**Pre-Course Preparation**

# Introduction

This Pre-Course Preparation document outlines how to prepare for the Environmental Management course. This course has been structured to maximise the benefit to you based on pre-course preparation. It enables more time to be spent on developing your actual environmental management system thereby saving you time back at the office afterwards. The course includes both individual and group activities during which parts of your environmental management system are developed.

# Business Factors worksheet

The following sections should be compiled for your organisation, *or alternatively* the organisation that you will prepare the environment management system for.

## Organisational Environment

#### Business Type

What is your organisation in business for? Include the market(s), industry, or industries, that you operate in, and what it is that your customers value.

#### Vision/Mission

What is your organisational culture? Include your vision, mission, and values, and policies as appropriate. e.g. environmental policy.

#### Employees

What is your employee profile? Include education levels, workforce and job diversity, use of contract employees, and special safety requirements, as appropriate. e.g. 65% work carried out by volunteers, or contractors.

#### Management

List key management, board, and business advisors and their role in the business. Include both internal and external.

#### Facilities/Functions

What are your major technologies, equipment, and facilities? Include major items/facilities/functions (with respect to delivering value to customers). e.g. Telephone service centre if your business type is responding to customer calls.

#### Regulatory Environment

What is the regulatory environment under which your organisation operates? Include Acts including occupational health and safety regulations; accreditation requirements; resource and other consents, and environmental, financial, and product regulations. e.g. Building Compliance Certificate, Health & Safety at Work Act, NZ Food Act, ISO 14001, Companies Act, AS/NZS 4360, Guide 65, GMP, CAA Part 141.

## Organisational Relationships

#### Key Customers

What are your key customer groups and/or market segments?

#### Customer Requirements

What are their key requirements for your products and services? Include how these requirements differ among customer groups and/or market segments, as appropriate.

#### Suppliers and Partners

What are your most important types of suppliers and dealers and your most important supply chain requirements? What are your key supplier and customer partnering relationships and communication mechanisms?

## Competitive Environment

#### Market Position

What is your competitive position? Include your relative size and growth in your industry and the numbers and types of your competitors.

#### Success Factors

What are the principal factors that determine your success relative to your competitors? Include any changes taking place that affect your competitive situation.

## Strategic Challenges

#### Challenges

What are your strategic challenges? Include operational, human resource, business, and global challenges as appropriate.

## Performance Improvement

#### Improvement

List all the methods or procedures you use to improve your organisational performance. e.g. customer complaints, staff suggestions, supplier feedback, corrective action. Procedures include a number of stages requiring submission, approval etc (i.e. administration) followed by investigation, taking action etc (i.e. action). Bring a copy of your improvement procedure/process with you. How

***6. Business Activity Data***

**Collect activity data**

Collect the following data for your business. This will enable you to calculate your greenhouse gas emissions. Monthly figures should be collected over a year.

|  |  |  |  |
| --- | --- | --- | --- |
| Business Activity | Total | Unit | Notes |
| Electricity |  | kWh |  |
| Gas |  | GJ |  |
| Coal |  | tonnes |  |
| Petrol |  | litres | Alternatively kms travelled by each small (<1600cc), medium (1700 – 2499cc) and large (>2500cc) petrol vehicle type. Total motorbikes and hybrids separately |
| Diesel |  | litres | Alternatively kms travelled by each small (<1700cc), medium (1700 – 2000cc) and large (>2000cc) diesel vehicle type. |
| Taxis |  | km | Alternatively total cost of taxi fares |
| Domestic air travel |  | km |  |
| International air (short) |  | km | Total individual trips made of 3,700km or less |
| International air (long) |  | km | Total individual trips made of more than 3,700km |
| Mixed waste |  |  | Total m3 or kg mixed waste to landfill |
| Office waste |  | kg |  |
|  |  |  |  |

**Calculate your emissions**

Use the above information to produce a report of your emissions for the previous month, or year. (You can use the online form, or download the ACE Carbon Calculator spreadsheet from <http://sustainable.org.nz/what-we-do/sustainable-tools-resources/annual-carbon-emissions-calculator/> Bring a copy of this report to the course.

**Environmental initiatives and results**

List improvements that your organisation has made in any of the following areas; reductions in raw material use, reductions in discharges to air and water, and reduced waste to landfill.