

Title	Plan, lead, and analyse resource efficiency assessments and audits, and suggest resource efficiency actions		
Level	6	Credits	30

Purpose	<p>This unit standard is for people who may be working as resource efficiency programme managers and consultants.</p> <p>People credited with this unit standard are able to: plan resource efficiency assessments and audits; lead resource efficiency assessments and audits; analyse resource efficiency assessment and audit results; and make suggestions for resource efficiency actions.</p>
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Classification	Zero Waste > Resource Efficiency
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Available grade	Achieved
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Guidance Information

- 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.
Organisation refers to an entire business entity in the private or public sector or a business unit within the organisation.
- It is recommended that, prior to assessment against this unit standard, candidates have experience in investigating site infrastructure, processes, and systems for resource efficiency. This may be evidenced by achievement of the following unit standard: Unit 27027, *Investigate site infrastructure, processes, and systems for resource efficiency management*.

Outcomes and performance criteria

Outcome 1

Plan resource efficiency assessments and audits.

Performance criteria

- 1.1 Planning materials for resource efficiency assessments and audits are provided to participating personnel and any feedback is taken into account.
- 1.2 The plan reflects the organisational context, and the objectives and content are consistent with the organisation's strategic plan.
- Range the organisational context includes – key physical features of the site, site infrastructure, utilities and their monitoring equipment, site processes, business systems.
- 1.3 Timelines, budgets and resources for the initial walk-through are negotiated with section managers to ensure staff commitment to the assessments and audits.
- 1.4 Normal process flows are established from organisation records, and procedures are prepared for dealing with any potential process flow variables.
- 1.5 Plans are modified where necessary to ensure sufficient accurate information is able to be collected.
- Range specialist advice or technical information may be required.
- 1.6 Resources for the assessments and audits are identified and quantified, and approval to use them is obtained from management.
- 1.7 Potential risks and opportunities involved in changing resource use are evaluated and taken into account by the plan.
- Range financial, environmental, social, cultural, reputational.

Outcome 2

Lead resource efficiency assessments and audits.

Performance criteria

- 2.1 Internal and external resources are secured to ensure the assessment and audit objectives can be met.
- Range information, people, equipment, funding;
people include – registered professionals and/or qualified trades people as required to install monitoring equipment.
- 2.2 Assessment monitoring equipment is installed and/or operated in accordance with manufacturer's recommendations.
- 2.3 The assessments and audits meet regulatory, compliance, and organisational requirements applicable at the worksite.
- Range compliance requirements may include – national statute, health and safety requirements, local authority bylaws and rules.

- 2.4 Communication with management and operational staff ensures the assessment and audit objectives are met and any unplanned issues are dealt with by negotiation and recorded to inform the report.

Range includes – cautioning against making any adjustments during resource use evaluations that will affect the assessment and audit results.

- 2.5 Progress reports are submitted to senior management to assist in maintaining organisational commitment.

Outcome 3

Analyse resource efficiency assessment and audit results.

Performance criteria

- 3.1 Formats for resource efficiency assessment and audit results are established to ensure the records clearly and accurately reflect resource use with an emphasis on the areas that will most benefit the organisation.
- 3.2 Inputs and outputs are measured for quantity, cost, and quality.
- Range inputs – raw materials, water, energy;
outputs – products, by-products, solid waste, emissions to air, wastewater, waste energy, residues, hazardous waste, rework.
- 3.3 Regular monitoring of data collection ensures that any discrepancies can be dealt with before significantly affecting the resource efficiency assessment and audit results.
- 3.4 Assessment and audit progress is tracked against the budget to ensure no overruns.

Outcome 4

Make suggestions for resource efficiency actions.

Range at least two suggestions.

Performance criteria

- 4.1 Opportunities for resource efficiency are identified from assessment and audit results and researched to provide authoritative suggestions.
- Range specialist technical advice may need to be obtained for complex issues.
- 4.2 Opportunities and suggestions for resource efficiency actions are reported to management and operations staff in formats best suited to their needs.

- 4.3 Suggestions for resource efficiency are supported by action plans that clearly show the changes required to achieve specific efficiencies.
- 4.4 Funding opportunities for resource efficiency actions are identified and suggestions made that match organisational activities.

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.