provided with an opportunity for input

Conflict management skills to mediate, negotiate and/or attempt to obtain consensus between parties

Analysis skills to identify potential environmental and ecological impacts and opportunities in regard to business operation

Problem solving skills to deal effectively with environmental impacts and opportunities as identified

Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

Resource Implications

The learner and trainer should have access to appropriate documentation and resources normally used in the workplace

Consistency of Performance

In order to achieve consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations

Context/s of Assessment

Competency is demonstrated by performance of all stated criteria, including paying particular attention to the critical aspects and the knowledge and skills elaborated in the Evidence Guide, and within the scope as defined by the Range Statement

Assessment must take account of the endorsed assessment guidelines in the Business Services Training Package

Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment

Assessment should reinforce the integration of the key competencies and the business services common competencies for the particular AQF level. Refer to the Key Competency Levels at the end of this unit

Key Competency Levels

Collecting, analysing and organising information (Level 3) - to aid planning

Communicating ideas and information (Level 3) - to promote environmental policies

Planning and organising activities (Level 3) - to develop environmental management strategies

Working with teams and others (Level 3) - to control impacts, maximise opportunities and to gain support for management strategies

Using mathematical ideas and techniques (Level 3) - to aid planning

Solving problems (Level 3) - to develop management strategies and operational procedures

Using technology (Level 3) - to access and record information

Please refer to the Assessment Guidelines for advice on how to use the Key Competencies

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Range Statement

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment. The following variables may be present for this particular unit:

Legislation, codes and national standards relevant to the workplace which may include:

award and enterprise agreements and relevant industrial instruments

relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination

relevant industry codes of practice

Knowledge of legislation, codes, national standards, industry codes of practice and workplace policies and procedures must:

be strictly relevant to the particular workplace and is not intended to include detailed technical aspects of environmental science and

details of legislation must be directly relevant to the workplace

be consistent with the concept that people at this level, will be dealing with environmental concepts as part of an overall management responsibility and not as an environmental specialist

Environmental performance may be defined as:

a measure of an organisation's impact on the environment and of their ability to manage that impact

Environmental policies must be

relevant to organisation's operations and must be appropriate to the scope and scale of the business

Environmental policies may address:

local, national and international innovations, programs and ideas

triple bottom line principles i.e. the integration of environmental, commercial and social aspects of business operations

concepts of business sustainability

environmental load reduction and waste minimisation

tenders for the provision of goods and services that specify environmentally preferred

selection criteria (eg. use of paper packaging rather than plastic)

protection of land and habitat and ecological considerations

procedures for media releases as a result of incidents

Environmental improvement plans may be established at management level and may include:

measuring, monitoring and recording environmental performance, and continually setting targets for measurable improvements

all aspects of environmental performance including energy and other resource use, waste minimisation, recycling, transport use etc

Environmental sustainability must be relevant to the organisation's operations and may include:

recognition of natural earth systems and how natural systems work

Environmental sustainability may be affected by:

organisational culture and operations

internal or external economic climate

political climate

market focus/considerations

Business sustainability means:

A sustainable business in this sense is profitable and competitive in the foreseeable future.

Effective management of environmental impacts and opportunities can contribute to business sustainability by reducing costs, differentiating goods and services and contributing to a better corporate image.

"Maximise opportunities to improve environmental performance" can provide opportunities to improve business operations including increases in:

corporate image/citizenship

staff morale

cost reduction

product differentiation/branding

identification of market potential

To "minimise environmental impact", means to minimise the organisations negative effects on the environment including:

waste minimisation and recycling

emissions/spills

resource efficiency including water, energy

alternative energy sources

reduction in use of non-renewable resources

Expert assistance and/or advice may be sought from:

internal or external sources/specialists

consultants or other experts or specialists

Monitor and report in this context means to maximise and continually seek to improve business performance by developing procedures which monitor and report on:

variances

deficiencies

improvements

trends

Products may include:

goods, including packaging

services

Life cycle impacts may include:

tendering and purchasing processes to include life cycle criteria

product design and manufacture

packaging policies

product use

product disposal

vehicle policies that include use of cleaner fuels/alternative energy sources and regular

servicing intervals to reduce pollution and improve efficiency

Environmental procedures may include:

procedures that may have an influence on the organisation's environmental performance

Environmental management training program should be:

integrated into the organisation's existing training arrangements

Continuous improvement and innovation means:

consistently reviewing activities in search of a better way and improving the organisation in all aspects of its operation

Supply chain may include:

suppliers

contractors

others acting on organisation's behalf

supply should be identified as a key determinate of environmental performance

Recording and reporting systems may include:

internal and external reporting requirements

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Unit Sector(s)

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