Australian Government

Department of Education, Employment and Workplace Relations

LGAEHRW507A Plan and coordinate a waste collection or recycling service

Revision Number: 2

LGAEHRW507A Plan and coordinate a waste collection or recycling service

Modification History

LGAEHRW507A Release 2: Layout adjusted.
LGAEHRW507A Release 1: Primary release.

Unit Descriptor

This unit covers the identification of needs, markets and service options and the implementation, evaluation and review of waste collection or recycling services.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, 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. Identify waste collection service needs	1.1 The volume and type of *waste* to be collected is determined from a review of audited waste stream information. 1.2 The frequency of collection is determined from an assessment of the nature and volume of waste within the community, cost and public health requirements.
2. Identify recoverable waste	2.1 *Recoverable waste* is clearly defined based on components of the waste stream that can be reused or *recycled*. 2.2 An inventory of recoverable waste is prepared through an assessment of the waste stream using predetermined definitions.
3. Identify markets for recoverable waste	3.1 Current waste service is reviewed to establish level of local *market* opportunities. 3.2 Existing local commercial markets are identified and assessed to determine current and future market opportunities. 3.3 Information is obtained on market strategies for recoverable waste. 3.4 Operating cost shortfalls are identified and options are presented to council for resolution.
4. Assess effectiveness of current services	4.1 Quantifiable and comparative performance measures are established to determine if community needs are being met. 4.2 Realistic and achievable performance targets for sorting, processing and recovery methods are established within available resources and local performance expectations. 4.3 Relevant data on current services is collated to enable a comprehensive and statistically valid performance assessment.
5. Identify, evaluate and prioritise service options	5.1 Current industry best practice is identified through a comprehensive review of recognised sources. 5.2 Achievable options to meet needs are specified in accordance with local policy. 5.3 Evaluation criteria are established to meet targets, taking into account local needs and constraints. 5.4 Options are evaluated through an assessment of criteria in an objective manner. 5.5 Options are prioritised so that sorting, processing and recovery needs can be met within favourable cost-benefit ratio.
6. Prepare performance specifications	6.1 Measurable and quantifiable performance criteria are identified based on audit data and results of needs assessment. 6.2 Performance levels are specified to meet waste

ELEMENT	PERFORMANCE CRITERIA
	management strategy targets whilst protecting current activity levels in accordance with local authority requirements.
	6.3 Relevant documentation is prepared that incorporates performance levels and protects local interests within local and statutory requirements.
7. Assess submissions to undertake services	7.1 *Criteria* are established to enable an objective assessment of submissions.
	7.2 The impact of statutory and local requirements is considered in assessing submissions.
	7.3 Submissions are assessed against criteria to determine the most cost-effective and suitable proposal.
8. Implement service	8.1 All users are advised of service details prior to implementation.
	8.2 Required resources to implement the service are procured within budget.
	8.3 Sorting and waste-recovery services are planned and scheduled in line with accepted submissions.
	8.4 Services are undertaken in terms of agreed service specifications.
9. Monitor and review services	9.1 Data is collected regularly and analysed to provide accurate measures of performance.
	9.2 Comparisons are made with agreed service specifications to assess effectiveness.
	9.3 Changes to implemented service are made as required in a timely manner to ensure required performance levels are maintained.
	9.4 Information obtained during monitoring and review is used to develop new service options that are based on accumulated knowledge and experience.

Required Skills and Knowledge

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

Required Skills

- problem solving
- presenting options to council
- collating and analysing data
- researching, reviewing and evaluating options

Required Knowledge

- health regulations
- dangerous goods
- disposal of hazardous materials
- materials suitable for recycling or recovery
- commercial markets
- current markets
- legislative requirements relevant to waste collection
- strategies for developing performance measures
- current industry practices
- economic forecasting techniques
- public health requirements

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	• Accurate identification of service needs, recoverable waste and potential markets. • Evaluation and prioritisation of service options. • Development of criteria in line with council and statutory requirements. • Monitoring and review of services
Context of assessment	On the job or in a simulated workplace 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 will need to be collected over time across a range of variables.
Resource implications	Access to a workplace or simulated case study that incorporates the following resources: • data on waste • consultation process • copies of relevant legislation and council policies and procedures • service providers and disposal systems

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.

Waste and recycling collection services may include:	• day labour • contract services • kerbside collections • door to door • centralised • transfer station
Markets may include:	• domestic • local industry • local commercial • paper recyclers • glass manufacturers
Recyclable material may include:	• plastics • oil • aluminium • glass • steel • timber • bricks • concrete • green waste • paper • tyres • textiles • paints • lead • copper • brass • gold • chlorofluorocarbons • food
Measures of effectiveness may include:	• complaints • enquiries • unit cost • missed services • damaged equipment • community satisfaction • reliability

Assessment criteria may include:	• noise level • regularity • occupational health and safety factors • environmental guidelines • contamination • ability to perform work • cost • financial stability • previous experience • level of service and support • local preferences • employment opportunities • work practices • industrial relations • level of council control • use of council facilities
Recoverable waste may include:	• local government associations • recycling cooperatives • commercial recycling operators • regional waste boards • waste authorities

Unit Sector(s)

Health and Environment