

Title	Commission and implement resource efficiency assessments and audits, and recommend resource efficiency programmes		
Level	6	Credits	10

Purpose	<p>This unit standard is for people who may be working as facility, energy and project managers.</p> <p>People credited with this unit standard are able to: identify resource efficiency assessment and audit requirements for an organisation; commission resource efficiency assessments and audits; implement resource efficiency assessments and audits; and develop recommendations for resource efficiency programmes from assessment and audit results.</p>
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Classification	Zero Waste > Resource Efficiency
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Available grade	Achieved
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Guidance Information

- Recommended texts

AS/NZS 3598:2014 *Energy audits*, available from <http://shop.standards.co.nz>, for guidance in commissioning energy audits;

AS/NZS ISO 31000:2009 *Risk management – Principles and guidelines*, available from <http://shop.standards.co.nz>;

ASTM E2081 - 00(2015) e1 *Standard Guide for Risk-Based Corrective Action*, ASTM International, available from <http://www.astm.org/>;

National Environmental Standards available at <http://www.mfe.govt.nz/laws/standards/index.html>.
- Assessment against this unit standard requires evidence of resource efficiency evaluations for each of the following – energy, solid waste stream, atmospheric emissions, and water. These areas may be covered in one or more than one assessment or audit.
- Definitions

Assessment refers to an evaluation of performance to determine current practice.

Audit means a systematic objective evaluation of performance against recognised criteria such as a New Zealand Standard, code of practice, resource consent, protocol or predetermined criteria.

Commission means to request, appraise, and select tenders for a contract.

Organisation refers to an entire business entity in the private or public sector or a business unit within the organisation.

Resource efficiency programme means a planned approach to implementing efficient use of resources, including energy and water, and minimising waste at a worksite.

- 4 It is recommended that, prior to assessment against this unit standard, candidates have experience in change management and in undertaking resource efficiency assessments and audits. This may be evidenced by achievement of the following unit standards: Unit 27010, *Undertake a worksite water assessment for resource efficiency*; and Unit 27011, *Undertake a worksite atmospheric emissions assessment for resource efficiency*; and Unit 27012, *Undertake a solid waste stream audit for a worksite*; and Unit 27013, *Undertake a worksite energy assessment for resource efficiency*.

Outcomes and performance criteria

Outcome 1

Identify resource efficiency assessment and audit requirements for an organisation.

Performance criteria

- 1.1 An organisation is scoped to determine resource efficiency assessment and/or audit requirements.
- Range requirements are expressed in broad terms and any further investigations that may be required are listed.
- 1.2 Existing organisational systems are appraised for collecting resource efficiency data available for and relevant to the evaluation.
- Range may include but is not limited to – any system updating required, literature search.
- 1.3 Assessment and/or audit requirements are benchmarked against known data.
- 1.4 Assessment and/or audit requirements are designed to identify areas of largest benefit for the organisation and the environment.
- 1.5 Compliance with any legislative and regulatory requirements applicable to the site and for the products and services provided by the organisation are specified in the assessment and/or audit requirements.
- 1.6 Appraisal criteria for selecting service providers are specified in the resource efficiency assessment and audit requirements.

Outcome 2

Commission resource efficiency assessments and audits.

Performance criteria

- 2.1 Standard business practice is used to commission resource efficiency assessments and/or audits.
- Range written specifications; request for tender, estimate or quotation; assessment criteria; identification of suitable service providers; evaluation of tenders; selection of contract service provider.
- 2.2 Selection of the service provider is based on the resource efficiency assessment and/or audit requirements, and the needs and capacity of the organisation.

Outcome 3

Implement resource efficiency assessments and audits.

Performance criteria

- 3.1 Support and training for key personnel to assist with the resource efficiency assessment and/or audit is secured as part of the implementation.
- Range key personnel – staff, management.
- 3.2 Communication methods to be used by evaluator, section managers, and any participating staff are established in consultation with management.
- Range project start meeting, initial walk round, regular reporting.
- 3.3 Procedures for supporting the evaluator in data collection are established and implemented in consultation with management.
- Range orientation, introduction to assessment and/or audit team, data representativeness, commenting on draft report.
- 3.4 Procedures for amending the scope of the resource efficiency assessment and/or audit are established and implemented.
- Range any shortfalls or issues are dealt with prior to closure.
- 3.5 Resource efficiency assessment and/or audit closure procedures and timeframe are established and implemented in consultation with management.
- Range procedures include but are not limited to – critiquing any draft report.

Outcome 4

Develop recommendations for resource efficiency programmes from assessment and audit results.

Performance criteria

- 4.1 Recommendations are supported by interpretation of assessment and/or audit data that is presented in a clear, accurate manner and in sufficient detail to assist management decision making.
- Range includes but is not limited to changes in – inputs, outputs, processes, operations, organisation, data interpolation, data extrapolation.
- 4.2 Recommendations are supported by consideration of risks and opportunities involved in taking action and not taking action on significant resource efficiency issues occurring in the interpretation of data.
- Range risks and opportunities may include – financial, environmental, social, cultural, reputational; evidence of two issues is required.
- 4.3 Recommendations are matched to any compliance constraints on the organisation.
- Range national environmental standards, local authority bylaws and rules.
- 4.4 Recommendations are prioritised to show greatest benefits in short, medium, and long term, and how they can be achieved.
- Range may include but is not limited to – weighted sum evaluation method, action list, action plan, responsibilities, timelines.
- 4.5 Recommendations are linked to actions in the business case and propose strategies to influence organisational change.
- Range organisation policy, national body voluntary scheme.

Planned review date	31 December 2023
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	17 June 2011	31 December 2015
Revision	2	21 November 2013	N/A
Rollover and Revision	3	28 June 2018	N/A

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

Comments on this unit standard

Please contact MITO New Zealand Incorporated info@mito.org.nz if you wish to suggest changes to the content of this unit standard.