

Irish Woolfest

“The Running of the Sheep”

Sunday 1 October 2017 Stall Application



We invite you to join us at the Irish Woolfest in Beautiful Boorowa. This is a signature event within the Canberra Region drawing visitors from the district as well as a large contingency from Canberra, Sydney and across the State.

Section 1 - Business details (Please print clearly and complete all sections)

I wish to book a Stall at the Irish Woolfest on **Sunday 1 October 2017** in Boorowa.

Note: Please ensure you read **ALL** sections carefully prior to completing this application form.

Business name:
Description of goods to be sold:
Do you grow any of these products yourself? If so what percentage:
Do you have your own Marquee/Gazebo? If so what size (including ropes):
Contact name:
Address: Mailing Address:
Phone number (Contact number during daytime hours):
Fax number:
Mobile:
Email address:
Website/Facebook:

Section 2 – Insurance

Stallholders must provide a copy of their current \$20 Million Public Liability Certificate of Currency *indicating* on the Policy that you are insured to hold a Stall at the Irish Woolfest.

(Check this with your insurance Company).

Note: You must provide a Certificate of Currency for public liability quotes, schedules or invoices will not be accepted.

If your Certificate of Currency is due to be renewed during the year you may send an Application Form and payment to book the stall. **Upon renewal of insurance it is your responsibility** to send us a copy of the renewed Certificate of Currency which is valid to cover you on **Sunday 1 October 2017**.

Please note your stall will not be reserved without Full Payment and Proof of Insurance.

Insurance Enquiries: www.stallholders.com.au

Section 3 – Risk Assessment Form

As a requirement stallholders are to complete a Risk Assessment form.

See attached as a separate document. There is a guide on the back of the form for your reference.

Section 4 – Power

Powered Sites are **VERY LIMITED**. If you require **power, please contact the office before submitting your application form** to Janene Hurley on 02 6385 1330.

Power leads are not supplied. Stallholders are asked to provide their own extension leads. All leads must be tested and tagged by an Electrician and suitable for external use. Leads must be taped and covered.

Section 5 – Food Stalls

You will need to comply with the NSW Food Authority “**Guidelines for Food Businesses at Temporary Events**”. To obtain the guidelines for temporary events refer to the NSW Food Authority website. (www.foodauthority.nsw.gov.au), and follow the prompts: click on “**Retail**” at the top, and then click on and then click on “**Markets & Temporary Events**” and then click on “**Food Safety Controls**” and open the document “**Guidelines for Food Businesses at Temporary Events**”. See attached illustration for your reference.

You will also need to determine if your stall requires a **Food Safety Supervisor (FSS) Certificate**, and if so, a copy of your Food Safety Supervisor Certificate will need to be provided with your application prior to the day of the Irish Woolfest. For example, your stall will need a FSS if you are processing and selling food that is ready to eat (ie, making and selling ham and salad sandwiches); plus the food is potentially hazardous (ie requires temperature control), and the food and is not sold in the suppliers original packaging).

Note: that at present **coffee vendors who only heats milk and not-for-profit community and charity causes do not need a FSS Certificate.**

For any queries please contact:

Hilltops Council’s Environmental Health Officer – Boorowa Office

T: 02 6380 2000

Section 6 – Conditions

As a Stallholder, I understand:

1. Only quality handmade, handcrafted, fresh produce, plants, Australian Wool, Boutique, Irish and gourmet food products will be accepted. Products determined according to the Irish Woolfest Committee and Hilltops Council's discretion.
2. New stallholders are required to provide sample of products and display for consideration. Not all stallholder applications are accepted.
3. Presentation of your stall and products must be of a high standard.
Note: Only tables to be used. Variations must contact our office before submitting your application.
4. The Irish Woolfest Committee reserves the right to determine location of your stall or display.
5. The Festival will go ahead regardless of weather conditions on the day. No refunds.
Note: Not all sites are under cover
6. All Stallholders are required to provide their own tables, chairs and whatever equipment they require for the day. It is Stallholders responsibility that the stall setup complies with OH & S requirements and return a completed Risk Assessment.
7. Photos/film may be taken to be used by the Irish Woolfest Committee and Hilltops Council for media and promotional purposes.
8. I will comply with the current **"Guidelines for Food Businesses at Temporary Events"** published by the NSW Food Authority. **Attached** is an illustration for your reference.
9. Stallholders cooking food on the pavement area of the street are required to provide protection underneath to avoid splatter of substances on the new pavement stones.
10. Stall sites are 3 metres x 3 metres.
11. Power leads are not supplied. Stallholders are asked to provide their own extension leads. All leads must be tested and tagged by an Electrician and suitable for external use. Leads must be taped and covered.
12. **Stalls must set up from 7.00am and be completed by 8.30am on the Sunday morning. Stallholders are asked to exhibit until 4.00pm.**
Reminder: Daylight Savings commences on Sunday 1 October. Clocks go forward one hour.
13. Barriers will be erected in the main street from 9.00am to prepare for the Street Parade. **It is imperative that all vehicles are removed from the Street by 8.30am at which time activities will commence.**
14. Stallholders should be considerate of other stallholders during setting up/dismantling and activities throughout the course of the day.
15. The Irish Woolfest Committee and Hilltops Council reserves the right to reject the stall at the event if it does not comply with these requirement

Section 7 - Stallholder Checklist

Stall applications must be received by our office **NO LATER** than Thursday 27 July 2017

Business name: (Please print clearly)	
Mailing Address: (Please print clearly)	

I have completed/attached the following:

- Application form (Section 1),
- A Risk Assessment for Stall (Separate document);

I am a Stallholder:

Who would like a standard site:

- Residing within the Hilltops Local Government Area –**\$65.00** (Inc. GST),
- Residing outside of the Hilltops Local Government Area – **\$80.00** (Inc. GST); or

Who would like a powered site:

- Residing within the Hilltops Local Government Area - **\$70.00** (Inc. GST);
- Residing outside of the Hilltops Local Government Area - **\$85.00** (Inc. GST);

Amps required: **10amp** or **15amp**

Note: Powered sites are very limited – please contact the office on tel: 02 6385 1330 before submitting your application.

My Certificate of Currency for public liability insurance for \$20 million:

- Enclosed (note: Quotes, schedules or invoices will not be accepted); or
- I will send a copy through on renewal. Date due for renewal: ____/____/2017

My Food Safety Supervisor Certificate:

- Enclosed
- I will send a copy on renewal. Date due for renewal ____/____/2017
- Not applicable

Payment Arrangements (IMPORTANT - please note)

Due to the newly formed Hilltops Council payment arrangements have been reviewed.

A separate individual Tax Invoice will be sent to stallholders for payment once your application has been received and processed by our office.

Alternatively, cheques can be attached to application. Cheques to be made out to:

Hilltops Council re Irish Woolfest PO Box 94 Boorowa NSW 2586

I have read and agree to comply with ALL the Terms & Conditions for Sunday 1 October 2017.

Contact: _____ Signature: _____ Date: ____/____/ 2017

*Please return your Stall Application to Hilltops Tourism and Events – Boorowa Office
Attention Boorowa Irish Woolfest PO Box 94, Boorowa NSW 2586
Enquiries: Janene Hurley T: 02 6385 1330 (Tues/Wed/Thurs) F: 02 6385 1333
E: janene.hurley@hilltops.nsw.gov.au*

Irish Woolfest Sunday 1 October 2017 - Risk Management

All Stallholders to complete the risk assessment below, you must complete all lines (place not applicable (N/A) were relevant).

Stallholder		Type of Stall				Prepared by			
Date of Risk review		Risk Assessment		Risk Assessment		Controls required to mitigate risk		Risk Owner (Persons Responsible)	Action required to achieve controls
Ref No.	Hazard	Risk Description What can happen?	Consequences of an incident happening (refer to matrix)		Rating	What controls can be implemented to manage situation	Persons Responsible for Implementing Controls	How will it be monitored?	
			Likeli-hood	Conse-quence					
01	Slips, Trips and Falls								
02	Gazebo/Marquee								
03	Hot appliances & BBQs								
04	Livestock								
05	Hot Foods or Liquids								
06	Machinery								
07	Fire Hazards								
08	Electrical								

Irish Woolfest Sunday 1 October 2017

Risk Management

Risk Matrix

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium 8	High 16	High 20	Extreme 23	Extreme 25
Likely	Medium 7	Medium 12	High 17	High 21	Extreme 24
Possible	Low 5	Medium 10	High 15	High 18	High 22
Unlikely	Low 2	Low 4	Medium 11	Medium 13	High 19
Rare	Low 1	Low 3	Medium 6	Medium 9	High 14

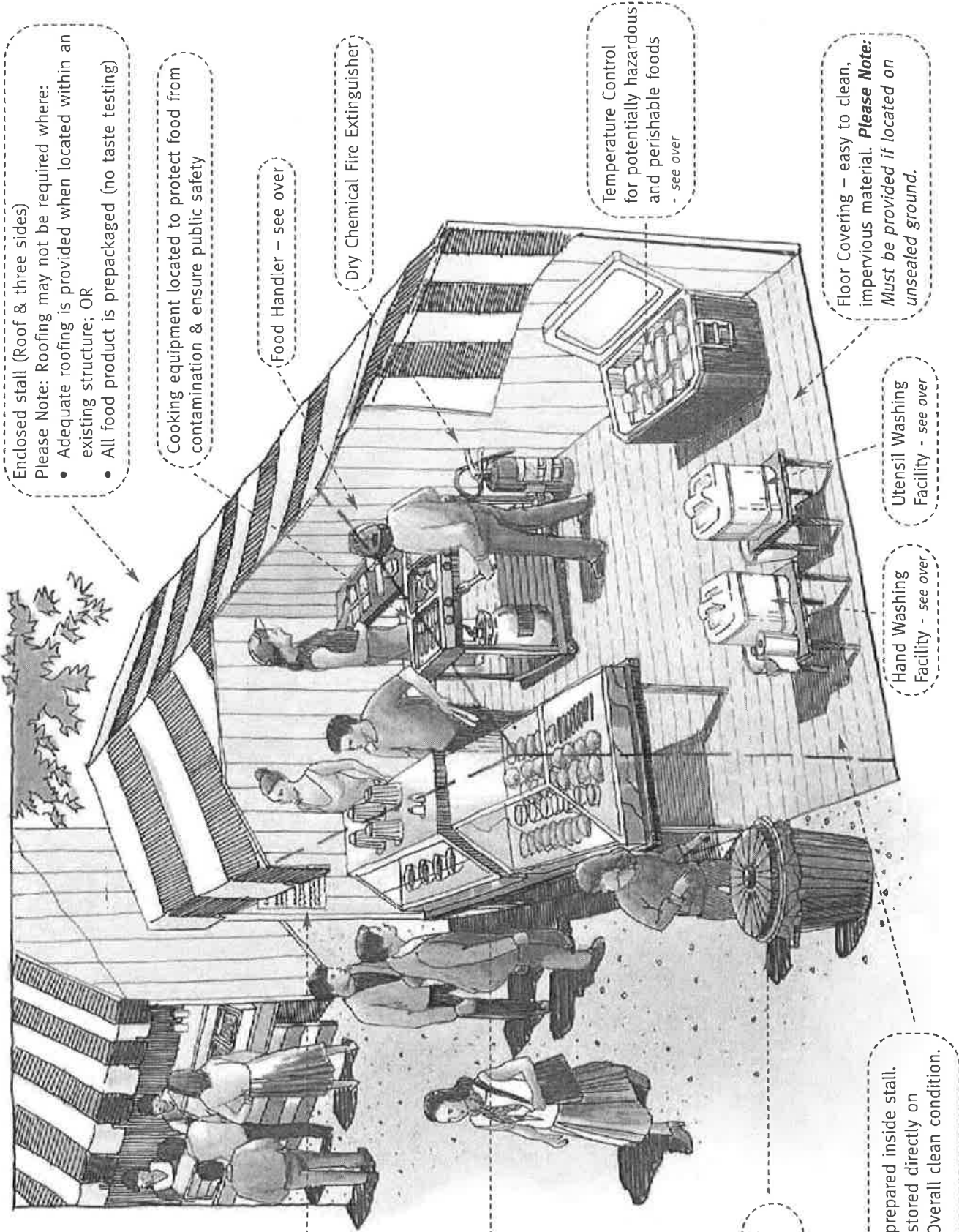
Corrective Action Table

Risk Level	Action Required
Extreme Risk 23 - 25	<ul style="list-style-type: none"> • This rating level is not acceptable • Report immediately to Senior Management • Consider alternative activity unless appropriate controls are implemented • Develop specific Treatment/Action Plan for immediate implementation to address extreme risks • Allocate actions and budget for implementation within one month • Report to Senior Management on effectiveness of control
High Risk 14 - 22	<ul style="list-style-type: none"> • Develop and implement a specific Treatment/Action Plan for high risks • Consider alternative activity unless appropriate controls are implemented • Allocate actions and budget to minimise risk; monitor implementation • Report to Senior Management on effectiveness of control
Medium Risk 6 - 21	<ul style="list-style-type: none"> • Develop and implement a specific Treatment/Action Plan for medium risks • Allocate actions and budget to minimise risk where existing controls deemed inadequate; monitor implementation • Management to consider additional controls
Low Risk 1 - 5	<ul style="list-style-type: none"> • Accept and Monitor low-priority risks • Manage via routine procedures where possible; Monitor via normal internal reporting mechanisms

ARTISTS IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



An Australian Government Initiative



Enclosed stall (Roof & three sides)
Please Note: Roofing may not be required where:

- Adequate roofing is provided when located within an existing structure; OR
- All food product is prepackaged (no taste testing)

Cooking equipment located to protect food from contamination & ensure public safety

Food Handler – see over

Dry Chemical Fire Extinguisher

Temperature Control for potentially hazardous and perishable foods - see over

Floor Covering – easy to clean, impervious material. **Please Note:** Must be provided if located on unsealed ground.

Utensil Washing Facility - see over

Hand Washing Facility - see over

Ensure a minimum distance of 10 metres separates food operations and any areas that are accessed by animals

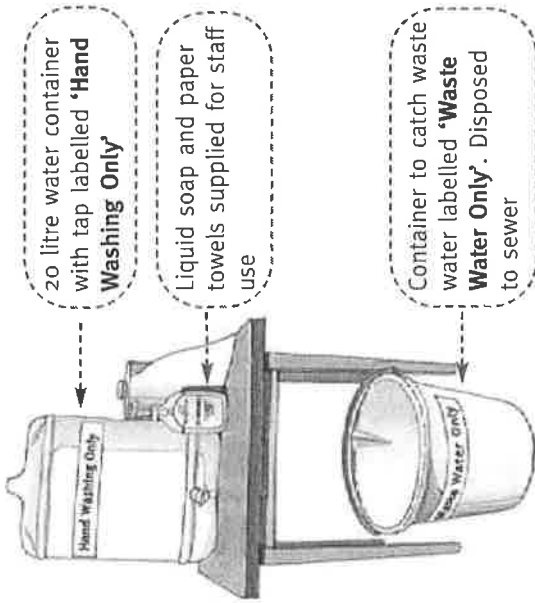
Display of current Certificate of Food Licence for Temporary Food Stall (if applicable)

Food display, Food protection, Taste Testing - see over

Refuse Bin with lid and liner supplied

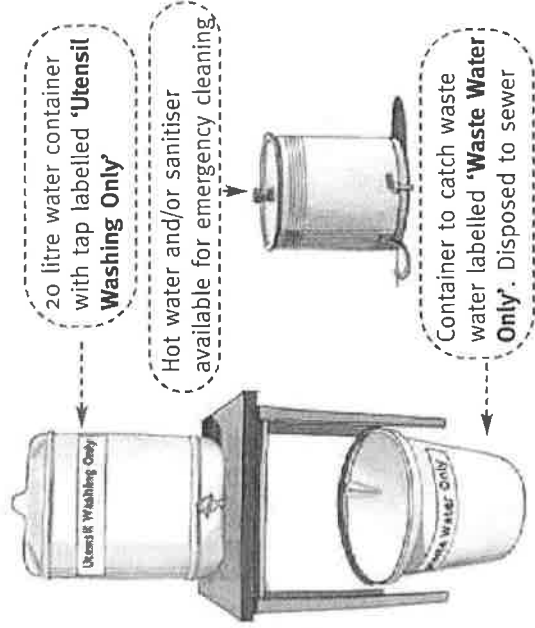
All food prepared inside stall. No food stored directly on ground. Overall clean condition.

Minimum hand washing facilities



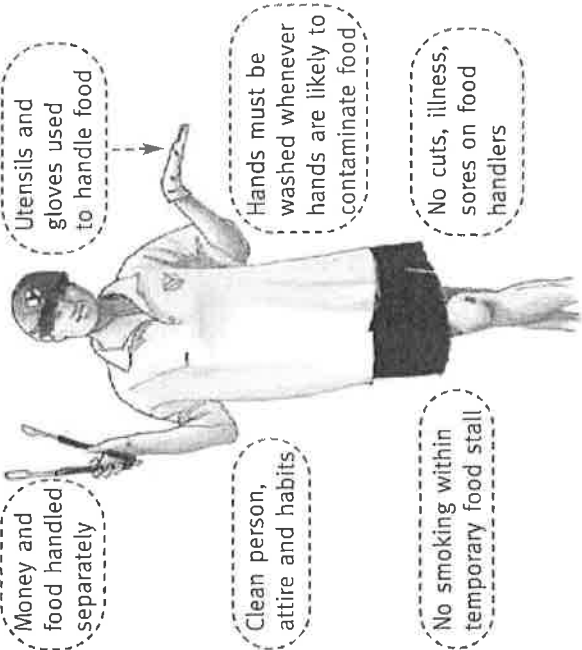
Sinks and basins draining directly to waste water containers may be required for regular market stalls

Minimum utensil washing facilities

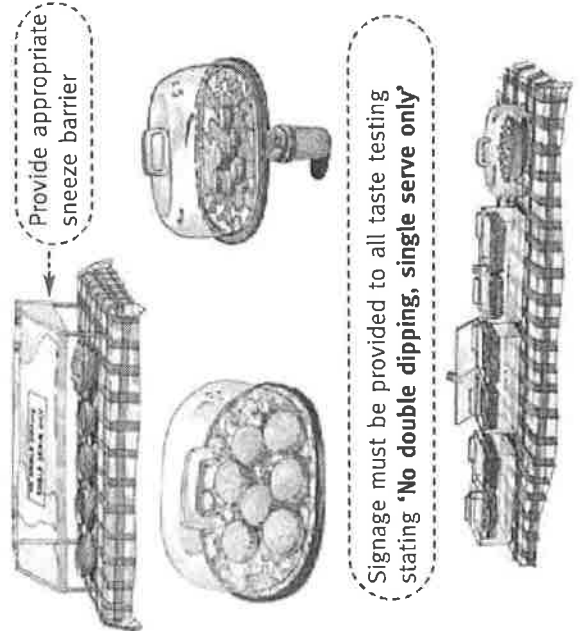


Two containers of sufficient capacity are to also be provided for adequate cleaning of utensils

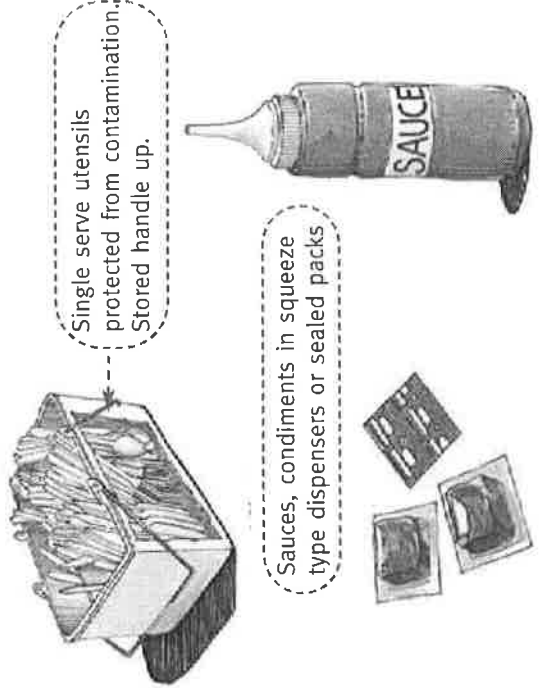
Food Handlers



Food display, food protection, taste testing



Sauces, condiments and single serve utensils



Temperature control of potentially hazardous food



For further information on this topic, please contact Council