



Australian Government

SITEEVT027 Organise event infrastructure

Release: 1

SITEEVT027 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.

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 workers 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.

The skills in this unit of competency must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

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.
- 1.3. Develop accurate summary of infrastructure requirements for each event component in consultation with key

- stakeholders.
- 1.4. Develop work schedule to address production 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 production 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: | <ul style="list-style-type: none"> interpret complex event documentation. |
| Oral communication skills to: | <ul style="list-style-type: none"> conduct negotiations for the supply of products and services manage relationships with infrastructure contractors and other stakeholders. |
| Numeracy skills to: | <ul style="list-style-type: none"> evaluate event budgets |

- | | |
|------------------------------------|--|
| Learning skills to: | <ul style="list-style-type: none">• negotiate costs. |
| Planning and organising skills to: | <ul style="list-style-type: none">• maintain and expand knowledge of infrastructure options and services.• integrate potentially competing operational and management requirements. |
| Self-management skills to: | <ul style="list-style-type: none">• take responsibility for the complete process of organising infrastructure and contractor management. |

Unit Mapping Information

Supersedes and is equivalent to SITEEVT009 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 SITEEVT027 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 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 the above 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 production of events
- types of events
- infrastructure and facility requirements for different event types:
 - emergency services
 - parking
 - signage
 - temporary structures:
 - access
 - accommodation
 - camp-sites
 - 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
- organisational procedures to evaluate event infrastructure operations.

Assessment Conditions

Skills must be demonstrated in:

- a live event; or
- 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.

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