



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFPL009B Provide support in environmental law matters

Revision Number: 1

PUADEFPL009B Provide support in environmental law matters

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit covers the competency required to analyse information and prepare documents in ***environmental law*** matters.

This competency includes researching case histories and assisting the instructing legal officer or senior paralegal to prepare for ***environmental law matters***.

Application of the Unit

Application of the Unit

The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite Unit/s Nil

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
1. Plan and prepare for the provision of support in environmental law	1.1 Instructions that require the provision of support in environmental law are received and acted upon 1.2 Circumstances are analysed and environmental issues are interpreted and clearly defined
2. Prepare and process documents involved in environmental law matters	2.1 Documents are identified, prepared and processed in accordance with legal practices and procedures 2.2 Documents are despatched/served in accordance with legal practices and procedures 2.3 Incoming documents are checked for completeness and timely delivery and sender is contacted where insufficient information is provided or deadlines are not honoured 2.4 Requests for information are reviewed with the instructing legal officer and identified documents are retrieved, copied and despatched in accordance with legal practices and procedures
3. Perform research to support instructing legal officer	3.1 Files are reviewed and research requirements are determined in conjunction with instructing legal officer 3.2 Relevant documents and exhibits are retrieved and processed 3.3 Precedent and case law are retrieved, researched and reviewed, and summaries are made where appropriate 3.4 Summaries are forwarded to instructing legal officer and explanations are presented where necessary
4. Assist instructing legal officer to prepare for environmental legal proceedings	4.1 Different environmental law matters, jurisdictions and types of environmental law courts or tribunals are identified 4.2 Communications from client, other authorities and details of client's status are communicated to instructing legal officer 4.3 Meetings with instructing legal officer are arranged to discuss file and to plan and diarise work 4.4 Availability of legal officers is canvassed and details are forwarded to instructing legal officer to facilitate engagement

ELEMENT

PERFORMANCE CRITERIA

1. Plan and prepare for the provision of support in environmental law

- 1.1 **Instructions** that require the provision of support in environmental law are received and acted upon
- 1.2 Circumstances are analysed and environmental issues are interpreted and clearly defined
- 4.5 Briefs for legal officers are prepared in conjunction with instructing legal officer and delivered
- 4.6 Liaison and communication between instructing legal officer and other parties is facilitated
- 4.7 Reminders of pending **critical dates** are forwarded to relevant persons

5. Conduct environmental law administration

- 5.1 Relevant environmental legal instruction is prepared/processed
- 5.2 Participants are notified of **relevant details**
- 5.3 Court/tribunal personnel are notified
- 5.4 Post issue, documents are collected and archived as appropriate, outcomes are notified, accounts are prepared and relevant reviewing authority is notified

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

- communicate ideas, arguments and conclusions logically
- conduct research
- conflict resolution
- follow complex legal procedures
- follow written and oral instructions with regards to preparation of briefs
- identify and evaluate status of information
- prepare complex legal documents
- prepare summaries of cases
- use appropriate legal terminology

Required Knowledge

- applicable legal practices and procedures required in the full range of tasks covered
- legal terminology
- legal terminology specific to environmental law
- relationship between different environmental law matters, jurisdictions and types of environmental law courts or tribunals
- relevant international law, operations law and environmental legislation
- relevant legal process, legislation and sections, and stages involved in the legal process
- summary hearing/court/tribunal process

Evidence Guide

EVIDENCE GUIDE

EVIDENCE GUIDE

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to identify the issues surrounding the provision of support in environmental law matters, and to research and analyse information in relation to these issues; to comply with professional codes of practice and ethical standards; and to implement access, equity and diversity principles and practices.

Assessment must also confirm the ability to support the legal officer or senior paralegal to prepare for environmental proceedings.

Consistency in performance

Competency should be demonstrated delivering a range of support services over time.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or in a simulated workplace environment providing a range of support services that could be expected in the workplace.

Specific resources for assessment

Access to appropriate documentation and resources normally found in the work environment and required for the job or task to be properly performed.

Guidance information for assessment

Information that will assist or guide assessment will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

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.

Environmental law may include	- International agreements - Relevant commonwealth, state, territory or local government legislation or by-laws related to environmental matters
Environmental law matters may include	- Australian Defence Force (ADF) exercises - Incidents arising or related to service ADF - Operations environment - Peacekeeping
Instructions may include	- Documentary material, exhibits and evidence - Oral or written correspondence - Record of prior convictions - Summary of matter - Witness statements
Documents may include	- Adjournment letters - Affidavit court/tribunal forms - Confirming/reporting letters to client outlining results of court/tribunal hearing - Court/tribunal reminder letters - Summons/orders
Legal practices and procedures may include	- Engaging experts - Equity - Instructing legal officer practitioner supervisory procedures - Practice notes - Protocol for accommodating special client needs - Protocol for contacting clients e.g. translator, interpreter - Recording information - Security/confidentiality/privacy procedures

RANGE STATEMENT

Relevant documents and exhibits may include	Verifying and authorising information
	Artefacts
	Briefs
	Clinical reports
	Defendant's statement of claims
	Expert reports
	Further and better particulars
	Hospital discharge summaries
	Letters
	Medical reports
	Photographs/videos
	Plaintiff's statement of claims
	Pleading documents
	Witness statements/affidavits
	Writ of summons
Critical dates may include	Appointments
	Summary hearings/court/tribunal dates
Relevant details include	Date
	Time
	Venue

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s	Nil
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