



Australian Government

RGRSTD403 Apply principles of administrative law to investigation and resolution of racing matters

Release: 1

RGRSTD403 Apply principles of administrative law to investigation and resolution of racing matters

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to ensure the principles of administrative law are applied in the investigation and resolution of racing matters.

The unit applies to individuals authorised to conduct and resolve racing incident investigations in greyhound, harness or thoroughbred codes.

Greyhound, harness and thoroughbred racing are strictly regulated throughout Australia. All stewards are appointed under the rules of racing by the relevant Principal Racing Authority (PRA). Users are advised to check with the relevant PRA for requirements.

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

Pre-requisite Unit

Nil

Unit Sector

Steward (STD)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Apply the principles of administrative law	1.1 Apply natural justice to the investigation and resolution of racing matters 1.2 Follow racing protocols and procedures and due processes during the investigation and resolution of racing matters

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Identify circumstances requiring the exercise of powers that are outside organisational or own limits, and refer to designated personnel 1.4 Identify potential risks associated with the exercise of powers and strategies to manage risks 1.5 Prepare documentation of investigations and interviews, complying with the rules of racing and principles of administrative law
2. Conduct inquiries using effective interview techniques	2.1 Outline the purpose and intent of the interview to all participants, explaining rules and protocols to be followed 2.2 Organise and use communication and recording aids during interviews according to organisational requirements 2.3 Explain participant rights and responsibilities and determine the participant's need for assistance 2.4 Use active listening and effective questioning techniques to elicit and clarify information 2.5 Apply strategies for dealing with difficult people and conflict situations 2.6 Conduct interviews and inquiries in a timely manner according to organisational protocols and principles of administrative law
3. Make decision and determine appropriate penalties	3.1 Identify specific rules of racing that apply to the racing matter 3.2 Consult rules of racing to clarify information relating to the matter 3.3 Base decisions on evidence provided and according to the rules of racing 3.4 Consider penalties appropriate to the matter based on the evidence gathered, previous history of the participant and previous penalties for similar breaches of specific rules 3.5 Announce the decision and associated penalty, providing reasons to ensure a fair and transparent process 3.6 Explain right to appeal and associated process to the participant

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Critically analyse complex documentation from a variety of sources, and consolidate information relating to investigation and evidence to determine requirements and draw conclusions
Writing	Document evidence accurately, including justification for decisions and penalties, using clear language and industry terminology in workplace formats
Oral communication	Communicate using assertive communication techniques to gather, interpret and relay information related to racing incident investigations
Navigate the world of work	- Take responsibility for following explicit and implicit policies, procedures and requirements - Recognise the need for ethical behaviour and actively promote the integrity and fairness of processes
Interact with others	- Manage conflict through the recognition of contributing factors and by implementing strategies to resolve conflict - Recognise the diversity in people and manage this diversity to ensure fair and transparent processes
Get the work done	- Make critical decisions in complex situations based on evidence, taking into consideration a range of variables - Apply systematic and analytical decision-making processes for complex and non-routine situations - Respond to problems requiring immediate resolution, drawing on past experiences to focus on the cause of a problem

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRSTD403 Apply principles of administrative law to investigation and resolution of racing matters	RGRSTD403A Apply principles of administrative law to investigation and resolution of racing incidents	Updated to meet Standards for Training Packages. Changes to title and performance criteria	Equivalent unit

		for clarity.	
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Links

Companion Volumes, including Implementation Guides, are available at VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

Assessment Requirements for RGRSTD403 Apply principles of administrative law to investigation and resolution of racing matters

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Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that the individual has applied the principles of administrative law to the investigation and resolution of racing matters, on at least three occasions, including for each:

- explained purpose, procedures and protocols for conducting the interview
- used a range of communication strategies to elicit facts and information and to defuse potentially difficult situations
- applied the principles of natural justice and procedural fairness and complied with equity principles when gathering, reviewing and making decisions about the racing matter based on evidence
- determined and announced penalties for infringements according to rules of racing.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles of administrative law, including:
 - natural justice
 - procedural fairness
 - due process
 - exercise of power
 - decisions based on evidence
 - right to appeal
 - penalties
 - industry terminology related to compliance
- rules of racing for relevant code, including:
 - racing industry animal welfare and safety requirements

- rules relating to licensed personnel, permit holders and others authorised to undertake work associated with the greyhound, harness and thoroughbred codes
- communication procedures and protocols, including:
 - reporting lines within the workplace and wider racing industry
 - reporting of irregularities and problems
 - communication and recording aids
 - techniques for dealing with difficult people
 - questioning techniques
 - assertiveness skills
 - non-verbal communication
- organisational policies and procedures for conducting inquiries:
 - rules relating to conduct of inquiries, hearings, protests and/or appeals
 - ethical conduct standards of relevant principal racing authority
 - key principles of anti-discrimination, harassment, and confidentiality
 - purpose of racing operations documentation
 - referrals to other bodies.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - racing administration offices, race meetings and related facilities
- resources, equipment and materials:
 - materials and equipment relevant to assessing individual's ability to apply the principles of administrative law to investigation and resolution of racing matters, including realistic case studies or scenarios to supplement work activities
- specifications:
 - work instructions and related documentation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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