



**Australian Government**

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

# **LGAEHRW601B Conduct waste management audits and assess needs**

**Revision Number: 1**

## **LGAEHRW601B Conduct waste management audits and assess needs**

### **Modification History**

Not applicable.

### **Unit Descriptor**

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This unit covers the auditing of waste management practices and processes and the collection of data to make recommendations for community needs.

### **Application of the Unit**

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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**

#### **Prerequisite Unit/s**

### **Employability Skills Information**

#### **Employability Skills**

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 Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<p>1. Undertake an audit of the existing waste generated, treated or disposed of within specified area</p>	<p>1.1. The waste stream is identified in accordance with council's waste management strategy to ensure all <i>major waste</i> components are audited.</p> <p>1.2. Objective and representative waste <i>sampling</i> methods are followed and checked against specified validity criteria.</p> <p>1.3. Data collection follows identified protocols to ensure consistent collation throughout the audit.</p> <p>1.4. Waste samples are collected and analysed in accordance with documented procedures, standards and statutory requirements.</p> <p>1.5. Audit results are documented clearly so that waste components are quantified.</p>
<p>2. Undertake an audit of the existing plant and infrastructure involved in waste management</p>	<p>2.1. All major components of <i>plant and infrastructure</i> are identified and categorised.</p> <p>2.2. The characteristics of existing plant infrastructure are established.</p> <p>2.3. Data within plant infrastructure categories is collected accurately and objectively.</p> <p>2.4. Data is analysed to establish service costs and utilisation rates.</p> <p>2.5. Audit results that quantify plant infrastructure are clearly documented.</p>
<p>3. Determine the effectiveness of current practices for minimising waste</p>	<p>3.1. Waste minimisation standards are checked for compliance with specifications of the waste management plan, community standards and relevant authority requirements.</p> <p>3.2. Performance is measured accurately, regularly and in a cost-effective manner.</p> <p>3.3. Statistically valid comparisons are made between objectives and performance to establish accurately if objectives have been met.</p>
<p>4. Collect data or information on current community waste practices and needs</p>	<p>4.1. Target groups classifications are observed so that all relevant practices and needs can be identified.</p> <p>4.2. Key <i>stakeholders</i> identified in council strategies are involved in the consultative process.</p> <p>4.3. Data collection methods are checked to ensure statistically valid results.</p> <p>4.4. Data is collected using recognised processes to reinforce community confidence in impartiality of the</p>

**ELEMENT****PERFORMANCE CRITERIA**

process.

4.5. Information is collated for *analysis* to determine attitudes, practices and opportunities in relation to service provision.

4.6. Community waste practices and needs are categorised and quantified and all requirements are clearly documented in audit reports.

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## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required Skills

- analysing information and data
- documenting results
- impartial consultation with community
- documenting community needs.

#### Required Knowledge

- relevant environmental protection and other relevant authority requirements
- extensive technical knowledge of waste stream components
- sample collection and analysis
- comprehensive knowledge of relevant acts, regulations and guidelines
- characteristics of plant and infrastructure
- community standards with respect to waste
- statistical methodologies.

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# Evidence Guide

## 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

- Audit of existing waste is completed and results are documented.
- Audit of plant and infrastructure is completed and documented.
- Waste practices and community needs are quantified and documented.

### Context of assessment

On the job or in a simulated workplace environment.

### Relationship to other units (prerequisite or co-requisite units)

To enable holistic assessment this unit may be assessed with other units that form part of the job role in particular:

- LGAEHRW503B Implement programs for disposal and containment of waste.

### 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 gathered over time across a range of variables.

### Resource implications

Access to a workplace or simulated case study that encompasses resources including:

- various forms of waste for physical inspection
- various plant and infrastructure
- copies of relevant acts, regulations and guidelines

## **EVIDENCE GUIDE**

- | • real or simulated stakeholders for consultation process.

## Range Statement

### 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.

*Stakeholders* **may include:**

- industry/business
- rate payers
- service users, including residents and visitors
- participating local government areas
- statutory bodies.

*Major waste types* **may include:**

- household
- council
- commercial
- industrial
- liquid
- chemical
- medical
- prescribed
- green
- food
- putrescible
- obnoxious (e.g. poisonous food and contaminated waste)
- hard
- sludge
- litter
- recyclables.

*Plant and infrastructure* **may include:**

- vehicles
- labour
- operating costs
- machinery
- transfer station
- treatment facilities
- collection receptacles
- computer systems
- weighbridges
- administration
- disposal facilities and landfill.

*Characteristics of existing plant and infrastructure* **may include:**

- age
- type
- value



## RANGE STATEMENT

*Sampling and analysis*  
**may include:**

- location
- number
- capability
- lifespan
- replacement value
- ownership and control.
- physical inspection
- weighing
- surveys and questionnaires, including telephone surveys
- volume calculations
- existing records.

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## Unit Sector(s)

**Unit Sector**

Health and Environment

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## Competency field

**Competency Field**

## co-requisite unit/s

**Co-requisite Unit/s**