

<b>Title</b>	<b>Advise on zero waste options for a commercial enterprise</b>		
<b>Level</b>	<b>5</b>	<b>Credits</b>	<b>25</b>

<b>Purpose</b>	<p>This unit standard is for people working as company environmental coordinators.</p> <p>People credited with this unit standard are able to: choose indicators for evaluating zero waste options for a commercial enterprise; analyse a commercial enterprise to determine its zero waste performance; and recommend best practice for zero waste in a commercial enterprise.</p>
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<b>Classification</b>	Zero Waste > Zero Waste Theory and Practice
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<b>Available grade</b>	Achieved
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### Guidance Information

- References relevant to this unit standard include but are not limited to:  
New Zealand Business Council for Sustainable Development guidelines, available at <https://www.sbc.org.nz/>;  
Global Reporting Initiative's guidelines for developing indicators at <http://www.globalreporting.org>;  
process models for stakeholder engagement such as the Institute of Social and Ethical AccountAbility's AAA1000 Series available at <http://www.accountability.org.uk>.
- Assessment against Outcome 2 is confined to analysis of data, not the data collection itself.
- Definitions  
*Commercial* refers to trading and service provision and excludes manufacturing.  
For this unit standard *industry guidelines* refer to publications provided by government and business organisations that may include but are not limited to – the *Business Guide to Sustainable Development Reporting*, available for free download at [www.nzbcscd.org.nz](http://www.nzbcscd.org.nz);  
*Enterprise*<sup>3</sup> – *Your Business and the Triple Bottom Line Economic, Environmental, and Social Performance* Sustainable Households, available at <http://www.mfe.govt.nz>;  
The 14040-43 series of standards, available at <http://www.standards.co.nz>.

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## Outcomes and performance criteria

### Outcome 1

Choose indicators for reporting zero waste options for a commercial enterprise.

#### Performance criteria

- 1.1 The indicators chosen relate to selected enterprise's objectives and values in accordance with enterprise actions or stated in mission statement.
- Range includes but is not limited to – zero waste objectives.
- 1.2 The indicators chosen match the impacts and the key issues facing the enterprise.
- Range impacts – economic, environmental, social; evidence is required of two impacts for each issue; issues such as use of toxic materials, quantity of unsorted waste.
- 1.3 The indicators chosen incorporate the selected enterprise's expectations about sustainable performance.
- 1.4 The indicators chosen are presented in a way that provides a meaningful picture of the enterprise's performance.
- Range financial measures (such as annual results, economic contribution, investment in research and development), narrative statements (such as development of new policies), units of measurement related to the issue (such as tonnes of CO<sub>2</sub> emissions).
- 1.5 The indicators chosen are consistent with *The New Zealand Waste Strategy*.

### Outcome 2

Analyse a commercial enterprise to determine its zero waste performance.

#### Performance criteria

- 2.1 The analysis identifies and measures enterprise policies that impact on sustainability and resource efficiency.
- Range policies – financial, health and safety, employment, environmental, one other; impacts may be positive and/or negative.
- 2.2 The analysis identifies externally procured goods and services that impact on sustainability and resource efficiency, and determines ways of monitoring the impacts.
- Range includes but is not limited to – supplies, packaging, delivery.

- 2.3 The analysis identifies and measures management practices and internal processes that impact on sustainability and resource efficiency.
- Range internal processes may include but are not limited to – building maintenance, cleaning services.
- 2.4 The analysis identifies and measures the impact on sustainability of interactions between the enterprise, its customers, and stakeholders.
- Range consumer choices, product stewardship.
- 2.5 The analysis identifies and measures office practices and processes that impact on sustainability and resource efficiency.
- Range includes but is not limited to – printing, copying, refurbishment, lighting, heating and/or cooling.
- 2.6 The analysis uses data that is complete, accurate, clear, and inclusive of all issues relevant to the area being measured within the timeframe specified by the enterprise.
- 2.7 The analysis appraises current performance to determine priorities for initiating change towards zero waste.
- 2.8 The analysis identifies and measures external drivers that encourage change towards zero waste.
- Range external drivers may include but are not limited to – enhanced reputation, licence to operate, customer loyalty, brand growth, increased market share, contribution to community; evidence is required of three drivers.

### Outcome 3

Recommend best practice for zero waste in a commercial enterprise.

#### Performance criteria

- 3.1 Recommendations integrate zero waste principles into the core business of the enterprise.
- 3.2 Recommendations are made for achieving zero waste in accordance with five key actions.
- Range take direct action, change the rules, foster new ideas, communicate and educate, monitor and feedback.
- 3.3 Recommendations are made for zero waste practices in departments that guide the future of the enterprise.
- Range includes but is not limited to – planning, finance, purchasing, marketing.

- 3.4 Recommendations are consistent with enterprise objectives and zero waste principles.
- Range initiatives may include but are not limited to certification systems such as – Environmental Choice New Zealand, Enviro-Mark NZ.
- 3.5 Recommendations are made for data processing and/or management systems that stimulate the change towards zero waste.
- 3.6 Recommendations incorporate reporting systems that inform continued focus on zero waste, are consistent with enterprise objectives, and match the data required.
- Range reporting may include – virtual, real time, voluntary, mandatory; reporting systems may be based on guidelines provided in – *Business Guide to Sustainable Development Reporting*, the ISO 14040-43 series of standards, the Triple Bottom Line Guide.
- 3.7 Recommendations engage the participation of stakeholders in the enterprise in relation to their impact on sustainability and in accordance with process models for stakeholder engagement.
- Range managers, customers, employees, suppliers, contractors, executives, analysts, shareholders, bankers, insurers.
- 3.8 Recommendations for in-house changes will contribute to staff motivation, empowerment, and alignment with strategic objectives for zero waste.
- 3.9 Recommendations will assist consumers to close the loop on waste.
- Range may include but is not limited to – environmentally preferable product, recycling service, certification.
- 3.10 Recommendations evaluate the practical application and implementation of the proposed improvements in relation to the Triple Bottom Line Guide.

**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	26 January 2007	31 December 2025
Rollover and Revision	2	28 March 2019	31 December 2025
Review	3	27 February 2025	31 December 2025

<b>Consent and Moderation Requirements (CMR) reference</b>	0014
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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