



Australian Government

Department of Education, Employment and Workplace Relations

NWP401B Coordinate and monitor the application of environmental plans and procedures

Release: 2

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Modification History

NWP401B Release 2: Layout adjusted. No changes to content.
NWP401B Release 1: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required to monitor and coordinate the application of environmental plans and procedures to specific projects and to develop environmental procedures for the local work area.

Application of the Unit

This unit supports the attainment of skills and knowledge required for staff with a specific responsibility for ensuring that all relevant environmental plans and policies are applied to each project and work site within the scope of their job role; and for ensuring that environmental plans and policies are implemented, monitored, reviewed and reported according to organisational and statutory requirements.

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 Determine relevant environmental plans and procedures.	<p>1.1 Identify <i>environmental plans and procedures</i> and determine relevance to <i>specific projects or work sites</i>.</p> <p>1.2 Interpret relevant environmental plans and procedures in relation to specific project or site activities.</p>
2 Implement environmental plans and procedures.	<p>2.1 Identify <i>environmental risks and impacts</i>.</p> <p>2.2 Manage and minimise environmental risks.</p> <p>2.3 Apply emergency procedures.</p> <p>2.4 Carry out activities according to environmental plans and procedures.</p> <p>2.5 Maintain effective participation and contribution.</p>
3 Develop project or site specific environmental procedures.	<p>3.1 Assess the need for project or site specific environmental procedures.</p> <p>3.2 Consult <i>stakeholders</i> and address issues and concerns.</p> <p>3.3 Develop specific project or site environmental procedures.</p> <p>3.4 Review and report specific project or site environmental procedures according to <i>organisational procedures and statutory requirements</i>.</p>
4 Control environmental incidents.	<p>4.1 Identify environmental incidents and apply appropriate control measures.</p> <p>4.2 Analyse environmental incidents to prevent recurrence.</p> <p>4.3 Record and report environmental incidents and complete <i>environmental management documentation</i> according to organisational requirements.</p>
5 Monitor and report on environmental plans and procedures.	<p>5.1 Monitor and report the implementation of environmental plans and procedures according to organisational requirements.</p> <p>5.2 Report environmental risks according to organisational procedures.</p> <p>5.3 Ensure participation by the relevant work force in reviews of environmental procedures and report according to organisational requirements.</p>

Required Skills and Knowledge

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

Required skills:

- apply control procedures at environmental risks and incidents
- access, interpret and apply relevant legislation and standard operating procedures
- assess environmental risks at the specific project or site
- apply environmental plans and procedures
- report and record environmental procedures
- develop local workplace environmental procedures
- identify risks and impacts
- apply consultation processes
- manage environmental incidents
- conduct environmental audits
- apply due diligence
- monitor a specific project or site
- identify possible cultural or heritage sites
- identify potential pollutants
- analyse personal and team performance against work objectives
- solve operational problems

Required knowledge:

- relevant legislative requirements
- standard operating procedures
- environmental plans and procedures
- sedimentation and erosion control
- risk assessment procedures
- rare and endangered plants
- recording procedures
- reporting procedures
- monitoring procedures
- identification of risks and impacts
- consultation procedures
- incident management procedures
- potential environmental risks and incidents
- disposal of dangerous and contaminated soils
- environmental auditing
- concepts of due diligence
- principles of environmental protection
- endangered species and habitat protection
- environmental impact assessment
- control procedures for environmental risks and incidents

- waste management

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 coordinate and monitor the application of environmental plans and procedures including:

- identifying and analysing environmental plans and procedures relevant to a representative variety of projects and work sites
- interpreting and implementing relevant environmental plans and procedures for a typical project or work site
- developing site- or project-specific environmental plans and procedures for an atypical project or work site, including consultation with stakeholders
- managing environmental incidents
- monitoring, reporting and reviewing the implementation of environmental plans and procedures
- coordinating participation by relevant sectors of the workforce

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

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. 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 of the candidate, accessibility of the item, and local industry and regional contexts.

Environmental plans and procedures may include:

- national, state or local government policies or local government or regional development plans concerning:
 - water resources
 - industry and cross industry issues
 - business, corporate or enterprise issues
 - cultural and heritage issues
 - conservation
 - flora and fauna
 - waste disposal
 - coastal protection
 - groundwater protection
 - irrigation
 - salination control
 - pollution and litter control
 - river and surface water systems
 - chemical management
 - biological control
- organisational procedures, including:
 - minimisation of waste materials
 - proper disposal of waste materials
 - restriction of burning off
 - correct handling of toxic substances
 - containment of chemicals such as chlorofluorocarbons
 - minimisation of factors that contribute, directly or indirectly, to the production of greenhouse gases
 - correct use of enterprise vehicles and machinery
 - reuse or recycling of trade materials where possible
 - overall reduction of energy usage through general awareness and the use of appropriate technologies

Specific projects or work sites may include:

- buildings
- plants
- construction and maintenance sites
- workshops
- laboratories

- bulkwater storage sites
- surface or groundwater sites
- catchments
- flood plains irrigation sites
- wetlands
- drainage sites
- waste disposal sites

Environmental risks and impacts may include:

- risks, including:
 - impact of mismanagement of chemicals
 - impact of mismanagement of biological agents
 - detrimental impact on limited water resources
 - spillage
 - waste disposal
 - detrimental impact on water catchment areas (urban and non-urban)
 - detrimental impact on rivers, waterways and channels
 - unsatisfactory water and wastewater treatment processes
 - unsatisfactory trade waste treatment and disposal processes
 - poor construction processes
 - planning deficiencies
- incidents of environmental impact, including:
 - emissions to air
 - releases to/of water
 - releases to land
 - vibration and noise
 - disposal of waste
 - contamination of land
 - impact on communities
 - destruction of habitat
 - use of energy sources
 - waste generation processes and technologies
 - impact on culturally significant sites
- incidents may involve the implementation of emergency responses

Stakeholders may include:

- the enterprise
- all levels of government
- industry (e.g. extractive, other utilities, manufacturing)
- community action groups
- environmental conservation groups
- land care groups
- primary producers
- the general community and individuals
- Indigenous and Torres Strait Islander groups

Organisational and procedures and statutory

- environmental legislation, including:
 - relevant federal legislation

requirements may include:

- relevant state or territory legislation
- relevant local government by-laws
- relevant government and quasi government policies and regulations

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
- chain of custody and compliance records
- audit results
- management reviews

Unit Sector(s)

Not applicable.

Competency field

Common.