



Australian Government

Department of Education, Employment and Workplace Relations

LGAEHRH403A Operate waste transfer, collection station or landfill facility

Revision Number: 2

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Modification History

LGAEHRH403A Release 2: Layout adjusted.

LGAEHRH403A Release 1: Primary release.

Unit Descriptor

This unit covers the operation of waste collection facilities in compliance with local government regulations and council's environmental health plan.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance within councils of varying size and locations. Knowledge of the legislation and regulations within which councils must operate is essential. The role of council staff, elected members and management in protecting and managing the natural and built environment must be appropriately reflected.

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. Provide leadership to operations staff at landfill and recycling site	1.1 Landfill complies with licence conditions and relevant guidelines, plans and procedures. 1.2 <i>Site</i> operations are coordinated to operational management plan, approved service levels and quality standards. 1.3 <i>Gatehouse operations</i> are overseen to ensure security of site and prescribed fees are paid for incoming waste. 1.4 Levels and type of waste are monitored and anomalies are reported. 1.5 Council expectations of customer service levels are ensured through effective liaison and complaint resolution.
2. Ensure effective work processes and practices	2.1 Productivity of staff is ensured through on-the-job training, coaching and supervision. 2.2 <i>Plant and equipment</i> productivity and spending levels are maintained in accordance with council budgets and work plans.
3. Contribute to optimum utilisation of capital items and materials	3.1 Vehicles, plant and equipment are maintained to manufacturers' specifications. 3.2 Input is provided to vehicle and equipment replacement decisions based on current and anticipated demands. 3.3 Consumables and materials are used in accordance with council purchasing policies and security guidelines. 3.4 Site maintenance works are supervised to ensure public safety and conformity with specifications.
4. Monitor site and workplace safety to ensure compliance with occupational health and safety act and regulations	4.1 Compliance with council safety conditions regarding access to tip face and recycling sites is encouraged by site staff and contractors. 4.2 Safe operation of hazardous waste storage facility is ensured through compliance with legislative and council guidelines. 4.3 Staff cooperation with council and government officers monitoring operations is demonstrated.
5. Provide input to council's planning and legal processes	5.1 Assistance is provided to council's legal advisers in relation to operations and best practice issues. 5.2 Assistance is provided to council's financial officers in preparing budgets, monitoring income and expenditure, and in arranging quotations for approved purchases.
6. Oversee recycling operations	6.1 Maximum recycling of waste material is ensured through application of best practice and knowledge of local demand for materials. 6.2 Optimum prices are obtained for recyclables.

Required Skills and Knowledge

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

Required Skills

- reading and interpreting civil engineering plans, including vertical and horizontal dimensions
- earthmoving plant operation
- safe operation and user maintenance of light vehicles, landfill plant and equipment
- overseeing work of operations staff

Required Knowledge

- council's safety policy and OHS legislation
- health and environmental requirements and legislation relating to landfill waste disposal
- sanitary landfill facility operations such as compaction techniques, leachate drainage and stormwater drainage.
- council organisation, operation, policies and procedures

Evidence Guide

Overview of assessment requirements

A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.

Critical aspects of evidence to be considered

Provision of an efficient and effective waste disposal service and ensuring landfill/recycling site is run to best practice. Demonstration of occupational health and safety (OHS) and public health principles in treatment of waste and hazardous materials.

Context of assessment

On the job or in a simulated work environment.

Method of assessment

The following assessment methods are suggested:

- observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies
- written and/or oral questioning to assess knowledge and understanding
- completing workplace documentation
- third-party reports from experienced practitioners
- completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor

Evidence required for demonstration of consistent performance

Evidence may need to be collected over time across a range of variables.

Resource implications

Access to a workplace or simulated situation featuring:

- landfill
- recycling
- hazardous materials handling, including plants and weeds
- appropriate equipment
- legislation and procedures

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 in the Performance Criteria is detailed below.

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|---|---|
| <i>Landfill site</i> may include: | <ul style="list-style-type: none"> • compaction • leachate drainage • stormwater drainage • fire hazards • access roads • dust reduction • signage • hazard indication, including machinery • transfer of material to other sites based on classification |
| <i>Gatehouse operations</i> may include: | <ul style="list-style-type: none"> • customer service • user charges • weighbridge operation • contract payment issues • commercial users • traffic direction • transfer station classification • examination of materials • identification of hazardous materials • recycling advice and controls • vegetation controls |
| <i>Plant and equipment</i> may include: | <ul style="list-style-type: none"> • light and heavy transport vehicles • compaction equipment • vegetation shredders • fuel and maintenance equipment and tools • fencing equipment • graders • dozers • excavators • watering equipment • rollers |
| <i>Safety issues</i> may include: | <ul style="list-style-type: none"> • equipment operation • vehicle access and direction • roadway surfaces • fire hazards • noxious gases • hazardous substances • liquids |

- harbourage of pests, vermin, reptiles and feral animals
- mosquito control
- noxious and declared plants
- prevailing winds

Unit Sector(s)

Health and Environment