



Australian Government

Department of Education, Employment and Workplace Relations

SITXEVT016A Organise and monitor event infrastructure

Release: 1

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Modification History

Not applicable.

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

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

Refer to Unit Descriptor

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 Identify event infrastructure requirements.	1.1 Liaise with relevant authorities at the commencement of the event management cycle to ensure regulatory requirements are integrated into the planning process.
	1.2 Identify and analyse infrastructure and facility requirements based on a detailed review of all aspects of the proposed event and venue .
	1.3 Develop an accurate summary of infrastructure requirements for each event component in consultation with key stakeholders.
	1.4 Incorporate safety, security and risk management issues into all planning documentation and processes.
2 Establish and organise event infrastructure.	2.1 Identify and source appropriate infrastructure and facilities contractors.
	2.2 Provide accurate briefings to contractors in relation to infrastructure requirements, ensuring all safety, legal and technical requirements are covered.
	2.3 Obtain complete and timely quotations for the provision of event services.
	2.4 Analyse quotations and select contractors

according to legal and **licensing requirements** and in consultation with key stakeholders.

- 2.5 Involve relevant authorities in the planning process by providing relevant and timely information.
 - 2.6 Take account of **stakeholder** views in establishing infrastructure and facilities.
- 3 Monitor event infrastructure.
- 3.1 Monitor progress with infrastructure and facilities through ongoing liaison with contractors.
 - 3.2 Identify the need for adjustments to infrastructure requirements and organise appropriate changes with confirmation in writing.
 - 3.3 Evaluate work completed against event requirements prior to event commencement and take appropriate corrective action where necessary.

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
- 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.

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 organise and monitor infrastructure for an event in a location with minimal existing facilities and services
- 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.

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.

Relevant authorities may include:

local government
state or territory government
police
ambulance
fire services.

Infrastructure and facility requirements may include:

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
disabled access
waste management.

Venue may be:

indoor
outdoor
established event location
untested event location.

Safety, security and risk management issues may relate to:

access and crowd control
weather and climate impacts
protecting equipment
traffic
equipment failure
power failure
food safety issues.

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)

Cross-Sector

Competency field

Event Management