



**Australian Government**

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

# **AHCWRK404A Ensure compliance with pest legislation**

**Release: 1**

## AHCWRK404A Ensure compliance with pest legislation

### Modification History

Not Applicable

### Unit Descriptor

<b>Unit descriptor</b>	This unit covers the implementation of the compliance of legislation and defines required to: identify non-compliance with legislation; contact stakeholder and notify of breach and communicate requirements; follow right of entry policies; investigate and collect evidence of breaches; report findings of compliance and non-compliance; issue relevant notices; document activities.
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### Application of the Unit

<b>Application of the unit</b>	This unit applies to compliance officers who assisting the implementation of legislation and involves the provision of both support and advice to stakeholders to ensure their compliance.
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### Licensing/Regulatory Information

Not Applicable

### Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## Elements and Performance Criteria Pre-Content

Not Applicable

## Elements and Performance Criteria

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>

ELEMENT	PERFORMANCE CRITERIA
1. Identify non-compliance with legislation	<p>1.1. Non-compliance is identified through complaint or other means, and recorded in accordance with legislative and enterprise requirements.</p> <p>1.2. Senior staff are notified in accordance with legislative and enterprise requirements.</p>
2. Investigate non-compliance	<p>2.1. Land ownership or identity of stakeholder is established and responsibilities of all parties are established in line with State legislation.</p> <p>2.2. Further information is obtained on possible non-compliance with legislation.</p> <p>2.3. Stakeholder/owner is contacted and notified of breach and communicate requirements in compliance with enterprise guidelines and supervisors instructions.</p> <p>2.4. Policies of right of entry are adhered to in communicating with stakeholders.</p> <p>2.5. Accurate records are maintained in line with agency policies.</p>
3. Act on non-compliance issues	<p>3.1. Relevant notices are issued in accordance with relevant legislation and regulations, enterprise guidelines and supervisors instructions.</p> <p>3.2. Evidence is collected and findings are reported in accordance with enterprise guidelines or following supervisor's instructions.</p> <p>3.3. Advice is provided to the stakeholder consistent with enterprise guidelines and legislative requirements.</p> <p>3.4. Support is provided to stakeholders in the implementation of programs in accordance with enterprise policy.</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

#### Required skills

- follow right of entry policies
- identify non-compliance with legislation

**REQUIRED SKILLS AND KNOWLEDGE**

- investigate and collect evidence of breaches
- act on non-compliance issues
- report findings of compliance and non-compliance
- issue relevant notices
- document activities
- use literacy skills to read, interpret and follow organisational policies and procedures, develop sequenced written instructions, record accurately and legibly information collected and select and apply procedures to a range of tasks
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use numeracy skills to estimate, calculate and record routine and more complex workplace measures and data
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

**Required knowledge**

- federal and state legislation and local government and local authority regulations
- breaches occurring in the locality and appropriate control options
- communication techniques
- conflict avoidance and resolution
- individual and property rights
- negotiation techniques.

## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

#### Overview of assessment

#### Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- identify non-compliance with legislation
- contact stakeholder and notify of breach and communicate requirements
- follow right of entry policies
- investigate and collect evidence of breaches
- report findings of compliance and non-compliance
- issue relevant notices
- document activities.

#### Context of and specific resources for assessment

Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

## Range Statement

### RANGE STATEMENT

The range statement relates to the unit of competency as a whole.

Legislation may include:

- Federal, State and Territory legislation
- local government
- statutory authority regulations relevant to the area, worksite or job role.

## Unit Sector(s)

<b>Unit sector</b>	Work
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## Co-requisite units

<b>Co-requisite units</b>		

## Competency field

<b>Competency field</b>	
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