



# Five Villages Community Garden Inc.

Permablitz 1 - 10 APR 2021 - Event management plan

**Meeting location:** [Manyana RFS Station - Cunjurong Point Road \(near Calgary Place\)](#)

**Meeting times:** 1000-1400

**Event coordinators:** Jimmy Woodriff, Sheree Cole, Dennis Buttigieg, Toni Johnson, Pat Byrne, Karin Mayer.

**Primary contact:** Jimmy Woodriff - [REDACTED] - [REDACTED]

**Secondary contact:** Sheree Cole - [REDACTED]

**Record keeper:** No record keeper required, Photography by group members, Alexis Farr and Jimmy Woodriff

**Emergency phone:** Emergency dial 000 (zero zero zero)

**Emergency/incident response coordinator:** Alexis Farr - [REDACTED] assisted by Karin Mayer and Pat Byrne

**Nearest Emergency Hospital:** Milton Hospital - Princes Highway Milton (22 mins - 28km)



## Event run sheet - 0930 to 1430

What	By who	Timing
Set up of work area, organising materials and tools and signage for COVID check in and toilet use	All Executive Committee members & early volunteers	0900 to 0945
Acknowledgement of country and welcome	Sheree Cole	1000-1005
Five Villages Community Garden Incorporated update <ul style="list-style-type: none"> <li>- Legal status</li> <li>- Insurance update</li> <li>- Activities update</li> </ul>	Jimmy Woodriff	1005-1010
Site safety, PPE, tool use and RFS station access briefing	Pat Byrne	1010-1015
Permablitz briefing <ul style="list-style-type: none"> <li>• Elements of build</li> <li>• Splitting into groups</li> </ul>	Sheree Cole	1015-1025
Permablitz session 1	All	1030-1200
Break - Gather and discuss progress so far. Barbeque?	All	1200-1230
Permablitz session 2	All	1230-1400

## Event elements & coordinators

What	By who	Timing
No dig garden design - layering beds	Sheree Cole	1030 to 1200
Building seats and arbors	Dennis Buttigieg	1030 to 1200
Intro to Landcare / bushcare in surrounding bushland near RFS Station	Toni Johnson	1030 to 1400 Breakout sessions
Lunch / snacks	Sue Hanson	1200 to 1230
Building, moving soil and planting	All	1230 to 1400