

Kaleidoscope 2024 Collaborator Info Pack

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Context



Point Cook is home to over 67 000 people (2021)



It is Australia's most multicultural suburb with residents coming from 86 countries (ABC,2022)

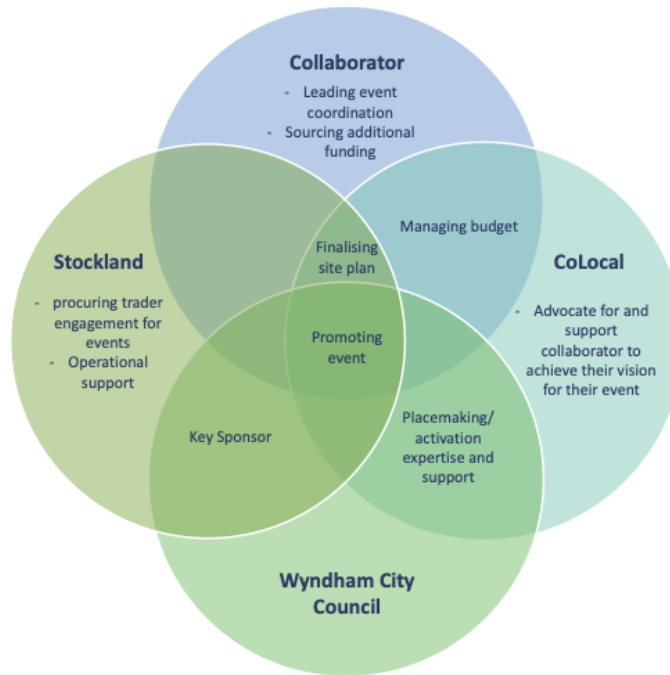


Point Cook is made up of families, with over a third of the population under 18 years of age and an additional third aged between 35 to 49 (2021)

Point Cook Pop Up Park - A summary

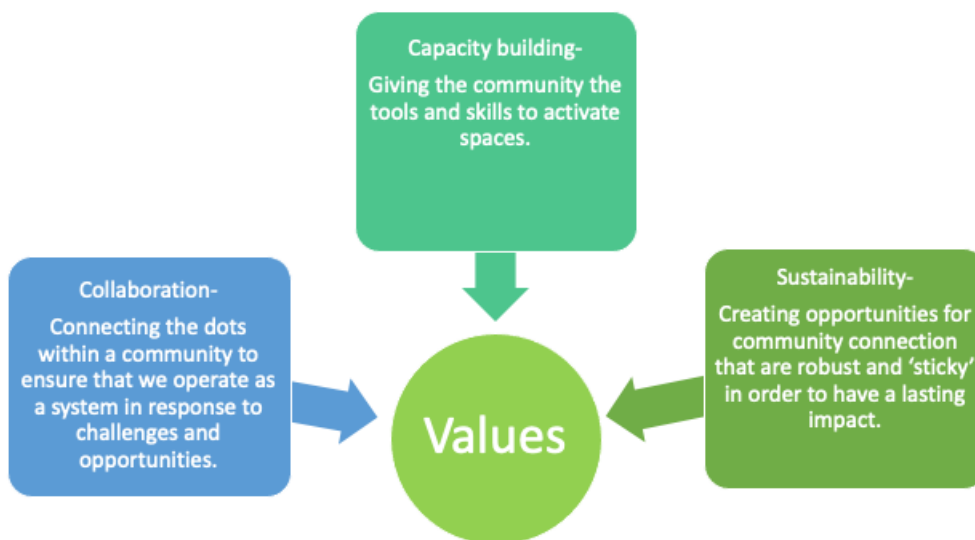
- The Point Cook Pop Up Park (PCPUP) was an idea proposed with the aim to Connect the Heart of the Community, by creating a focal point to congregate, get to know one another and support our local traders.
- Since the original Pop Up Park pilot in 2018, we have been successful in connecting the Heart of Point Cook, bringing our community together safely and in meaningful ways.
- A key part of the Pop Up Park's work is promoting community connection through cultural events/festivals ([see backing report for info on past events](#)) - ranging in numbers from 50-3000 attendees over periods of several weeks. Our ethos is to promote inclusion and interculturalism where we get to know one another and celebrate our unique community together.
- PCPUP now sits with CoLocal, which is a not for profit founded by locals that seeks to co-design and implement collaborative grassroots projects that create social impact and support local businesses. CoLocal works closely and in partnership with Wyndham City Council and Stockland to make the most of expertise and support across marketing, operations, community engagement and risk management. *It is important to note that CoLocal is an independent body and is neither a part of Stockland nor Wyndham City Council (see diagram).*
- In 2023, we hosted the first Kaleidoscope festival. Over 11,000 people attended the seven-week festival led by more than 10 cultural and religious groups and volunteers.

Stakeholder Diagram



Values

The values that underpin our approach in CoLocal work and extends to all our events (including the Kaleidoscope 2024) are illustrated below:



Kaleidoscope 2024

In February to May 2024, we aim to develop and grow our previous one-day events, fun days, and festivals by holding a 10-week multicultural festival.

The festival will encompass the cultures and traditions that reflect Australia’s most multicultural suburb (ABC, 2022). CoLocal seeks to amplify existing annual events that we have established such as the popular Bolly Holi celebration and build capacity for events that took place at the first Kaleidoscope festival in 2023. We also seek to build new relationships to collaborate with cultural groups and volunteers.

How will CoLocal help?

Our role in Kaleidoscope 2024 is to act as a conduit between the Council, Stockland Shopping Centre, and the community to support collaborators to host events (See Stakeholder diagram above).

We will use our resources and expertise to guide and assist collaborators to actualise their vision. We are not event planners, and we have finite resources and budget, but we can guide you in finding ways to leverage community and business support to bring your event to life. We are able to provide a small budget to plan your event, but we recommend looking for other funding sources including grants and sponsorships, in-kind contributions, and volunteer support.

What we can help you with	What we cannot help you with
<ul style="list-style-type: none"> - Advocating for the best outcomes for your event with Stockland management and Wyndham City Council - Accessing our existing resources and inventory - Providing a small budget to go towards items and activities that will amplify your event (Please keep a record of all invoices and receipts for budgeting purposes and reimbursement where appropriate). - Staying on schedule and managing budgets - CoLocal can provide Public Liability Insurance for volunteers. All paid suppliers must provide us with a copy of their Public Liability certificate (min \$20m cover), and we recommend you have a copy on your phone or with you on the Day. 	<ul style="list-style-type: none"> - CoLocal is here to support you to plan and execute your event but is not a labour resource - Providing additional funding outside of the budget we have available. - Exploring ideas that are not plausible in the space (e.g., Fireworks).

Who is a Collaborator? What would they do?

YOU! As described above our role as CoLocal is primarily as a conduit between stakeholders. This is why we're looking for collaborators who are the experts in the content and the most passionate about creating spaces for their communities to share culture and joy in Point Cook. A collaborator is someone who has ideas but is also a doer. Someone who can describe their vision and then start working towards it. They are someone who loves to bring people together and spread the message.

As a collaborator for the 7-week festival, we expect the following:

- That you are volunteering your time to bring your vision to life
- You will be passionate and excited about the culture you want to share
- You're a party-creator, you will get things happening
- Community is front and centre, you will bring in your friends, relatives, community members into the process and outcome
- You will communicate with CoLocal about what you need, and we will help you make it happen
- Source additional funding or sponsorship and goodwill to bring your vision to life
- Explore ways to make your event inclusive and encourage participation from the wider community.

Timeline of Engagement

Now that you've understood what the Collaborator does, lets looks at what the timeline of your engagement looks like roughly. This is based on our previous experiences of working with collaborators to put on similar events at the Point Cook Pop-up Park.



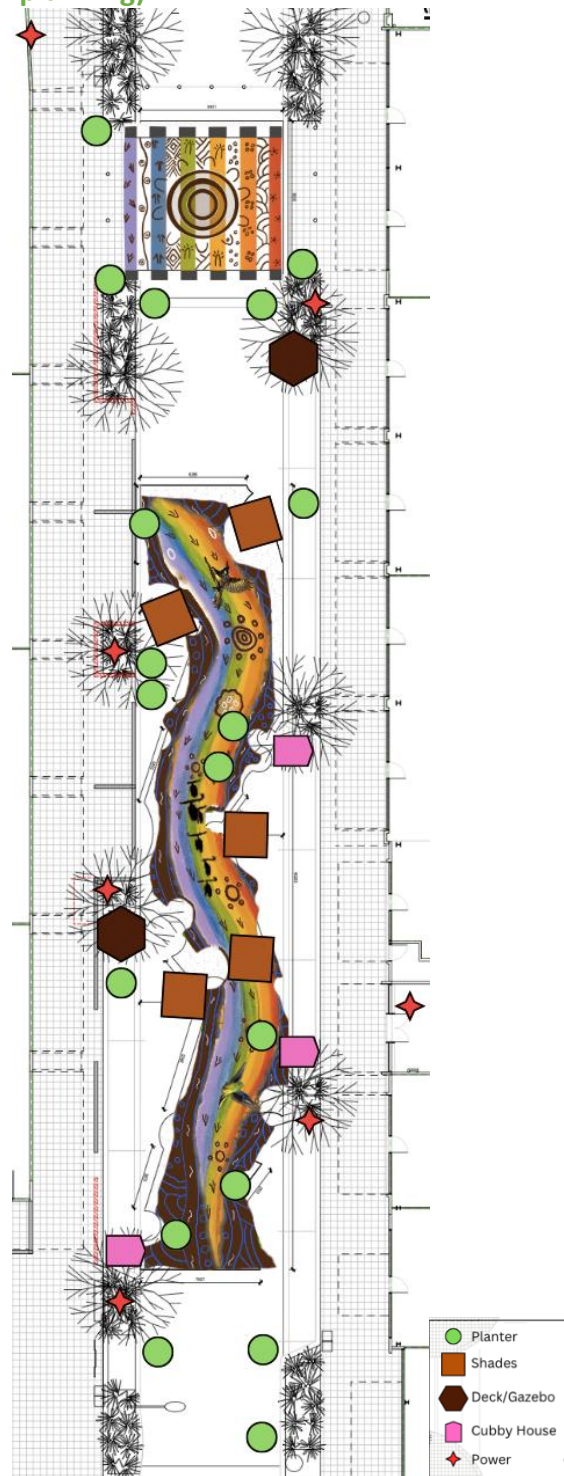
1. Confirmed collaborator – you have made your interest known to CoLocal to lead and manage the event. At this stage in the process, you may want to pull together your team to start planning the event.
2. Kick Off Meeting – set up a meeting with CoLocal to discuss your ideas for the event. This is where the scope and boundaries for the event are initially identified.
3. Planning – start building the framework for your event. Include timelines for individual activities, resources needed in terms of finances and people, develop a site plan to help with allocating the right spaces for the various elements of your event. Make sure to consider a bad weather plan, work with CoLocal on some alternatives and actions. It is during this phase that you consider additional funding sources to support your event.
4. Check In meeting – set up meeting with CoLocal to review your latest plans.
5. More Planning – adjust your event based on the outcome of the meeting with CoLocal, keep planning the finer detail of your event.
6. Publish Event – as you get closer to the big day, event, start promoting your event. This could be through social media like Facebook and Instagram, or posters in the library and community centres etc.
7. Refining – the details for your event should now be almost done, but there may be late changes needed due to personnel availability or late delivery of items etc. This is the time to refine the details and think of all contingencies.
8. Walk Through – it is recommended that you bring your team and CoLocal to the Pop Up Park to walk through the details / placement / timing etc for your event.
9. **EVENT TAKES PLACE!!!**

Hosting information and Event Considerations

The Pop-Up Park is a unique space that requires certain considerations when planning events. It is a park environment, but it can also operate as somewhat of an open-air community centre. CoLocal welcomes your activities, however, we have limited access to equipment and do not have additional seating or generators. You need to adhere to strict safety standards including COVID safety precautions. The space is provided free of charge for you to run your interactive, non-commercial event or activity (time or space permitting). Whatever you require to hold your event or activity is your responsibility.

- If your activity involves children, you must have a valid working with children card. A copy is to be supplied when confirming your activity and be carried with you on the day.
- If you are bringing in any electrical equipment it must be tested and tagged. Any electrician can do this for you.
- When you have finished your event, please take all your belongings with you, and leave the park area in a clean & tidy state.
- If you have any preference on areas within the park, please advise in advance.
- Please note photography and live streaming is likely to be happening for the duration of the park and this will be shared in our social channels etc. It might be useful to note this in your event.
- Consider thinking about how you would like to decorate the space and think about the possibility of giveaways that are part of the culture you are celebrating.
- **Stockland Centre Management** will have more details on operations, including any restrictions on sound and times etc.
- Consider whether you would like to curate the music playing from the audio system at the park. If you wish to do so, a Spotify playlist must be sent to the CoLocal team prior to your event.
- To access the audio system (to change a playlist or adjust the volume), contact **Stockland Security** on 0403670715 for assistance.
- **Electrical Points:** There are 4 electrical points to access in the park and extensions to the park that can be used to plug and play-
 - 1. In the tree outside Cold Rock
 - 2. In the tree facing the park outside the Burrrito Bar
 - 3. In the tree between Cocochine and Priya
 - 4. In the tree outside Nandos
 - There is also a power point outside Kesari, and 15 amp and 3 phase power options can be accessed near the Zebra crossing
- Please note these electrical points can only take up to 10 amps and should only be used to power smaller electrical items such as speakers, microphones, and chargers. Please note you should always utilise cable covers when extending across walkways or where pedestrians might trip. *Always check with us as restrictions may apply on how you might be able to utilise the power.

Site Map (to support your planning)



Creating and Promoting your Event

Please create a public event on Facebook and if possible, add the [Point Cook Pop Up Park](#) page [@pcpopup](#) as an additional host so we can aggregate your activity and share it across our channels. We will share branding material and templates for you to use to promote your event. Please make sure the dates and times are clear and what people should bring etc. Is the activity dependent on weather and do you have **option B** of where it will be held if the outdoor weather is bad?

- Include your details on how interested parties can contact you including your Facebook page, website, email and contact person and phone number.
- If details change for any reason, please advise us, and amend your events accordingly.
- Activities should be non-commercial, although marketing collateral can be on display but must be properly secured. E.g., Marquee's, Banners etc.
- You can also load your events directly yourself on the Wyndham City Council website. <https://www.wyndham.vic.gov.au/events-experiences/submit-your-event>

Grants and Funding

CoLocal is not a funder, we are a partner. This means that we can support with some of the costs for the activation, and we can definitely support finding other sources of funding. The most appropriate one for the Point Cook Pop Up Park are the Wyndham City Council Small Grants. Key features include:

- Up to \$2,000 can be allotted for Incorporated Groups and not-for-profit Organisations (including auspices).
- Up to \$500 for Individuals and Unincorporated Groups.
- If you seek to apply for more than \$500 but are not a part of an incorporated group, CoLocal can Auspice your organisation, acting as a guarantor for your group.
- Grants are given out monthly and applications close at the end of each month.
- <https://www.wyndham.vic.gov.au/services/volunteering-grants/community-grants-program/wyndham-city-grants/small-grants>
- Further resources- <https://www.wyndham.vic.gov.au/services/volunteering-grants/community-grants-program/community-support-resources>
- How to apply:
 - Step 1: Download and read the [Community Grants Guidelines](#).
 - Step 2: Prepare any documentation to support your application.
 - Step 3: fill out form, including preparing a project plan.

Sponsorship from local businesses can also be a meaningful avenue to receive additional funding. You may have existing connections to local businesses that you can access, however, if this is your first time, here are a few tips when asking for sponsorship-

- Identify businesses with values more aligned yours. Real estate agents can be a good place to start, and Stockland Shopping Centre has several you can approach.
- Give something back to them (for example, an opportunity for marketing at your event)
- Have a strong, clear, engaging proposal.

- Don't wait until right before your event to ask for a sponsorship.
- If you know how much money you need, ask for it outright.
- Reach out again if you don't hear back.

Leveraging Community Support

Another way to maximise the capacity of your event when funding is limited is engaging the community to get involved through volunteering and sponsorship.

Check out the map below to think about the separate groups you could reach out to and consider the kinds of goodwill activities you can ask of, for example, dance and musical performances, workshops, kids' activities, sponsorship, etc.

It is always great to remember to properly acknowledge and thank all groups and individuals who do provide their valuable time and efforts in making the event a success.



Inventory List

The following items are currently in CoLocal's inventory, and we can support with access to them. Anything additional will have to be organised and funding for additional items will need to be considered in the Activation budget.

Item	stored/used at
Pop Up Park Installation	
Cable Reels 6 large (pavement Buono side)	point cook installation
Planters, Tables and Chairs + 2 Pink A1 Aframes	point cook installation
Commercial grade shades 5 *4m plus 1m seating blocks	point cook installation
Turf plus hopscotch	point cook installation
3 Black shades with bases and weights	Miss Pickle Installation
Modified Container 20ft side opening	point cook container (not activated)
Audio and Performance items	
2 * Fold Up Stage Module: 2400mm x 1200mm x 300mm	pop up park container
3 PA + Microphones	pop up park container
cable covers * 10	pop up park container
10 * 3m2 White marquee with water weights	pop up park container
Trestle Table * 2	pop up park container
Fold up Chairs * 10	pop up park container
Bean Bags Bliss + Aussie (15)	pop up park container
small red black board Aframe	pop up park container
Lawn Games	
Giant Jenga	pop up park container
Giant Dominoes	pop up park container
Giant Lego	pop up park container
Connect 4 (2)	pop up park container
Skittles	pop up park container
Checkers	pop up park container
Additional Items for Needed for Activations or community engagement	
Volunteer Vests	pop up park container

Chalk Pens, stationery, paper, stickers etc.	pop up park container
Toolkit	pop up park container
3 Cookie jars (for Feedback)	pop up park container
Community engagement Tower - for signage	pop up park container
CoLocal pull up Banner	pop up park container
White Board on wheels	pop up park container
1 Upright Trolley + 1 lightweight trolley with 2 foldable crates	pop up park container
Decorations	
Diwali/Holi Marigolds, Lanterns and Dream catchers	pop up park container
Fiesta Bunting	pop up park container
Rose garlands and Hanging Cherry blossom and orchids	pop up park container
Coloured bunting flags	pop up park container
Blue and White bunting flags	pop up park container
Additional Items (offsite)	
Flat Trolley	Depot
Road Closed/Public event signage	Depot
Orange bollards with Weights	Depot
10 * Bow Banners 4 (Market) 4 (Community Event) 2 (Share your Feedback+ Logo) 10 Stands, 10 Stakes	Depot
Fringe Decorations	Depot
1 * 4m Turf 1*6m Turf	Depot
Additional Bean bags (new) *10 unfilled	Depot
3m CoLocal Marquee + branded backwall	Depot
CoLocal T Shirts	Depot
CoLocal Volunteer Lanyards	Depot

Planning Templates and Checklist

Event Planning Checklist: 9-week countdown

9 weeks to go:

- Event date confirmed
- Budget confirmed
- Find ways to increase your budget (grants, sponsorship) check out [Wyndham Small Grants](#)
- Think about why you are doing this event and what you want to achieve (a fun day for your community, bringing people together, teaching people about your culture, etc.)

8 weeks to go:

- Create an initial list of everything you would like to have at your event, remembering the goal you are trying to achieve.
- Start working on how much these items would cost and remove anything that is beyond the budget.
- Consider the contacts you have and where you can save money.
- Reach out to your community to ask if people would like to participate or volunteer.
- Reach out to food trucks early, their schedules fill up quickly.
- Make sure whoever is NOT a volunteer is providing you with a copy of their Public Liability Insurance.
- Check in with CoLocal staff if you are unsure of what you can or cannot do in the space and if you need approval from council or Stockland to go ahead.

7 weeks to go;

- Start putting together a project plan to help keep track of the budget and schedule. You can use this [template](#).
- Keep a list of contacts in one place to help stay on top of who is involved in the event.
- Create a risk management plan and weather contingency plan.

6 weeks to go:

- Continue working on filling up your event with activities, performances, workshops, stalls, etc.
- Think about how you want the space to look and how you want to decorate it.
- Order any decorations you need so they come in on time. Make sure you are including this in your budget.

5 weeks to go:

- Start on your posters for promoting the event.
- Invite ministers and special guests to attend- [Wyndham City Councillor Invitation form](#).

- You have contacted the Bunurong Land Council If you are organising a Welcome to Country
- Website- <https://www.bunuronglc.org/> and Email- bookings@bunuronglc.org.au

4 weeks to go:

- Share your posters with CoLocal staff to provide feedback.
- Start sharing your poster on the Wyndham what's on page, through your contacts, with childcare and schools and any other ways you can think of.
- Speak to CoLocal staff about what items in our inventory you will need on the day.
- Organise audio equipment or arrange sound hire (the Pop Up Park does not have microphones or speakers for performances).

3 weeks to go:

- Send your posters to Stockland to share and promote.
- check in with contacts you have not heard from in a while to ensure they are still involved in the event.

2 weeks to go:

- If needed, contact Stockland to prepare extra bins, security or removing bollards to let vehicles into the park.
- Your site plan and final run sheet are ready to share with suppliers.

1 week to go:

- Organise any signage you need for the event.
- Visit the pop up park and go over your site plan to make sure everything fits and that you have considered things such as power points, trip hazards and where people will unload their items.
- After your site visit, share the site plan and run sheet with stalls and suppliers.
- People might cancel on you last minute, and that's ok. Just do the best you can to find a replacement or alternative.

Event Day:

- The most important thing is that yourself, volunteers, and patrons are safe.
- If the weather is not working in your favour, decide early and stick to it, to go ahead with your event or apply your contingency plan.
- Know security's number if you need to contact them.
- You have worked hard to plan this event, make sure you enjoy it!

After the event:

- The Pop Up Park is in the same state as you found it and that you have reported any damage to CoLocal staff.
- There are no outstanding invoices.
- Debrief on lessons learnt and feedback on how to improve.

Project Plan Template

[Download project plan](#)

Project Summary

Project name
Key contact
Project description (brief)
Project location
Project date
Expected Audience

Project Budget

Income		Expenditure	
Sponsorship			
CoLocal budget allocation			
Community In-Kind Support includes volunteering, hosted activities, and performances			
Total Income		Total Expenditure	

*Total income and Total expenditure must be the same amount

Project Plan

Stage	Tasks to be completed	Who	Success Measures	Expected finish date

Wet weather and other contingency Plans

In the event of...	Contingency plan	Date to be decided on	Who needs to be consulted?

Marketing and Communications Plan

Communication type	In collaboration with	Proposed date
Call out for set up volunteers and sponsorship		
Promoting Events- social media,	ALL	
Media results of Park Activation and acknowledgement of supporters - social media, Around Point Cook, Council Newsletter and what's on page	ALL	Following event

Risk Assessment and Mitigation Plan

RISK	Point Cook Pop Up Park			
ASSESSMENT	Venue: Murnong Street, Stockland Point Cook Town Centre			
	Date:			
Risks Category	Risks	Probability	Impact	Mitigation & Responsibility
Operational Risks				
Trip Hazard	Signage/ Stands/ Racks and Display items	Very High '(6)	Very High '(6)	· Ensuring that all signage, stands, racks and display items are secured and weighted.
Traffic Accidents	Vehicle access into pedestrian areas.	Med '(4)	Very High '(6)	· All Activation Team Members will adhere to the time slots on the event Vehicle Management Schedule if applicable by Stockland.
				· <u>No vehicle entry required onsite.</u>
Electrocution	Exposed power cables or access to live power	Low '(2)	Very High '(6)	· Only established power points in use and cable covers across any wiring
Security	An incident requiring security personnel	Med '(4)	Low '(2)	· All Activation Team Members are responsible for their own belongings and products.
Wind	Security and stability of structures and large objects	Very High '(6)	Very High '(6)	· All Activation Team Members will ensure all free-standing displays and rack; umbrellas or marquees are weighted down securely.
				· BOM weather site to be referred to regularly in the lead up to scheduled events: http://www.bom.gov.au/
Electrical Failure	Identified as in Stockland Point Cook	Low '(2)	Med '(4)	· Activation Team Members must report any electrical failure immediately to the Stockland Point Cook centre management

Emergency Evacuation General	An emergency requiring the removal of people from one given area to another	Low '(3)	Med '(4)	<ul style="list-style-type: none"> All Activation Team Members will and must remain calm, leave their stalls immediately and follow the onsite Fire Warden or emergency services to the evacuation point.
Lost Child / Missing Persons	Identified as in or around Stockland Point Cook	High '(5)	Very High '(6)	<ul style="list-style-type: none"> Activation Team Members will report any lost child or missing person immediately to the centre security
Medical Emergencies	Identified as in or around Stockland Point Cook	Med '(4)	High '(5)	<ul style="list-style-type: none"> Activation Team Members will report call 000 for any major medical emergency immediately and contact the onsite Stockland Point Cook centre management personnel.
Covid-19 Risks				
Covid-19 Exposure	Identified as in or around Stockland Point Cook	High '(5)	High '(5)	<ul style="list-style-type: none"> Implement and review Covid Safe Plan
Third Party Events and Activations Risks				
Potential Third-Party Events and Activities Risks	Identified as in and around Stockland Point Cook Town Centre	Low '(1)	Low '(1)	<ul style="list-style-type: none"> A signed Booking form advising Terms and Conditions, access to site, working with children checks and adequate 20M public liability insurance
Stakeholder Relationship Risks				
Potential Stakeholder Relationship Risks	Collaborators, WCC (Wyndham City Council), Stockland, community Organisations, Local Business, Community members	Low '(1)	Low '(1)	<ul style="list-style-type: none"> Periodic meetings with key stakeholders to manage expectations and outcomes Relationships in place, accurate communications in place, shared information processes, issues attended professionally and timeously

Additional Resources...

...to make your Activation Complete!

Past Event Examples-

Bolly Holi 2022-



Collaborator

Western Gymkhana Club

Activities/rundown

11am-1pm Western Gymkhana Club Fashion Show

1-2pm - Dance Performances

2-5pm Holi - Festival of Colours

6-9pm - Movie Night (Bride and Prejudice)

Greek Family Fun Day 2022



Collaborator

Local Volunteer- Kaliopé Vassipoulos

Activities/rundown

- **10:30am- 11:45am** kid's activities: Colouring in pages, Make your own Greek flag, Face painting (Greek Flag), Egg painting and Playgroup activities- Mini Olympics
- **12pm** Greek School Kids dancing and kids' games
- **12:30-1pm** Agapi Greek music
- **1:30-2pm** Agapi Greek music
- **2:15-2:30pm** Pegasus Dance Academy
- **2:30-3pm** Agapi Greek music
- **6pm-8pm** Movie Night (My Big Fat Greek Wedding)

How to make your events accessible

It's important that most people can and should be able to attend your activation and that they feel included and cared for.

Here are some considerations about how you make sure it is an experience for all. We recognise that it may be difficult to do all these things, but they are simply considerations. We encourage you to work with one of us at the CoLocal team to explore these further once your idea is decided.

Checklist: Is my event inclusive?

- The event acknowledges the Traditional Custodians of the land.
- There are opportunities for the broader community to engage in the event. E.g., workshops, performances, knowledge sharing.
- The event is generally apolitical; the primary goal is creating a safe space for cross-cultural and inter-generational connection, celebrating, and embracing different cultures.
- I have implemented considerations to make the promotional material more accessible.
- I have taken into consideration ways to make the event more accessible during the planning phase.

Planning the Event

Area	Considerations
Promotional Materials and Registration Information	<p>Ensure that promotional and registration information is available in a variety of formats including printed versions of varied sizes and digital ones.</p> <p>If there's a registration involved, provide with multiple options for registration including phone, email and online. Ensure that online forms are accessible.</p> <ul style="list-style-type: none"> • At the time of registration, ask about any accessibility requirements that participants may have. <p>Ensure that registration or activities is available at no charge or low cost for the community to be able to participate fully I.e., cost should not be a barrier to an experience.</p>
Venue	<p>The Point Cook Pop Up Park has the following characteristics to ensure accessibility. While these haven't been audited, they're a work in progress.</p> <ul style="list-style-type: none"> • The closest public transport is Williams Landing station, which is 1km from the Centre and easily reachable by local bus Route 495. Bus Stops for Route 495 are located on Boardwalk Bvd. • The closest parking is located walking distance from the Point Cook Pop Up Park, but there are other spots around the Stockland Point Cook Town Centre. • There is currently no signage to indicate where the Pop Up Park is in reference to the Town Centre, so you will have to make it clear in your event information. The doors coming from the centre to the park are automatic.

	<ul style="list-style-type: none"> • There are yellow ramps to access the park from the curbs. Note: The pop-up park is made of synthetic grass • The Stockland Town Centre has bathroom facilities that are open to the Pop-up Park attendees. There is also an accessible toilet and parents room available in the building. • Our largest event has over 2000 people attend over a 5-hour period, this has not been at the same time but as a roving crowd. • We don't have an allocated quiet / low-stimulus space, however the Point Cook community centre, youth services and library are about 200m from the park
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Prior to Event

Area	Considerations
Accessibility Requirements	Ensure that all requested accessibility requirements are arranged, where appropriate. This may include the following: <ul style="list-style-type: none"> • arranging AUSLAN interpreters. • arranging for any video material to be captioned. • arranging for live captioning services. • provision of written material in an appropriately accessible format prior to the event.
Maps	Ensure that participants are provided with accessible maps in an appropriate format for your activation including what to expect – this can be part of the program and it may include visual, text and audio maps.

On the Day of the Event

Area	Considerations
Signage	Ensure that you have printed and put up appropriate signage and that it is:: <ul style="list-style-type: none"> • clear • utilises accessible contrast • is at an appropriate height to be seen • includes raised tactile and/ or braille information where required (e.g. on doors and bathrooms) - this is already there for the Stockland Town Centre facilities
Maps	Ensure that participants are provided with accessible maps in an appropriate format for your activation including what to expect – this can be part of the program and it may include visual, text and audio maps.
Communication	Ensure that access to and location of, your facilities is communicated to attendees. This can be done on the event page on Facebook and might include:

	<ul style="list-style-type: none"> • the presence of a hearing induction loop or infrared hearing assistance system • the location of accessible bathroom facilities • the location of assistance animal rest areas • the location of quiet spaces
Accessible Path of Travel	Ensure that clear paths of travel are provided both outside and within the venue. The venue and environs should be clear of obstacles and trip hazards such as electrical cables should be moved or taped down.
Venue	Ensure that shaded areas are provided for people who are sensitive to heat or who experience light or glare sensitivity. We have umbrella shades for this and they can be used to do that. If you're expecting the day to have high UV rays, you may want to inform your attendees to bring their own sun-protection e.g., hats and sunscreen.
Furniture	<p>Ensure that the activity tables are at an appropriate height for all participants including wheelchair users and people of short stature. For lecture-style (the seating arrangement that has a stage at the front) type events or events that have a central performance, reserve some seating at the front of the venue for wheelchair users, people who lip read or need to be close to the interpreters.</p> <p>Ensure that there is sufficient space between tables and furniture for people using wheelchairs, walking frames and other mobility aids to navigate around.</p> <p>For standing events, provide some chairs for people who may not be able to stand for extended periods or who may experience fatigue. We usually have benches around the park for this, it may just need to be pointed out. Roving audience microphones are provided where audience participation is anticipated.</p>
On Stage	<p>Ensure that the presenters and any participants who need to, can access the stage or equivalent. Ramps to the stage need to comply with Australian Standards.</p> <p>Lapel microphones or adjustable height microphones should be used to accommodate people at different heights.</p>
Emergencies	Ensure that there is an emergency plan for the event, that staff are aware of the plan and that emergency procedures address how people with disability will be assisted. This is great to consider when you're putting together a risk management plan for the event and the CoLocal team will be there to assist with thinking about this.

After the Event

Area	Considerations
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Follow Up	Ensure that any written materials from the event (e.g. conference papers) are provided to participants in appropriate accessible formats.
Seek feedback from attendees regarding the accessibility of the event and any suggested	

Acknowledgement of Country

Aboriginal and Torres Strait Islander peoples have experienced a long history of exclusion from Australian history books, the Australian flag, the Australian anthem and for many years, Australian democracy.

This history of dispossession and colonisation lies at the heart of the disparity between Aboriginal and Torres Strait Islander and other Australians today.

Including recognition of Aboriginal and Torres Strait Islander peoples in events, meetings and national symbols contributes to ending the exclusion that has been so damaging.

Incorporating welcoming and acknowledgement protocols into official meetings and events recognises Aboriginal and Torres Strait Islander peoples as the Traditional Owners of land and shows respect.

Difference between Acknowledgement and Welcome

Acknowledgement of Country	Welcome to Country
<p>An Acknowledgement of Country is a statement that shows awareness of and respect for Traditional Custodians of the land you're on and their long and continuing relationship with the land.</p> <p>Unlike a Welcome to Country, it can be delivered by a First Nations person or non-Indigenous person.</p>	<p>Welcome to Country is delivered by Traditional Owners, or Aboriginal and Torres Strait Islander peoples who have been given permission from Traditional Owners, to welcome visitors to their Country.</p> <p>Your local Aboriginal Land Council or Native Title representative body can advise on organising a Welcome to Country by a Traditional Owner in your area.</p>

Copied from source: <https://www.reconciliation.org.au/reconciliation/acknowledgement-of-country-and-welcome-to-country/>

How to work with an Elder for a Welcome to Country?

For the Point Cook Pop-up park, you can organize the Welcome to Country using the following contact:

- Bunurong Land Council Aboriginal Corporation
- Website- <https://www.bunuronglc.org/>
- Email- bookings@bunuronglc.org.au

How to do your own Acknowledgement of Country?

Start with self-reflection. Before starting work on your land acknowledgment statement, reflect on the process:

- Why am I doing this land acknowledgment? (If you're hoping to inspire others to take action to support Indigenous communities, you're on the right track. If you're delivering a land acknowledgment out of guilt or because everyone else is doing it, more self-reflection is in order.)
- What is my end goal? (What do you hope listeners will do after hearing the acknowledgment?)

- When will I have the largest impact? (Think about your timing and audience, specifically.)

Do your homework. Put in the time necessary to research the following topics:

- The Indigenous people to whom the land belongs.
- The history of the land and any related treaties.
- Names of living Indigenous people from these communities. If you're presenting on behalf of your work in a certain field, highlight Indigenous people who currently work in that field.
- Indigenous place names and language.
- Correct pronunciation for the names of the Tribes, places, and individuals that you're including.

Use appropriate language. Don't sugar coat the past. Use terms like genocide, ethnic cleansing, stolen land, and forced removal to reflect actions taken by colonizers.

Use past, present, and future tenses. Indigenous people are still here, and they're thriving.

[Don't treat them as a relic of the past.](#)

Copied from Source: <https://nativegov.org/news/a-guide-to-indigenous-land-acknowledgment/>

Writing your acknowledgement.

- Name and acknowledge the specific Country/Nation/language group.
- Identify the Traditional Custodians and their continued connection to their land/s.
- Thank the Traditional Custodians for caring for Country for thousands of generations.
- Make your Acknowledgement specific to place: are you on desert Country? Are you on an island? Are there any sacred sites with traditional names you can mention?
- Pay respect to the Elders and Ancestors of the Country you are on, and also to any First Nations people present/listening.
- Recognise that First Nations sovereignty was never ceded. This continent always was and always will be First Nations land.

Copied from Source: <https://www.commonground.org.au/articles/acknowledgement-of-country>