



Australian Government

**RIIGOV601E Establish, maintain and
develop a statutory compliance
management system**

Release: 1

RIIGOV601E Establish, maintain and develop a statutory compliance management system

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to establish, maintain and develop a statutory compliance management system in the resources and infrastructure industries.

It applies to those who work in management roles. They are generally responsible for the outcomes of others and contribute to the development of solutions to non-routine problems.

Licensing, legislative and certification requirements may apply to this unit and can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan, establish and maintain compliance management framework	1.1 Obtain, interpret and confirm work requirements 1.2 Access, interpret and apply documentation required to establish, maintain and develop a statutory compliance management system 1.3 Communicate the development of policies and objectives with relevant personnel according to workplace procedures 1.4 Establish and implement the framework for the statutory compliance management system according to workplace procedures 1.5 Determine the scope of proposed compliance requirements and integrate into all relevant job descriptions and procedures according to workplace procedures 1.6 Communicate the consultation process and information on the statutory compliance system and procedures to relevant personnel 1.7 Prepare the plan for the development of compliance requirements according to workplace procedures 1.8 Identify and maintain resources required to support the plan and gain

ELEMENT	PERFORMANCE CRITERIA
	approval for the statutory compliance management system
<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 according to workplace procedures</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 according to workplace procedures</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 action according to workplace procedures</p> <p>2.6 Identify and report inadequacies in resource allocation for the implementation of compliance requirements to relevant personnel</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 the draft compliance requirements to a sample of relevant stakeholders according to workplace procedures</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 according to workplace procedures</p> <p>4.2 Assess the effectiveness of the statutory compliance system according to organisational aims, legislation, codes and national standards</p> <p>4.3 Apply auditing procedures in a supportive environment to maximise compliance with legislation, codes and national standards</p>

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Writing	<ul style="list-style-type: none">Prepares specific information that complies with a range of regulatory requirements, using sector-specific terminology
Oral communication	<ul style="list-style-type: none">Conveys information and requirements clearly, and listens carefully
Reading	<ul style="list-style-type: none">Identifies and interprets relevant information from workplace procedures, documentation and regulations
Problem solving	<ul style="list-style-type: none">Identifies a range of factors that impact on a decision, including own values and principles, the needs, power, values, beliefs and assumptions of stakeholders

Unit Mapping Information

Supersedes and is equivalent to RIIGOV601D Establish, maintain and develop a statutory compliance management system.

Links

Companion Volume implementation guides is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>