



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **SITXEVT016B Organise and monitor event infrastructure**

**Revision Number: 1**

## **SITXEVT016B Organise and monitor event infrastructure**

### **Modification History**

Not applicable.

### **Unit Descriptor**

#### **Unit descriptor**

This unit describes the performance outcomes, skills and knowledge required to coordinate infrastructure and facilities for a complex event comprising multiple components, where these do not already exist at a venue or site. It therefore builds on other Events units, such as SITXEVT013A Manage event staging.

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

## Application of the Unit

**Application of the unit** This unit applies to individuals managing events in any industry context. It is particularly relevant to 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.

Many events take place at outdoor venues or at locations where infrastructure and facilities are minimal. Significant event operations knowledge combined with organisational and management skills are required to establish that infrastructure and make it operational.

This role is undertaken by an event manager working autonomously, but in consultation with suppliers, colleagues and broader event stakeholders.

## 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
1 Identify event infrastructure requirements.	<p>1.1 Liaise with <b><i>relevant authorities</i></b> at the commencement of the event management cycle to ensure regulatory requirements are integrated into the planning process.</p> <p>1.2 Identify and analyse <b><i>infrastructure and facility requirements</i></b> based on a detailed review of all aspects of the proposed event and <b><i>venue</i></b>.</p> <p>1.3 Develop an accurate summary of infrastructure requirements for each event component in consultation with key stakeholders.</p> <p>1.4 Incorporate <b><i>safety, security, risk and environmental management issues</i></b> into all planning documentation and processes.</p>
2 Establish and organise event infrastructure.	<p>2.1 Identify and source appropriate infrastructure and facilities contractors.</p> <p>2.2 Provide accurate briefings to contractors in relation to</p>

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	<p>infrastructure requirements, ensuring all safety, legal and technical requirements are covered.</p> <p>2.3 Obtain complete and timely quotations for the provision of event services.</p> <p>2.4 Analyse quotations and select contractors according to legal and <i>licensing requirements</i> and in consultation with key stakeholders.</p> <p>2.5 Involve <i>relevant authorities</i> in the planning process by providing relevant and timely information.</p> <p>2.6 Take account of <i>stakeholder</i> views in establishing infrastructure and facilities.</p>
3 Monitor event infrastructure.	<p>3.1 Monitor progress with infrastructure and facilities through ongoing liaison with contractors.</p> <p>3.2 Identify the need for adjustments to infrastructure requirements and organise appropriate changes with confirmation in writing.</p> <p>3.3 Evaluate work completed against event requirements prior to event commencement and take appropriate corrective action where necessary.</p> <p>3.4 Coordinate the installation, utilisation and dismantling of facilities and infrastructure to minimise environmental impacts.</p>

## 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:

- analytical skills to plan and organise event infrastructure
- communication and negotiation skills to work with event contractors
- literacy skills to interpret a wide range of event management documentation
- numeracy skills to interrogate and interpret quotations for provision of event services.

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

roles and responsibilities of various organisations involved in staging of events

- infrastructure requirements for a range of event types, including issues and challenges and suitability of infrastructure for different venues
- terminology and services in key areas related to event infrastructure and facilities, including:
  - temporary water and power supply
  - portable and demountable toilets
  - temporary structures, including marquees and demountables
  - mobile catering outlets
  - waste disposal and recycling
- suppliers of services related to event infrastructure and sources of information on those suppliers
- risk management and safety issues to be considered for key areas of event staging
- Australian standards that relate to event operations
- environmental sensitivity of various event sites and particular sites used by the event operator.

## 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.

## EVIDENCE GUIDE

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

Evidence of the following is essential:

- ability to organise and monitor infrastructure for an event in a location with minimal existing facilities and services
- ability to manage the efficient, resource effective, environmentally protective and safe on-site operation of an event, including all aspects of preparation, set-up, operation and move-out
- knowledge of the issues that specifically impact on the organisation of events in venues without infrastructure, including requirements of relevant authorities, Australian standards and OHS regulations
- demonstration of skills through the organisation and monitoring of the infrastructure requirements for at least one event where the candidate plays a key management role.

### **Context of and specific resources for assessment**

Assessment must ensure:

- access to venues and sites that require infrastructure
- access to all equipment required for the staging of a complex event
- liaison with and involvement of suppliers and local authorities.

## 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 the infrastructure through attendance at an event managed by the candidate
- review of documentation used to coordinate infrastructure prepared by the candidate
- questioning of contractors to assess the organisational skills of the candidate
- case studies to assess candidate's ability to determine infrastructure requirements for different events
- questions to assess candidate's knowledge of infrastructure services and terminology
- 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, for example:

SITXEVT012A Select event venues and sites.

### 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

***Relevant authorities*** may include:

- local government
- state or territory government
- land management and protection authorities
- police
- ambulance
- fire services.

***Infrastructure and facility requirements*** may include:

- those which make effective use of water and energy resources to minimise environmental impacts
- power supply
- water supply
- heating or air conditioning
- public toilets
- erection of temporary structures
- scaffolding
- emergency services
- car and coach parking
- transport systems
- camping sites or other temporary accommodation
- signage
- media services and impacts
- first aid stations to manage any injury or illness suffered by participants
- disabled access
- waste disposal and recycling facilities.

***Venue*** may be:

- indoor
- outdoor
- established event location
- untested event location.

## RANGE STATEMENT

*Safety, security, risk and environmental management issues* may relate to:

- participant access
- crowd control to ensure the safety and well-being of event personnel and participants at the event site
- capacity for security personnel to manage the participants
- weather and climate impacts
- protecting equipment
- traffic
- equipment failure
- power failure
- responsible service of alcohol
- food safety issues
- use of systems, resources and facilities which minimise environmental impacts to the event site
- the correct installation and removal of infrastructure and facilities to ensure site is left in good condition.

*Licensing requirements* may relate to:

- builders and building work
- electricians and electrical work
- plumbers and plumbing work
- gas fitters
- handling of hazardous materials
- forklift operations
- special effects.

*Stakeholders* may include:

- clients
- sponsors
- local residents
- organising committees
- local businesses
- potential and actual attendees
- business associations.

## Unit Sector(s)

**Sector**

Cross-Sector

## **Competency field**

**Competency field**

Event Management