



Australian Government

Department of Education, Employment and Workplace Relations

SITXEVT010A Evaluate and address event regulatory requirements

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to assess the regulatory requirements that impact on a complex event comprising multiple components, and to incorporate appropriate responses into event planning and management.

Application of the Unit

This unit may apply to individuals coordinating events in any industry context, but is particularly relevant to event specialists who operate in the cultural, community, hospitality, sporting and tourism sectors.

A complex event comprising multiple components must involve:

need for a comprehensive and multifaceted event plan

need for a formal internal or external communications strategy

dedicated and diverse event budget

multiple administrative and operational components

a wide range of stakeholders

an event operations team.

A senior event coordinator or event manager would undertake this role.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Nil

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit is packaged will assist in identifying employability skills requirements.

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

Elements and Performance Criteria

| Element | Performance Criteria |
|--|---|
| 1 Analyse regulatory issues that impact on event management. | 1.1 Analyse event information to determine the scope and nature of regulatory issues to be considered. |
| | 1.2 Research and assess the impact of specific event regulatory issues on event planning and operation. |
| | 1.3 Analyse specific risk management issues for identified regulatory requirements and incorporate into overall risk management planning. |
| | 1.4 Establish and assess the role of different stakeholders in relation to regulatory issues. |
| | 1.5 Assess the need for specialist planning and operational advice or assistance to address regulatory requirements. |
| 2 Establish strategies for working with regulatory authorities. | 2.1 Determine the scope and complexity of required or desirable liaison with regulatory authorities. |
| | 2.2 Identify key organisations and individuals and establish effective consultation and communication processes. |
| | 2.3 Include representatives from appropriate agencies in event management structures and consultation processes. |
| 3 Develop plans and procedures to address regulatory requirements. | 3.1 Integrate approach to plans and procedures addressing regulatory issues, into broader event management structures, processes and constraints . |
| | 3.2 Develop and document specific procedures that address event regulatory requirements . |

- 3.3 Develop and monitor the production of any required **compliance documentation**.
 - 3.4 Identify critical tasks and allocate responsibilities and timelines.
 - 3.5 Develop and articulate contingency and critical incident procedures in relation to all regulatory requirements.
 - 3.6 Provide **briefings and relevant information** to colleagues regarding regulatory requirements and procedures.
- 4 Evaluate event for regulatory compliance.
- 4.1 Assess different event elements in regard to compliance with regulatory requirements.
 - 4.2 Incorporate outcomes of evaluation into future event planning.

Required Skills and Knowledge

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

The following skills must be assessed as part of this unit:

planning and organisational skills to develop practical plans and procedures

communication and negotiation skills to liaise with people with varying responsibilities working in different contexts (e.g. operational staff and government officials)

research skills to source information on event regulatory requirements

literacy skills to interpret regulatory documentation and develop complex plans, procedures and other documentation.

The following knowledge must be assessed as part of this unit:

range of regulatory issues that impact on different types of event

specific regulatory issues that affect key areas of event staging, including overview of relevant legislation

sources of detailed information on specific regulatory issues

ways in which regulatory issues need to be addressed, including procedures, systems and typical reporting and documentation requirements

structures and general operating procedures of regulatory authorities

insurance issues relevant to regulatory requirements.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

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

Evidence of the following is essential:

ability to analyse, assess and respond to the range of regulatory issues affecting an event to ensure event compliance

sound knowledge of the range of regulatory issues that affect different aspects of event staging, relevant networks and information sources

practical demonstration of skills through development of plans and procedures to address the regulatory requirements of a specific complex event.

Context of and specific resources for assessment

Assessment must ensure:

access to a complex event for which regulatory requirements must be addressed

interaction with others to reflect the communication and negotiation aspects of the unit

use of current regulatory information.

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

evaluation of strategies and operational plans prepared by the candidate to address regulatory issues

case studies to assess candidate's ability to develop approaches for a range of different events

questions to assess detailed knowledge of different regulatory requirements and issues

review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Assessing employability skills

Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts. Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job role.

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.

Event information may include:

general nature of event
event management structures
level of government involvement
location
dates and times
duration
number of activities, sports or individual events
numbers attending
scope of physical staging requirements.

Specific event regulatory issues may relate to:

food safety
security
responsible service of alcohol
use of licensed personnel, such as trades and pyrotechnicians
crowd control
environmental regulations
OHS.

Specific risk management issues may include:

implications of non-compliance
accountability, e.g. event organiser versus specific contractors
safety issues
need for clear communication and reporting protocols.

Stakeholders may include:

industry bodies
professional associations
government authorities, including:
sport and recreation facilities
parks and public places
transport
licensing
traffic
waste management
utilities
information services
police
emergency services
convention and event sections

tourism authorities and organisations
unions.

Specialist planning and operational advice or assistance may include:

technical experts
local authorities.

Scope and complexity of required or desirable liaison may be impacted by:

scope of the event
nature of the event in terms of complexity and number of associated regulatory issues
current focus or requirements of relevant authority
level of safety risk
impact of the event on the physical environment.

Appropriate agencies may include:

WorkCover authorities
licensing authorities
local councils
government departments.

Broader event management structures, processes and constraints may include:

overall management structure for the event
specific event objectives
budget
human resources
other operational requirements
promotional requirements
factors external to the event.

Specific procedures that address event regulatory requirements may relate to:

transport, handling and storage of food
documentation of roles and responsibilities, including restrictions for non-licensed personnel
lines of communication
reporting procedures
emergency procedures.

Compliance documentation may include: pre-event reports and requests to authorities
details of licensed personnel
activity logs
incident reports.

Briefings and relevant information may include: information on regulatory requirements
specific procedures to follow in different situations
contacts and procedures for emergency situations
roles and responsibilities charts
blank copies of documentation to be completed.

Unit Sector(s)

Cross-Sector

Competency field

Event Management