



Australian Government

MSS015005 Develop required sustainability reports

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSS015005A Develop required sustainability reports.

Application

This unit of competency covers drafting reports required to meet regulatory or other sustainability reporting requirements. The reports may require the inclusion or interpretation of technical data. It includes the development of formats or internal reporting templates to meet the public reporting needs of the organisation.

This unit applies to the development, production and oversight of sustainability reports for an organisation or part of an organisation. The reports may be required for regulatory, Board, employee, shareholder or community reporting purposes. Reports may be completed by an individual or be prepared by a team. Where team preparation is involved this unit supplies the skills for coordinating the report production.

Reports covered by this unit may relate to all aspects of an organisation's sustainability or may focus on particular aspects, such as carbon footprint, waste generation and control, environmental, ecological and community impacts.

The complexity of the presentation and organisation of data will vary according to the reports required and type and scale of the organisation's processes. A manager or technical specialist who had a major responsibility for sustainability as part of a broader work role would typically undertake this, or sustainability may be their primary work responsibility. The manager or technical specialist may undertake this alone or as part of a team.

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

Pre-requisite Unit

Nil

Competency Field

Sustainable operations

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

essential outcomes.	demonstrate achievement of the element.
1 Determine requirements of sustainability report	1.1 Establish purpose of report. 1.2 Determine compliance requirements of report. 1.3 Identify any commercial requirements which may be impacted by these requirements. 1.4 Determine benefits which may be obtained from report for the organisation.
2 Locate data sources and processes needed to generate required information	2.1 Identify sources of data currently available within the organisation. 2.2 Identify external sources of data required. 2.3 Identify any data gaps and develop strategies for obtaining required data. 2.4 Obtain necessary authority to access external data sources, as required. 2.5 Negotiate with relevant stakeholders to obtain necessary data which is not currently available.
3 Develop templates, protocols and procedures needed for report	3.1 Develop data collection and information reporting templates and procedures. 3.2 Implement systems and procedures for obtaining required information from collected data. 3.3 Develop templates and protocols for required report sections and appendices. 3.4 Ensure other report contributors have the required competencies and resources to draft their input. 3.5 Agree on timelines for preparation of report components.
4 Compile required report	4.1 Monitor the development of report components. 4.2 Take action to ensure timely completion of components to requirements.

- 4.3 Assemble components into report.
- 4.4 Complete report.
- 4.5 Review and adjust completed report, as required.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

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| Compliance requirements include one or more of | <ul style="list-style-type: none">• regulatory requirements (e.g. energy efficiency, hazardous waste, National Pollutant Inventory (NPI), emissions and carbon)• state/federal environment departments• local government• energy/water authorities• Therapeutic Goods Administration (TGA)• AS/NZS ISO 14001 Environmental Management Standards (or its authorised replacement or other relevant standard)• other regulatory bodies. |
| Commercial reporting requirements include reports required by, or for one or more of | <ul style="list-style-type: none">• Australian Stock Exchange (ASX)• Australian Competition and Consumer Commission (ACCC)• Board of Directors• shareholders• lending and insurance organisations• employees• community groups. |
| Sustainability impact includes one or more of | <ul style="list-style-type: none">• resource footprint (e.g. water, carbon and carbon equivalent) of product and process• current and future availability of raw materials |

- current and future availability of energy
- waste generation and disposal
- efficiency of process
- the extent to which the production process and product affects the environment
- relationship with the local and broader community
- extent of regulatory oversight and cost of compliance.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS015005A Develop required sustainability reports.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998>