



Australian Government

SITEEVT015 Develop event transport plans

Release: 1

SITEEVT015 Develop event transport plans

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to analyse event transport needs and develop appropriate plans and procedures for transporting people to, from, and between event venues. It requires the ability to use critical thinking, planning and organisational skills, combined with knowledge of transport management issues and options.

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

This unit applies to event managers who operate with significant autonomy and who are responsible for making strategic event management decisions. They may work in event management companies, in event venues, or in organisations that organise their own events.

This unit does not cover the specialist skills required to manage and monitor large transport fleets, as these roles are undertaken by people working as transport specialists.

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 transport needs.

PERFORMANCE CRITERIA

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

- 1.1.Determine event transport needs based on analysis of key event information.
- 1.2.Identify and assess transport needs of different event stakeholders, including those with special needs.

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| | 1.3. Assess need for assistance from transport specialists or involvement of authorities in the transport planning process. |
| 2. Develop transport strategy. | 2.1. Source and analyse transport options and resources in consultation with relevant suppliers.
2.2. Assess transport issues and risks presented by event location and geography.
2.3. Analyse and respond to compliance requirements.
2.4. Analyse and incorporate transport issues and risks into transport strategy development.
2.5. Evaluate and respond to broader event management constraints and issues as they relate to event transport.
2.6. Consult with event stakeholders about transport strategies at appropriate times prior to the event.
2.7. Develop evaluation criteria for the transport strategy in consultation with stakeholders. |
| 3. Develop transport operational plan. | 3.1. Develop and document transport procedures for event components, including contingency procedures.
3.2. Determine and document internal and external resource requirements to maximise use, cost-effectiveness and profitability.
3.3. Identify critical tasks and allocate responsibilities and timelines.
3.4. Develop contractor specifications as required.
3.5. Obtain approval for plan from relevant stakeholders.
3.6. Provide operational information to staff and other stakeholders. |
| 4. Evaluate transport strategy. | 4.1. Evaluate efficiency and effectiveness of the transport strategy and plan based on agreed evaluation criteria.
4.2. Incorporate outcomes of evaluation into future 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, transport schedules and maps.
Oral communication	consult with diverse stakeholders on complex management and operational issues.

skills to:

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|----------------------------|--|
| Numeracy skills to: | <ul style="list-style-type: none">• work within event budgets• interpret at times conflicting transport timetables. |
| Problem-solving skills to: | <ul style="list-style-type: none">• anticipate and respond to potential transport risks and problems with effective strategies and procedures. |

Unit Mapping Information

SITXEVT605 Develop event transport plans

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dffa092694>

Assessment Requirements for SITEEVT015 Develop event transport plans

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:

- analyse key event information to identify, assess, and determine transport needs for two different events with multiple operational components
- develop a transport strategy for one of the above events, demonstrating analysis of:
 - event constraints and issues:
 - event objectives
 - budget
 - human resources
 - other staging requirements
 - competing events
 - transport issues and risks:
 - access to venue or site
 - availability of services
 - available communication networks
 - delays
 - distance between event venues and facilities
 - sustainability and environmental considerations
 - security, access restrictions, accreditation requirements and threats
 - signage
- develop a transport operational plan for one of the above events which:
 - maximises efficient use, cost, effectiveness and profitability relating to transport
 - documents specific details for each of the following transport procedures:
 - provision for those with disabilities
 - communication between transportation bodies
 - emergency services presence and access
 - human resource requirements: drivers, guides marshals and site supervisors
 - parking
 - pick-up and drop-off locations
 - security
 - timetabling

- training requirements
 - vehicle refuelling
 - contingency plans for breakdowns, delays, illness and weather
- evaluate the above transport strategy and plan against the following evaluation criteria:
 - attendance targets
 - environmental targets
 - financial targets
 - service targets
 - time targets for the movement of people, resources and equipment.

Knowledge Evidence

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

- types of events that require the development of dedicated transport strategies
- information to develop event transport plans:
 - authorities; emergency services, land management and protection agencies
 - dates, times and duration of event
 - general nature of event
 - level of government involvement; local and state
 - location
 - numbers attending
 - scope of physical staging elements
- sources of specialist assistance for complex transport planning
- transport options and alternatives for consideration in the planning process:
 - private:
 - airlines
 - coach
 - taxis
 - hire cars, minibuses and limousines
 - charter services
 - disabled transport
 - public:
 - trains
 - buses
 - ferries
 - light rail and trams
- legislation, regulations and industry codes that affect transport planning
- transport strategy resource requirements:
 - financial

- human
- physical
- issues and risks associated with event transport
- transport procedures for the events specified in the performance evidence.

Assessment Conditions

Skills must be demonstrated in an operational events business context where development of event transport plans is required. This can be:

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

Assessment must ensure access to:

- dedicated event budgets
- comprehensive event plans
- formal communications plans
- current industry documentation and publications relating to transport options
- geographic information for venues, sites and local area
- operational information:
 - contingency procedures
 - emergency information and procedures
 - event rosters, running sheets and schedules
- route maps between venues and sites
- event stakeholders with whom the individual consults; 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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<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>