



Australian Government

Department of Education, Employment and Workplace Relations

CPPWMT5004A Develop waste management strategies

Release: 1

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Modification History

Revised unit

Unit updated and equivalent to PRMWM04B Develop waste management strategies

Unit Descriptor

This unit of competency specifies the outcomes required to develop waste management strategies to meet individual client needs. It requires the ability to analyse waste practices and develop strategies by working effectively with clients.

Application of the Unit

This unit of competency supports individuals with supervisory responsibilities for developing waste management strategies. It includes developing and reviewing strategies, systems and plans, as well as recognising the need for expert advice.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

1	Determine possible options for managing waste.	1.1	Client's waste practices are assessed.
		1.2	Results and findings of waste assessment are reviewed to determine strategy focus areas and options according to client requirements , occupational health and safety (OHS) regulations and work procedures.
		1.3	Options to meet client waste management needs are identified.
		1.4	Client is consulted and involved in development of appropriate waste management options .
2	Develop strategies.	2.1	In consultation with client, feasibility of waste management options is assessed to ensure that they are appropriate, realistic and achievable.
		2.2	Waste management options are prioritised in consultation with client to ensure most important waste management issues are given greater emphasis.
		2.3	Realistic and achievable waste management strategies that satisfy client and legislative requirements are developed.
		2.4	Client implementation requirements are detailed.
		2.5	Implementation of strategies is reviewed in line with client requirements, OHS regulations and work procedures.
3	Finalise strategy.	3.1	Waste management strategy is finalised, based on information available and relevant aspects, including OHS procedures.
		3.2	Personnel requirements are incorporated into the information in waste management strategy .
		3.3	Implementation of finalised strategies is reviewed according to client requirements, OHS regulations and work procedures.
		3.4	Indemnity to limit liability according to accepted industry practice, organisational requirements and

relevant legislation is included.

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| 4 | Present strategy. | 4.1 | <i>Strategy is presented</i> in a professional manner according to client requirements. |
| | | 4.2 | Benefits and rationale of strategy are explained. |
| | | 4.3 | Client questions and feedback are sought during presentation. |

Required Skills and Knowledge

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

Required skills

- analytical skills to:
 - determine appropriate waste management strategies
 - observe review operations
- interpersonal skills to:
 - manage consultation process
 - present strategies
- management skills to:
 - conduct strategic problem solving
 - plan work practices
 - identify and minimise hazards and risks
 - organise work methodically
 - apply quality assurance practices
 - use information technology to complete tasks
- oral communication skills to:
 - ask questions
 - listen actively
 - consult
 - give instructions
 - provide strategic information
- reading skills to interpret:
 - plans
 - complex documentation
- written communication skills to:
 - write reports
 - prepare complex strategic documentation
- critical thinking skills to conduct waste assessment, identifying:
 - resource needs
 - hazards and risks

Required knowledge

- environmental issues relating to:
 - life cycle of products: re-new, re-use and recycle
 - environmental regulations

- renewable energy
- resources and factors to consider in developing waste management strategy, including:
 - access to site
 - environmental issues
 - location of waste containers
 - maps of plant or site
 - OHS procedures
 - processing methods
 - production dates and schedules
 - production inputs and outputs
 - recycling options
 - site size
 - specific site requirements
 - storage and disposal methods
 - waste handling
 - waste hazards
 - waste outputs
 - waste recovery routes
 - waste streams
- identification and strategic knowledge of:
 - waste types, streams and characteristics
 - waste non-conformances
 - unanticipated waste
 - hazardous waste
 - waste non-conformance procedures
 - waste containment
 - waste disposal and recovery routes
- OHS requirements relating to:
 - dangerous goods and hazardous substances
 - OHS hierarchy of control
- resource recovery options relating to:
 - valuable resources within materials
 - potential resources to be recovered
- waste audit, including:
 - analysing waste practices
 - analysing previous audit plans and processes
 - outlining benefits and outcomes from conducting a waste assessment
 - types of client waste management surveys and their uses
 - sampling techniques
- waste management provision, including:

- organisational requirements and structure, including workplace communication channels and procedures
- legislation, regulations and codes of practice applicable to specific waste management functions
- waste management options
- nature and significance of waste minimisation hierarchy life cycle assessment
- organisational pricing schedules
- waste management hierarchy
- duty of care
- impact of recommendations on client processes

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	This unit of competency could be assessed by discussion, relaying how to develop waste management strategies.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person who demonstrates competency in this unit must be able to provide evidence of the required skills and knowledge specified in this unit. In particular the person should demonstrate the ability to: • identify waste management options, incorporating OHS compliance and interpreting audit findings • conduct feasibility analysis • develop and present waste management strategies.
Context of and specific resources for assessment	Assessment of essential underpinning knowledge may be conducted in an off-site context. It is to comply with relevant regulatory or Australian standards' requirements. Resource implications for assessment include: • work plans and approved specifications • forms and procedures manuals.
Method of assessment	The waste management strategy must meet the objectives of the client and industry expectations in the particular client environment. If the environment is narrowly defined or is not representative of industry needs, it may be necessary to refer to portfolio case studies to assess competency in the development of waste management strategies. Assessment methods must: • satisfy the endorsed Assessment Guidelines of the Property Services Training Package • include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application • reinforce the integration of employability skills with workplace tasks and job roles • confirm that competency is verified and able to be transferred to other circumstances and environments.
Guidance information for assessment	Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision

	of appropriate assessment support. Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed. This unit could be assessed on its own or in combination with other units relevant to the job function, for example: • CPPCMN4006A Facilitate effective workplace relationships • CPPWMT4030A Determine waste management services • CPPWMT5033A Educate public on waste management issues.
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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. 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) may also be included.

<i>Client requirements</i> may include expectations expressed in:	• briefing papers • contract documents • letters • memos • quality assurance documents • tender documents • verbal or written instructions.
<i>Client</i> includes:	• all forms of business enterprises in this context, including: • government agencies • internal customers • local governments and councils • private and public companies • residents and ratepayers.
<i>Waste management options</i> may include:	• advertising • changed disposal methods • education • employee participation • minimisation • preventative maintenance • process audit • process changes • product and material changes • product scheduling and planning • reclamation • recycling • re-use • waste segregation.
<i>Feasibility of waste management options</i> must include:	• commitment to waste avoidance • compliance with legislation • cost-benefit analysis • costs • lead time • process constraints • resource requirements, including equipment and personnel

	resources available.
Implementation requirements may include:	- education and training - process changes - resource requirements, including: - absorbent material - bunding equipment - camera - collection containers - lifting gear - measurement equipment - personal protective equipment (PPE) - reference manuals - safety barriers and warning signs - sample bench - scales - schedule for implementing strategies.
Waste management strategy may include information on:	- feasibility - findings - implementation strategy - recommendations.
Personnel requirements may include:	- briefing - knowledge required - licences required - occupational support - skills required - training.
Information in waste management strategy may include:	- access to site - environmental issues - location of waste containers - maps of plant or site - OHS procedures - processing methods - production dates and schedules - production inputs and outputs - recycling options - site size - specific site requirements - storage and disposal methods - waste handling - waste hazards - waste outputs

	• waste recovery routes • waste streams.
Strategy presentation may include the following methods:	• formal presentation to appropriate personnel with aids, such as Microsoft PowerPoint • informal discussion with appropriate personnel • distributing handouts.

Unit Sector(s)

Waste management

Custom Content Section

Not applicable.