



Australian Government

SITEEVT009 Organise event infrastructure

Release: 1

SITEEVT009 Organise event infrastructure

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to organise event infrastructure and facilities, where these do not already exist at a venue or site. The unit focuses only on the additional skills and knowledge required in this context. SITEEVT008 Manage event staging components covers the coordination of all other event products and services.

This unit is relevant to events that are diverse in nature and are coordinated in many industry contexts, including the tourism, hospitality, sport, cultural and community sectors.

It applies to event coordinators who operate independently and are responsible for making a range of operational decisions. They may work in event management companies, in event venues, or in organisations that organise their own events.

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

Pre-requisite Unit

Nil

Competency Field

Events

Unit Sector

Events

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Analyse infrastructure requirements.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Evaluate infrastructure and facility requirements based on detailed review of proposed event and venue.
- 1.2. Liaise with relevant authorities at commencement of event planning process and integrate regulatory requirements into event plans.

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| | 1.3. Develop accurate summary of infrastructure requirements for each event component in consultation with key stakeholders. |
| | 1.4. Develop work schedule to address staging requirements, identifying key activities, interrelationships and timelines. |
| | 1.5. Incorporate risk control and sustainability issues into planning processes. |
| 2. Source and organise infrastructure requirements. | 2.1. Identify and source infrastructure and facilities contractors according to work schedule. |
| | 2.2. Provide specifications to contractors about infrastructure requirements. |
| | 2.3. Obtain quotations for the provision of products and services. |
| | 2.4. Evaluate quotations against specifications and other relevant quality criteria. |
| | 2.5. Confirm agreements with contractors in writing to include details and costs of all services. |
| 3. Monitor event infrastructure. | 3.1. Monitor event preparations through ongoing liaison with contractors and other stakeholders. |
| | 3.2. Evaluate work completed against event requirements and schedules, and take appropriate action to address delays or other problems. |
| | 3.3. Assess the need for staging adjustments to maintain event quality and integrity. |
| | 3.4. Negotiate and confirm required changes. |
| 4. Evaluate success of event infrastructure operations. | 4.1. Obtain feedback from stakeholders according to predetermined evaluation criteria. |
| | 4.2. Evaluate infrastructure arrangements in terms of operational efficiency and service quality. |
| | 4.3. Use information to enhance future event planning. |

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS

DESCRIPTION

Reading skills to:

- interpret complex event documentation.

Oral communication skills to:

- conduct negotiations for the supply of products and services
- manage relationships with infrastructure contractors and other

- stakeholders.
- Numeracy skills to:
- evaluate event budgets
 - assess contractor quotations and negotiate costs.
- Learning skills to:
- maintain and expand knowledge of infrastructure options and services.
- Planning and organising skills to:
- integrate potentially competing operational and management requirements.
- Self-management skills to:
- take responsibility for the complete process of organising infrastructure and contractor management.

Unit Mapping Information

SITXEVT504 Organise event infrastructure

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>

Assessment Requirements for SITEEVT009 Organise event infrastructure

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- develop infrastructure requirements for a venue or site in consultation with stakeholders and relevant authorities for at least one event type listed in the knowledge evidence, with multiple operational components for:
 - an established event location
 - an untested event location
- source and select infrastructure and facilities contractors required to meet event specifications for the above event
- monitor and evaluate the success of event infrastructure by:
 - ensuring work is completed against event requirements and schedules
 - ensuring infrastructure and facility requirements are supplied as required
 - obtaining feedback from stakeholders.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- roles and responsibilities of organisations involved in staging of events
- types of events:
 - business and corporate
 - entertainment and leisure
 - exhibitions, expositions and fairs
 - festivals
 - fundraising
 - government and civic
 - marketing
 - meetings and conventions
 - sports
- infrastructure and facility requirements for different event types:
 - emergency services
 - parking

- signage
- temporary structures:
 - access
 - accommodation
 - camping
 - catering
 - dining
 - marquees
 - scaffolding
 - tents
 - toilets
- utilities:
 - air conditioning or heating
 - power supply
 - waste disposal and recycling facilities
 - water supply
- suitability of infrastructure for different venues
- suppliers of event infrastructure and facilities
- sources of information on infrastructure and facilities
- product and service terminology, features, options and current technology for event infrastructure and facilities:
 - temporary water and power supply
 - portable and demountable toilets
 - temporary structures
 - mobile catering outlets
 - waste disposal and recycling
 - accommodation
- relevant authorities with which liaison takes place for the organisation of event infrastructure and facilities:
 - emergency services
 - land management and protection authorities
 - local government
 - state or territory government
- issues that impact on the organisation of events in venues or sites without the above listed infrastructure or facilities and:
 - sustainability considerations when introducing event infrastructure and facilities to venues and sites:
 - community and cultural values
 - environmental impacts
 - regulatory considerations associated with event infrastructure and facilities relating to:
 - builders

- catering facilities
- electricians
- plumbers
- local government noise regulations
- special effects
- waste management
- problems that occur in event contractor management, and strategies to mitigate risk
- formats and key inclusions for contractor briefing and specification documents.

Assessment Conditions

Skills must be demonstrated in an operational events context where event infrastructure is required. This can be:

- a live event
- a simulated event set up for the purpose of skills assessment.

Assessment must ensure access to:

- comprehensive event plans
- dedicated event budgets
- formal communications plans
- venues and sites where infrastructure is required
- suppliers, local authorities and stakeholders with whom the individual can interact; these can be:
 - those in an industry workplace who are assisted by the individual during the assessment process; or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

Links

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