**Assessment Task 1.**

**Question 1.** *List one piece of legislation, one regulation and one code of practice that relate to environmental issues in this workplace. Explain the compliance requirements of each (50 – 80 words for each). Answer can be found online*

**Answer**: *insert the answer here*.

* **Legislation:** Eg. Environment Protection and Biodiversity Conservation Act 1999 -Explain, write a paragraph that is related to the Pompoms hotel Case study
* **Regulation: Eg.** Biodiversity Conservation Act 1999 (EPBC Act) - EXPLAIN
* **Code of Practice: ???**

**Question 2.** *Read the Pompoms Hotel Waste management policy. Review the policy identifying areas where Pompoms Hotel can improve their practices (80 – 100 words).*

**Answer**: *insert the answer here*.

* **Reduce Wastage:**
* **Conserve energy**
* **Use led bulbs**
* **Check leakages**
* **Recycling**
* **Use of biofriendly products**

**Question 3.** *a) Describe the general procedure you would follow in an organisation for seeking approval to change current policies (50 – 80 words).*

**Answer**: *insert the answer here*.

* *Plan for policy review*
* Consult with stakeholders
* Collect information
* Identify the issue
* Justify the need for change
* Make a proposal for policy change
* Submit your proposal

*b) List five stakeholders you could seek input from when setting objectives and targets. For each example provide the type of input they may provide (80 – 100 words).*

**Answer**: *insert the answer here*.

|  |  |  |
| --- | --- | --- |
| **SNo** | **Stakeholder** | **Type of input** |
|  | **Management** | set a target to achieve a banksia award for example, eg. Reduce waste and use eco-friendly products etc |
|  | Staff |  |
|  | Suppliers | products that is more eco-friendly |
|  | Customers |  |
|  | Hotel owners |  |

**Question 4.** *List three approaches you could apply in the workplace to assess compliance with sustainability practices (50 – 70 words).*

**Answer**: *insert the answer here*.

* Audit
* Monitor policies through observation and inspections
* Timely reports

**Question 5.**

1. Describe how you could measure and document current resource usage for the following at Pompoms Hotel.

* Paper
* Energy such as electricity
* Transportation
* Wastage.

**Answer**: *insert the answer here*.

* **Paper - ???**
* **Energy such as electricity** - bill
* **Transportation** – fuel, gas – checking the odometer and taking records, gas bills, fuel receipts
* **Wastage**. – (papers, cardboards, kitchen waste, medical wastage etc.) - Number of skips, you can also weigh this items

**Question 6.** *Describe the approach you would take as manager to communicate the changes, including assigned responsibilities, proposed outcomes and activities to both your team and senior management (50 – 70 words).*

**Answer**: *insert the answer here*.

Meeting 🡪 then email etc.

**Question 7.** *Describe how you would support your team during this project (70 – 90 words).*

**Answer**: *insert the answer here*.

* By encouraging them
* Provide training sessions
* implementation of Improvement from Feedback
* Providing resources

**Question 8.**

1. Describe how you would monitor the new waste management procedures and how you would report the progress to management and staff (80 – 100 words).

**Answer**: *insert the answer here*.

* Document
* Compare
* Check
* Record

b) List at least five pieces of key information you would include in your evaluation tool (100 – 120 words).

**Answer**: *insert the answer here*.

1. Did the program meet its objectives,
2. Was there effective support,
3. were performance indicators met,
4. were there appropriate tools to record data etc.

**Question 9.** *List three strategies you could implement to evaluate the overall project (50 – 70 words).*

**Answer**: *insert the answer here*.

* Evaluation form – distributing to people
* Compare reports, bills etc

**Assessment Task 2.A**

**Sustainability assessment report**

|  |  |  |  |
| --- | --- | --- | --- |
| * **Student name** |  | **Assessment** | * **Assessment Task 2.A** |
| * **Venue** |  | **Unit/Topic** | * **Policy and sustainability** |
| * **Contact person** |  | **Date of audit** |  |

|  |
| --- |
| * **Energy** |
| * *Consider types of technology and equipment that require energy.* * *What equipment uses the most/least energy?* * *Are switches left on overnight/weekend? Is the sleep mode/screen saver used?* * *What practices are currently in place to help minimise energy wastage? Is there an existing policy and procedure for sustainable energy practices?* |
| ***(250 – 300 words)***  *The name of my workplace is white house, we use the following equipment at the workplace: Computers, printers, appliances, light bulbs, reverse cycle air conditioners*  *It seems that air conditioners consume more energy as it has a wattage of 8 hourse power. In my opinion, I think this is not sustainable as the wattages needs to be reduced. I also noticed that the air condition systems is always on and at low temperatures of 16 degrees. This consumes more energy than being at 23 degrees.*  *The Lightning is also…*  *The computers and other appliances ….*  *Currently there is no practices or policies in place to reduce energy wastage* |

|  |
| --- |
| * **Water** |
| * *Consider the levels of water usage. How is water used on a daily basis?* * *What things/tasks use up the most water?* * *Are staff using water sensibly?* * *What practices or policies are in place to support effective water use? If No, do you think it is necessary to have a policy in place? Why?* |
| ***(250 – 300 words)***  ***Gardening – 1200 L per day***  ***Cleaning – 300 L per day***  ***Washing – Kitchen, bathroom, Laundry***  ***Flushing – Offices***  ***Cleaning –***  ***Drinking***  ***Yes/No – Because….*** |

|  |
| --- |
| * **Waste** |
| * *What is considered waste at the workplace? Describe the types of things which are classified as wastage. Explain whether there are some areas of the workplace which accumulate more waste than others. Are staff conscious with waste management practices?* |
| ***(250 – 300 words)***  ***At my workplace the following are considered as waste:***  ***Food waste papers***  ***Why are these wastes generated?***  ***Do you think less waste can be generated?***  ***Do you think there is a sustainability policy in place? If Yes, Is it being followed or otherwise*** |

|  |
| --- |
| * **Chemicals** |
| * *Describe products used in the workplace that consist of chemical substances.* * *What are they used for?* * *Is there an existing policy or procedure for management of chemicals?* * *Are staff responsible with the handling of chemicals?* |
| ***(100 – 150 words)***  ***The following chemicals are used at my placework***  ***Cleaning chemical eg. Glass cleaners, alcohol based sanitisers*** |

|  |
| --- |
| * **Comments** |
| * *Describe your overall thoughts on the types of sustainability practices currently in place. Overall, is the workplace environmentally friendly?* * *Why/Why not? What sustainable practice strategies could you recommend to improve each area?* |
| 1. ***(250 – 300 words)*** 2. **Waste, Water, Energy, Chemicals…** 3. **1. Implementing light sensors and timers, LED Bulbs** 4. **2. Sensors on water taps** 5. **3. Installing solar panels** 6. **4. Using biodegradable products** 7. **5. Going paperless** 8. **6.** |

**Assessment Task 2.B Part i)**

**Sustainability policy**

|  |  |  |  |
| --- | --- | --- | --- |
| * **Student name** | ***Daniel*** | * **Assessment** | * **Assessment Task 2.B** |
| * **Supervisor** | ***Ms. Supervisor*** | * **Unit/Topic** | * **Policy and sustainability** |
| * **Workplace** | *Choose a workplace eg. Black Coffee Shop* | * **Policy date** | ***30/05/2020*** |
| * **Policy contributors** | 1. CEO 2. Staff 3. The manager | | |
| * **Legislation** | 1. List at least 3 legislations 2. - Environment Protection Act 1970 3. - The Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act) 4. - sustainability Victoria act 2005 | | |
| * **Source/References** | **Academic Journal Papers**   * Roberta Salomone, Food Agriculture & Environment 1 (2): 295-300, 2003 * Bragantia 70 no.4 Campinas – Coffee crop coefficient for precision irrigation based on leaf area index: A.R. Pereira et al. – 2011 * The Journal of Coffee Research 5(1/2), 7-20 – Crop Physiological Aspects of Coffee Bean Yield: A Review, M.G.R. Cannell – 1975   **Australian Bureau of Statistics**  ABS, 2008: No. 4602.0.55.001  <https://www.environment.gov.au/epbc/about>  <https://www.environment.vic.gov.au/sustainability/e-waste-in-victoria>  <http://www8.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol_act/fma1994164/> | | |
| * **Policy owner** | 1. General Manager – Peter Rabbit | | |

|  |
| --- |
| * **Policy scope** |
| ***(approx. 50 words)***  ***Eg, Identify ways of reducing waste***  ***Develop a policy to reduce***  ***implementation of waste reduction strategy***  ***The purpose of Black Coffee sustainability policy is to:***  ***provide a clear statement of our intent to incorporate sustainability considerations into all***  ***aspects of our business planning and operations***  ***acknowledge that a focus on sustainability requires an ongoing commitment to continuous***  ***improvement.*** |

|  |
| --- |
| * **Policy goals and objectives** |
| 1. ***(approx. 50 words)*** 2. **eg. Reduce the wastage by 50%** 3. **Train staff on waste reduction strategy**   **Leading for change**   * **Embed, promote and progress sustainability into manufacturing and suppling, research, customer experience, and community engagement strategies and activities.** * **Embed, promote and progress sustainability across the coffee shop and within the broader community.**   **Managing systemic impacts**   * **Reduce waste and pollution, including greenhouse gas emissions.** * **Reduce resource consumption through sustainable procurement, improved design, efficient use and prudent practices.** * **Protect and improve the natural environment through direct initiatives and reduced resource consumption.** * **Improve environmental and social outcomes from procurement and contracting** * **activities.**   **Managing operational impacts within the Coffee Shop**  **• Improve energy efficiency and reduce overall energy use.**  **• Increase use of sustainable transport to and from the Coffee Shop.**  **• Increase resource recovery and reduce waste to landfill.**  **• Improve water efficiency and reduce overall water use.** |

|  |  |
| --- | --- |
| * **Strategies to achieve goals** | 1. ***(150 – 180 words)***   ***Weekly reports- progress***  ***Training***  ***Provide resources*** |

|  |  |
| --- | --- |
| * **Employees** | 1. ***(100 – 120 words) – at least 5 points***   ***Employees must follow the policy***  ***Employee must attend training etc.***  ***engaging employees with activities and projects which contribute to sustainability outcomes within the business and our broader community*** |

|  |  |
| --- | --- |
| * **Evaluation methods** | * ***(50 – 70 words)***   ***Reports***  ***Inspection***  ***Comparing data trends***  ***Must explain points not just write in bullet points***  ***Observations***  ***Assessment of training and knowledge*** |
| * **Methods of continuous review and improvement** | 1. ***(100 – 120 words)***   ***Constant review of daily/weekly reports in line with performance standards of KPI***  ***Tue use of ishikawa diagram / fishbone diagram to understand the reasons for changes and aimed at continues improvement*** |

|  |
| --- |
| * **Review period: 3 months or 6 monhts**   ***This policy will be reviewed as Black Coffee’ sustainability initiatives evolve and in response to global***  ***and domestic developments in both sustainability management and reporting.*** |

**Task 2 B Part ii) Submit your Feedback notes – Refer Page 17 of assessment pack - Task 2 Part B Q2.**

*Review each other’s policies and give each other construction feedback on the structure, content, outcomes and practicality of each policy. Discuss feedback and negotiate on agreed changes.*

**Feedback notes:** *(Enter notes below on above question)*

**Assessment Task 2.C**

**Survey Questionnaire and Outcome Report**

|  |  |  |  |
| --- | --- | --- | --- |
| * **Student name** |  | * **Assessment** | * **Assessment Task 2.C** |
| * **Supervisor** |  | * **Unit/Topic** | * **Policy and sustainability** |
| * **Workplace** |  | * **Date of review** |  |

|  |
| --- |
| * **Policy scope and objective** |
| * List questions here… |

|  |
| --- |
| * **Benefits** |
| * List questions here… |

|  |
| --- |
| * **Challenges/Barriers** |
| * List questions here… |

|  |
| --- |
| * **Improvements** |
| * List questions here… |

|  |
| --- |
| * **Overall effectiveness** |
| * List questions here… |

|  |
| --- |
| * **Communicating new/updated policies** |
| * List questions here… |

|  |
| --- |
| * **Next steps/recommendations** |
| * List questions here… |

1. **Outcome report (sample):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Student name** |  |  | 1. **Assessment** | 1. **Assessment Task 2, Part C** |
| 1. **Supervisor** |  |  | 1. **Unit/Topic** | 1. **Policy and sustainability** |
| 1. **Workplace** |  |  | 1. **Date of review** |  |

|  |
| --- |
| 1. **Policy scope and objective** |
| 1. ***What is this policy for? Who uses this policy? What sustainable practice does this relate to?*** |

|  |
| --- |
| 1. **Benefits** |
| 1. ***What were the overall benefits identified?*** |

|  |
| --- |
| 1. **Challenges/Barriers** |
| 1. ***What were the overall challenges or barriers identified?*** |

|  |
| --- |
| 1. **Improvements** |
| 1. ***What suggestions have been made for improvements to the practice, process or policy?*** |

|  |
| --- |
| 1. **Overall effectiveness** |
| 1. ***Do the results obtained indicate an effective sustainable practice and policy? Why/Why not.*** |

|  |
| --- |
| 1. **Communicating new/updated policies** |
| 1. ***Describe your approach in communicating updates or changes to workplace policies and practices to staff, parents and local community.*** |

|  |
| --- |
| 1. **Next steps/recommendations** |
| 1. ***Now that results and feedback have been received, explain your recommendations and next steps to improve this policy – what would you do?*** |

**Assessment Task 3.**

**Question 1.**

Name the Australian Government’s central piece of environmental legislation and discuss its purpose (70 – 100 words).

**Answer**: *insert the answer here*.

Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)

It provides a legal framework to protect and manage nationally and internationally important flora, fauna, ecological communities and heritage places defined in the Act as matters of national environmental significance.

Specifically, the EPBC Act aims to:

* conserve Australia's biodiversity
* protect biodiversity internationally by controlling the international movement of wildlife
* provide a streamlined environmental assessment and
* approvals process where matters of national environmental significance are involved
* protect our world and national heritage
* promote ecologically sustainable development.

**Question 2.**

Explain the appropriate process for developing a policy and procedure (60 – 100 words).

**Answer**: *insert the answer here*.

* Identify the issue
* Research
* Consult with the stakeholders
* Identify the impact
* Identify the impacts and the objectives
* Make a draft
* Submit for review and approval
* Formally adapting the policy
* Distributing the policy

**Question 3.**

Who are the types of people that should be consulted with during policy development? (50 – 100 words).

**Answer**: *insert the answer here*.

Government

The CEO

Directors

Staff Management

**Question 4.**

What strategies can you implement for monitoring and reviewing policies? (50 – 80 words).

**Answer**: *insert the answer here*.

* Evaluation of outcomes
* Inspections
* Regularly inspection and rewriting policies
* Regular discussion of policies with staff, team members

**Question 5.**

Explain how you would approach each of the following barriers and challenges when implementing policies and procedures.

* **a) An employee does not believe the new policy will be a benefit to the workplace. They are too stuck in their old ways and are resistant to change (70 – 100 words).**

**Answer**: *insert the answer here*.

Give the benefits

Make them part of the project

* **b) The new policy and procedure is too complex to follow so employees avoid using it (70 – 100 words).**

**Answer**: *insert the answer here*.

* Meetings
* Review and make changes to the policy
* Train the employees
* **c) Most of the policies and procedures have not been updated for some time because management do not want to allocate resources for the updates (70 – 100 words).**

**Answer**: *insert the answer here*.

Show the benefits of updating the policy and how it can positively impact the company etc.

**Question 6.**

The managers of The Best Bite Café have just replaced the existing lights to energy saving bulbs. They decided to implement the change in order to save on energy use and do their part within the community in promoting sustainable practices and helping the environment.

Over the next quarter they would like to see how the change in light bulbs impacts their usage and overall costs on the business. **Explain how they could monitor costs and encourage staff usage over the next quarter (120 – 150 words).**

**Answer**: *insert the answer here*.

**Question 7.**

Before implementing a new energy saving policy, the managers must identify the responsibilities of everyone involved. This will help keep people accountable. Outline the roles and responsibilities for management and employees involved in the policy (60 – 80 words each).:

 Management –

 Employees

**Answer**: *insert the answer here*.

Management –

* Provision of resources
* Enforcing the policies
* Conducting training for staff

 Employees

* 1. Follow instructions of the policy
  2. Give feedbacks

**Question 8.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Over the next quarter the café received their bill. Review the usage against the same quarter in the previous year and calculate the total usage.     |  |  |  |  | | --- | --- | --- | --- | | **Last year:** |  | **This year:** |  | | **Months** | **Kilowatts** | **Months** | **Kilowatts** | | February | 736 | February | 604 | | March | 1240 | March | 962 | | April | 1259 | April | 817 | | **Total kilowatts** | **3,235** | **Total kilowatts** | **??** | |

**Answer**: *insert the answer here*.

The total amount of Kilowatts this year is 2,383 which is XXX less than last year, meaning the policy is working

**Question 9.**

The cafe managers are so proud of the strong results they have attained on their energy use and staff engagement after the last quarter, and would like to share their achievements with the wider community. What are some ways the centre could promote their sustainable practices? (50 – 80 words).

**Answer**: *insert the answer here*.

Post success on social media, papers etc.

Celebrate the achievement