



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **NWP703A Lead water planning processes**

**Revision Number: 2**

## **NWP703A Lead water planning processes**

### **Modification History**

NWP703A Release 2: Layout adjusted. No changes to content.

NWP703A Release 1: Primary release.

### **Unit Descriptor**

This unit of competency describes the outcomes required for effective contribution to the medium and long-term planning of water system infrastructure and service delivery. The ability to access, review and interpret complex demographic and technical documents, evaluate alternative options, communicate with a range of stakeholders and formulate logical solutions 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.

### **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
<b>1 Conduct research to underpin planning process</b>	<ul style="list-style-type: none"><li>1.1 Forecast medium and long-term demand for water services using population and usage trend data.</li><li>1.2 Research and evaluate current or forecast changes to technology that will affect infrastructure or service delivery.</li><li>1.3 Analyse <i>legislative requirements</i> for provision of water services.</li><li>1.4 Review and evaluate current water system infrastructure or service delivery capacity.</li><li>1.5 Evaluate and estimate water organisation's capacity to meet medium- and long-term demand.</li></ul>
<b>2 Formulate strategy and plan</b>	<ul style="list-style-type: none"><li>2.1 Develop key goals and <i>performance indicators</i> for planned water infrastructure or service delivery system in consultation with relevant personnel.</li><li>2.2 Identify, evaluate and document options for infrastructure or service delivery systems against established performance indicators.</li><li>2.3 Conduct consultations with relevant external stakeholders and evaluate input used to inform plan's development.</li><li>2.4 Recommend preferred option to relevant personnel following appropriate consultation and planning processes.</li><li>2.5 Develop <i>plan</i> for implementation of preferred strategy according to organisational standards.</li></ul>
<b>3 Lead implementation process</b>	<ul style="list-style-type: none"><li>3.1 Put in place processes to monitor performance of implementation plan against agreed benchmarks and performance indicators.</li><li>3.2 Plan, implement and monitor reporting processes.</li><li>3.3 Plan, implement and monitor communication processes to inform staff and other relevant stakeholders of progress of plan's implementation.</li><li>3.4 Undertake review or refinement of planned tasks in light of changing conditions to ensure attainment of plan's goals.</li></ul>

## Required Skills and Knowledge

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

### Required skills:

- research, interpret, analyse, review and apply complex supply and demand data
- interpret, analyse and apply relevant legislative requirements
- apply analytical skills to review of policies, plans and infrastructure
- consult and communicate with internal and external groups and individuals
- retrieve and evaluate information
- communicate effectively with a wide audience inside and outside the workplace
- prepare reports
- solve a wide range of complex problems

### Required knowledge:

- the structure of the water industry, networks, relationships, stakeholders and interests
- principles and methodology for research and forecasting in system and service planning
- 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
- research and reporting processes related 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 contribute to the medium and long-term planning of water system infrastructure and service delivery including:

- researching, interpreting, analysing and applying complex supply and demand data to planning process
- reviewing and critically evaluating current infrastructure and service delivery systems
- objectively evaluating options for future infrastructure and service delivery systems against specified performance indicators
- preparing plans
- communicating with stakeholders
- monitoring and managing the implementation of a 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 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 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

***Performance indicators*** to evaluate options for infrastructure and service delivery systems may include:

- cost efficiency
- flexibility and ability to respond to changing community demands
- environmental sustainability
- congruence with current infrastructure
- level of staff required for operations
- maintenance costs

***Plan*** for implementation of strategy may include:

- budget
- timelines
- human resource requirements



## **Unit Sector(s)**

Not applicable.

## **Competency field**

Leadership.