



Boorowa Community Bank
IRISH WOOLFEST

**"THE RUNNING OF THE SHEEP"
SUNDAY 3 OCTOBER 2021**



We invite you to join us at the Irish Woolfest in Boorowa. This is a signature event within the Canberra Region drawing visitors from the district as well as a large number 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 3 October 2021** in Boorowa.

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

Business name (Please also provide ABN if applicable):
Description of goods to be sold:
Do you grow any of these products yourself? If so what percentage:
Contact name:
Address:
Mailing Address:
Phone number (Contact number during daytime hours):
Mobile:
Email address:
Website/Facebook:
Previous Stallholder: [] New Stallholder: []
Do you have your own Marquee/Gazebo?
If so what size (3m x 3m) Can it be secured by weights?



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Section 2 – Insurance

Stallholders must hold a current Public and Product Liability Policy. Hilltops Council requires participants to hold a minimum public liability for \$20 million.

The Certificate of Currency must:

- Include a provision that notes Hilltops Council as an interested party for the Irish Woolfest.
- Provide confirmation that the policy covers public liability (for \$20 million) and product liability.

PLEASE CHECK THAT YOU HAVE APPROPRIATE COVER WITH YOUR INSURER. Note: Quotes, schedules or invoices will not be accepted. **Stalls will not be reserved without proof of insurance.**

Section 3 – Risk Assessment Form

Stallholders are required 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** - Tel: 1800 628 233.

Power leads are not supplied. Stallholders are required 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 “**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 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 T: 1300 445 586



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Section 6 – Conditions

As a stallholder, I understand that:

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 samples of products and display for consideration.
Not all stallholder applications are accepted.
Note: Stallholders may be precluded from selling certain items
3. Council reserves the right to determine the location of your stall or display.
4. The Festival will go ahead regardless of weather conditions on the day. No refunds will be offered.
5. Stallholders are responsible for ensuring structures and displays are firmly secured in the event of wind/inclement weather.
6. All Stallholders must hold a current public liability insurance policy of a minimum of \$20 million. The Certificate of Currency (COC) must identify Hilltops Council as an interest party.
Note: If the COC expires prior to the event the stallholder is required to provide Council with an updated copy. Otherwise, the stall will be automatically excluded on the day.
7. Stallholders are required to provide their own tables, chairs, and whatever equipment they require for the day. It is the stallholder's responsibility that setup complies with Work Health and Safety (WH&S) requirements and return a completed Risk Assessment.
8. Photographs/film may be taken to be used by the Hilltops Tourism and Events team for media and promotional purposes.
9. Your stall must comply with the current “**Guidelines for Food Business at Temporary Events**” published by the NSW Food Authority. **Attached** is an illustration for your reference.
Note: If your Food Safety Supervisors Certificated (FSS) expires prior to the event then the stallholder is required to provide Council with an updated copy. Otherwise, the stall will be automatically excluded on the day.
10. Stallholders cooking food on the pavement area of the street are required to provide protection underneath to avoid splatter of substances.
11. Standard Stall sites are 3 metres x 3 metres
12. Power leads **are not supplied**. Stallholders are asked to provide their own extension leads.
All leads must be tested and tagged in accordance with WH&S legislation and suitable for external use. Leads must be taped and covered.
13. Access to site for set up from **7:00am** and completed by **8:30am** on Sunday morning.
Stallholders must exhibit **until 4:00pm**.
14. 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.
15. Stallholders should be considerate of other stallholders during setting up/dismantling and activities throughout the course of the day.
16. All insurance is the responsibility of the stallholder and shall indemnify Hilltops Council for all fines, penalties, claims, suits, demands, actions and proceedings against Hilltops Council, its employees or agents, in respect of injury, loss or damage arising out of the actions of the stallholder and/or their agent. This insurance will also cover you for any damage caused to Council assets during the event.
17. Council reserves the right to reject any stallholder application, or any stallholder on the day of the event if these terms and conditions are not being met.



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Section 7 - Stallholder Checklist

Stall applications must be received by our office **NO LATER** than 30 June 2021.

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);
- Certificate of Currency nominating Hilltops Council as an interested party for this event.

I am a Stallholder:

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

Powered site: (Powered sites are very limited – please contact the office on 1800 628 233 before submitting your application.

- 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**
- I have my own generator. Decimals of generator: _____ estimate

My Certificate of Currency for Public (\$20 million) and Product Liability Insurance:

- Enclosed (note: Quotes, schedules or invoices will not be accepted); or
- I will send a copy through on renewal. Date due for renewal: ____/____/2021

My Food Safety Supervisor Certificate:

- Enclosed
- I will send a copy on renewal. Date due for renewal ____/____/2021
- Not applicable

Payment Arrangements (IMPORTANT** - please note)**

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

I have read and agree to comply with ALL the Terms & Conditions for Sunday 3 October 2021.

Contact: _____ Signature: _____ Date: ____/____/2021

Please return your Stall Application to Hilltops Tourism and Events:

**Boorowa Irish Woolfest,
Locked Bag 5, Young NSW 2594**

**Enquiries: 1800 628 233
Email: vic@hilltops.nsw.gov.au**

Locked Bag 5
Young NSW 2594
Email vic@hilltops.nsw.gov.au
Phone 1800 628 233
irishwoolfest.com.au



Irish Woolfest Sunday 3 October 2021 - 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					
Date of Risk review			Prepared by					
Ref No.	Hazard	Risk Description What can happen?	Risk Assessment Consequences of an incident happening (refer to matrix)			Controls required to mitigate risk What controls can be implemented to manage situation	Risk Owner (Persons Responsible) Persons Responsible for Implementing Controls	Action required to achieve controls How will it be monitored?
			Likeli - hood	Conse - quence	Rating			
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							

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Risk Management

Risk Matrix

	Consequences				
Likelihood	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