



Australian Government

Department of Education, Employment and Workplace Relations

SITXEVT010B Evaluate and address event regulatory requirements

Revision Number: 1

SITXEVT010B Evaluate and address event regulatory requirements

Modification History

Not applicable.

Unit Descriptor

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| 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. |
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Application of the Unit

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| Application of the unit | <p>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.</p> <p>A complex event comprising multiple components must involve:</p> <ul style="list-style-type: none">• 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. |
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills 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

ELEMENT

PERFORMANCE CRITERIA

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| 1 Analyse regulatory issues that impact on event management. | 1.1 Analyse <i>event information</i> to determine the scope and nature of regulatory issues to be considered. |
| | 1.2 Research and assess the impact of <i>specific event regulatory issues</i> on event planning and operation. |
| | 1.3 Analyse <i>specific risk management issues</i> for identified |

| ELEMENT | PERFORMANCE CRITERIA |
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| | regulatory requirements and incorporate into overall risk management planning. |
| | 1.4 Establish and assess the role of different <i>stakeholders</i> in relation to regulatory issues. |
| | 1.5 Assess the need for <i>specialist planning and operational advice or assistance</i> to address regulatory requirements. |
| 2 Establish strategies for working with regulatory authorities. | 2.1 Determine the <i>scope and complexity of required or desirable liaison</i> with regulatory authorities. |
| | 2.2 Identify key organisations and individuals and establish effective consultation and communication processes. |
| | 2.3 Include representatives from <i>appropriate agencies</i> 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 <i>broader event management structures, processes and constraints</i> . |
| | 3.2 Develop and document <i>specific procedures that address event regulatory requirements</i> . |
| | 3.3 Develop and monitor the production of any required <i>compliance documentation</i> . |
| | 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 <i>briefings and relevant information</i> 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

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
- the primary components of state, territory and local council laws that impact on event delivery and actions that must be adhered to by event operators during event set-up, operation and break-down, in particular laws that cover:
 - occupational health and safety (this would include requirements that must be met for providing a safe workplace, hazard identification and assessment and control of associated risks)
 - workers' compensation (this would include insurance requirements, injury reporting and occupational rehabilitation requirements)
 - workplace relations
 - legal liability and duty of care of customers
 - environmental protection (this would include requirements that must be met for environmental hazard identification, use of minimal impact practices and reporting of incidents)
 - local community protection (this would include land ownership, management and access requirements that must be met and requirements to maintain the lifestyle of neighboring residents)
 - consumer protection (this would include refund requirements that must be met, terms and conditions of quotations and cancellation fees)
 - responsible service of alcohol
 - food safety
- sources of detailed information on specific regulatory issues including plain English documentation that explains the operational requirements of legislation
- ways in which regulatory issues need to be addressed, including policies procedures, systems and typical reporting and documentation requirements
- structures and general operating procedures of regulatory authorities

REQUIRED SKILLS AND KNOWLEDGE

- insurance issues relevant to regulatory requirements
- different formats for and contents of typical procedures to manage regulatory requirements during the set-up, operation and break-down of events.

Evidence Guide

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 the appropriate state or territory legislation and plain English documents issued by regulatory authorities
- access to current organisation policies and procedures, and plans used to manage regulatory issues.

EVIDENCE GUIDE

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.

RANGE STATEMENT

- 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
 - legal liability and duty of care of customers
 - local community protection
 - consumer protection
 - environmental impacts and minimal impact practices
 - OHS and workers' compensation.
- 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
 - minimisation of environmental impacts.

RANGE STATEMENT

Stakeholders may include:

- industry bodies
- professional associations
- state, territory & local government management and regulatory authorities, including:
 - sport and recreation
 - facilities
 - parks and public places
 - transport
 - licensing
 - traffic
 - land management
 - environmental protection
 - waste management
 - utilities
 - information services
 - police
 - emergency services
 - convention and event sections
 - fair trading
 - occupational health and safety
- tourism authorities and organisations
- unions.

Specialist planning and operational advice or assistance may include:

- technical experts
- local government management and regulatory 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
- level of environmental risk
- impact of the event on the physical environment.

RANGE STATEMENT

Appropriate agencies may include:

- WorkCover authorities
- licensing authorities
- local councils
- federal, state and territory 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
- hazard identification, reporting and assessment of associated risks
- minimal impact practices to reduce the negative environmental impacts of resource, water and energy use at event sites
- waste management.

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)

Sector

Cross-Sector

Competency field

Competency field

Event Management