



ANNEXURE 1

FReeZA Guidelines and Conditions of Service Delivery 2016 - 2018

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1. Policy Overview

The FReeZA program is run from the Community and Economic Participation Branch in the Department of Health & Human Services (DHHS), which delivers initiatives that support the social, civic and economic participation of young people which have a positive and long lasting effect on our society. Its programs and policies aim to give young Victorians an opportunity to develop their skills and confidence, build connections with their community and help them to achieve their goals and aspirations.

1.1 Victorian Government Priorities for Young People

The Victorian Government is committed to supporting young people to realise their full potential and be recognised as highly valued members of their local community by providing access to programs and activities that focus on improving skills, career development and pathways into further education, training and employment.

First established in 1997, the FReeZA program reflects the importance the government places on providing young people with practical opportunities to participate in the planning, development and delivery of music and cultural events for young people in their local community. The FReeZA Support Service, established in 2004, provides expert industry advice, support and training to local governments, community organisations and young people for the delivery of music and cultural events across Victoria.

The Community and Economic Participation Branch has developed a FReeZA Implementation Plan to build on the existing program delivery model and the long standing partnership with The Push, through the FReeZA Support Service, to consolidate pathways for young people into the music, arts and entertainment industries over the next three years.

The FReeZA Implementation Plan will be aligned and contribute to the key strategic priorities for young people identified in the Victorian Government. The implementation plan will provide a continuous youth engagement strategy over the next three years through training, mentoring and transition support for young people 12-25 across Victoria.

1.2 Integrated Implementation Plan

FReeZA 2016-2018 will play an important role in meeting the Victorian Governments priorities for young people by:

- engaging young people in training and youth development activities, including event management, teamwork and leadership development
- strengthening connections between young people and local businesses, schools and other community organisations in the staging of music and cultural events
- involving young people in the decision making process in all aspects of the FReeZA program
- creating music, cultural and recreational events that meet the local needs and interests of young people
- providing opportunities for young emerging artists to perform at local FReeZA events
- recognising and celebrating the volunteering contribution made by young people to their community.

As outlined below, the FReeZA program, complimented by the FReeZA Support Service, will provide a number of entry points for young people to incrementally develop a range of transferrable and practical skills to help build and consolidate a career in the music, arts and entertainment industries. Each of the four program stages will build on the foundations of the other and be underpinned by the priorities for young people identified by the Victorian Government.

The implementation plan for the FReeZA program will enable universal access for young people from across Victoria and provide a greater focus on improving skills, career development and pathways into further education, training and employment. Through this improved integration, young people will have greater opportunities to participate in industry standard training and mentoring, access to volunteering and employment opportunities and networking with leading professionals to help establish a career the music industry.

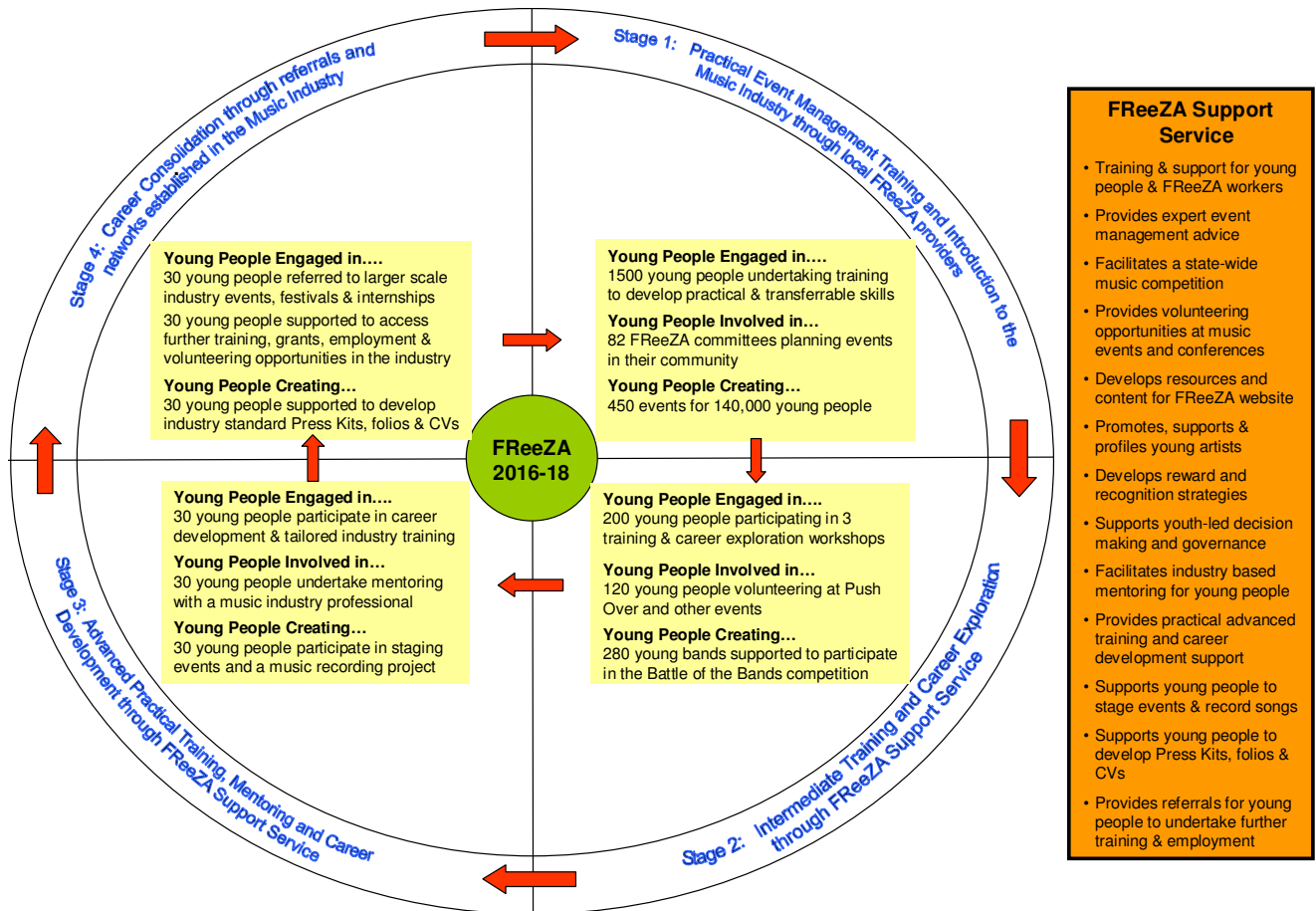


Figure 1: FReeZA integrated program implementation plan

2. Background to FReeZA

First established in 1997, FReeZA is run through the Community and Economic Participation Branch in the Department of Health & Human Services (DHHS) and has a \$2.4 million annual budget. FReeZA has a strong 'by youth, for youth' approach to music, cultural and community activities. All FReeZA events are organised, researched and delivered by local young people who form a FReeZA Committee. FReeZA events are diverse and reflect the needs and interests of each particular area that the young people represent. Beyond staging events that reflect the local youth culture and their interests, the program aims to provide safe and secure environments for young people that are drug, alcohol and smoke-free.

Participation on FReeZA Committees and as performers at events gives those involved the unique opportunity to develop practical skills through exposure to the many aspects of event and entertainment organisation and management. By staging events, FReeZA Committees are making valuable contributions to their local community.

2.1 Goal and Objectives of the FReeZA Program

The goal of FReeZA is:

"To enable young peoples' participation in community life through leading the planning, development and delivery of music and cultural events."

The FReeZA program is a 'by youth, for youth' approach to leading the planning, development and delivery of music and cultural events in the local community. This is achieved through the establishment and support of a self-determining 'FReeZA Committee' of young people, leading the staging of accessible local music and cultural events in their community. The establishment and support of the committee is integral to the program and the successful delivery of events, which also provides important performance opportunities for local musicians and young artists

The objectives of the FReeZA program are to:

- implement a **youth participation** approach for engaging young people in the planning and staging of FReeZA events
- stage a **broad range of events** that is reflective of the youth population in the community
- develop young people's skills through youth development and training activities
- improve young people's career pathways into further education, training, employment and other **volunteering** opportunities
- improve the recognition of **young people's volunteering** by acknowledging their contributions to the local community
- strengthen **connections** and **partnerships** with local businesses, schools, training institutions and other youth service providers in the staging of events and
- increase young people's **access and participation** in the program.

Outcomes from the FReeZA program would typically include:

- implementing a youth participation model, with young people directly planning and staging events for their peers
- delivering affordable and safe drug, alcohol and smoke-free events that reflects the interest of young people, with a focus on live music
- improving young people's transferable and technical skills through the delivery of regular youth development and training activities
- providing entry points for new talent in the music and entertainment industries, both in performing and backstage skills
- celebrating the important role of community volunteers in staging successful events
- promoting community strengthening and partnership models between state and local governments and community agencies
- increasing positive engagement between young people and their communities, and
- Increasing event diversity & participation by minority groups.

3. Accountability and Reporting

FReeZA organisations will be required to enter into a Service Agreement with DHHS and comply with the following reporting requirements with regards to the FReeZA program.

3.1 Performance Targets

The following table outlines the FReeZA contractual performance targets (both the annual and three year targets) in relation to funding as outlined in your DHHS Service Agreement:

Metropolitan Providers	Annual Targets			Three Year Targets		
	Events	Attendance	Committee Participation	Events	Attendance	Committee Participation
\$72,000 (Over 3 years)	5 events	2,200	12	15 events	6,600	36
\$57,600 (Over 3 years)	4 events	1,760	12	12 events	5,280	36
\$34,635 (Over 3 years)	2 events	750	12	6 events	2,250	36

Regional Providers	Annual Targets			Three Year Targets		
	Events	Attendance	Committee Participation	Events	Attendance	Committee Participation
\$73,500 (Over 3 years)	5 events	1,400	12	15 events	4,200	36
\$58,800 (Over 3 years)	4 events	1,120	12	12 events	3,360	36
\$35,235 (Over 3 years)	2 events	450	12	6 events	1,350	36

3.2 Progress Reports

As set out in the DHHS Service Agreement – Schedule 2, Service Plan [Activity: 37002 - FReeZA], it is a requirement that FReeZA organisations provide the Community and Economic Participation Branch with two Outcome Reports per year.

The Community and Economic Participation Branch will provide a report template, with FReeZA organisations required to provide details on the following outcomes:

- **FreeZA Events** - name and date of event, location, attendance
- **FReeZA Training** – details the training activities undertaken by young people
- **FReeZA Committee Participation** – name and age of young people, year joined
- **FReeZA Committee Profile** – general demographics of young people
- **FReeZA Event Review** – outcomes or highlights from two events per year, including young people’s involvement in planning and staging the events.

Where applicable, FReeZA organisations will also be required to provide the Community and Economic Participation Branch with following:

- First Aid and security incidents (where an incident has occurred).
- Risk Management and Occupational Health and Safety Plans (for outdoor events).

Detailed below is the reporting timelines for the FReeZA program over three years from 1 January 2016 to 30 December 2018.

Report	Reporting Period	Report Due Date
1 st Outcome Report (includes 2015/16 income & expenditure statement)	January to June 2016	15 July 2016
2 nd Outcome Report	July to December 2016	15 January 2017
3 rd Outcome Report (includes 2016/17 income & expenditure statement)	January to June 2017	15 July 2017
4 th Outcome Report	July to December 2017	15 January 2018
5 th Outcome Report (includes 2017/18 income & expenditure statement)	January to June 2018	15 July 2018
6 th Outcome Report	July to December 2018	15 January 2019

All FReeZA Report Templates and information on reporting requirements can be downloaded from the FReeZA Worker section of the website (www.freeza.vic.gov.au).

3.3 Notice of Events

The FReeZA organisations **must notify** the Community and Economic Participation Branch at least 3 weeks before a FReeZA event. For each event, you will need to complete the Event Notice Form (download from the FReeZA Worker section of the website) and return via email to freeza@dhhs.vic.gov.au. Your event details will then be listed on the FReeZA Event Guide.

3.4 Grant Payments

The grant will be paid, subject to satisfactory performance, in six separate payments over three years according to the DHHS Service Agreement – Schedule 2, Service Plan [Activity: 37002 - FReeZA]. This means you will receive two equal grant installments per year (the first in January and the second in July) that will be automatically transferred into your nominated bank account. As you have entered into an RCTI arrangement with DHHS, you are not required to generate a tax invoice to receive a FReeZA grant payment.

4. Program Delivery Requirements for FReeZA Organisations

4.1 General Requirements

FReeZA organisations are responsible for five key components in the delivery of the program:

- implement a youth participation approach to establish a FReeZA committee which is representative of the community, with committee members between the ages of 12-25
- support the FReeZA committee by identifying skill needs and providing training opportunities
- oversee the delivery of music or cultural events (as determined by young people)
- identify further education, training and employment pathways and other local volunteering opportunities for young people, and
- implement strategies to ensure FReeZA is inclusive and accessible for all young people.

FReeZA organisations will need to make staffing resources available to ensure the safety of young people participating on the FReeZA Committee, with a high priority on youth participation.

The following is a **summary** of the conditions which apply to FReeZA organisations. Full details are outlined Subclause 7 [Conditions of Service Delivery]. FReeZA organisations must:

- Hold their contracted number of events and meet attendance targets (refer to Subclause 3.1 [Performance Targets], Pg 4, for specific details)
- Ensure all events are drug, alcohol and smoke-free, fully supervised with no pass-outs
- Ensure all events are attended by:
 - Fully qualified first aid officer(s)
 - Security personnel who are registered in accordance with the *Private Agents Act 1966*
 - A youth worker with drug & alcohol training to provide advice/support to young people.
- Develop a risk management plan for each event
- Complete a Working with Children Check on staff and people aged 18 and over who come into regular, direct and unsupervised contact with young people
- Lodge details of all events (using the FReeZA Event Notice form) with the Community and Economic Participation Branch that will then be posted on the FReeZA website, and
- Funding and revenue raised at a FReeZA event must be spent on the FReeZA Program in the calendar year in which it was raised.

4.2 FReeZA Events and Training Activities

FReeZA Committees are required to deliver a minimum number of drug, alcohol and smoke-free events in the contracted period (as detailed Subclause 3.1 [Performance Targets]). FReeZA events should reflect the broad interests of young people and the local youth culture, including:

Live music - Band events, Acoustic, Open Mic	Community and Youth Festivals
FReeZA Battle of the Bands	Artist and Cultural - art exhibitions, short film competitions, theatre productions etc
DJ-Dance	Hip Hop events and competitions
Recreation - Skate/BMX, Scooter, Skim	Youth Development and Training activities

Developing skills and pathways for young people participating in a FReeZA committee is an integral component of the FReeZA program. FReeZA organisations will have the option of running one youth development and training activity per year as a recognised FReeZA event. Youth development and training activities may include:

Practical Skills Training - event management, first aid, food handling, OH&S, FReeZA Committee workshops (delivered by The Push)

Transferable Skills Training - team work, communication and interpersonal skills

Youth Development – leadership camps, public speaking and community recognition events

Career Development – industry career nights, expos and conferences (eg Face the Music)

4.3 Community and Cultural Events

FReeZA Committees are encouraged to hold FReeZA events as part of other relevant community or cultural festivals. These events will provide opportunities to showcase the skills and talents of young people and dispel negative stereotypes by demonstrating that they are active, positive members of the community. Participating in larger community based festivals every two to three years may also assist in meeting your DHHS contractual event attendance targets.

Some ideas from previous FReeZA Committees for community or cultural events are listed below:

- Australia Day celebrations and festivities (January)
- Midsumma Festival and St Kilda Festival (January/February)
- Harmony Week (March)
- National Youth Week (March/April)
- Emerge Festival (May)
- Refugee Week (June)
- NAIDOC Week (July)
- Wangaratta Jazz Festival (October/November)
- Queenscliff Music Festival (November)
- Carols by Candlelight (December)

4.4 FReeZA Committees

The establishment of a FReeZA Committee is a key responsibility of a FReeZA organisation. The Committee's role is to lead the planning and staging of events in the local community where young people themselves are the leaders, administrators and decision makers in the group. Responsibilities of the FReeZA Committee include:

- researching the musical and cultural interests of young people (eg survey, social media)
- marketing, promotion and publicising events
- negotiating performance contracts with bands, musicians and other artists
- negotiating agreements with other vendors providing services for FReeZA events
- securing extra sponsorship from the local community when necessary
- managing the production of events
- managing or overseeing budgets for each event.

Through their participation in FReeZA, young people will:

- determine what types of events and cultural activities they want in their communities
- participate in delivering events, primarily for young people between 14 – 18 years of age
- be involved in decision making
- be involved in volunteering
- develop relationships with local businesses, schools and other community organisations.

4.5 FReeZA Committee - Acknowledgement, Recognition and Celebration

A key factor in recruiting and retaining young people on your FReeZA Committee is to acknowledge, recognise and celebrate their contribution to the community. FReeZA organisations should implement strategies for rewarding young people involved in FReeZA, such as:

- presenting a Certificate of Appreciation for their involvement in the local community
- acknowledging young people's achievements through local media
- nominating Committee members for local volunteer or community awards schemes
- holding a Committee recognition event (e.g. youth awards night, celebration dinner etc)
- providing free training for Committee members (eg First Aid, Risk Management etc)
- arranging formal recognition in vocational and school based programs (such as VCAL) for time spent on the Committee and activities undertaken in organising events.

5. Communication Guidelines for FReeZA Organisations

These guidelines have been developed to help FReeZA organisations with the correct wording to be used in media releases and other promotional material, and the proper use of the Victorian State Government and FReeZA logos. All logos and other branding requirements may be downloaded from the FReeZA website (www.freeza.vic.gov.au) in the FReeZA Workers section.

If you need help or have any questions, call the DHHS Communications Branch at (03) 9096 8149.

5.1 Acknowledgement of Victorian Government Funding

FReeZA organisations must include the following description of the FReeZA program in media releases, news articles, websites, social media sites or similar material:

“FReeZA is a Victorian Government initiative that supports young Victorians to get involved in their community by planning and running drug, smoke and alcohol-free music and cultural events for other young people.”

You must also ensure that all event advertising, promotions, posters, flyers and leaflets contain the following phrases with regards to the FReeZA program:

- “A Victorian Government initiative”
- “under age” or “all-ages event”
- “drug, alcohol and smoking-free”, and
- “safe and secure” or “fully supervised”.

5.2 FReeZA and Victorian Government Branding

FReeZA organisations must ensure that all event promotions, advertising and marketing contain the following branding items:

- The FReeZA logo
- The Victorian State Government logo
- The FReeZA website URL – www.freeza.vic.gov.au

5.2.1 FReeZA Logo

The FReeZA logo (including the URL: www.freeza.vic.gov.au) must be displayed in all marketing and promotional material, including media releases, event posters, websites, newsletters etc.



Requirements:

- The logo must not be any smaller than 61 mm in width when used within an A4 dimensions. The smallest size it can be represented at is 41 mm in width
- Above, below and to each side of the logo there must be clear space equal to the cap height of the letter 'z' in the word freeza within the logo for all applications, regardless of format or version of the logo
- The official colour of the logo is PMS 541, however, if required it can appear in black or white reversed out of a dark background
- No alterations or distortions can be made to the logo device, and
- The logo is not to be redrawn or hand-duplicated.

5.2.2 Victorian Government Logo (State Government of Victoria)

Along with the FReeZA logo, the Victorian Government logo should be used in media releases and other promotional documents.



Requirements:

- The logo must not be any smaller than 19.25 mm in width when used within an A4 dimensions. The smallest size it can be represented at is 13 mm in width
- The logo elements cannot be split, resized or coloured individually
- The official colour of the logo is either black or blue
- No alterations or distortions can be made to the logo device
- The logo is not to be redrawn or hand-duplicated.

5.2.3 Combined FReeZA and Victorian Government Logo

As you will need to use the FReeZA and the Victorian Government logo, we recommend that you use the combined logo. This logo is ideal for use in posters or in instances where there are several sponsors of an event.

**Requirements:**

- The combined logo must not be any smaller than 81 mm in width
- Above, below and to each side of the logo there must be clear space equal to the cap height of the letter 'z' in the word freeza within the logo for all applications, regardless of format or version of the logo
- The combined logo elements (freeza text and State Government of Victoria logo) cannot be split, resized or coloured individually
- No alterations or distortions can be made to the logo device, and
- The logo is not to be redrawn or hand-duplicated.

5.3 FReeZA Banner

A FReeZA banner will be provided to all FReeZA organisations for use at events. You must ensure that the FReeZA banner is located centre stage, behind the performers, highly visible, and thus the most prominent banner at all FReeZA events.

If the FReeZA banner is lost, stolen or damaged, contact the Community and Economic Participation Branch immediately. FReeZA organisation will be responsible for the cost of providing a new banner.

6. Support for FReeZA Organisations

There are a number of ways that the Community and Economic Participation Branch supports FReeZA organisations in the delivery of the FReeZA program.

6.1 FReeZA Support Service - The Push

The Community and Economic Participation Branch assists FReeZA organisations to achieve their objectives by funding the FReeZA Support Service. The service is delivered by The Push – an independent statewide youth music and event management organisation – who provide support for both young people on the FReeZA Committees and the adult workers who support the FReeZA program. Services and activities delivered through the FReeZA Support Service include:

- facilitating annual training for FReeZA workers and committees
- facilitating the FReeZA Battle of the Bands competition
- staging the annual Battle of the Bands Grand Final at the Moomba Festival
- free expert advice via a toll-free 1800 number
- FReeZA Worker and Committee Handbooks
- developing resources, support materials and case studies for the FReeZA website
- monthly e-bulletin updates for FReeZA workers
- general advice for young and emerging artists
- a music industry mentoring program for up to 30 young people per year.

FReeZA organisations are strongly encouraged to contact the FReeZA Support Service to discuss the needs of young people in delivering the FReeZA program and event management advice for the staging of safe and secure youth events. For more information, visit www.thepush.com.au or call 1800 724 277.

6.2 Training

All FReeZA Committee members and FReeZA workers will have access to training and professional development opportunities through the FReeZA Support Service.

The FReeZA Committee Workshops are generally held in the June/July school holidays each year. Topics include event management related presentations such as band booking, marketing and promotion and other specialist areas associated with the music industry as requested by FReeZA Committees.

In addition, FReeZA workers will be supported by professional development workshops, to be held in February and June/July each year. Topics are informed by the workers and may include youth participation, risk management, community partnership-building and best practice case studies presented by FReeZA workers.

The Community and Economic Participation Branch strongly encourages Committee members and workers to attend these workshops.

6.3 FReeZA Mentoring

The Push, through the FReeZA Support Service, will coordinate an annual mentoring program for up to 30 young people (targeting 18 to 25 year olds that have participated in the FReeZA program) interested in pursuing a career in the music industry. Young people selected for the FReeZA Mentoring program will have opportunities to undertake one-on-one mentoring with a music industry professional, advanced industry training, receive hands on experience in staging high profile music events and participate in a recording project.

Young people will nominate a particular stream from the music industry (including performance, technical production, marketing and publicity, event management and music business operations) and be matched to a suitable mentor with relevant industry experience. A series of tailored industry training and master classes will also be delivered that will enable young people

to successfully stage a number of high profile events and complete a professionally produced and mastered recording project.

Young people that have participated in the mentoring program will receive additional support to consolidate their career in the music industry. This support would typically include referrals to larger scale industry events, festivals and other internships with leading music businesses. The Push will also support young people to develop industry standard Press Kits, folios and CVs that will assist them when applying for higher education and training courses, submitting applications for grants (such as the Contemporary and Live Music Development grants administered by Arts Victoria) and accessing other employment or volunteering opportunities within the industry.

If you have any questions about FReeZA Mentoring please contact The Push on (03) 9380 1277 or push@thepush.com.au.

6.4 FReeZA Website

The FReeZA website (www.freeza.vic.gov.au) contains information for young people interested in participating in the program as well as resources for FReeZA workers to better support the planning and delivery events. It is a tool that provides contact information for all FReeZA programs across Victoria and details the reporting requirements for the delivery of the program.

Key sections of the website include:

- **Your Local FReeZA Committee** – a listing of all FReeZA organisations across Victoria, including contact details and a short bio of each committee.
- **FReeZA Workers** – contains important information on delivering the FReeZA program, including DHS reporting templates and forms, logos and branding requirements, useful tools and links to other relevant websites
- **Events and Reviews** – contains a listing of all upcoming FReeZA events and selected reviews of past events. Also contains information on the FReeZA Battle of the Bands and a link to the Artist Directory, a database containing contact details and profiles of bands.
- **FReeZA Showcase** – contains a range of best practice articles, tools and resources that will assist in the delivery of successful FReeZA events. Also includes the FReeZA Artist of the Month showcasing young bands and the FReeZA Spotlight profiling young people.
- **News** – all the latest FReeZA news and important industry updates of interest to young people and FReeZA workers.
- **Galleries** – where photos of the latest FReeZA events, training workshops and other forums are posted.

The Community and Economic Participation Branch highly recommends every FReeZA organisation is familiar with the website and the resources available for both young people and FReeZA workers.

6.5 Contacts

The Community and Economic Participation Branch, through the Department of Health & Human Services, can be contacted in the following ways:

Phone: (03) 9096 1352

Web: www.freeza.vic.gov.au
www.youthcentral.vic.gov.au

Email: freeza@dhhs.vic.gov.au

Address: Community and Economic Participation Branch
Department of Health & Human Services
Level 9, 50 Lonsdale Street
Melbourne VIC 3000

7. Conditions of Service Delivery

Organisations receiving FReeZA funding should carefully read the Conditions of Service Delivery as outlined in this Annexure 1. Failure to abide by these Conditions may result in a breach of the Service Agreement and the Department of Human Services may choose to terminate your FReeZA funding.

7.1 Australian Performing Right Association (APRA) Requirements

Whenever music is performed, FReeZA organisations must obtain the permission of the copyright owner. The Australasian Performing Right Association (APRA) protects certain rights given to music creators under copyright law. Licenses are issued to promoters and event managers providing permission to perform music in a public place. APRA then distributes the license fee as a royalty to the original creator(s) of the music.

All FReeZA organisations using music – whether it be a live band, dance music, or even background music – must contact APRA's Melbourne-based Licensing Department on (03) 9426 5200 prior to the first event in the funding period so that an appropriate license can be issued. Further information is available on their website www.apra.com.au

7.2 Behaviour Outside a Venue

Young people are likely to congregate outside FReeZA venues in order to socialise both before and after events. Venues should be selected which will facilitate this without creating a hazard to young people or the public. Management plans should be established to minimise risk and should include strategies such as the use of portable pedestrian barriers and specific traffic management responsibilities for security members or council officers. FReeZA organisations should establish traffic management plans with particular focus on drop-off and pick-up points.

Victoria Police and local government officers should be consulted about levels of risk and briefed as to how they could respond to potential problems arising out of both traffic and pedestrian control issues.

7.3 Building Permits

When selecting a potential FReeZA venue, FReeZA Organisations may need to apply for permits to use the building under relevant planning legislation. Issues likely to be considered include the presence of fire exits, fire extinguishers, food handling and kitchen facilities, and toilets adequate for the event.

7.4 Conditions of Entry

Signage at the entrance to the event **must** outline the conditions of entry and, at a minimum, state the following:

- "under age event" or "all-ages event"
- "drug, alcohol and smoke-free"
- "safe and secure" or "fully supervised"
- "no pass outs" (see Annexure 1, Subclause 7.19 [Pass-Outs])
- "no stage diving", and
- "no crowd surfing".

FReeZA organisations may wish to specify additional conditions. Moshing, stage diving, and crowd surfing are potentially dangerous behaviours and are to be discouraged.

7.5 Contact Details

FReeZA organisations must ensure that Community and Economic Participation Branch has up-to-date contact details for your program. This contact information will be posted on the FReeZA website (www.freeza.vic.gov.au).

7.6 Contractors

Where the FReeZA organisation identifies a need to engage a sub-contractor (including training providers, security providers, sound and lighting engineers, first aid etc), you **must** ensure that those sub-contractors can discharge their duties so as to meet the requirements of the FReeZA program as outlined in this Annexure 1.

All sub-contractual arrangements should be supported by agreements in writing, developed after negotiation between the two parties. FReeZA organisations should satisfy themselves that all sub-contractors fully understand the expectations as to their behaviour given the drug, alcohol and smoking-free requirements at FReeZA events. Refer to Subclause 7.28 [Working With Children Check] for compliance requirements under government legislation relating to sub-contractors and third party involvement in the FReeZA 2016-18 program.

7.7 Crowd Control

FReeZA organisations must engage registered crowd controllers as specified in the *Private Agents Act 1966* and other relevant legislation. FReeZA organisations must ensure that they are familiar with current versions of the legislation. Attention is drawn to "Part IVa - Special Provisions - Crowd Controllers" which requires that:

- Crowd controllers must wear identification
- A register of crowd controllers' details and any incidents must be kept, and the register must be available to be inspected by the registrar, deputy registrar or any member of the police force.

Further, the *Private Agents Act 1966* provides that it is an offence for any person to employ another person as a crowd controller at any public place unless the other person holds a security firm or crowd controller license.

All events should be developed in consultation with Victoria Police. FReeZA organisations and security firms should brief Victoria Police in relation to their requirements for the event and venue.

7.8 Drug, Alcohol and Smoke-Free Policy

No drugs or alcohol are to be taken into, or consumed at, FReeZA events and all FReeZA events are to be smoke-free. All FReeZA organisation staff, support staff, FReeZA Committee members, volunteers, performers, 'riders' and other sub-contractors must adhere to the Drug, Alcohol and Smoke-Free Policy at all FReeZA events.

FReeZA organisations must have a policy and staffing capacity for dealing with, and to provide assistance to, young people who present under the influence of drugs and/or alcohol. FReeZA organisations must ensure that there are staff in attendance at events that have Youth Worker and Drug and Alcohol Counsellor training to provide any required advice and support. For information about relevant training courses, visit www.health.vic.gov.au/drugservices

A 'no smoking' policy is to be documented and clearly displayed at FReeZA events. From 1 March 2006, smoking and the display, promotion and sale of tobacco products is prohibited by law at underage music and/or dance events. Police will have the power to enforce penalties if these laws are contravened. As such, FReeZA organisations are responsible for:

- Ensuring that 'no smoking' signs are displayed throughout the venue at each FReeZA event
- Advising all people attending each FReeZA event that smoking and the display, promotion and sale of tobacco products are offences punishable by law.

7.9 Event Management Training

FReeZA organisations should ensure support is provided to FReeZA Committee members. This should include:

- Arranging participation in additional training or skill development courses
- Developing position descriptions
- Developing dispute resolution procedures, and
- Negotiating individual goal plans.

FReeZA organisations should evaluate the skill levels in their FReeZA Committee. Where they identify a need for additional skills, it is recommended that FReeZA organisations enter into an agreement with a suitably experienced individual or organisation to deliver the relevant event management training.

Event management consultants and local training providers can be engaged for all aspects of event management or for components of event management, for example:

- Booking performers - bands, DJs, and non-musical performers
- Booking and briefing production and security
- Providing advice in relation to promotion and marketing events, and
- Providing support or coordination on the day of the event.

FReeZA organisations and the event management consultant should enter into a written agreement, developed after a skills audit has established the development needs of the FReeZA Committee.

The Push, through the FReeZA Support Service, can provide a range of tailored fee-for-service event management training options for your FReeZA committee.

7.10 Financial Management

Financial management is the responsibility of the FReeZA grant recipient. The Community and Economic Participation Branch supports the delegation of part or full financial, budget and reporting responsibilities to the FReeZA Committee, appropriate to their skills and ability.

Event planning must include a realistic assessment of budget, revenue and costs. The object is to balance anticipated audience levels and ticket revenue with the costs that will be incurred, particularly with respect to performer fees and performer production requirements.

Committees must ensure that the fees being paid for performers are competitive and do not create unreasonable financial risks for the event. From a revenue perspective, Committees should consider it a priority to engage local performers, as they often have a well-established local audience base.

FReeZA organisations are to develop a ticket pricing policy that ensures admission prices are affordable to the local community and do not result in significantly lower ticket sales. FReeZA Committee discussions and surveys of young people are good methods for informing decisions about an event's ticket price.

Historically, admission prices for FReeZA events range from \$5.00 to \$15.00. Admission prices must not exceed \$25.00 without approval from the Community and Economic Participation Branch.

7.11 First Aid

FReeZA organisations must engage a **qualified** first aid officer(s) to attend and remain throughout events. FReeZA Organisations should determine the qualification levels and numbers of staff required after evaluating risks and in consultation with a first aid provider.

Factors to consider when evaluating risk levels in determining First Aid requirements include:

- Anticipated audience numbers and behaviour,
- Any history of drug and alcohol-related behaviour, and
- Venue design.

7.12 Food Handling

FReeZA organisations are required to comply with local government health and food handling legal requirements.

FReeZA organisations should ensure that food and beverage prices are reasonably set and affordable and that access to drinking water is provided at every event.

FReeZA organisations may offer local community organisations, such as service clubs and youth organisations, the opportunity to provide food and drink as a fund-raising exercise.

7.13 Funds and Fundraising

FReeZA funding is provided to assist FReeZA Organisations in meeting the costs incurred when providing support to FReeZA Committees, inclusive of:

- Provision of training for young people on FReeZA Committees
- Operational costs and staff wages
- Band hire
- Transportation of young people to and from events'
- Equipment hire and purchase, and
- Costs incurred in staging events.

FReeZA organisations are encouraged to seek other sources of revenue, sponsorship and support from the local community in addition to FReeZA program funding. This may include financial or in-kind support from organisations such as local government, trusts, community service organisations (eg Rotary, Lions Club etc) and local businesses. Sources of revenue that can assist in the staging of FReeZA events might include:

- Ticket sales
- Local sponsorship
- Refreshments sales, and
- Merchandise sales (e.g. clothing, CDs, tapes, etc.).

All **revenue raised** through the FReeZA program **must be expended** on FReeZA related activities.

Funding and any revenue raised at FReeZA events may be transferred between events but must be spent in the funding period. Any amount of the FReeZA grant, or other revenue raised at events, that cannot be acquitted at the end of the funding period must be returned to the Community and Economic Participation Branch.

The Community and Economic Participation Branch encourages the development of positive relationships with community service and similar organisations, including the staging of FReeZA events as a fundraiser for third party organisations. However, you **cannot use a proportion of the advertised FReeZA ticket price for fundraising purposes** as this no longer constitutes a "donation". Any FReeZA event that has a fundraising component must be promoted as a **"gold coin donation"** as this does not restrict young people's attendance at the event as a condition of entry.

7.14 Insurance

It is a condition of service delivery that FReeZA organisations have \$10,000,000 (ten million dollars) Public Liability Coverage. In addition, expert advice should be sought regarding risk, insurance limits, and liabilities with respect to:

- Professional indemnity risk

- Personal accident
- Property damage.

FReeZA organisations must evaluate the risks of their FReeZA event(s) and insure appropriately. Refer to Subclause 7.21 [Safety, Security and Risk Management Planning] for requirements regarding risk management planning.

FReeZA organisations must provide a duty of care to ensure the safety of young people participating in FReeZA events. The taking out of insurance is in addition to the requirement for FReeZA organisations to exercise duty of care.

7.15 Joint Events

FReeZA organisations may form partnerships with neighbouring FReeZA providers in order to stage joint events. Attendance figures for joint events will be shared equally between the partner organisations when completing the FReeZA Outcome Report for the Community and Economic Participation Branch.

7.16 Licensed Venues

Since 1 July 2014, regulations for the staging of 'under age or mixed age' events in licensed premises have changed. Depending on the type of event, liquor licensees or permittees must submit either a notification or an application form to the Victorian Commission for Gambling and Liquor Regulation (VCGLR):

- **mixed-age live music events** – notification form
- **underage or youth events (no live music)** - application form
- **'Fast Track, Low Risk' underage or youth events (no live music)** - application form

For Mixed-age live music events* Liquor licensees and permittees may have minors on that part of their premises or authorised premises when:

(i) a mixed-age live music event is being held in accordance with notice given to the VCGLR and prescribed conditions and

(ii) liquor is not supplied, consumed or made available on that part of the premises.

To give notice to the VCGLR, liquor licensees and permittees **must**:

- submit a notification form for conduct of a mixed-age live music event where minors will be present on licensed or authorised premises **at least seven business days prior to the live music event/s**
- adhere to the 'prescribed conditions' that apply to such events (see notification form for a full list of 'prescribed conditions').

Liquor licensees and permittees can notify the VCGLR of up to a maximum of three events in total on this form. There is **no** fee applicable.

For further information on the new regulations to hold a FReeZA under age or mixed age event in licensed premises (including copies of notification forms and fact sheets) please visit the Victorian Commission for Gambling and Liquor Regulation (VCGLR) at:

www.vcglr.vic.gov.au/home/liquor/special+conditions+and+requirements/minors+on+licensed+premises/

****Definition: 'Live music event'**- an event where sound is manipulated for artistic, cultural or religious purposes and performed to an audience.*

7.17 Noise

FReeZA events can potentially create noise problems for local residents. This matter should be addressed when building use permits are obtained. Local Government Officers or the Environmental Protection Authority can advise on noise abatement responsibilities and strategies.

7.18 Pass-Outs

Pass-outs are not permitted at FReeZA events except in special circumstances (such as where the FReeZA event is part of a larger outdoor community festival) and only with approval from the Community and Economic Participation Branch.

FReeZA organisations must ensure that, where patrons are minors, parents/guardians are informed of the conditions of entry at the point of drop off and that all event advertising, promotions, posters, leaflets, and signage at the entrance to the event outline the conditions of entry and include the phrases:

- "under age event" or "all-ages event"
- "drug, alcohol and smoking-free"
- "safe and secure" or "fully supervised"
- "no pass-outs"
- "no stage diving"
- "no crowd surfing".

The FReeZA Organisation may wish to specify additional conditions. Patrons must be informed of the 'no pass-outs' policy if they indicate that they intend to leave the venue early.

7.19 Performers

FReeZA organisations should support, develop and provide performance opportunities for local musicians and artists. FReeZA organisations should plan events which reflect the diversity of local performance types and audience demand, including live bands, DJs, electronic artists and non-musical performers. FReeZA organisations must confirm details of the entertainment acts to perform at the event by completing the Event Notice Form that can be downloaded from the FReeZA Website at www.freeza.vic.gov.au

7.20 Safety, Security and Risk Management Planning

Because FReeZA events target young people aged 14-18 years, FReeZA organisations must maintain high safety and security standards at all FReeZA events. FReeZA organisations must develop policies to achieve appropriate duty of care for Committee and audience members.

FReeZA organisations are required to develop risk management plans for every event. Management plans should be established to identify and minimise risk and cover:

- Description of hazards and potential effects
- Associated probability and level of seriousness of loss, injury or illness
- Protective measures and controls to be put in place.

The plan should include, but should not be limited to, strategies which address details such as:

- Implementing a drug, alcohol and smoke-free policy
- Ensuring adequate supervision
- Engaging crowd controllers from a registered security provider
- Erecting punter barriers if the estimated crowd and/or its expected behaviour is likely to create a risk of injury to any participant(s)
- Managing potential heightened risks associated with audience members leaving prior to the end of the event
- Ensuring stage construction and venues meet required building use and fire safety standards

- Meeting all statutory requirements, including noise abatement, venue licensing, insurance, food handling and traffic control
- Traffic management at the venue, with particular focus on drop-off and pick-up points
- Crowd control including 'no pass-outs'
- Occupational health and safety and staff back-up
- Food and drink sales
- Media access
- Fire hazards
- Personal property
- Generator or power supplies, as appropriate
- VIPs
- Weather conditions.

FReeZA organisations are encouraged to include gender-specific service standards within their risk management plans to ensure that all young people are comfortable at FReeZA events.

Victoria Police and Local Government Officers should be consulted about risk management planning and briefed as to how they could respond to potential problems.

7.21 Staff Attendance

Community and Economic Participation Branch staff may attend any FReeZA event to audit the grant recipient's compliance with the DHHS Service Agreement.

7.22 Telephones

Young people attending events **must** have access to a telephone to arrange transport after the event.

7.23 Timing of Events

Events should be scheduled appropriate to the needs and responsibilities of young people (e.g. school-endorsed events or weekend events for school-age attendees).

7.24 Transport

FReeZA organisations should ensure that young people have safe access to venues, close to public transport when possible, and that events are coordinated with transport timetables. Transport may be subsidised from allocated FReeZA grants. FReeZA organisations may approach transport providers regarding possible areas of support, including additional vehicles and discounted fares. FReeZA organisations, particularly in rural and regional Victoria, should investigate opportunities to provide subsidised transport to isolated young people.

7.25 Venues

It is the FReeZA organisation's responsibility to identify suitable venues and effectively manage relationships with local community stakeholders.

It is recommended that FReeZA organisations and committees consider the following points, as a minimum, when selecting a venue:

- Disability access
- Sanitary, clean, and safe conditions
- Appropriate degrees of physical access
- Proximity to public transport
- Cost (value for money, especially considering anticipated audience size).

7.26 Victorian Charter of Human Rights and Responsibilities

The Victorian Charter of Human Rights and Responsibilities Act 2006 (Vic) is one simple but important law that sets out our freedoms, rights and responsibilities.

The Charter is an Act of Parliament that clearly sets out our rights and freedoms, and the responsibilities that go with them, in one document. The Charter focuses on civil and political rights, and includes well known democratic rights such as the right to vote and freedom of expression. Other rights protected by the Charter include:

- Protection from forced work
- The right to privacy
- The right to a fair trial
- Cultural rights

The Charter requires all public authorities to act compatibly with human rights and to consider human rights when making laws, setting policies and providing services. Public authorities include public servants, Victoria Police, local councils, Ministers, statutory authorities that perform a public function, as well as organisations that are not part of government, but which perform functions of a public nature on behalf of government (these may be non-government or private sector organisations).

FReeZA Organisations should visit the Victorian Equal Opportunity and Human Rights Commission website (www.humanrightscommission.vic.gov.au) in order to familiarise themselves with their obligations under the new Victorian Charter of Human Rights and Responsibilities.

7.27 Working With Children Check

The Working with Children (WWC) Check is designed to complement good recruitment, selection, supervision and training practices for staff and volunteers who work with children. The WWC Check is one of a range of government initiatives designed to assist in the protection of Victorian children from sexual or physical harm by checking a person's criminal history for serious sexual, violence or drug offences and findings from professional disciplinary bodies.

All adult employees, board members and volunteers of organisations (aged 18 and over) who come into direct and unsupervised contact with young people participating in the FReeZA program will be required to undertake a WWC Check as outlined in the *Working With Children Act 2005*.

The WWC Check is different from a police check in the following ways:

- Not all offences are relevant to the WWC Check. Broadly, the WWC Check will consider serious sexual, violence and drug offences. Offences outside the scope of the *Working with Children Act 2005*, for example fraud, will not be taken into account when assessing applications for a WWC Check.
- Unlike a police record check, the WWC Check is unique in that it is monitored on an ongoing basis. This means that holders of a WWC Check will continue to be checked for any new relevant offences or findings from professional disciplinary bodies. New charges, convictions, findings of guilt or findings from professional disciplinary bodies which are relevant to your WWC Check will result in a re-assessment of your eligibility for a WWC Check.
- The WWC Check is valid for five years and is transferable when you change employers or volunteers organizations, unless it is revoked or surrendered within that time.
- The WWC Check introduces a minimum standard of checking across Victoria for people who work or volunteer in child-related work.

Applications for a Working with Children Check can now be completed online. After you fill in your details, print out your Application Summary and take it to Australia Post with your proof of identity documents, a passport size photo and the fee if required.

For more information, including the types of relevant offences and lodgment procedures, visit www.justice.vic.gov.au/workingwithchildren or contact the WWC Check Information Line on 1300 652 879.

7.27.1 People employed as part of the FReeZA program and board members

All persons (aged 18 years and over) that are directly employed by the funded agency or are board members of that agency in which work usually involves (or is likely to involve) regular, direct contact with young people participating in the FReeZA program (where contact is not directly supervised) will have to undergo a Working With Children (WWC) Check.

All existing and new employees participating in the FReeZA program as outlined above must undergo a WWC Check as a condition of FReeZA funding in 2016-18. The cost of undertaking a WWC Check will be borne by the funded agency. However the funded agency has the option of requiring this cost to be borne by the employee.

In the event that the funded agency sub-contracts the administration of the FReeZA program to another agency, it will be a requirement of funding that the same provisions are included in the sub-contracting arrangement.

7.27.2 People volunteering as part of the FReeZA program

All persons (aged 18 years and over) who volunteer in the FReeZA program and have regular, direct contact with young people (where contact is not directly supervised) will have to undergo a WWC Check. There is no charge for volunteers applying for a WWC Check.

7.27.3 Third party involvement

In the case of third party involvement – such as the employment of bands and DJ's that perform at FReeZA events, roadies who set up gigs, security services and caterers – the duty of care for young people lies with the funded agency and appropriate risk management policies must be implemented by the funded agency.

7.27.4 Treatment of FReeZA Committee Members

FReeZA funded agencies are responsible for ensuring that appropriate risk management procedures are in place to protect all young people participating on FReeZA Committees. These processes must include ensuring that no young person is left unsupervised in the presence of an adult who has not met the conditions of this Agreement.

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The logo for 'freeza' features the word in a lowercase, blue, cursive script. Below the script, the website address 'www.freeza.vic.gov.au' is printed in a smaller, blue, sans-serif font.

www.freeza.vic.gov.au

