



Australian Government

Department of Education, Employment and Workplace Relations

THTFME07A Organise and monitor infrastructure for outdoor events

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit describes the skills and knowledge required to co-ordinate the infrastructure and facilities that must be present at an outdoor event. It focuses solely on the **additional** elements of outdoor event organisation and therefore builds on other event management units such as unit THTFME06A Manage event contractors.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Identify infrastructure requirements for outdoor events	1.1 Liaise with local authorities at the commencement of the event management cycle to ensure statutory requirements are integrated into the planning process. 1.2 Identify and analyse the infrastructure and facility requirements for outdoor events, based on a detailed review of all aspects of the proposed event. 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 of particular relevance to outdoor events into all planning documentation and processes.
2 Organise infrastructure for outdoor events	2.1 Identify and source appropriate contractors. 2.2 Provide accurate briefings to contractors in relation to infrastructure requirements ensuring all safety and legal requirements are covered. 2.3 Obtain complete and timely quotations for the provision of services. 2.4 Analyse quotations and select contractors in accordance with legal and licensing requirements and in consultation with key stakeholders. 2.5 Involve local authorities in the planning process by provision of relevant and timely information. 2.6 Take account of stakeholder views, including local residents, in the organisational process.
3 Monitor infrastructure	3.1 Monitor the progress of staging elements through ongoing liaison with contractors. 3.2 Identify the need for adjustments 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

Not applicable.

Evidence Guide

Essential Knowledge and Skills to be Assessed

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

roles and responsibilities of organisations involved in staging of outdoor events including government agencies and other authorities

suppliers of services related to outdoor 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 typical event operations

knowledge of terminology and services in key areas related to outdoor event infrastructure including:

temporary water and power supply

portable/demountable toilets

temporary structures (e.g. marquees, demountables)

mobile catering outlets.

Linkages to Other Units

This unit must be assessed with or after the following units which describe skills and knowledge essential to this unit of competence:

THTFME06A Manage event contractors

This unit also has very strong linkages to other event management units and combined assessment and/or training is recommended with units such as:

THTFME04A Develop an event concept

THTFME05A Select event venues and sites

Critical Aspects of Assessment

Evidence of the following is critical:

ability to organise and monitor infrastructure for an outdoor event

knowledge of the issues that specifically impact on the organisation of outdoor events, including requirements of local authorities, Australian Standards and OH&S regulations.

Context of Assessment and Resource Implications

Assessment must ensure:

organisation and monitoring of the infrastructure requirements for an outdoor event where the candidate plays a key management role

access to venues or sites for staging of an outdoor event

access to all equipment required for the staging of an outdoor event

liaison with and involvement of suppliers and local authorities.

Assessment Methods

Assessment methods must be chosen to ensure that ability to organise and monitor the infrastructure for an outdoor event can be practically demonstrated. Methods must include assessment of knowledge as well as assessment of practical skills.

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 co-ordinate infrastructure prepared by the candidate

questioning of contractors to assess the organisational skills of the candidate

case studies to assess ability to determine infrastructure requirements for different events

questions to assess knowledge of infrastructure services and terminology

review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Key Competencies in this Unit

Key Competencies are an integral part of all workplace competencies. The table below describes those applicable to this unit. Trainers and assessors should ensure that they are addressed in training and assessment.

Level 1 = Perform Level 2 = Administer and Manage Level 3 = Design and Evaluate

Key Competencies**Collecting, Organising and Analysing Information**

For example:

Assessing the legal issues to be considered for an outdoor event (3)

Communicating Ideas and Information

For example:

Providing a briefing to the local council of the scope of an outdoor event (3)

Planning and Organising Activities

For example:

Co-ordinating the activities of multiple trades people prior to an event (3)

Working with Others and in Teams

For example:

Managing a progress meeting of event co-ordinators all working on different aspects of an outdoor event (3)

Using Mathematical Ideas and Techniques

For example:

Calculating the required size of a marquee to meet estimated audience numbers (1)

Solving Problems

For example:

Develop a solution to a situation where the proposed site plan or race route contravenes local council guidelines (3)

Using Technology

For example:

Using relevant software (1)

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Using relevant software (1)

Range Statement

This unit applies to any enterprise involved in the management of outdoor events. The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances.

Infrastructure requirements applicable to outdoor events 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.

Local authorities may include:

- local government
- State government
- police
- ambulance
- fire services.

Licensing requirements may relate to:

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

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Unit Sector(s)

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