



Australian Government

Department of Education, Employment and Workplace Relations

LGAPLEM602B Assist in developing an environmental management system for the organisation

Release: 2

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Modification History

LGAPLEM602B Release 2: Layout adjusted.

LGAPLEM602B Release 1: Primary release.

Unit Descriptor

This unit covers identifying, implementing and reviewing the environmental management system.

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 Define scope of environmental management system	1.1 Needs and expectations for the development of an environmental management system are clearly identified. 1.2 The constraints under which the environmental management system can be developed are identified. 1.3 Options for the structure and type of environmental management system are reviewed. 1.4 A clear and concise statement of objectives is prepared.
2 Determine a process and management structure for the development of environmental management system	2.1 Management structures and process models applicable to the scope of the environmental management system are identified. 2.2 Stakeholders are consulted on the proposed management structure and development process. 2.3 Stakeholder agreement to a management structure and development process is obtained.
3 Identify resources to develop environmental management system	3.1 Resource requirements of the adopted management structure and development process are identified. 3.2 Budgets are prepared within the scope of the environmental management system. 3.3 Human resource requirements are identified. 3.4 Facilities, consumables and equipment needs are identified.

Required Skills and Knowledge

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

Required Skills

- collection and analysis of quantitative and qualitative data
- consultation with stakeholders
- education processes
- presentation
- negotiation
- planning, implementation and review processes
- budgeting and budget cycle
- evaluation processes
- verbal and written reporting

Required Knowledge

- environmental issues
- environmental management and planning
- stakeholder needs and expectations
- council structure, policy and services
- training requirements and networks
- relevant legislation
- resource availability

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	The demonstrated ability to: • define the scope of the environmental management system and prepare a clear and concise statement of objectives • consult with stakeholders to determine a process and management structure for the development of the environmental management system • identify resource requirements of the adopted management structure and development process
Context of assessment	Assessment of performance requirements in this unit should be undertaken within the context of the local government framework. Competency is demonstrated by performance of all stated criteria, including the Range of Variables applicable to the 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 • completion of 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 should be gathered over a period of time in a range of actual or simulated management environments.
Resource implications	Access to a workplace or case study that encompasses such resources as: • copies of relevant legislation • provision of scientific data and research from existing reports or programs

- key personnel and stakeholders such as council staff
- government agencies
- experts
- environmental interest groups
- industry
- community members

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.

Type of constraints may include:

- budget
- resources
- time lines
- knowledge
- available data

Process models may include:

- consultative
- unilateral
- outsourced
- regional

Stakeholders may include:

- council
- community
- government
- government agencies
- local authorities
- interest groups
- industry
- businesses

Human resources may include:

- existing staff
- project officers
- consultants
- government agencies
- voluntary regional organisations of councils
- community experts
- volunteers

Unit Sector(s)

Land Management