



Australian Government

**RIIGOV601D Establish, maintain and
develop a statutory compliance
management system**

Release: 2

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Modification History

Release	Comment
1	This unit replaces RIIGOV601A Establish, maintain and develop a statutory compliance management system
2	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant’s skills and knowledge required to Establish, maintain and develop a statutory compliance management systems in the Resources and Infrastructure Industries.

This unit is appropriate for those working in a management or supervisory statutory compliance management roles.

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

Elements and Performance Criteria

<p>1. Plan, establish and maintain compliance management framework</p>	<p>1.1 Access, interpret and apply documentation and ensure the work activity is compliant</p> <p>1.2 Document in writing the collaborative development of policies and objectives with relevant personnel that express the organisation’s commitment to statutory compliance management</p> <p>1.3 Establish and implement the framework for the statutory compliance management system</p> <p>1.4 Determine the scope of proposed compliance requirements, in consultation with relevant personnel and resources, and integrate into all relevant job descriptions and procedures</p> <p>1.5 Document the consultation process and explain information on the statutory compliance system and procedures, ensuring this information is readily accessible, to all relevant stakeholders</p>
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	<p>1.6 Prepare plan for the development of compliance requirements</p> <p>1.7 Identify and maintain resources required to support the plan and gain approval for the statutory compliance management system plan from relevant personnel</p>
<p>2. Establish and monitor consultation and audit procedures with relevant stakeholders</p>	<p>2.1 Identify relevant stakeholders and develop and document system procedures for implementation of compliance</p> <p>2.2 Consult with relevant stakeholders and monitor reports on compliance requirements and audit procedures for identifying existing and potential non-compliance</p> <p>2.3 Summarise the findings in writing from consultation with relevant stakeholders and develop procedures for monitoring, reviewing and auditing in a supportive environment</p> <p>2.4 Monitor existing compliance measures in the initial draft report and submit to the development team for consideration, ensuring amendments maintain opportunities for regular audits and reporting</p> <p>2.5 Complete and retain statutory compliance documentation for review and any necessary relevant action</p> <p>2.6 Identify and report inadequacies in resource allocation for the implementation of compliance requirements</p>
<p>3. Establish and monitor procedures for obtaining feedback on statutory compliance procedures</p>	<p>3.1 Establish measures to maximise compliance by validating processes in collaboration with a sample of relevant stakeholders in accordance with established project methodology</p> <p>3.2 Disseminate to a sample of relevant stakeholders the draft compliance requirements</p> <p>3.3 Collate, interpret and analyse feedback received on the draft compliance requirements and use it to develop a system of procedures for ongoing treatment of compliance by integrating compliance requirements within general systems of work and procedures</p> <p>3.4 Summarise, organise and monitor outcomes of the feedback process in preparation for the editing of the draft compliance requirements to be adopted throughout the area of managerial responsibility</p> <p>3.5 Incorporate system procedures in consultation with authorised personnel and statutory bodies when reviewing the documentation and presentation of compliance requirements</p>
<p>4. Establish, maintain and review a statutory compliance auditing system</p>	<p>4.1 Establish and monitor the system for keeping statutory compliance written records that allow identification of compliance patterns</p> <p>4.2 Assess the effectiveness of the statutory compliance system according to organisational aims, legislation, codes and national</p>

	standards 4.3 Apply auditing procedures in a supportive environment to maximise compliance with legislation, codes and national standards
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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIIGOV601A Establish, maintain and develop a statutory compliance management system

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>