

— SHIRE OF —
WICKEPIN

**EVENT
APPLICATION
INFORMATION
PACKAGE**



1 PUBLIC EVENT APPROVALS

In order to conduct a public event, approval must first be obtained from the Shire of Wickepin. This form must be submitted a ***minimum of three months prior to the planned event date.***

In addition to approvals the Shire of Wickepin provides advice and guidance to the organisers of community and public events. To protect the health, welfare and safety of those attending, a number of aspects of the event must be considered. These include:

- 1) Venue Safety
- 2) Booking of Shire Facilities
- 3) Electrical Safety
- 4) Stands, Marquees and Stages
- 5) Food Safety and Hygiene
- 6) Amusement Rides and Structures
- 7) Risk Management

2 VENUE SAFETY

Venue safety is governed by the *Health (Miscellaneous Provisions) Act 1911* and the *Health (Public Buildings) Regulations 1992*. Under this legislation the area where the event is held, indoor or outdoor, is considered a public building area for the duration of the event.

The applicant is required to submit a Form 1 'Application to Construct, Extend or Alter a Public Building' along with the accompanying information. Both forms must be submitted at least 30 DAYS prior to the event.

Applications for events >1,000 persons must be received at least 60 DAYS prior to the event.

Event Information (Attachment 1).

Form 1: Application to Construct, Extend or Alter a Public Building (Attachment 2).

3 BOOKING SHIRE OF WICKEPIN FACILITIES

Shire of Wickepin buildings/parks/facilities must be booked before they can be used to host an event. This is not a facility booking form. For further information please visit the website: www.wickepin.wa.gov.au

4 ELECTRICAL SAFETY

The event organiser is responsible for arranging the supply and installation of electricity for the event.

All generators, electrical cabling, switches, fuses and the like should be kept clear of patrons and be properly and safely secured. Electrical cables should be laid UNDERGROUND or OVERHEAD in compliance with all necessary legislation. NO cables are to lie on the ground, unless adequately protected.

Residual Current Devices and circuit breakers must be used to protect electrical outlets and appliances in areas accessible to the public.

All leads or portable outlets must have been tagged and tested within six months by a licensed electrician.

A licensed electrician is required to check all electrical installations such as lighting towers, extension cords, generators etc.

The licensed electrician must complete a Form 5 'Certificate of Electrical Compliance' when all electrical installations are complete. **Approval cannot be issued if this has not been carried out.**

Form 5 Certificate of Electrical Compliance (Attachment 3).

5 SPECTATOR STANDS, TENTS/MARQUEES AND STAGES

Spectator stands, tents/marquees and stages are classified as temporary structures and may require a building permit for their construction.

Temporary structures with an area over 55m² may require certification by a structural engineer or a suitably qualified person.

Certificate of Structural Sufficiency (Attachment 4).

6 FOOD SAFETY AND HYGIENE

The preparation, storage, heating and sale of food at events must comply with the requirements of the *Food Act 2008* and the Australia New Zealand Food Standards Code.

The Shire of Wickepin guidelines for 'Temporary Food Premises' (attachment 8).

Note: No food is to be prepared in a residential kitchen for subsequent sale unless approved by the Local Authority.

7 AMUSEMENT RIDES/STRUCTURES

Amusement Rides must comply with Australian Standard 3553 and be inspected and maintained by a competent person. Yearly inspections of structures, and regular maintenance, should be recorded in a logbook. The applicant should ensure each operator has an up-to-date logbook and plant registration with WorkSafe.

8 RISK MANAGEMENT

A risk management plan is recommended for all events, to ensure the safety of participants.

For events where there are more than 1,000 people assembled, a Risk Management Plan must be submitted with the application for Public Building approval.

The application should be submitted at least 60 days before the event, where numbers exceed 1,000 people.

The risk management plan must comply with AS4360 or ISO 31000 Standards. A template for an Event Risk Management Plan can be obtained by contacting the Shire of Wickepin on 08 9888 1005.

9 ATTACHMENT 1

EVENT INFORMATION

THE EVENT				
Name of the event:				
Date of the event:	Start time:	Finish time:		
Venue:				
Address:				
Maximum patron numbers at any given time:	Total number of people expected:			
Have you ever conducted this event or similar before? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you investigated public liability and duty of care issues and obtained appropriate insurance? <input type="checkbox"/> Yes – copy of Certificate of Currency is attached with application <input type="checkbox"/> No				
EVENT MANAGER				
Name:				
Organisation:				
Address:				
Phone:	Mobile:			
Email:				
Contact Number during the event:				
EVENT DESCRIPTION				
Describe the event (what is the purpose of the event?)				
List details of the type of entertainment being provided, i.e. bands, amusement rides, petting zoo etc.				
EVENT INFRASTRUCTURE				
Please tick the type of structures that you will be bringing onto the site:				
<input type="checkbox"/> Food stalls/vehicles	<input type="checkbox"/> Stages	<input type="checkbox"/> Speakers	<input type="checkbox"/> Generators	<input type="checkbox"/> Seating
<input type="checkbox"/> Lighting towers/cables	<input type="checkbox"/> Amusement rides	<input type="checkbox"/> Toilet facilities	<input type="checkbox"/> Marquees	
<input type="checkbox"/> Other (please specify)				
GENERATORS AND ELECTRICAL EQUIPMENT				
Will there be any generators used to supply power? <input type="checkbox"/> Yes <input type="checkbox"/> No				

EVENT LAYOUT DIAGRAM – use additional paper if necessary

Provide a detailed plan of the event layout. Information that is to be included but not limited to is listed below.

- Marquees
- Stages (include dimensions)
- Speakers
- Lighting towers
- Amusement rides (specify type)
- Toilet facilities (including accessible facilities)
- Food stalls
- Rubbish receptacles (number of)
- Entrances and Exits (include disabled access/egress)
- Fire extinguishers/hose reels (number and type)
- Nearest residents' houses (in metres)
- Patron areas
- Shade domes or other shaded/covered areas for patrons
- Restricted areas
- Water stations
- Market stalls
- Seating arrangements
- Other displays/exhibitions, eg machinery, cars, animals
- Event Information / site office
- Emergency evacuation assembly / muster points
- First aid services
- Fencing – temporary &/or permanent
- Licensed area/s for the sale or consumption of alcohol

NOISE

What provisions have you made to minimize and monitor the level of noise?
(Please consider layout of speakers, location of generators, nearby dwellings)

FOOD STALLS/VEHICLES

Please list all food stall/vehicles that will be trading at the event, including their contact details. This applies to anyone selling, hot food, cold food, ice-creams, beverages, homemade condiments confectionery etc.

This can be submitted in a spreadsheet if easier.

TOILETS

Please indicate the amount of toilet facilities available at your event:

Please see ATTACHMENT 6 for Toilet Provision requirements.

Permanent: Male: Female: Accessible:

Portable: Male: Female: Accessible:

What arrangements have you made for cleaning of these facilities throughout the event?

WASTE DISPOSAL		
Please indicate the number of waste disposal units you are providing and what arrangements you have in place for maintaining these during your event and emptying these after your event?		
General waste bins:	Recycling bins:	Skip bins:
Maintaining and emptying arrangements:		
Do you require Shire assistance to obtain more bins? (fees maybe applicable for this service) <input type="checkbox"/> Yes <input type="checkbox"/> No		
LIQUOR CONSUMPTION		
Will alcohol be served or permitted at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you applied for the relevant liquor permits? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If serving alcohol at your event, have you considered Security requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No		
TRAFFIC MANAGEMENT		
What arrangements have been made to manage parking for event participants and attendees?		
Will your event have a significant impact on road traffic in the area or be on a road? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If your event is an on-road cycling race or speed test, or an on-road vehicle event, do you require a temporary suspension of the Road Traffic Act / Regulations? <input type="checkbox"/> Yes <input type="checkbox"/> No		
RISK MANAGEMENT		
<p>A Risk Management Plan (RMP) is recommended for all events, to ensure the safety of participants. A RMP outlines the risks specific to your event, identifies the likelihood and consequence of the risk occurring, and specifies how to reduce/manage each risk.</p> <p>The key components of a RMP include:</p> <ul style="list-style-type: none"> • Risk register • Risk action plan • Emergency evacuation procedures • Bushfire emergency procedures • Contacts list and communication plan <p>A RMP must comply with AS4360 or ISO 31000 Standards. A printed copy of this document should be held on site for the duration of the event. The Site Manager /Event Organiser is responsible for activating /implementing the Risk Action Plans. A Risk Management Plan Template can be obtained from the Shire of Wickelpin.</p>		
Do you have a Risk Management Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Event Promotion		
<p>If you would like your event considered for inclusion on the Shire's "What's On" website listing, please lodge your request via the online form.</p> <p>Click here to complete the online form.</p>		

10 CREATING ACCESSIBLE EVENTS

It is important that people with a disability have the same opportunities as other community members to access and participate in public meetings, consultation, functions and events.

People with a disability can face barriers when attending and participating in public functions in a variety of ways. They may experience difficulty hearing what is said, seeing small print on an invitation, climbing stairs to a venue, understanding signage or using a rest room in the building.

To ensure the events can be accessed and enjoyed by people of all ages and abilities, it is important to consider the items on this checklist. It is recommended that the organisers visit any venues or sites chosen for a public function or meeting so that they may be satisfied with the accessibility of the venue and services provided.

Whenever possible functions should be held in fully accessible venues. It is recognised that standards for access have changed over time and many older buildings will not comply with current requirements. Event organisers, however should always select the most accessible venues for public functions.

In instances where the venue is not fully accessible some access barriers may be addressed by having informed staff available to provide assistance and through hiring equipment or facilities, such as an accessible toilet, ramp or audio loop.

11 Checklist for Creating Accessible Events

INVITATIONS AND PROMOTIONAL MATERIAL

Many people in our community experience difficulty in hearing, seeing and communicating with others. There are many simple ways to ensure your invitations and promotional material are accessible to people with a disability.

TEXT	
Have you used a plain font (such as Univers, Helvetica or Arial) in your invitations and promotional material?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have the invitations and promotional material been printed on matt paper and in contrasting colours?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the text uncluttered with an absence of background graphics and patterns?	<input type="checkbox"/> Yes <input type="checkbox"/> No
CONTENT	
Did your invitation or promotional material state whether the venue is accessible to people who use wheelchairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did your invitation or promotional material state whether the venue is accessible to people who use wheelchairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did your invitation include information about the accessible facilities at the venue such as the location of parking or nearest set down area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you encouraged your invited guests to identify whether they have any access requirements such as accessible parking, and audio loop or sign language interpreter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is written promotional material available on request in alternative formats such as large print, audio tape, computer disk or Braille?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you included in the invitation your facsimile number and email address, so guests have alternative ways of communicating their attendance?	<input type="checkbox"/> Yes <input type="checkbox"/> No

EXTERNAL ENVIRONMENT

People with a disability require a continuous, even accessible path to travel. An accessible path of travel means there are no obstacles in the internal or external environment such as revolving doors, kerbs or steps.

ACCESSIBLE PARKING BAYS	
Does the venue have accessible parking bays identified by the international symbol of access?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Raised sign?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ground markings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the distance from the car park to the entrance less than 40m?	<input type="checkbox"/> Yes <input type="checkbox"/> No
CONTINUOUS ACCESSIBLE PATH OF TRAVEL	
Is there a continuous accessible path of travel, to the building from the:	
Accessible parking bays?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Set down area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If there are steps to the building is there a ramp available for wheelchair users?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do all steps have handrails?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a contrasting strip on step edges?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If there is a ramp to the building	
Is the gradient no steeper than 1:14?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the ramp lead to the main entrance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
THE BUILDING - EXTERNAL	
Is the entrance threshold level?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If there is a step/s at the entrance of the doorway is there a ramp of not more than 450mm in length and with a gradient of 1 in 8?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the entrance door easy to open?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the clear door width space of 800mm (preferred) or 850mm?	<input type="checkbox"/> Yes <input type="checkbox"/> No

THE BUILDING - INTERNAL	
Is the enquiry or reception counter low enough for a wheelchair user?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the venue have an accessible path of travel from the front entrance to all areas guests will use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If there are internal steps:	
Do all steps have handrails?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a contrasting strip on the edge?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If there are internal ramps:	
Are they no steeper than 1:14?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do they have handrails?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do all door widths have a clear space 800mm (preferred) or 850mm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If there is only side approach to the door, is there 1200mm clear space in front of the door?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the venue have a non slip floor surface or carpets with a firm low pile of 6mm or less?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the facilities in the venue clearly signed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the venue well lit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any areas of high reflection or glare?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TOILETS	
Does the venue have unisex accessible toilets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the toilet situated on the same floor as the function?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the door width have a clear space of 800mm (preferred) or 850mm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the door of the toilet opens inwards, is the space large enough so the person in the wheelchair can shut the door once inside?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there 950mm space at one side of the toilet pan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a grab rail next to the toilet at 800mm-810mm high, preferably in an 'L' shape?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SIGNAGE	
Does the venue have clear, directional signage?	<input type="checkbox"/> Yes <input type="checkbox"/> No

12 The Function

Everyone wants to be able to see the stage, hear speeches being made and understand training or messages being delivered.

The following checklist will ensure your information is one where everyone's communication requirements are met.

If you are organising a sit down function and your guests include people using wheelchairs, the following checklist will assist you to create an event where all of your guests feel comfortable and relaxed.

COMMUNICATION	
Is there a position where the interpreter will stand, so people who are deaf or hard of hearing can see both the person speaking and the interpreters face and hand movements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can the audio visual technician position spotlights on the interpreter, which distributes light clearly and evenly to the face and upper body?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the venue have an audio loop installed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If there is an audio loop, what type:	<input type="checkbox"/> induction loop <input type="checkbox"/> infra-red <input type="checkbox"/> FM
Has it been placed towards the front of the room with clear sight lines to the stage and the interpreter?	<input type="checkbox"/> Yes <input type="checkbox"/> No

13 ATTACHMENT 2

13.1 APPLICATION TO CONSTRUCT, EXTEND OR ALTER A PUBLIC BUILDING

Health (Miscellaneous Provisions) Act 1911

Health (Public Buildings) Regulations 1992

I being the owner/agent hereby apply under Section 176 of the *Health (Miscellaneous Provisions) Act 1911* to construct alter or extend a public building.

PREMISE DETAILS	
Name of:	
Location Number:	
Street:	
Town/Suburb:	
Nearest Cross Street:	
In support of this application I hereby submit plans, details as required together with prescribed fee.	
Any of the following may sign this notice: The owner, occupier, manager, trustee or other person by whose authority such public building is intended to be built, created or converted thereto.	
Signature:	
Owner/Agent:	
Address:	
Email:	
Phone:	Mobile:

14 ATTACHMENT 3

14.1 FORM 5 CERTIFICATE OF ELECTRICAL COMPLIANCE

Health (Miscellaneous Provisions) Act 1911

Health (Public Buildings) Regulations 1992

To be completed by the electrician following their inspection of the power arrangements at the event

Date:
To the Shire of Wickepin, I hereby certify that the electric light and /or power – installation, alteration, addition – at the under mentioned premises has been carried out in accordance with the Health (Public Building) Regulations 1992
Name and Initial of Occupier:
DETAILS OF BUILDING
Name:
Location number:
Street:
Suburb/Town:
Postcode:
PARTICULARS OF INSTALLATION
Describe any electrical work for which you are not responsible in these premises:
Signature of licensed electrical contractor or electrical worker authorized to sign on behalf of the electrical contractor/in-house electrical installer:
Signature:
Contractors/in-house electrical installer's Business Name:
Contractor's/in-house electrical installer's Registration No:
Contractor's/in-house electrical installer's Address:
Contractor's/in-house electrical installer's phone no:

15 ATTACHMENT 4

15.1 CERTIFICATE OF STRUCTURAL SUFFICIENCY

To be completed by a qualified/competent person following the structure being built/installed at the event

Location of temporary structure:	
Description of works:	
I certify that:	
I have checked that:	
I have checked the structural integrity of the subject structure/s:	
This certificate applies for the following dates and times:	
DECLARATION	
I certify that the above structures have been erected in accordance with engineering details and have been constructed to be structurally adequate.	
Name:	
Address:	
Qualifications (please indicate):	
Signature:	Date:

16 ATTACHMENT 5

16.1 TEMPORARY FOOD PREMISES

Temporary food stalls have become important features at many festivals, fetes and markets held all year round in The Shire of Wickepin. Food stalls play an important role at these events by offering a variety of tasty and exotic foods for sale.

The Shire of Wickepin licenses temporary food stalls in accordance with the Food Safety Standards Code of Australia, the *Food Regulations 2009* and the *Food Act 2008*.

Temporary food stalls can pose a higher risk to consumers than takeaways and restaurants due to their temporary nature. Therefore, it is important to ensure you follow these guidelines closely when setting up and operating a temporary food stall. That way you can ensure you are providing your customers with safe food.

All operators of a temporary food stall have a responsibility and a duty of care to ensure that all foods and beverages produced, stored, handled or offered for sale from the food stall and the setup and structure of the food stall are in compliance with the requirements of the *Food Act 2008*, the *Food Regulations 2009* and the Food Safety Standards Code of Australia.

The standard of food stalls construction, personal hygiene and methods of food production generally, shall at all times protect food from environmental and personal contamination,

e.g. sun, dust, vermin, touching and coughing (by food handlers and/or the public) etc.

This guide is based on the above Act, Regulations and Code and will provide adequate information to set up and operate your food stall.

16.1.1 SKILLS AND KNOWLEDGE

All applicants and persons undertaking food handling operations are required to have appropriate skills and knowledge commensurate with the activities proposed to be conducted and the type of food proposed to be prepared.

Charities and community organisations are exempt from Skills and Knowledge requirements if;

- There is no personal financial gain, that is, all moneys raised are used for charitable or community purpose; and
- The food sold is shelf stable e.g. Biscuits, cakes without cream, jams or chutneys; or
- The food is consumed immediately after thorough cooking e.g. Sausages sold straight from the barbecue.
- These food handlers must still comply with the health and hygiene requirements of the Food Safety Standards.

The event organiser should ensure that all food handlers and supervisors have the necessary skills and knowledge they need to handle food safely. Should you require any further details or advice in relation to the skills and knowledge component please contact the Shire of Wickepin on (08) 9888 1005.

16.1.2 DO I NEED A LICENCE?

All food businesses where food is intended to be sold for profit require to be licensed under the *Food Act 2008*.

Any person intending to sell food for profit from a temporary food stall is therefore required to apply to the Shire of Wickepin for a food licence.

Although the following operations are exempt from licensing they still need to comply with the requirements of the Food Safety Standards. It is therefore advisable to follow the guidelines and information laid out in this document to ensure that you comply with the legislation.

The following do not require a licence:

- Food business is a charity or community group not involving the handling of potentially hazardous food (PHF - food requiring temperature control to prevent the growth of pathogenic microorganisms or the formation of toxins);
- Food business is a charity or community group whereby food is for immediate consumption after being appropriately cooked e.g. sausage sizzle; and
- Food business consists solely of selling food that is not potentially hazardous food and is contained in a closed package so that it cannot be handled in the course of conducting the food business e.g. lollies and snack foods.

16.1.3 APPLICATION PROCESS

- 1) Complete the Foods Vendors List (see 16.1.9), attach supporting documentation for each food vendor.
- 2) Submit together with your completed event application forms to the administration office.
- 3) If you have trouble completing the application form, please phone the Shire of Wickepin on (08) 9888 1005.
- 4) The Shire will assess your application and approved food vendors will be listed in your Conditions of Approval.
- 5) The event organiser will be responsible for contacting all food vendor applicants regarding their status to operate at your event.

Please ensure that the Food Vendors List and all supporting documentation is submitted together with your Event Application to avoid delays.

16.1.4 TEMPORARY FOOD STALL CHECKLIST

A checklist has been developed for food stall operators to ensure the correct set up and operation of a temporary food stall. A copy of this checklist is at the back of this guide. Use the checklist each time you set up and operate your stall. It will help to ensure that you have all the correct equipment, adequate structure, and adequate facilities and follow good hygiene practices.

16.1.5 STALL DESIGN LAYOUT AND STRUCTURAL STANDARDS

If you are planning to operate a food stall, visit the proposed site to ensure it is suitable for preparing, storing, handling and selling food, before you commence operation.

STRUCTURE AND LOCATION

- A one day food stall shall consist of a food stall of which the roof and three sides are covered with plastic sheeting or vinyl as approved by the EHO. A lesser standard may be approved if all foods for sale are pre-wrapped. This will help to protect the food from contamination. The material used should be something that will not absorb grease and be easily cleaned.
- The floor of the stall should be easy to keep clean. In some instances if the ground will not pose a risk to food safety, such as concrete or paving then no additional flooring will be necessary.
- Equipment, tables and benches are to have good support and be covered with a material that is easy to keep clean or are to be smooth, impervious and free from cracks and crevices.
- An uninterrupted supply of power shall be provided, if required, to the food stall for refrigeration and lighting purposes. Such installation shall be in accordance with requirements of the relevant Power Supply Authority and, including all electrical cables and cords, must carry a current testing tag.
- The use of inbuilt or portable generators for the provision of power is acceptable.

TRANSPORTING FOOD

Contamination of foods during transportation shall be prevented through ensuring that:

- All food is transported in sealed appropriate packaging or containers;
- Chilled or hot foods are maintained at the correct safe temperatures;
- Raw foods and cooked foods are kept separate.
- Vehicles used in the transport of food must be maintained in good repair and clean with separate storage for food and non-food products.

PROTECTION OF FOOD

- Disposable eating and drinking utensils are recommended, however reusable utensils may be used, provided suitable means for adequately washing, rinsing and drying these utensils are provided.
- All food stored inside the stall shall be 750mm above the ground and covered or in closed containers to protect the food from dust and insects.
- Food shall not be displayed so as to be openly accessible to the public. A physical barrier shall be provided by the means of a sandwich display type counter, Perspex glass sneeze guards or clear plastic siding to the stall.
- All condiments such as sauce, mustard, etc, shall be contained in squeeze type dispensers or in individual sealed packs.
- All disposable eating utensils shall be pre-wrapped in paper napkins, cellophane bags or similar material prior to distribution to the public.
- Drinking straws. Paper cups, spoons, etc, shall be enclosed in suitable dispensers or otherwise protected from contamination.

- Food stalls are not to be located in close proximity to events or activities that may create or cause dust.
- Tea, coffee, cordial and/or other beverages shall be dispensed from an enclosed or lidded receptacle equipped with a tap or spout.
- All food handlers to be clean in person and in attire and are appropriately dressed.
- All pre-packaged foods shall be labelled in accordance with the provisions of the Foods Standards Code and include the following:
 - The name of the food;
 - Name and address of supplier;
 - Every ingredient in the food by its common name. Ingredients are to be listed in descending order of ingoing weight;
 - Use by date and best before date;
 - Nutritional information panel.

WASHING FACILITIES

- Separate hand washing and utensil washing facilities are to be provided. Set up two containers (around 20 litres by volume) fitted with taps. Label each container, one 'Hand washing only' and the other 'utensil washing only'.
- Hot water and/or sanitiser are to be available for cleaning.
- Liquid soap and disposable paper towels are to be provided for hand washing.
- All cooking utensils are to be removed from the site at the end of the day and thoroughly cleaned and sanitised in dishwashing facilities connected to hot water or the double bowl sink method.

COOKING

- All cooking and hot food storage equipment is to be located under cover, within the food stall or otherwise suitable protected from contamination.
- Cooked foods to be kept separate from raw foods.
- Use different chopping boards/work surfaces, equipment and utensils for handling raw and cooked foods.
- Raw foods awaiting cooking and foods which have been cooked shall not be displayed outside the stall. Raw food awaiting cooking shall not be stored or held outside the stall except in appropriate closed containers.
- If cooking equipment is located at the front of the stall, provide a sneeze barrier to protect the food. Locate any BBQ away from close proximity to the public, i.e. Back of the stall. Remember, a BBQ can pose a danger to the public, especially young children.
- The cooking area shall be kept free of dust borne contamination and droplet infection (coughing, sneezing by the public). Where cooking is carried out adequate provision shall be made to protect the food stall walls, floor and roof from heat, flame and splashing.
- A dry chemical fire extinguisher of suitable capacity must be placed in the stall if cooking is conducted within the stall.

FOOD TEMPERATURE CONTROL

- All takeaway foods prepared on a stall shall be for immediate sale and consumption unless a suitable food warmer or food display, maintaining the food at a temperature of at least 60°C (hot foods), or below 50°C (cold foods) is provided.
- Pre-prepared food products or pre-packed food consisting wholly or in part of fresh cream, custard, trifle or similar food which promotes bacterial growth shall not be sold from a temporary food stall, unless stored or displayed under refrigerated conditions as prescribed above.
- All raw food and perishable foods such as steaks, hamburger patties, frankfurts, shall be stored in a portable cooler together with an adequate supply of ice or cooling medium.
- The sale of pre-cooked chicken or pre-cooked chicken pieces or pre-cooked rice from a temporary food stall is not permitted.
- No smoking is permitted in areas where food is being prepared or cooked.
- Juvenile food handlers to be supervised by a responsible adult. The total number of food handlers is to be kept at a minimum.
- Persons handling monies must not handle unpackaged foods.

- No animals or pets allowed within 10 metres of food stalls or vans, except for assistance animals. Food stalls and vans to be a minimum of 10 metres from public sanitary conveniences.

WASTE

- Provide refuse containers with a fitted lids and bin liners for the disposal of waste and label 'refuse only'. Clean and empty the bin regularly or when full.
- All waste oil must be placed into a suitable container such as the original and removed at the end of the event. Larger amounts should be removed by a licensed waste contractor.
- Waste water is to be stored in a container and labelled 'Waste water only' and disposed into a sewer under a trade waste approval.

EQUIPMENT

- Mobile refrigerators/cold rooms will be needed to store the bulk of your high-risk food for the day.
- Insulated containers such as eskies packed with ice can be used for storing small amounts of food waiting to be cooked.
- A thermometer must be kept on site and used to regularly check the temperature of hot and cold foods. Electricity supplies at temporary events can be unstable and cut out without operators knowing. Checking the thermometer regularly and recording temperatures will alert you to any potential problems.
- Food found not being stored at the correct temperature may be investigated by a Council officer and seized to prevent sale. Therefore temperature records are essential to prove your food has been kept at the correct temperature.

When handling food always consider:

- Am I protecting the food from contamination?
- Am I maintaining the food at the correct temperature?

16.1.6 OPERATIONAL REQUIREMENTS

TEMPERATURE CONTROL

Effective temperature control is one of the most important ways to minimise the growth of bacteria and the risk of food poisoning.

TEMPERATURE CONTROL TIPS

- 1) Delivery: always check that food is at the correct temperature when delivered, either below 5°C or above 65°C. Use a thermometer, such as one with a metal probe.
- 2) Storage: never reheat food in a bain marie. These should only be used to store hot food, which should have an internal temperature of above 60°C.
- 3) Regularly check and record temperatures of refrigerators, freezers and refrigerated display units.
- 4) Preparation: keep food temperatures out of the danger zone (5 – 60°C) by planning your time, menu, cooking, and storage in advance.
- 5) Thawing: Never thaw food at room temperature. Food should be thawed in a refrigerator or cold room at 5°C. If time is limited, thaw food in a microwave oven. Always thoroughly thaw food such as poultry before cooking.
- 6) Cooking: thoroughly cook meat and poultry dishes. Bacteria found naturally in meat and poultry, such as Salmonella, will be destroyed when cooked to temperatures over 60°C.
- 7) Cooling: cool food rapidly to 5°C within four hours. Cool food slightly at room temperature for no more than 20 minutes, then place in the cold room below 5°C.
- 8) Reheating: reheat food quickly, and in small quantities, to at least 70°C to stop bacteria growing.
- 9) Display: make sure cold food is at 5°C or below, and hot food is at 60°C or above, before placing in the display unit or salad bar. Do not overload the display unit and do not display sandwiches and cream cakes on the counter or at room temperature.

PERSONAL HYGIENE

It is essential that people handling food use high standards of personal hygiene.

Hand washing is a vital part of personal hygiene. Personal hygiene tips when working with food include:

- Wash hands regularly even if you use gloves and utensils, you still must wash your hands and keep them clean, in particular:
 - Before handling food;
 - Immediately after handling raw food, especially raw meat or poultry;
 - After going to the toilet;
 - After handling money;
 - After blowing their nose, sneezing or coughing;
 - After breaks;
- Have a separate hand wash basin in every food preparation area;
- Wear clean clothes, apron and where practicable, protective food handling gloves and food handling tongs;
- Don't wear jewellery on hands and wrists, as bacteria can become caught in jewellery and contaminate food;
- Cover cuts and sores with clean waterproof dressings;
- Tie back and/or cover hair;
- Keep fingernails short, clean and without nail polish: cracked and long nails can harbour bacteria and nail polish can flake into food;
- Avoid touching their face or hair;
- Wash uniforms, smocks or aprons daily;
- over cuts and sores with waterproof, brightly coloured Band-Aids. They can be seen in the food if they fall off and the food can then be disposed of;
- Don't prepare food when you are ill, particularly if you have cold symptoms, vomiting, diarrhoea, or skin infections on the hand;

ILLNESS

Food handlers with symptoms of food poisoning, such as diarrhoea, vomiting or stomach pains, must not handle food and must leave the food preparation areas immediately. All other illnesses and skin conditions must be reported to a manager/supervisor or the licence holder who then needs to determine if these conditions pose a risk of spreading bacteria or disease should the person continue to handle food.

CROSS CONTAMINATION

Cross contamination occurs when food becomes contaminated with bacteria from another source. Cross contamination causes about 20% of all food borne illness breakouts. Some ways to prevent cross contamination include:

- Use separate cutting boards for raw and cooked food (colour or label boards to remember their purpose);
- Prepare raw and cooked foods in separate areas;
- Wash raw fruits and vegetables thoroughly to remove soil and contaminants before cutting;
- Clean and sanitise equipment and utensils after cutting raw meat and before preparing cooked or raw food;
- Clean and sanitise preparation benches and sinks between different tasks and at the end of each day;
- On cold room shelves, store raw meats beneath and separate to cooked meats, vegetables and fruits;
- Always wash your hands with soap and water or change gloves after carrying out different tasks;
- Cover all food to prevent contamination;
- Allow dishes to air dry rather than using a tea towel that could be contaminated;
- Throw away cracked or chipped crockery as bacteria can hide in cracks and contaminate food.

CLEANING

Cleaning and sanitising cooking utensils and equipment used to prepare food is essential for the safe operation of any food business.

Cleaning is the removal of visible dirt, grease and other material. Sanitising is the use of heat or chemicals to reduce bacteria. Neither method removes or kills all bacteria.

- Clean and sanitise all cutting boards and preparation benches after each use, particularly when changing from preparing raw to cooked foods;
- Store cleaning products away from food;
- Use different cloths for cleaning different types of food areas and equipment;
- Soak cleaning cloths in sanitiser on a daily basis.

WASTE MANAGEMENT

It is important to ensure your rubbish is adequately protected from pests and does not create an odour problem. Some Waste Management tips include:

- Choose bins large enough to hold all of your rubbish;
- Make sure your bin has a lid that fits. This will prevent pests from accessing the waste and transferring dirt and diseases from the bin to clean benches or crockery in your kitchen;
- Don't let your rubbish sit rotting. Waste should be removed regularly.

WHAT IS THE BEST WAY TO SERVE TASTE SAMPLES?

When serving, it is important to keep the food protected from all the different types of contamination. Ways to protect food from contamination include:

- Provide single serves of the food sample. Use disposable products such as cups, spoons, toothpicks to minimise handling by the customer;
- Provide a physical barrier, such as perspex, between the customer and the food display small quantities, so food samples have less time to become contaminated;
- If required, keep the food samples hot or cold. Some samples may be kept out of temperature control if the time and temperatures are carefully monitored;
- Supervise to ensure that customers do not re-dip spoons or other items;
- Provide litter containers so customers can dispose of single use items;
- Use tongs and gloves when you handle samples;
- Have a sign stating "no double dipping, single serve only".

16.1.7 LABELLING

Under the Food Standards Australian New Zealand (FSANZ), all packaged food must be labelled.

Exemptions apply to:

- unpackaged food;
- whole or fresh cut fruit and vegetables;
- food sold at fundraising events;
- food packaged in the presence of the purchaser;
- food made and packed on the premises from which it is sold.

Although these exemptions apply, businesses must be able to inform the public of the contents of food either verbally or in writing if requested.

LABELLING REQUIREMENTS FOR PACKAGED FOODS

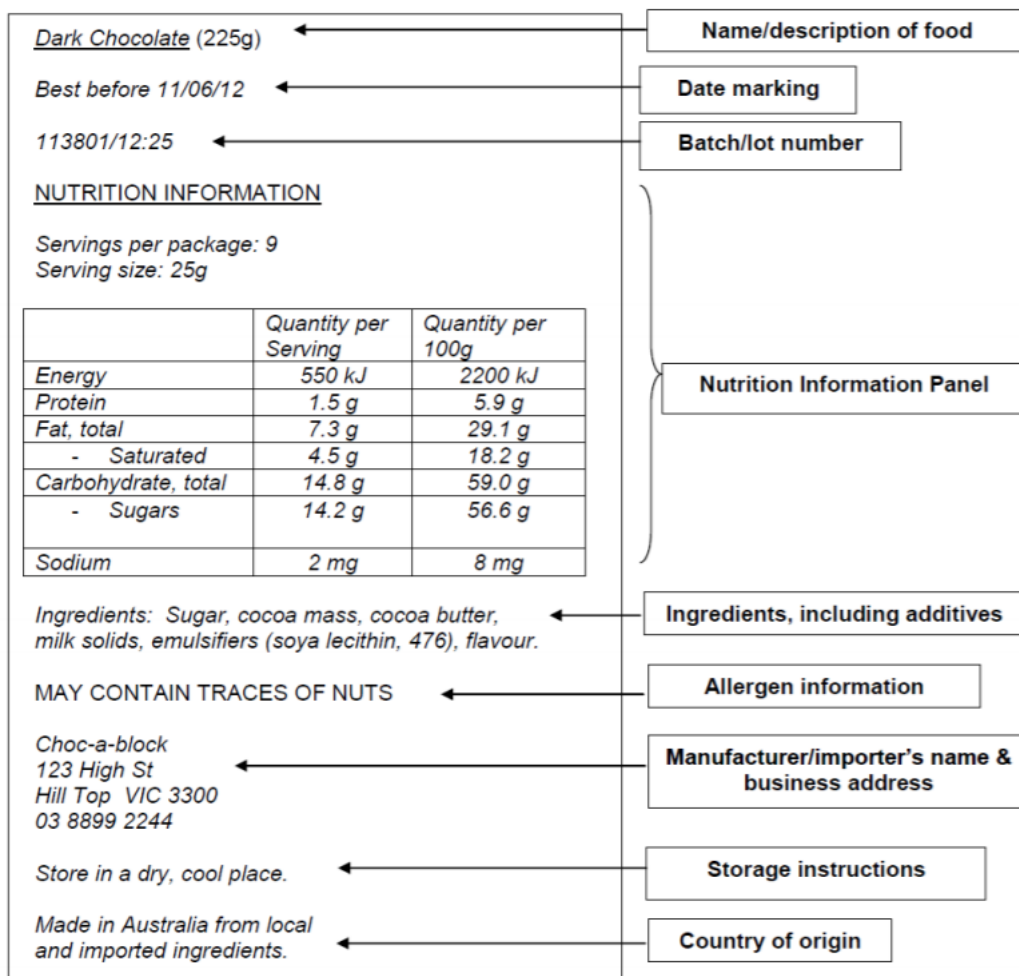
If you have any food that is going to be sold in a package, eg jams, chutneys, sauces, cakes, slices, biscuits, or if you repack bulk food into smaller portions eg nuts, lollies, etc, then the food must have a label stating the following information:

- 1) the label must be clearly and legibly written in English;
- 2) the label must have the name of the food product;
- 3) the label must have a list of the ingredients in descending order by weight/volume;
- 4) the label must provide details (name/address) of the persons who made the product. This could be the name of the club and contact details PLUS a code which is used by the club to identify the person who made the product;
- 5) the label must contain either a use by date, best before date, or the date of manufacture of the product.

Note: Food that has been packaged in front of the consumer/purchaser does not require a label.

It is the responsibility of the organising body of the fair, carnival, fete, etc, to ensure that all proposed temporary food stallholders make personal contact with the EHO prior to the establishment of the temporary food stall, to discuss all or any of the above requirements.

It is the responsibility of the organising body of the event, fair, carnival, fete, etc, to ensure the compliance of all temporary food stalls with the above requirements, including electrical safety.



16.1.8 TEMPORARY FOOD STALL CHECKLIST

This checklist has been designed for operators to use each time a temporary food stall is set up. It will help you understand what is required to operate a temporary food stall.

LICENCE

- Refer to Temporary Food Stall Guide for information;
- Copy of current licence available.

STRUCTURE

- Covered stall;
- Barrier between public and stall, particularly when a hot box or BBQ is used;
- Floor covering easy to clean;
- Cooking equipment located to protect food from contamination;
- Dry type chemical fire extinguisher available for use;

TEMPERATURE CONTROL

- Refer to Temporary Food Stall Guide for temperature requirements;
- Potentially hazardous foods store within temperature control;
- Thermometer in use;
- Temperature records kept;
- Temperature control during transport.

STORAGE

- Food stored in clean and hygienic environment;
- Separate raw and cooked foods;
- Food covered;
- No food stored directly on the ground.

PREPARATION

- Time taken to prepare food at the food stall kept to a minimum i.e. within 2 hours;
- All food prepared inside food stall;
- Raw and cooked food prepared and stored separately;
- Food protected by a physical barrier;
- All food prepared on tables.

SERVING

- Money and food handled separately
- Tongs, spoons, spatulas, gloves used to handle food;
- Disposable eating and drinking utensils used;
- Sauces, condiments are in squeeze type dispensers or sealed packs.

TASTE TESTING/DISPLAY

- Single serve utensils, sneeze guards;
- Signs stating “No double dipping”, “Single serve only”;

PERSONAL HYGIENE

- Refer to Temporary Food Stall Guide for personal hygiene requirements;
- Clean personal attire and habits;
- No smoking in food stall;
- No cuts, illness, sores on food handlers;
- 20 litre water container with tap labelled “Hand Washing Only” and bucket to collect waste water;
- Liquid soap and paper towels supplied for staff use.

GENERAL CLEANING

- Refer to Temporary Food Stall Guide for cleaning requirements;
- Walls, floors, ceilings are clean;
- Utensils and equipment cleaned and sanitised regularly;
- Hot water/sanitiser available for emergency cleaning;
- 20 litre water container with tap labelled “Utensil Washing Only” and bucket to collect waste water;
- Overall stall clean.

WASTE MANAGEMENT

- Refer to Temporary Food Stall Guide for waste management requirements;
- Refuse bins with lid and liner supplied;
- Wastewater stored in container labelled “Waste Water Only”;
- Waste water disposed into sewer or other appropriate drain;
- Waste oil stored and disposed of correctly and safely.

17 ATTACHMENT 6

17.1 Provision of Toilets at Public Events

EVENT ORGANISER RESPONSIBILITIES

Where existing toilet facilities are inadequate for an event, additional portable units must be made available. Toilet locations should be:

- well marked
- well lit (including surrounding area) if night usage is expected
- serviced (including pump-out of portables) on a 24-hour basis during the event (vehicle access is necessary)
- located away from food storage and food service areas.

Other considerations in the provision of toilets are:

- provision for the safe disposal of needles, syringes and other sharps away from the reach of children
- if appropriate, provision of condoms at some events.

In determining the number of toilets to be provided for particular events, the following criteria should be considered:

- the duration of the event
- the type of crowd
- whether or not the event is pre-ticketed (and crowd numbers known)
- staggering finishing times where there are multiple functions
- the weather
- whether or not alcohol will be consumed.

The tables below provide guidance on the provision of toilet facilities at events.

Toilet facilities for events where alcohol is not available					
Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Toilet facilities for events where alcohol is available					
Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

The figures in the previous two tables may be reduced as follows for events of shorter duration:

Duration of event	Quantity required*
8 hrs plus	100%
6-8 hrs	80%
4-6 hrs	75%
Less than 4 hrs	70%

*expressed as a percentage of the toilets recommended in the previous two tables.

UNIVERSAL ACCESS TOILETS

At least one universal access toilet is required for events with up to 2000 patrons. Beyond 2000 patrons, additional toilets facilities may be required.

TOILETS FOR FOOD VENDORS

Separate toilet and hand washing facilities must be made available for food handlers. Food handlers must be provided with soap and warm, running water for hand washing. Hygienic hand drying facilities must also be available.

GENERAL CONSIDERATIONS

In an outdoor setting, provision of additional toilets through the hiring of temporary portable toilets is the responsibility of the event organiser.

The maintenance and cleaning schedule for toilets and hand-basins should ensure:

- an adequate supply of toilet paper and soap
- maintenance of hand-drying facilities (e.g. re-stock paper towels, ensure hand-dryers functional)
- cleaning of toilets to a suitable timetable
- provision for disposal and removal of sanitary napkins
- availability of plumber or appropriate maintenance person to repair or remove blockages
- organisers should ensure that adequate cleaning supplies are available for cleaning staff.
- Event organisers must ensure that the toilet facilities remain in a hygienic condition at all times during the event

18 ATTACHMENT 7

18.1 Noise – Concerts, events and organised gatherings

BACKGROUND

Balancing a need for entertainment with the community's right to enjoy reasonable quiet is a difficult task and noise pollution from concert events has historically been a challenge to manage.

Generally, noise emitted from any premises must comply with the provisions of the Environmental Protection (Noise) Regulations 1997. However, noise regulation 18 allows the CEO of a local government to approve an event if satisfied that its noise emissions would exceed the assigned noise levels; and it would lose its character or usefulness if it had to meet the assigned levels.

GUIDELINES

Application for Noise Regulation 18 Approval

A noise regulation 18 application should be submitted to the local government of the district in which the event is to be held at least 60 days before the event. An application fee is payable by the applicant to the approving authority.

As a minimum, the application should include details relating to start and finish times, sound level limit calculations, PA system set-up, monitoring responsibilities, complaint management and event notification. Noise from stage construction and deconstruction activities before and after the event should also be considered and stipulated in the application.

For major events, the application should also contain noise prediction information and a noise management plan.

NOISE PREDICTION INFORMATION

Events that are likely to affect a significant number of residents around the venue need to be assessed for potential noise impacts. Therefore, a noise prediction report should be included in the application.

Noise level predictions are commonly performed using a computer model but for small scale events 'hand' calculations may be acceptable.

Noise prediction reports should contain the following information:

- 1) Venue details.
- 2) Likely environmental conditions.
- 3) Equipment location and type.
- 4) Where barriers are positioned for sound attenuation.
- 5) Proposed sound levels for a worst-case scenario.
- 6) At the mixing desk and nearest noise sensitive premises.
- 7) Distance from mixing desk to the stage loudspeakers

19 ATTACHMENT 7

19.1 REG 18: APPLICATION FOR AN EVENT NOISE EXEMPTION

EVENT DETAILS		
Event Name:		
Event Location:		
Event Address:		
Event Description:		
Event Date (s):	Start Time:	Finish Time:
Bump In Date:	Start Time:	Finish Time:
Sound Check:	Start Time:	Finish Time:
Bump Out:	Start Time:	Finish Time:
Has this event been run in the past? <input type="checkbox"/> Yes, date: _____ <input type="checkbox"/> No		
This certificate applies for the following dates and times:		
APPLICANT DETAILS		
Applicants Name:		
Name of Business:		
ABN/ACN:		
Postal Address:		
Mobile:	Phone:	
Email:		
DESCRIPTION OF KEY ACTIVITIES		
Please provide a brief reason why this noise exemption is required and the main noise source:		

Important Supporting Information to accompany Attachment 7:

The following information is required to be submitted with this form:

- Site plan showing stage, location of PA system and property boundaries etc
- The noise control measures to be implemented
- Noise monitoring procedures or activities to be undertaken
- Complaint response procedure to be adopted
- Method of providing notification to surrounding properties (include copy of any notices)

20 Hold Harmless Agreement

For events held on the Shire of Wickepin managed or owned venues.

EVENT DETAILS		
Event Name:		
Event Location/s:		
Name of Event Organiser:		
Organisation represented:		
Event Date (s):	Start Time:	Finish Time:
Agreement: In consideration for the use of the facility/s shown above, which are owned/controlled by the Shire of Wickepin, I/We agree to hold the shire of Wickepin harmless for any damages, acts or incidents that occur as a result of the above event held by me/us. Further, I/We assume all liability for specific losses arising from the event listed above and release the Shire of Wickepin from all liability and costs incurred arising from or incident to the event.		
Name of Responsible Party:		
Address of Responsible Party:		
Contact Number:		
Signature:		
Date:		

21 DECLARATION AND SUPPORTING DOCUMENTS

The following documents are **REQUIRED** when submitting your Event Application:

- Site Plan of event
- Copy of Public Liability Insurance
- Hold Harmless Agreement (for events on Shire of Wickepin managed or owned venues)

The following documents may be required depending on the type and nature of your event. These must be submitted if notified by the Shire of Wickepin that they are required for your event to be assessed:

- Traffic Management Plan
- Risk Management Plan
- Emergency Evacuation Plan

To be submitted a minimum of 14 days prior to the event start date:

- Food Vendors List and supporting documentation
- Amusement Structure Permit Application

DECLARATION

I declare that the above information is correct to the best of my knowledge.

Signature: _____ Name: _____ Date: _____

Lodging your application:

In Person: Shire of Wickepin, 77 Wogolin Road, Wickepin
By Mail: Shire of Wickepin, PO BOX 19, Wickepin, WA, 6370
By Email: admin@wickepin.wa.gov.au

Should you have any queries regarding any of the above, please do not hesitate to contact the Shire of Wickepin on 08 9888 1005

OFFICE USE ONLY	
Central Records #:	<i>(scan application and attachments)</i>
Required documents included <i>(site plan, copy of public liability insurance certificate, Hold Harmless agreement)</i> <input type="checkbox"/>	
Assigned to CEO / Admin in central records <input type="checkbox"/> <i>(Admin to send to Building / EHO)</i>	