Australian Government

Department of Education, Employment and Workplace Relations

NWP505B Implement and manage environmental management policies, plans, procedures and programs

Release: 2

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Modification History

NWP505B Release 2: Layout adjusted. No changes to content.
NWP505B Release 1: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required to manage activities associated with the implementation and management of environmental management policies, plans, procedures and programs. The ability to consult with stakeholders effectively and interpret complex information is central to effective performance.

Application of the Unit

This unit supports the attainment of skills and knowledge required for managers with responsibility for environmental management within the organisation.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Gather environmental management information.	1.1 Read, review and interpret the organisation's environmental policies and plans against ***current environmental legislation*** and perceived stakeholder attitudes and expectations.
	1.2 Identify all stakeholders and their relationship with the enterprise and their impact on, or relationship with, policies and plans.
	1.3 Identify the available resources to implement policies and plans.
	1.4 Confirm responsibilities and authorities as outlined in the policies and plans.
	1.5 Establish best practice procedures for the implementation of management plans.
2 Implement and monitor environmental policies and plans.	2.1 Develop and apply ***environmental management processes*** and workplace procedures to achieve policy and plan objectives and Performance Criteria.
	2.2 Monitor the effectiveness of policies and plans against objectives, timelines and key performance indicators.
	2.3 Audit environmental management processes and workplace procedures.
	2.4 Review and modify processes and procedures to achieve policy and plan objectives.
3 Identify environmental impacts and assess risks.	3.1 Identify, quantify and report existing and potential events that may affect the environment.
	3.2 Identify, quantify and report existing and potential environmental management risks.
	3.3 Identify, quantify and report work activities that may cause harm to the environment according to enterprise procedures.
4 Implement and monitor the procedures for quantifying environmental impacts and controlling risks.	4.1 Implement work procedures to control risks or remedy damage.
	4.2 Monitor risk control measures and report results according to workplace procedures.
	4.3 Identify inadequacies in risk control measures, report to the appropriate authority and remedy according to organisational procedures.
	4.4 Quantify and record environmental impacts according to legislative requirements and workplace procedures.
	4.5 Report adverse environmental impacts and make recommendations to minimise the impacts according to enterprise and legislative requirements.
5 Implement and monitor procedures for dealing with	5.1 Implement workplace procedures for managing incidents of environmental significance or harm to ensure prompt control and remediation.
	5.2 Investigate ***incidents of environmental impact*** to identify

ELEMENT	PERFORMANCE CRITERIA
environmental incidents.	their cause according to investigation procedures or environmental audit requirements. 5.3 Implement control measures to prevent recurrence and minimise risks of events according to the environmental policy and plan. 5.4 Record and report incidences of environmental impact, significance or harm according to enterprise procedures and legislative requirements.
6 Maintain environmental records.	6.1 Accurately and legibly complete *environmental management documentation* for the work area according to workplace and legislative requirements. 6.2 Store environmental records for easy access and review according to the policy and plan requirements. 6.3 Regularly review and assess environmental records are to identify long term trends and impacts. 6.4 Report results of record reviews according to the policy and plan requirements.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- applies relevant legislative requirements
- applies enterprise environmental policies
- consults and communicates with internal and external groups and/or individuals
- assesses environmental risks
- applies control procedures
- responds to emergencies
- manages records

Required knowledge:

- enterprise consultation processes
- economic systems and development needs
- enterprise emergency response requirements
- occupational health and safety legislation
- enterprise environmental policies
- risk assessment procedures
- environmental risk control procedures
- relevant legislative requirements
- environmental legislation
- environmental management records

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	The candidate should demonstrate the ability to manage activities associated with the implementation and management of environmental management policies, plans, procedures and programs including:
	• gathering and interpreting information (including policies, procedures, legislation, Australian and New Zealand standards, best practice guidelines) relating to environmental management
	• implementing environmental management plans in consultation with relevant stakeholders
	• monitoring the effective implementation of environmental management plans
	• assessing and managing risks
	• taking effective steps to ensure the remediation of environmental problems or impacts
	• collecting, recording, assessing and reporting data associated with the performance of the environmental management plan
Context of and specific resources for assessment	Access to the workplace and resources including:
	• documentation that should normally be available in a water industry organisation
	• relevant codes, standards, and government regulations
	Where applicable, physical resources should include equipment modified for people with disabilities. Access must be provided to appropriate learning and/or assessment support when required. Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed. Validity and sufficiency of evidence requires that:
	• competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
	• where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice
	• a decision of competence should only be made when the assessor has complete confidence in the person's

competence over time and in various contexts

- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence
- where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be authenticated and show that it represents competency demonstrated over a period of time
- assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit

Questioning will be undertaken in a manner appropriate to the skill levels of the operator, any cultural issues that may affect responses to the questions, and reflecting the requirements of the competency and the work being performed.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. *Bold italicised* wording, if used in the Performance Criteria, is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs if the candidate, accessibility of the item, and local industry and regional contexts.

Current environmental legislation may include:	• relevant federal legislation • relevant state or territory legislation • relevant local government by-laws • relevant government and quasi government policies and regulations • relevant community planning and development agreements (e.g. land care agreements)

Environmental management processes may include:	• minimisation of those factors that contribute to environmental degradation
	• minimisation, directly or indirectly, of the production of greenhouse gases. These contributing factors might include the:
	• minimisation of waste materials
	   • correct use of enterprise vehicles and machinery
	   • reuse or recycling of trade materials where possible
	   • overall reduction of energy usage through general awareness
	   • use of appropriate technologies
	• licensing agreements
	• the proper disposal of waste materials
	• restriction of burning off
	• correct handling of toxic substances
	• containment of chlorofluorocarbons and other hazardous substances

Incidents of environmental impact may include:	• emissions to air • releases to/of water • releases to land • disposal of waste • contamination of land • impact on communities • destruction of habitat • use of energy sources • waste generation processes and technologies • extraction of water • changes to water temperature • changes to water salinity

System adjustments may include:	• regulation of flow • land use • pH correction • dissolved oxygen levels • recirculation rates • chemical additives
Environmental management documentation may include:	• information on applicable environmental laws or other requirements • complaint records • training records • process information • process operational logbooks • inspection, maintenance and calibration records • relevant contractor and supplier information • incident reports • information on emergency preparedness and response; records of significant environmental impacts • audit results • management reviews

Unit Sector(s)

Not applicable.

Competency field

Common.