



Australian Government

Department of Education, Employment and Workplace Relations

NWP529B Develop and modify trade waste policies and plans

Revision Number: 2

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Modification History

NWP529B Release 2: Layout adjusted. No changes to content.

NWP529B Release 1: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required to develop and modify policies and plans for trade waste activities relating to liquid waste discharge to wastewater collection systems.

Application of the Unit

This unit supports the attainment of skills and knowledge required for managers in water organisations with responsibility for the management of trade waste policies and plans.

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 Prepare and plan for trade waste management.	1.1 Identify and define relevant provisions of <i>trade waste</i> management <i>legislation</i>, standards and enterprise policies. 1.2 <i>Document</i> trade waste management policies, procedures and programs. 1.3 Identify significant wastewater quality parameters generated by major industries. 1.4 Consider information about known impacts, risk assessments and control procedures in preparing plans. 1.5 Define and explain responsibilities and accountabilities.
2 Develop or modify trade waste management policies and plans.	2.1 Conduct community, enterprise and <i>stakeholder</i> consultation. 2.2 Address issues raised through consultation and incorporate them into the policy development, where appropriate. 2.3 Identify and explain trade waste management processes including <i>treatment and disposal</i> processes together with the required workplace procedures and relevant <i>environmental factors</i>. 2.4 Develop and modify contingency plans for major trade waste industries. 2.5 Include issues identified by reviews and audits into the management plan. 2.6 Prepare and present management policies and plans.
3 Review and refine trade waste management policies and plans.	3.1 Review management policies against established objectives, policies and plans. 3.2 Review policies and plans through consultation, against prevailing stakeholder expectations. 3.3 Modify policies and plans to include identified and required changes. 3.4 Benchmark policies, management systems and plans with other water utilities. 3.5 Modify and implement policies and plans.

Required Skills and Knowledge

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

Required skills:

- interpret and apply legislation and policies applicable to trade waste
- identify and evaluate trade waste-producing processes
- apply risk assessment and management based on AS 4360
- interpret and evaluate sample analysis data
- plan and conduct investigations
- develop monitoring plans and coordinate measuring, testing and sampling activities
- assess environmental impact using ISO 14001 where appropriate
- assess waste treatment methods, processes plant and equipment
- negotiate and communicate
- consult and communicate with external and internal groups
- develop contingency plans
- prepare reports and manage records
- use mathematical and scientific techniques to interpret test results

Required knowledge:

- relevant legislation
- relevant enterprise policies for trade waste management
- enterprise consultation processes
- control procedures
- risk assessment processes and procedures
- enterprise emergency response requirements
- trade waste management systems and records
- water quality parameters of significance to the wastewater system
- trade waste treatment and process technology
- wastewater collection, treatment, re-use and disposal systems
- personal protection and safety precautions for wastewater sampling including the requirements for relevant inoculations such as:
 - Q Fever
 - Hepatitis A&B
 - Polio
 - Tetanus
 - Diphtheria
- hydraulics, chemistry and equivalent science

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 develop and modify policies and plans for trade waste activities relating to liquid waste discharge to wastewater collection systems including:

- gathering, interpreting and synthesising information (including current legislation and standards, stakeholder views and testing&monitoring results) to underpin the sound development and modification of trade waste policies and plans
- consulting widely and effectively
- developing and modifying effective trade waste policies and plans that address the water organisation's objectives and requirements
- using data from monitoring arrangements to track the performance of the trade waste system and inform the review of the policies and plans
- preparing reports and recommendations for changes to the objectives of the policies and plans and their implementation

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.

Trade waste covers:

- the liquid or solid waste disposed of and to the wastewater collection system by industry
- business and trade manufacturing processes
- commercial operations
- chemical manufacturers
- rural industries
- utilities and services (e.g. health)
- farming operations
- pre-treatment plants and waste storage
- trade waste does not include domestic wastewater

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 (eg local government planning consent)
- water authority regulations and by-laws
- World Health Organisation guidelines
- Environment Protection Authority guidelines

Document may include:

- information on applicable trade waste 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 trade waste impacts
- audit results
- management reviews
- trade waste charging policy
- industrial trade waste generators' register

Stakeholder groups may include:

- the enterprise
- government (all levels)
- industry (e.g. extractive, manufacturing)
- community action groups
- conservation groups
- lobby groups
- land care groups
- the general community and individuals

Treatment and discharge may include:

- on-site storage and disposal and/or treatment
- off-site disposal
- dilution
- specifying and controlling discharge rates
- recycle and reuse options
- on-site pre-treatment

Environmental factors may include:

- disposal options
- sensitivity of the receiving environment
- persistency and toxicity of the substances
- hydraulic loads
- temperature of wastes
- receiving treatment plant capacity
- organic loads
- concentration of components in wastes
- climatic variation

Unit Sector(s)

Not applicable.

Competency field

Trade waste.