SHIRE OF IRWIN
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Shire of Irwin

Event Application Package



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SHIRE OF IRWIN EVENT APPLICATION

EVENT APPLICATION PACKAGE

This **Events Application Package** forms part of the Shire of Irwin's Events Management Process, which is used to manage the application process for all public events conducted within the Shire. Included in this package is information for the event organiser and the **Event Application Form** which applicants must submit at least eight (8) weeks prior to the event.

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Level	Descriptor	Consequence Details
1	Insignificant	No injuries, low financial loss
2	Minor	First Aid required, temporary halt of event, medium financial loss
3	Moderate	Medical treatment required, external assistance required, high financial loss
4	Major	Extensive injuries, major halt of event, emergency services, major financial loss
5	Catastrophic	Death, potential prosecution, catastrophic financial loss

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Level	Descriptor	Likelihood Details
5	Almost Certain	Is expected to occur in most circumstances, more than once a year
4	Likely	Will probably occur in most circumstances, once a year event
3	Possible	Might occur at some time, once in 3 year event
2	Unlikely	Could occur at some time, once in 10 year event
1	Rare	May Occur at some time, once in 15 year event

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Risk Evaluation – by using the above tables the risk can be assessed as either low, medium, high or extreme. This can be demonstration in Table 3 below. 17

Table 3: Example Consequence Table

		Consequence				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Likelihood	5 – Almost Certain	Moderate 5	High 10	High 15	Extreme 20	Extreme 25
	4 – Likely	Low 4	Moderate 8	High 12	High 16	Extreme 20
	3– Possible	Low 3	Moderate 6	Moderate 9	High 12	High 15
	2 – Unlikely	Low 2	Low 4	Moderate 6	Moderate 8	High 10
	1 – Rare	Low 1	Low 2	Low 3	Low 4	Moderate 5

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Executive Summary

Introduction

This document has been designed to assist Council, Sporting and Community Groups and other organisations in the running of public events within the Shire of Irwin.

This package is a practical guide to help plan, promote and stage a successful festival or event. There may be other requirements not mentioned which may be necessary for you to conduct the event. You should satisfy yourself that no other permission or licenses are required before making an application to the Shire of Irwin. No liability is accepted by the Shire for any failure of the applicant to conduct any event by reason of reliance on the information in this package.

Event Plan

Planning is the most important part of running a successful event, and this means starting well in advance. The best way to approach planning is to develop a detailed management plan, which includes a timetable of what needs to be done and when. Crucial elements for the event, such as fundraising, booking performers and advertising need to happen well in advance of the date of your event so a timeline schedule is essential.

Developing an Event Plan is critical to ensure your events success. The information provided in this document is designed to walk you through each step involved in organising a festival or event, and can be used as a checklist. The information will hopefully assist you to develop an Event Plan but please be mindful that it is a guide only. Please ensure you consult with the Shire of Irwin and other relevant agencies in developing your Event Plan.

Event Details

In this section you should provide a general overview of your event and be as specific as possible about the activities you are proposing to conduct at the event.

When selecting the date(s) for your event it is a good idea to check whether there are any other events already planned to avoid clashes in events. The timing of your event is also important to consider. If your event is planned during the peak season accommodation may already be at capacity for people who mant to attend from out of town.

It is important to provide details of your set up and dismantling period as well as the actual times for your event to assist with the scheduling of works in the area.

Organisers and Contact Details

However keen you are, it is highly unlikely that you can organise an event on your own, you need a group. Groups often form around the desire to run a festival or event with the celebration of a theme, art form or sport in mind. This usually starts off being an informal grouping but as soon as the group starts to handle money then a form statement of roles and responsibilities and decision-making becomes necessary.

People volunteer for committee work for a wide variety of reasons but primarily they become involved with an organisation of an event and want to do something worthwhile towards its future success. Managing committees effectively means recognising why people become involved. Remember that the committee members need to get something out of their role in the committee too, whether it is an increased sense of ownership and belonging to the organisation, social networking or new skills.

Roles and Responsibilities

However your team is set up, you should allocate clear roles to each individual within the team, so everyone knows what they are doing and what is expected of them. Aim to choose committee members with a range of expertise, interests, skills and experience to share the work. Essential roles for an event committee are:

- Event Manager;
- Treasurer;
- Other roles such as Promotions and Secretary;
- General members with various responsibilities 'on the ground'.

The **Event Manager** is the one essential position for any event committee organising an event. The Event Manager is responsible for:

- The smooth running and coordination of the event;
- The inclusive and welcoming nature of the event for all;
- Ensuring that the event complies with all relevant Federal and State laws and local government policies and regulations;
- Ensuring that all forms are filled out and details lodged with the relevant authority;
- Recording details of invitees and attendees;
- Ensuring that thank you's are sent out to those who have helped in arranging or sponsoring the event and to any special guests;
- Ensuring sponsors are publically acknowledged where relevant, including at the event an in promotional material;
- Advertising the event;
- Budget forecasting and financial control.

It is important to nominate a contact person, the **Event Manager** is responsible for the overall management of the event. Their role and responsibility includes organising, resourcing, human resource management, negotiating, financial management, public representation, troubleshooting and liaison. The **Event Manager** must be contactable throughout the event planning, conducting and evaluation processes.

Financial Planning

Budget

You may have a great idea for an event, but you need to make sure it is financially viable. When you apply for funding, you will need to set out your projected Income and Expenditure to demonstrate that your budget will balance, and your event will be financially viable. Use a spreadsheet to draw up a budget of projected income and expenditure for the project. If you are GST registered, you should use figures excluding GST for this.

Income

Sources of income fall into 2 main categories:

1. Earned income: ticket sales, merchandising, catering etc;
2. Unearned income: public sector grants, donations from individuals or trusts/foundations etc.

Expenditure

You should list each item of expenditure for your project – grouping them together under headings will help. Examples include:

- Overheads – administration costs, office rental, telephone;
- Festival/Event site costs – hire of facility, marquee, catering, staging;
- Artistic costs – performers fees, accommodation, travel, hire of sound equipment;
- Marketing costs – printing of leaflets/flyers/programs, sub contractors, launch of event.

When balancing your budget the total of your income should be equal to or greater than the total of your expenditure. If your expenditure is higher, you need to look at cutting some of your costs, or finding

additional sources of income until they balance. If your income is greater than expenditure, you should make a profit or surplus on your event.

Financial Support

It is likely that your festival or event will not generate enough income to cover all your costs, so finding funding from other sources will be essential. You may be able to access funding from:

- State Government, i.e Tourism WA;
- Lotterywest;
- Trusts, Foundations, Non Government Organisations, i.e. Country Arts WA, Healthways;
- Local Government Authorities – Community Assistance Scheme;
- Individuals;
- Businesses i.e. sponsorship.

It is important to start seeking financial support as early as possible as grant bodies often have a long turnaround time. Allowing a long lead time will also allow you to accurately plan your budget with the funding you have secured.

You must ensure that you keep receipts and accurate financial records if you have been awarded grant funding as you will be required to acquit those funds at the completion of the project.

Facility Hire

Using Shire of Irwin facilities will attract fees and bonds in accordance with the Shire of Irwin Schedule of Fees and Charges. Refer to Council Facility Hire Application Form for hire charges and further information.

On receiving the Event Application Form, the Shire of Irwin will check the availability of any Shire of Irwin owned facility that will be required for the event and a temporary booking will be made. To confirm your booking, you will need to submit an application and pay the hire charges at least 2 weeks prior to the event. A Facility Hire Form is included in the **Event Application Form**

Venue keys must be collected from (and returned within 48 hours of the event) to the Shire of Irwin Administration Office between 8.30am to 4.30pm, Monday to Friday.

Insurance

Managing a public event includes ensuring the safety of event organisers, volunteer's contract staff, event staff and the public. It is highly recommended, and may be mandatory, that Event Managers have comprehensive public liability insurance and seek legal advice as part of their risk management strategy. Insurance cover should also include property and equipment.

All insurances are the responsibility of the event organisers. NO claims are to be made against the Council and/or its employees. The public liability policy should have a limit of liability of $10 million.

Planning

Planning Approval

All land within the Shire of Irwin falls under the control of the Shire's Local Planning Scheme No 5. Therefore if you are intending to use a property for a particular purpose or intend to build on a property you first need to obtain planning approval from the Shire.

It is recommended early in the event planning stages to contact the Shire's Planning Services to discuss the planning requirements and to see if planning approval is required.

Local Planning Scheme No 5

Planning Approval may be necessary if there is a change of land use required to hold the event. If the event is to take place within a building which can be used to hold such an event without having a detrimental impact on the site or adjoining areas, Planning Approval may not be required. When submitting a planning application for an event, the details that may be required include (but are not limited to):

- Submission of a completed application form;
- A site plan showing the location of:
  - Buildings/structures;
  - Access, traffic flow and car parking arrangements;
  - Toilets;
  - Location of rubbish bins etc;
- Elevations and floor plans of any buildings/structures; and
- A brief written statement outlining:
  - Dates and times of the event;
  - On-site operations and activities;
  - Stewarding and policing of the event;
  - Maximum number of staff and visitors on-site;
  - Numbers of dedicated car parking spaces and description of other available parking in adjoining areas (if to be used);
  - Access and traffic management;
  - Toilet arrangements;
  - Waste disposal arrangements.

A Planning Application Form is included in the **Event Application Form**.

Environmental Health

Risk Management

Risk Management is a process of thinking systematically about all possible risks, problems or disasters before they happen and setting up procedures that will avoid the risk, or minimise its impact. It is basically a process where you can identify the risk and set up a strategy to control or deal with it.

A Risk Management Plan is recommended for all events however, if the event is likely to have 5000 or more participants, then a Risk Management Plan in accordance with AS4350 must be provided.

Risk Management begins with three basic questions:

- What can go wrong?
- What will we do to prevent it?
- What will we do if it happens?

A risk management template is included in the **Event Application Form**.

Site Plan

A site plan is a map of the event and is essential for event planning and management. It is required that Event Organisers provide a basic layout of their stalls, structures, features and equipment. All key stakeholders can use it as part of the planning process, with consultation as to its final layout. The site plan must be easy to interpret and be posted strategically around the site for use by patrons. The site plan can be distributed for setting up the event and is also invaluable in an emergency.

The following information must be included on the site plan.

Stage	First aid post(s)	Parking areas
Food stalls	Emergency Exits	Sale of alcohol areas
Electricity cables	Vehicle Access Points	Fenced off areas
seating	Location of tents / marquees	Consumption of alcohol
Site signage	Pedestrian access points	Location of additional toilets
Mixing desk	Water points	Evacuation plan
Crowd controllers		

Site Plan Attached Yes ☐

Public Building / Structures

If the event is to be held in a fenced area / tent or marquee to be erected / spectator stands to be erected then the area may need to be defined as a 'public building'. If the area is defined as a 'public building' then certain requirements and conditions must be complied with.

Please refer to the Department of Health's website and their Public Building Guidelines

See Form – Application to construct, extend or alter a public building at the end of this package.

Toilet Facilities

It is essential that sufficient facilities are available for the number of expected attendees. If there are not enough permanent toilet facilities at the event site, portable toilets will be required.

The number of toilets required will depend on a number of factors including:

- Anticipated crowd numbers
- Event duration
- If alcohol is available on-site

Exisiting or additional toilet facilities must:

- Be accessible for people with disability
- Be cleaned and restocked regularly
- Be well lit as to not provide a security or safety risk
- Provide soap and hand drying equipment

The following tables will be used as a guide by the Environmental Health Officer in determining the provision of toilets for an event:

Table 1 – Total number of ablution facilities required based on attendance numbers

TOTAL ATTENDANCE	MALE FACILTIES			FEMALE FACILITIES	HAND BASINS		UNISEX DISABLED TOILETS
	WC'S	Urinal (m)	Urinals	WC's	Male	Female	
Up to 1000	2	1.5	3	5	1	1	1
1000 – 2000	3	3	6	10	2	2	1
2000 – 3000	4	4.5	9	15	3	3	1
3000 – 4000	5	6	12	25	4	4	2
4000 – 5000	6	7.5	15	30	5	5	2
5000 – 6000	7	9	18	35	6	6	2
6000 – 7000	8	10.5	21	40	7	7	2
7000 – 8000	9	12	24	45	8	8	3
8000 – 9000	10	13.5	27	50	9	9	3
9000 - 10000	11	15	30	55	10	10	3

Table 2 - total number of ablution facilities required based on duration of event

Duration of the Event	Percentage of the above
More than 8 hours	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%
If the event is alcohol free	50%

The applicant is to ensure:

- Adequate number of toilets are available for the event;
- Disabled access toilets are provided;
- Adequate gender signage is displayed on all additional toilets provided; and
- Lighting is supplied to toilets if event is held from 6pm onwards.

Stall Holders

If stall's are going to be at the event, then the event organiser is to ensure all stall holders submit a Stall Holder Application prior to the event.

A Stall Holder permit must be obtained for food and non food stalls. The applications need to be submitted 14 days prior to the event to allow for approval and issue of the Stall Holder Permit. The permit must be retained in the Stall when operating in the Shire of Irwin.

See Form – Stall Holder Application at the end of the is package.

Provision of Alcohol

Where a liquor license is required the event organiser shall provide details of the proposed liquor licence to the Shire for consideration no later than 30 days prior to the event. Copies of the licence shall be provided to the Shire no later than 72 hours prior to the event. The permit may be obtained from the Clerk of Courts at the Courthouse.

Department of Racing Gaming and Liquor www.rgl.wa.gov.au

Traffic Management

For events attracting more than 100 people the applicant must consider the parking of vehicles. All parking must occur in allocated bays or areas. There should be adequate parking so that neighbouring properties are not disturbed by vehicles visiting the venue. A fine may be given to any vehicles parked outside allocated parking bays.

Applicants should be aware that road closure applications may take up to four (4) weeks to be approved. A Traffic Management Plan (completed and implemented by an accredited Traffic Management company) may be necessary and this must be approved by the Shire of Irwin, WA Police and Main Roads.

The Traffic Management Plan should include:

- Alternative routes to be taken
- Event ahead
- Parking arrangements
- Speed limits
- Parking for people with disability
- Signage

Traffic Management is required if any roads are to be closed or a congestion will be created due to the event. Further information regarding road closures can be found in the Main Roads WA Traffic Management for Events – Code of Practice at http://www.mainroads.wa.gov.au/UsingRoads/RoadTrafficInformation/TrafficManagement/Events/Pages/Events.aspx

Waste Management

The event organiser shall be responsible for the collection, removal and disposal of litter from the venue, public areas and surrounding streets. All litter is to be removed within 24 hours of the event. Applicants are encouraged to provide a site plan outlining the proposed location of the bins.

Adequate bins are required to be provided for patrons. For larger events, ongoing clean-up operations during the event may be requested by the Shire.

Please note, the Shire at it's discretion can request a minimum number of bins at an event to ensure adequate waste facilities are available.

First Aid

First Aid is to be provided for all events. The level of first aid required will range from a basic first aid kit for low risk events, up to well equipped first aid posts manned by qualified first aiders for high risk events. A qualified first aider is one which holds a current first aid certificate from an accredited training provider.

Patrons	First Aiders	First Aid Posts
500	2	1
1000	4	1
2000	6	1
5000	8	2
10000	12	2
20000	22+	4

Emergency vehicles must be able to access the whole site at all times.

Noise Control

Noise from the event is to comply with Environmental Protection (Noise) Regulations 1997. Location of amplified equipment is to be considered (such as stereos, musical instruments, PA systems or similar) to minimise disturbance of nearby residents and cease by 12 midnight. Nearby residents may need to be notified of the event in writing.

Electricity

The event organiser are responsible for arranging the supply and installation of electricity for the event. Where electrical cables are required in trafficable areas they must be either appropriately covered or suspended to not pose a safety hazard to patrons. All portable equipment including generators, plugs, sockets and leads must be examined, tested and tagged by an electrical contractor in compliance with the Health (Public Building) Regulations 1992.

Accessible Events

In according to legislation, events must, where reasonably practicable, ensure that all event arrangements, including emergency procedures, meet the needs of all people (eg seniors, people with a disability). Please refer to the Creating Accessible Events Checklist:

http://www.disability.wa.gov.au/understanding-disability1/understanding-disability/accessibility/services_events/

Evaluation

At the conclusion of your event it is important to evaluate the event against the aims and objectives. This will allow you to identify and make appropriate changes, where necessary, to your event management plan to ensure the success of future events. You can work with the Shire of Irwin in having a post event report developed showing the economic impact your event to the town. Please allow sufficient time to develop the attendance surveys with Shire officers to ensure the correct questions re asked in order to produce the results.

SHIRE OF IRWIN
EVENT APPLICATION

EVENT APPLICATION FORM

This form is an application only. You will be notified in writing when your event application has been processed. Applications must be submitted at least eight (8) weeks prior to your event.

Organisers Details

Name of Event: _____

Applicant/Organisation: _____

Contact Person/ Event Manager (If Different From Above): _____

Postal Address: _____

Telephone: (Home):_____ (Work):_____ (Mobile):_____

Email Address: _____

Event Details

Event organisers are to provide an event timeline detailing all information relevant to the event: e.g. set-up and clean-up times, road closure times, erection of marquee times etc. The timeline is to be submitted to the local council three (3) weeks prior to the event.

Date: _____

Actual Set-Up Date & Time:_____

Actual Event Start Date & Time: _____

Actual Event Finish Date & Time: _____

Actual Completion of Clean-Up Date & Time: _____

Commencement Date of Advertising: _____

Proposed Venue Details: (e.g. name of reserve, building or public open space)

_____

_____

Event Description (e.g sporting, commercial, entertainment)

_____

_____

Entertainment – brief details (number of stalls/products/entertainment – bands, amplified music/ animals/ activities/ farm machinery/ rides)

_____

_____

_____

_____

Primary Purpose of Event (e.g. fundraiser for community group)

_____

_____

_____

Will alcohol be available/consumed on site? Yes/No

(Please be aware that Liquor Licensing may apply and that you will have to liaise with the Dept Racing, Gaming & Liquor to gain approvals)

Will food be available? Yes/No

(**Stall holder permit applications will need to be submitted 2 weeks before the eve**nt)

Shire staffing requests? _____

Details of any tents, marquees, stages to be used for the event (including size dimensions)

_____

_____

Council Owned Parks

Event organisers must seek permission prior to piercing the ground with tent pegs, fencing and other forms of spikes to avoid damaging reticulation. It is recommended that the event organiser arrange an onsite meeting with the Shire's Supervisor Operations to ensure the underground reticulation is not damaged during the event. Fees may apply to mark out the reticulation for an event.

Do you require the reticulation to be turned off? Yes ☐ No ☐
(Applicable only to events being held – including set up – between the hours of 6pm and 9am)

Do you require the reticulation to be marked? Yes ☐ No ☐
(Applicable only to events piercing the ground)

Is a site plan attached? Yes ☐ No ☐

Expected Attendance

Maximum number of people expected at any given time: _____

Anticipated total number for entire event: _____

Target Audience e.g youth, adult, family etc: _____

What arrangements have been made to meet the needs of people with disabilities:

_____

_____

Post Event Transport (What are your contingency plans for clearing patrons after the event, e.g availability of taxis, buses etc.

_____

_____

Have you ever conducted this event before and if so, when/where was it held

_____

_____

Event Facilities

Power Supply

All power cords are to be tagged and tested in accordance with the Health Act 1992 (Public Buildings). If onsite Shire power is required, please indicate below.

Onsite: ☐ Yes ☐ No Generators: ☐ Yes ☐ No

Water supply

Details (scheme or rainwater): _____

Toilets

Estimated Attendance: _____ Duration of Event: _____

Total number of toilets currently available at event location:

Female Toilets: _____ Male Toilets/Urinals: _____

Disbaled Toilets: _____ Hand Basins: _____

Please refer to **Table 1** for total attendance information and **Table 2** for duration percentages.

Will additional portable or chemical toilets be supplied for the event? Yes ☐ No ☐

Number of portable toilets being supplied:

Female: _____ Male: _____ Disabled: _____ Hand Basins: _____

Please detail your plan for cleaning the toilet facilities: _____

_____

_____

_____

Waste - Please note, the Shire at its discretion can request a minimum number of bins at an event to ensure adequate waste facilities are available.

Site plan of proposed locations for bin placement included Yes ☐ No ☐

Parking and Traffic Management

Details of any road closures or use of roads for the event:

_____

_____

Is Traffic Management Required? Yes ☐ No ☐

Is a Road Closure required? Full Road Closure ☐ Part Road Closure ☐

Accredited Company: _____

Contact Person: _____ Contact Number: _____

Email Address: _____

Is a Traffic Management Plan attached? Yes ☐ No ☐

Is a Parking Plan attached? Yes ☐ No ☐

Council Event Advertising

Would you like your event listed on the Shire website and Community Sign? Yes ☐ No ☐
If yes, please complete the details below:

Event Contact Details: (these details will be published on the internet for public information)

Name of Event: _____

Contact Person: _____

Telephone: (Home):_____ (Work):_____ (Mobile):_____

Email Address: _____ Entry Cost: _____

Event Description (e.g sporting, commercial, entertainment)

_____

_____

_____

_____

Do you have a flyer that we can have an electronic copy of? Yes ☐ No ☐
If yes, please email it to reception@irwin.wa.gov.au

IMPORTANT *Please keep the Shire informed of any changes of times, dates and cancellation etc for your event.* ***Please note:*** *The Shire of Irwin reserves the right ot vary details for publishing on the Shire website. Other information for the listing may also be used from this application (venue, date(s), times etc).*

Signature: _____ Date: _____

Details to be included in application

Site Plan Attached	Yes ☐	No ☐
Stall Holder Permit applications (food and non food)	Yes ☐	No ☐
Risk Management Action Plan	Yes ☐	No ☐
First Aid	Yes ☐	No ☐
Toilet Facilities	Yes ☐	No ☐
Waste Services	Yes ☐	No ☐
Parking & Traffic Management Plan	Yes ☐	No ☐
Public Liability	Yes ☐	No ☐
Road Closure	Yes ☐	No ☐
First Aid	Yes ☐	No ☐
Alcohol – Licence (if applicable)	Yes ☐	No ☐
Facility Hire form (if applicable)	Yes ☐	No ☐
Public Building form (if applicable)	Yes ☐	No ☐

Acknowledgement

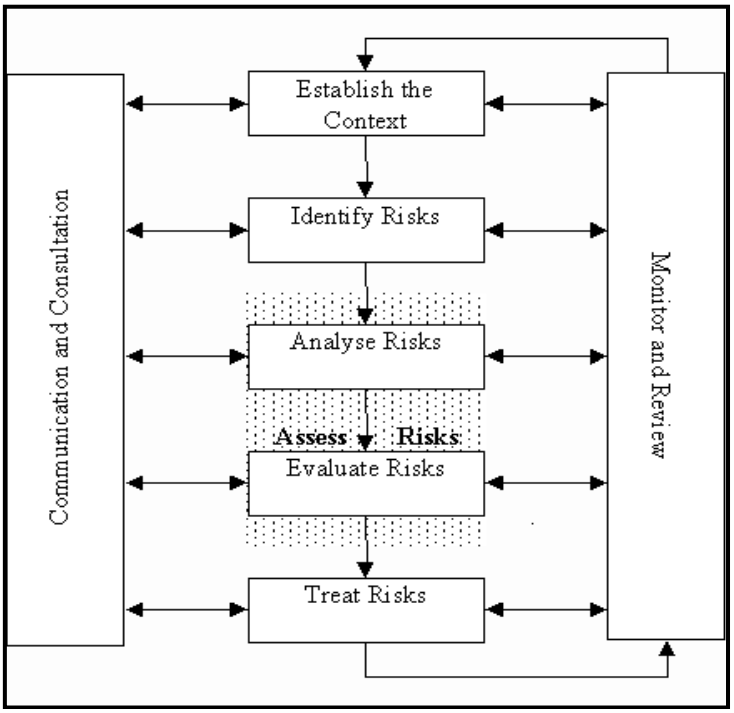
I, _____ as the event organiser, seek approval to host an event, I acknowledge that the information and completed actions in my application are true and correct. I will ensure that appropriate liability, and other insurances and other licences are in place for the activities to be conducted. I understand that the Event application Package is a guide and has been compiled according to a number of statutory requirements. There could be other requirements that exist outside of the package and that as the event organiser I am responsible.

Signature: _____ Date: _____

Event Risk Management Action Plan

Event Managers are advised that this document is the required standard for risk action plans undertaken for Events in the Shire of Irwin. Should the event already have a risk action plan of similar standard which is in accordance with the Australian Standard for Risk Management that maybe submitted in its place?

The Risk Management Process was developed using the AS NZS ISO 31000.2009 Risk Management Principles & Guidance which outlines the following 7 steps for undertaking risk management processes.



1. Establish the Context – Outline scope/background of the event
2. Identify Risks – Risk identification and categorizing
3. Analyse Risks – Assessment of risks, assessing current controls and risk ratings
4. Evaluate Risks– Prioritize the risks by applying a rating system to help in treating the risks
5. Treatment Risks– Develop treatment options (using Avoid, transfer, accept, or reduce the risk impacts)
6. Monitor and Review – Auditing of risk management plan (throughout process)
7. Communication and Consultation – With all stakeholders throughout the event planning, held, and debrief to confirm accuracy of information and inform all stakeholders (throughout process)

The risk management plan includes:

- Event details.
- Stakeholders.
- Consequence and likelihood descriptors.
- The risk matrix analysis.
- Risk register.
- Action response plans, which should include the initial and treated risk descriptors.

Assessing Potential Risk

- The following charts detail the standards used in assessing potential risk once it has been identified.
- There are two measures. The first is the consequence (impact or magnitude of the effect) and the second is the likelihood (frequency or probability).
- The combination of the Consequence level and the Likelihood Level equals the Risk Rating

Consequence Matrix

Level	Descriptor	Consequence Details
1	Insignificant	No injuries, low financial loss
2	Minor	First Aid required, temporary halt of event, medium financial loss
3	Moderate	Medical treatment required, external assistance required, high financial loss
4	Major	Extensive injuries, major halt of event, emergency services, major financial loss
5	Catastrophic	Death, potential prosecution, catastrophic financial loss

Likelihood Matrix

Level	Descriptor	Likelihood Details
5	Almost Certain	Is expected to occur in most circumstances, more than once a year
4	Likely	Will probably occur in most circumstances, once a year event
3	Possible	Might occur at some time, once in 3 year event
2	Unlikely	Could occur at some time, once in 10 year event
1	Rare	May Occur at some time, once in 15 year event

Risk Evaluation – by using the above tables the risk can be assessed as either low, medium, high or extreme. This can be demonstration in Table 3 below.

Table 3: Example Consequence Table

		Consequence				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Likelihood	5 – Almost Certain	Moderate 5	High 10	High 15	Extreme 20	Extreme 25
	4 – Likely	Low 4	Moderate 8	High 12	High 16	Extreme 20
	3– Possible	Low 3	Moderate 6	Moderate 9	High 12	High 15
	2 – Unlikely	Low 2	Low 4	Moderate 6	Moderate 8	High 10
	1 – Rare	Low 1	Low 2	Low 3	Low 4	Moderate 5

Risk Action Plan Template

RISK ACTION PLAN	
Item	
Risk	
Location/Function	
Summary (Recommended Response and Impact)	
Proposed Actions	
Resource Requirements	
Responsibilities	
Timing	
Reporting/Monitoring	

APPLICATION FOR STALL HOLDER'S PERMIT
Food

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000
Food Act 2008 (WA)

Applications must be lodged at least 14 days prior to the event, or they may not be processed in time.

APPLICANT DETAILS		
Full name of Applicant:		
Postal Address:		
Residential Address:		
Telephone: (Home):		(Mobile):
E-mail:		
Are you a fundraising organisation for charity or a community group? (see overleaf for definition)		No ☐ Yes ☐
Name of organisation:		
Address of organisation:		
Contact Phone Number:		
Are you a registered food business? **Note –** All food businesses must be registered by their local government authority (LGA), unless exempt. If your LGA is ***not*** in the Shire of Irwin, please attach a copy of your Certificate of Registration		No ☐ Yes ☐

DETAILS OF PROPOSED STALL	
Name of Stall:	
Location of Stall:	
Date of Event/s:	
Name of Event/s:	
Hours of Operation:	
List of type products to be sold:	
Type of food preparation/handling:	
☐ **Low risk –** pre-made, packaged goods from a registered food business, or residential registered food business for direct sale e.g. biscuits, preserves, muffins, packaged drinks Name of registered food business:_____	

☐ **Low/Medium risk –** fresh or packaged ingredients obtained from a registered food business ready for preparation or use e.g. hot drinks, ice cream, bbq sausage sizzles, pizza

☐ **Medium/high risk –** foods pre-prepared at a registered food business for onsite cooking or reheating e.g. meat curries, risotto

Name of registered food business:_____

Please tick to confirm whether the proposed stall has the following facilities:

☐ a roof, three walls, cleanable impervious floor (if on unsealed ground) ***Note:*** *Open food stalls consisting of tables only or tables and trestles, shall be used only for the sale of factory pre-packaged food in hermetically sealed containers*

☐ a dedicated dishwashing facility with detergent and sanitiser*

☐ a hand washing facility with running water, soap, disposable paper towels

*A large container of sufficient volume must be provided to catch waste water after each use and to store for appropriate disposal.

☐ cooking appliances (please list):_____

☐ hot display (please list):_____

☐ refrigerated storage/display (please list):_____

Power supply:	☐ Self-contained	☐ External (please specify)
Water supply:	☐ Self-contained	☐ External (please specify)
Waste water disposal:	☐ Self-contained	☐ External (please specify)

REQUIRED DOCUMENTATION (as applicable)

Please ensure that you attach the following information with your application to assist with the processing of your stall holder's permit in time for your event:

☐ Copy of current Public Liability Insurance Certificate – minimum cover $10,000,000

☐ Copy of Food Business Certificate of Registration – *by Local Governments other than Shire of Irwin*

☐ Plan of the proposed stall

☐ Written consent from the owner of the property (if you are not the owner)

DECLARATION

This permit is to be displayed within the Stall Premises during operating hours.

Declaration: I, the applicant as undersigned and authorised on behalf of the above named organisation/business, agree to the conditions as attached to this form and understand this permit may be revoked at any time for breaches of the conditions, entailing the obligation to cease operations immediately.

Name:	Signature:	Date:

OFFICE USE ONLY

The above application for Stall Holder Permit is approved for the location and period indicated.

Approval Number:		
Name:	Signature:	Date:

Environmental Health Officer

APPLICATION FOR STALL HOLDER'S PERMIT

Food - CONDITIONS

1. **Perishable food must be kept at 5 degrees or less than or greater than 60 degrees Celsius at all times.**
   Food kept between 5°C and 60°C (the danger zone) will promote the rapid growth of bacteria in perishable food items, leading to food poisoning. These food items need to be kept refrigerated or in insulated boxes, such as eskies, covered with ice or ice bricks. Hot food will need to be kept hot (60°C or above) for the duration of the event.

   A **THERMOMETER** must be kept at all times at the temporary food premises to monitor temperatures.

2. **Allergen Statement**
   Most food allergies are caused by peanuts, tree nuts, milk, eggs, sesame seeds, fish and shellfish, soy and wheat. These ingredients must be declared on the food label whenever they are present as ingredients or as components of food additives or processing aids.

   If the food is not in a package or is not required to have a label (for example, food prepared at and sold from a takeaway shop), this information must either be displayed in connection with the food or provided to the purchaser if requested.

3. **Food must be kept covered or protected from insects and dust at all times.**
   Food must be kept in clean containers or protected in a manner that prevents contamination be insects, dust, and people sneezing or coughing.

4. **Washing Facilities are to be provided.**
   An adequate water supply to last for the duration of the event must be provided. The water must be a drinkable quality and stored in a clean container. In addition, hot water needs to be available for the washing of equipment.

   No disposal of waste water onto the ground is permitted.

   Disposal hand towels, soap and detergents must be available at the premises.

5. **Food Premises to be enclosed adequately.**
   Food premises are to be enclosed adequately to protect the food preparation area from the elements.

6. **All preparation areas and containers to be washable.**
   All bench tops and containers are to be smooth, impervious and washable.

7. **Personal Hygiene and Cleaning.**
   All people involved with food preparation and sale must be clean and have clean clothing. Persons affected by a food-borne illness should not be involved in food handling. Hands are to be washed regularly, hair to be involved in food handling. Hands are to be washed regularly, hair to be covered and long hair to be tied back. All surfaces are to be kept clean.

   Food to be handled with tongs or similar equipment; separate utensils are to be used to handle raw and cooked meats. Hands must be washed after handling raw meats.

   If children are assisting on a food stall they must receive adult supervision.

   SMOKING IS NOT PERMITTED at or near food premises.

8. **Rubbish to be removed hygienically and regularly to an approved disposal facility.**
9. **Electric cords to be tagged by licensed Electrician to be made safe (buried) or secured (high).**
10. **Any direction given by the Environmental Health Officer relating to Food Hygiene or Safety to be followed.**

APPLICATION FOR STALL HOLDER'S PERMIT

Food – DEFINITIONS AND CHECKLISTS

Charitable Organisation – means an institution, association, club, society, or body whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and from which any member does not receive any pecuniary profit except where the member is an employee or the profit is an honorarium.

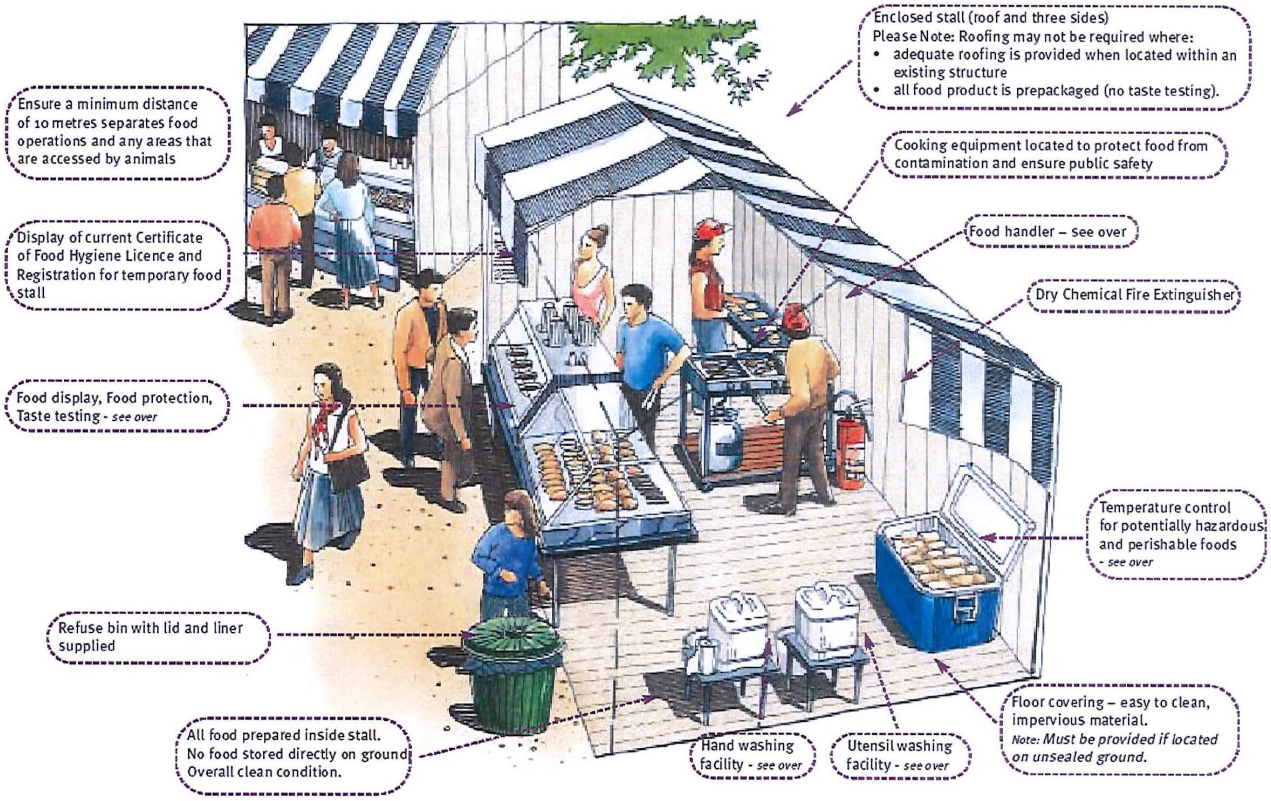
Food Premises – any stall, tent, van or other vehicle or other construction where food is stored, prepared or sold.

Environmental Health Officer – is the Officer gazetted by the Department of Health and employed by the Shire of Irwin.

Food – includes beverages.

Checklist	Yes	No
Is perishable food being kept at 5oC or less	☐	☐
Is hot food kept above 60oC	☐	☐
Is there a thermometer at the premises	☐	☐
Is all food adequately protected	☐	☐
Is enough portable water provided	☐	☐
Is hot water available	☐	☐
Is everyone clean and wearing clean clothes	☐	☐
Is everyone's hair adequately restrained	☐	☐
Are hand washing facilities, soap and disposable hand towels provided	☐	☐
Are all power cords tagged and made safe	☐	☐
Is rubbish regularly bagged and removed.	☐	☐

ARTIST'S IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



Minimum hand washing facilities

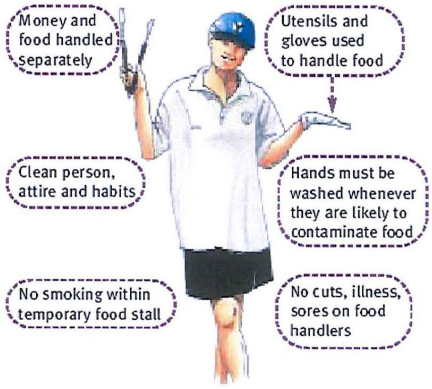


Minimum utensil washing facilities

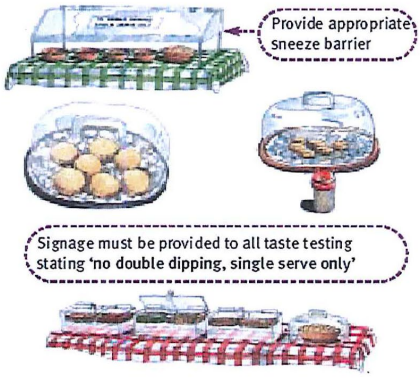


Two containers of sufficient capacity are to also be provided for adequate cleaning of utensils

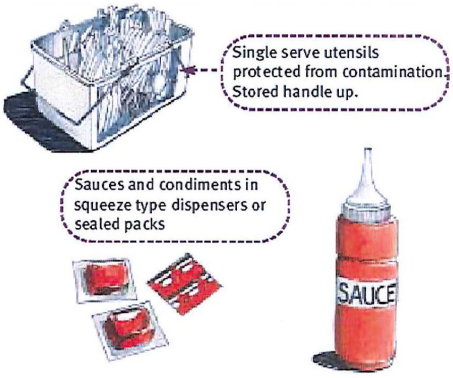
Food handlers



Food display, food protection, taste testing



Sauces, condiments and single serve utensils



Temperature control of potentially hazardous food



Forms – Stall Holder permit application – non food

APPLICATION FOR STALL HOLDER'S PERMIT
Non - Food

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000

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Name of Event/s:	
Hours of Operation:	
List of type products to be sold:	

DOCUMENTATION

Please ensure that you attach the following information (as applicable) with your application to assist with the processing of your stall holder's permit in time for your event:

☐ Copy of current Public Liability Insurance Certificate – minimum cover $10,000,000

☐ Plan of the proposed stall

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Name:	Signature:	Date:

Environmental Health Officer

APPLICATION TO CONSTRUCT, EXTEND OR ALTER A PUBLIC BUILDING

Health Act 1911 (Reg 4), Health (Public Buildings) Regulations 1992

This application is made under Section 176 of the *Health (Miscellanious Provisions Act 1911* to construct, alter or extend a public building
Applications must be lodged at least 14 days prior to the event, or they may not be processed in time.

APPLICANT DETAILS		
Full name of Applicant:		
Postal Address:		
Residential Address:		
Telephone: (Home):	(Mobile):	
E-mail:		

BUSINESS DETAILS		
Premise Name:		
Location of Public Building:		
Postal Address of Public Building:		
Telephone: (Home):	(Mobile):	
E-mail:		
Description of building/structure:		

This application is validated on;

1) Approval from EHO (the Shire of Irwin's Environmental Health Officer will assess this application based on the information provided in the application)
2) Plans and specifications submitted and approved
3) Consultation with Building Surveyor (the Shire of Irwin's Building Surveyor will assess this application based on the information provided in the application)

DECLARATION		
In support of this application, I hereby submit plans and details as required and declare the information contained to be correct. *The owner,occupier,manager, trustee or toerh person by whose authority such public building is intended to be built, created or converted thereto.*		
Owner/Agent:		
Postal Address:		
Residential Address:		
Telephone: (Home):	(Mobile):	
E-mail:		
Name:	Signature:	Date:

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