



Australian Government

Department of Education, Employment and Workplace Relations

NWP702A Apply water industry legislation, codes and standards

Revision Number: 2

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Modification History

NWP702A Release 2: Layout adjusted. No changes to content.

NWP702A Release 1: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required to interpret and apply the legislation, codes and standards that underpin the operation of water organisations. The ability to access, review and interpret complex legal and technical documents and prepare reports is essential to performance.

Application of the Unit

This unit supports the attainment of skills and knowledge required for managers and senior technical practitioners from a variety of disciplines and backgrounds who are applying their skills to the management of a function, team or division within the water organisation. The unit has particular application for new entrants to the industry who have higher education qualifications but who do not have relevant industry experience.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit of competency 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 Access and interpret relevant code and standard requirements	<p>1.1 Review <i>legislative requirements</i> underpinning operations of water organisation and analyse their application.</p> <p>1.2 Review <i>industry codes and standards</i> relevant to performance of specific job role and analyse their application.</p> <p>1.3 Review and critically evaluate current processes for monitoring performance against legislation, codes and standards.</p>
2 Manage compliance and reporting functions	<p>2.1 Review organisational standards and processes for reporting compliance with legislative requirements.</p> <p>2.2 Identify, document and apply opportunities for improvement of reporting processes.</p> <p>2.3 Collect and collate data to support preparation of required reports and compliance information and review data for completeness and accuracy.</p> <p>2.4 Complete reporting processes according to organisational standards and legislative requirements.</p> <p>2.5 Monitor and report costs and resource implications of operating compliance and reporting functions.</p>
3 Communicate compliance and reporting information to team members	<p>3.1 Communicate policies, plans and processes required to ensure proper application of legislation, codes and standards underpinning operation of division or team.</p> <p>3.2 Review and put in place steps to monitor compliance and reporting functions.</p> <p>3.3 Take corrective action to meet identified areas of non-compliance, communicate to team members and report according to legislative and organisational requirements.</p>

Required Skills and Knowledge

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

Required skills:

- interpret, analyse, review and apply complex industry codes and standards
- interpret, analyse and apply relevant legislative requirements
- apply analytical skills to review of policies, plans and procedures
- consult and communicate with internal and external groups and individuals
- retrieve and evaluate information
- communicate effectively with a wide range of audiences inside and outside the workplace
- prepare complex reports
- solve a wide range of complex problems

Required knowledge:

- the structure of the water industry, networks, relationships, stakeholders and interests
- the economic, environmental, social and political issues and trends influencing the water and allied industries
- organisational structure, policies, strategic plans, and operating procedures
- organisational contracts, services, assets and infrastructure
- principles and methods for reviewing, auditing and monitoring organisational and system performance
- current processes for monitoring performance against legislation, codes and standards
- reporting processes according to organisational standards and legislative requirements
- risk management principles and strategies and the management of non-compliance
- relevant legislative and licensing requirements and their implementation issues and accountability

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 interpret and apply the legislation, codes and standards that underpin the operation of water organisations including:

- researching, interpreting and applying relevant legislative requirements and industry codes and standards
- reviewing and critically evaluating organisational compliance and reporting processes
- critically evaluating and validating data used in compilation of compliance and other reporting processes
- managing and reviewing compliance and reporting processes
- conducting reviews of current policies and processes to deliver improved outcomes
- preparing reports and communicating outcomes effectively to staff members and other organisational leaders.

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 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 and cultural issues that may affect responses to the questions, and will reflect 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.

Legislative requirements may include:

- relevant federal legislation, including:
 - National Water Commission Act 2004
 - Environment Protection and Biodiversity Conservation Act 1999
- relevant state or territory legislation relating to water and resource management
- relevant state or territory legislation and regulations relating to OHS, including:
 - protective clothing and equipment
 - use of tools and equipment
 - workplace environment and safety
 - handling of materials
 - use of fire fighting equipment
 - use of first aid equipment
 - hazard control and hazardous materials and substances
 - relevant local government by-laws
- relevant government and non-government policies and regulations, such as:
 - National Water Initiative
 - Murray Darling Basin Water Agreement
- relevant community planning and development agreements, such as land care agreements

Industry codes and standards may include:

- Australian Drinking Water Guidelines
- water supply code of Australia
- sewerage pumping state code of Australia
- sewerage code of Australia
- relevant Australian and New Zealand standards (AS/NZS)
- international standards (ISO)

Unit Sector(s)

Not applicable.

Competency field

Leadership.