

PS02 Advice on Planning Applications

**FORM NO. 1
TOWN PLANNING SCHEME NO. 2
APPLICATION FOR APPROVAL TO COMMENCE DEVELOPMENT**

P4626.

Name of Applicant: <i>SERPENTINE Community Association INC.</i>	
Address of Applicant: <i>SERPENTINE WA</i> P/Code: <i>6125</i>	
Day time Phone No.:	Mobile No: <i>0438252109</i>
Email Address: <i>chellerich@bigpond.com</i> Fax No:	
Name & Address of Owner (if not Applicant): <i>SERPENTINE JARRAHDALÉ SHIRE</i> P/Code:	
Description of Land (Lot No. & Street Name of property where development is to occur): <i>CLEM KENTISH RESERVE OVAL.</i>	
Type of Development: <i>MONTHLY SERPENTINE COUNTRY MARKET</i>	
Existing land use (attach plan showing location of existing buildings):	
Value of Development (excluding GST component of contract): \$ <i>0 00</i>	
Signature of Land Owner: <i>R. T. Gubunow</i>	
Date: <i>26. 06 / 2015</i>	
This application form must be accompanied by the appropriate fee. This is not a building application for which a separate application is necessary.	

Office Use Only

Fee	Receipt No.	Date
<i>0</i>	<i>116718.</i>	<i>2-7-15.</i>

SHIRE OF

26 JUN 2015

SERPENTINE JARRAHDALÉ

published by the shire of serpentine jarrahdale, 6 paterson st, mundijong
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Sustainable, Connected, Thriving!

APPENDIX 9
SERPENTINE COUNTRY MARKETS

SCHEDULE OF DATES:

05/07/2015

02/08/2015

06/09/2015

04/10/2015

01/11/2015

06/12/2015

07/02/2016

06/03/2016

03/04/2016

01/05/2016

05/06/2016

03/07/2016

SERPENTINE COMMUNITY ASSOCIATION

Risk Management Plan

SERPENTINE COUNTRY MARKET

DATES OF EVENT **Refer Schedule Attached**

This plan is to be used as a GUIDE only and should not be taken that a copy of this plan will assure compliance with the relevant Australian Standards. This guide was developed to assist persons develop a Risk Management Plan.

Index

1 Part One – Preparation and Information

1.1 Event Details

1.2 Contacts

1.3 Stakeholders in Risk Management

1.4 Background / Event Scope

2 Part Two – Risks

3 Part Three – References

Attachment A – Risk Register

Attachment B – Incident Register

4 Part Four – Traffic Management Plan

5 Part Five – Fire Contingency Plan

6 Part Six – Evacuation Procedures

Attachment C – Risk Assessment Tables

1. Part One – Preparation and Information

1.1 Event Details

Event Name: Serpentine Country Market

Event Date: Event is ongoing – Refer Schedule Attached

Event Location: Clem Kentish Oval, Karnup Road, Serpentine

Contact Name: Michelle Rich

Contact Number: 0438252109

1.2 Contacts

Organisation	Name	Title	Contact No.		
Emergency Services			000		
Security	Michelle Rich	President	0438252109		
Mundijong Police			95255244		
Mundijong Ambulance			93341222		
Armadale Hospital			93912000		
Byford Medical Centre			9525 1133		
Event Organiser	SCA		0438252109		
First Aid Officer	Varried				

1.3 Stakeholders in Risk Management Plan Serpentine Community Association

1.4 Background/Event Scope

Serpentine Country Markets has been operating in Serpentine since March 2010 at 2 other venues. It is a community market, which will, in future, incorporate a car boot sale. The market is open to the public and runs on the first Sunday of every month except January. An average of 25 stalls attend the market, and sell art, craft, fresh fruit & vegetables, cakes & similar (pre packaged), and a variety of other hand crafted or unique items.

1.5 Communications

Direct personal contact and mobile telephone

2. Part Two – Risks

Through a risk assessment process, the event has been identified as low risk given there will be no alcohol, the community market atmosphere and existence of only relatively small structures such as market gazebos.

Any incidents that occur in at each market will be reviewed after the event, and any changes that need to be made to the Risk Management Plan will be done ready for the next event including any external consultation that may be required.

3. Part 3 – References

- AS/NZS IS31000:2009
- Occupational Safety and Health Act 1984
- Occupational Safety and health Regulations 1996
- Health Act 1911
- Health (Public Building) Regulations 1992
- Environmental Protection (Noise) Regulations 1997 (Regulation 18)

Attachment A: Risk Register

Function/Activity:

Reviewed By:

Date:

A	B	C	D	E	F	G	H
Category	What and how it can happen	Consequence	Likelihood	Existing Controls	Consequence Rating	Likelihood Rating	Level of Risk
Human	Excess litter	Depending on litter it could pose a trip hazard or health hazard	4	Waste bins placed around the venue grounds.	1	Rare	4
	Bomb threat	Potential evacuation of event	1	Uncontrollable until threat is made, then event staff will contact appropriate emergency services	5	Rare	5
	Broken glass	Injury to patrons – first aid required	2	Very little use of glass containers with products sold at the event e.g. most drinks sold in cans or paper cups.	2	Possible	4
	Overcrowding	Patrons could panic; First aid may be required	1	Venue has plenty of room for volume of public expected to attend.	2	Unlikely	2
	Injuries	Requirement for first aid or medical attention	1		2	Unlikely	2
	Trip hazards	Injury to patrons	3	Stallholders will be advised to minimize likelihood of trip hazards by placing pegs, ropes, etc out of walkways, or cover or flag any protruding object.	2	Possible	6
	Toddler Train Accident	Injury to patrons	N/A	No toddler train at the event.		N/A	N/A

	Lost child	Temporary panic	2	Event staff will be aware of such an event and will take lost children to an area of prominence on the verandah of the hall.	3	Possible	6
	Alcohol	Drunk and disorderly; drinking outside designated area	N/A	No alcohol is allowed at the event. If a member of the public is obviously intoxicated, he/she will be asked to leave. The police will be contacted in the event of any problem.		N/A	N/A
Vehicular	Emergency service access	Lack of access can increase the time it takes for emergency vehicles to access fire or casualty	2	The layout of stalls, etc will allow room for vehicular access to all areas of the venue at all times.	3	Unlikely	6
	Vehicle vs person accident	Injury to person	2	Vehicles entering the venue will only be on the grounds of the oval at set up and pack up times and will have hazard lights on, and be restricted to 5 kmh while on the grounds.	3	Possible	6
Technical/ Management	Key contractors – no show	Event might not be able to go on	1	Event is organized by an association with a number of members, and the event only requires a minimum of 4 staff to run effectively. Organisers are confident there will always be this number available.	3	Rare	3

	Volunteers – no show	Event might not be able to go on	2	Refer above comments.	3	Unlikely	6
	Power failure	May impact on parts of the event	2	The event does not require electrical power to run. None of the stalls require electrical power to operate.	1	Rare	2
	Structural collapse – Stage	Injury to persons; Could impact on parts of event	N/A	There is no stage at the event.		N/A	N/A
	Structural collapse - Marquees	Injury to persons	3	Stallholders will be required to securely peg/tie down their gazebos, and event staff will check to ensure stallholders adhere to this requirement.	3	Possible	9
Health	Food poisoning	Illness/death (depending on severity)	2	Stallholders selling foodstuffs are required to comply with SJ Shire Council policies, and obtain the necessary Council approvals. This will minimize the risk.	3	Possible	6

	Excessive noise levels	Complaints from nearby residents	1	There will be no amplified music or announcements at the event. Noise should be minimal.	2	Rare	2
	Unclean toilet facilities	Illness to patrons	3	The event will rely on the use of public toilets maintained by the SJ Shire Council. Toilets will be cleaned by SCA members	3	Possible	9
Natural environment	Falling tree branches	Injury to patrons	2	There are no trees in the event area itself, but there are trees on public land surrounding the oval. The trees are maintained by the SJ Shire Council and we will request the Council attend to regular pruning in order to minimize this hazard.	3	Unlikely	6
	Extreme weather	Illness	2	There is little that can be done to assess or minimize this possible hazard, except to cancel the event if a severe weather forecast is issued for the day of the event.	3	Unlikely	6
Other	Fire in stall-holder area	Injury/death of patrons; damage to property	1	Stallholders are not permitted to light any fires or use any items with a naked flame. Stallholders should also not have any highly flammable goods in their stalls.	4	Rare	4

Animal	Dog/animal attack	Injury/death of pet	1	Event staff will ensure all animals (dogs) are kept on a leash at all times while attending the event. If any animal becomes unduly aggressive, the owner will be asked to remove the animal from the event venue.	4	Rare	4

4. Part Four – Traffic Management Plan

Road closure: No road closures or detours are envisaged

Parking: Refer site plan. Stallholder parking is in a defined area, while the public will have access to public car park, and street parking in areas adjacent to the event venue.

Stallholders, performers and suppliers: Stallholder parking is as above.

Public: Refer site plan.

Parking attendants: There will be 2 to 4 event staff, who will also control/direct parking, primarily for stallholders. It is not considered necessary to control/direct the public who are parking in a public car park, or on a public road.

Emergency vehicle access: refer site plan for access points to oval.

5. Part Five – Fire Contingency Plan

Expected weather conditions on the day: As this is an ongoing monthly event, it is not possible to forecast weather conditions.

In the event of a fire, the following contingency plan will be put in place:

1. Any person who discovers a fire or smoke should report it immediately to event organisers. Event organisers can be identified by the wearing of high visibility vests endorsed with "Serpentine Country Markets"
2. Event organisers will phone 000, or local emergency services if considered more effective at the time of any problem.
3. Emergency Services staff will need to be advised the exact location of the fire, with nearby landmark quoted. Note the event venue is a prime feature of the main road passing through Serpentine, and is easily locatable.
4. Use of a muster point is impractical for an event such as this. The venue is a sports oval surrounded by a relatively low post and rail fence, with several openings. In the event of any imminent danger, the public will exit the venue in all directions, and it would be difficult and illogical to try to control this happening.
5. Fire Warden and event organisers to attend to the fire and request support from local brigades if necessary.
6. If the fire can be easily and safely extinguished by event staff, the brigades may not need to be called.

6. Part Six – Evacuation Procedures

Should the Fire Warden, Fire Brigade or Police who attend the scene recommend that the area be evacuated, the following plan must be put into effect:

1. Event staff will move through the area advising people to leave the oval vicinity immediately by the shortest possible route.
2. Event staff will conduct a final sweep of the venue area before themselves evacuating.

Attachment C:

RISK ASSESSMENT TABLES

Consequences Table

Level	1	2	3	4	5
Rating	Insignificant	Minor	Moderate	Major	Catastrophic
Health and Safety	Negligible injuries & Work impact	First Aid injuries/ minor Work disruption	Medical Type Injuries, /some work disruption	LTI injuries & work disruption	Fatality, Permanent disability/work ceases
Environment	Contained, reversible impact managed by on site response	Contained, reversible impact managed by internal response	Contained, reversible impact managed by external agencies	Uncontained, reversible impact managed by a coordinated response from external agencies	Uncontained, irreversible impact
Financial Impact	Less than \$2000	\$2000 - \$20 000	\$20 001 - \$100 000	\$100 001 - \$1M	> \$1M
Reputation	Unsubstantiated, low impact, low profile or 'no news' item	Substantiated, low impact, low news items	Substantiated, public embarrassment, moderate impact, moderate news profile	Substantiated, public embarrassment, high impact, high news profile, third party actions	Substantiated, public embarrassment, very high multiple impacts, widespread multiple news profile, third party actions

Likelihood Table **NB: In this context, event means incident, accident, hazard, risk or near miss**

Level	Rating	Description	Frequency
1	Rare	The event may only occur in exceptional circumstances	Less than one in 15 years
2	Unlikely	The event could occur at some time	At least once in 10 years
3	Possible	The event should occur at some time	At least once in 3 years
4	Likely	The event will probably occur in most circumstances	At least once per year
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year

Risk Assessment Matrix

Likelihood	Consequence				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	MODERATE (5)	HIGH (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
Likely (4)	LOW (4)	MODERATE (8)	HIGH (12)	HIGH (16)	EXTREME (20)
Possible (3)	LOW (3)	MODERATE (6)	MODERATE (9)	HIGH (12)	HIGH (15)
Unlikely (2)	LOW (2)	LOW (4)	MODERATE (6)	MODERATE (8)	HIGH (10)
Rare (1)	LOW (1)	LOW (2)	LOW (3)	LOW (4)	MODERATE (5)

Risk Priority – Management Monitoring Outline

Extreme: Immediate action is required. The event organisers must be kept informed of actions and progress until the exposure is at an acceptable level.

High: Event organisers must be involved in ensuring that the organisations interests, reputation and business are protected.

Moderate: Procedures must be monitored and practices reviewed by event organisers. Event Organisers responsibility must be specified.

Low: Managed by existing routine procedures and work practices within the Organisation.



Shire of Serpentine Jarrahdale

PUBLIC EVENTS APPLICATION FORM

The Shire of Serpentine Jarrahdale encourages community and public events. Approval is required from the Shire prior to your event occurring, to ensure that your participants can safely attend your event, and that it is held in accordance with the legislative requirements.

The Public Events Application Form is attached, and outlines the information required to be submitted to the Shire for an event approval to be issued.

To enable approval of the event, please provide all necessary information on submitting application a **minimum of 90 days prior to the event, earlier if possible**.

The following information **will be required** before the application will be processed:

- A Site Plan of your event
- Copy of your current Public Liability Insurance
- Risk Management Plan
- Evacuation Plan

Additional information is also required, as outlined on the attached application form. However your event application will not be accepted until the above documents are provided.

The application form may be submitted in person to the Shire of Serpentine Jarrahdale administration building (6 Paterson Street, Mundijong), emailed to info@sjshire.wa.gov.au or via post to:

Attention: Community Services

Chief Executive Officer
Shire of Serpentine-Jarrahdale
6 Paterson Street
MUNDIJONG WA 6123

PUBLIC EVENTS APPLICATION FORM

Name of Event	Serpentine Country Market
Purpose of Event	Community Market
List of likely activities	Sale of art,craft,produce,cakes & similar. Car boot sale-second hand goods

Contact Details

Contact Person	Michelle Rich	Bob Munro		
Organisation	Serpentine Community Assn.	Serpentine Country Market		
Contact Number	0438252109	0447697738		
ABN				
Email Address	chellerich@bigpond.com	hfa1@bigpond.com		
Postal Address				
Are you a Not for Profit organisation? (If yes, please provide evidence of NFP status)			Yes	No

Event Details

Site Plan attached (See Appendix 1 site plan checklist)							
Location of Event	Clem Kentish Oval						
Street Address	Karnup Road, Serpentine						
Will there be camping on your property?						Yes	No
If Yes							
Is your event on a Council reserve?						Yes	No
Event start	Day	Refer	Date		Time	0830	
Event finish	Day	schedule	Date		Time	1300	
Venue access (for set-up)	Day	attached	Date		Time	0630	
Venue Departure (after clean-up)	Day		Date		Time	0230	
Expected number of patrons	At any one time	Up to 150(est)	Total no of patrons		250 (est)		
If this event has been held in previous years, how many people attended (average)	At any one time	No records kept	Total no of patrons		No records kept		

Complaints Procedures

Please provide a copy or details of your complaints procedure (including procedures for noise complaints).			
Complaints will be referred to Serpentine Community Association Executive			
Have you received complaints regarding events of this nature previously?		Yes	No
If yes, please provide details of how you will avoid these issues:			

Public Liability Insurance

Copy of Public Liability Insurance attached-Cover provided by SJ Shire Council via Serpentine Community Association		Yes	No
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Risk Management and Emergency Evacuation Plan

Please attach a copy of your Risk Management and Emergency Evacuation Plan for this event (See template and Appendix 2)	
Risk Management Plans should comply with AS/NZS ISO31000:200	

Environmental Impact and Council Reserves

Will the event require any of the following: If yes, please provide details and mark location on site plan and indicate if any items will be left on site overnight.

Issue:		Description, access times, quantity	
Holes or trenches dug into turf	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	(Existing trees on site with tree protection zones parked)	
Use of tent pegs	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Lines marked on grassed areas	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Access for cars	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	(Existing trees on site with tree protection zones parked)	
Access for light trucks	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	(Existing trees on site with tree protection zones parked)	
Access for heavy vehicles (weight)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	(Existing trees on site with tree protection zones parked)	
Access for machinery / amusements on trailers etc.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	(Existing trees on site with tree protection zones parked)	
Other: please describe			

Due to the location of the venue, nature of the event, topography of the land, prevailing weather conditions and soil type, consideration of and Implementation of environmental management conditions may be required, whether or not on a Council Reserve. On completion of the event, the event organiser shall ensure that the land is returned back to its previous condition.

Noise

Will there be amplified music or noise at the event?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Will there be a generator at the event?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, please identify the source of noise and the potential noise level dB(A) at the nearest residence.	
If the noise from the event potentially exceeds the assigned noise levels as stated in the <i>Environmental Protection (Noise) Regulations 1997</i> , you may be required to complete an application for a Regulation 18 Approval . Please contact Shire Health Services on 9526 1111 for more information.	

Structures

Will you be using any temporary structures? (eg marquees, stages, tents, amusement rides, bouncy castles etc.)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
If yes, please indicate the type of structure in the table below:					
For each structure greater than 55m ² a Form 1 (Appendix 3) - Application to Construct, Alter or Extend a Public Building, Form 2 (Appendix 4) - Application for Approval and a Certification of Structures Form (Appendix 5) or manufacturers structural details is required to be submitted.					
Structure	Number	Size	Company or person erecting structures	Will tent pegs be used to secure structures?	
Marquees	25-50	3m x 3m	Stallholders	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Tents				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Stages				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other, please list:	1	Varies with bouncy castle	Stallholder	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Electrical Installations

Will there be electrical leads at your event?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Will there be lighting installed for your event? eg lighting towers	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Will there be other electrical equipment at your event? Attach a list if Yes.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please identify the power supply for your event:	
<ul style="list-style-type: none"> All leads and electrical devices must be tagged within the last 12 months by a licensed 	

electrician.

- A Form 5 must be completed on the day of the event by a licensed electrician and returned to the Shire's Health Services. (See Appendix 6 Certificate of Electrical Compliance)

OCM162.1/09/15

Toilets

What toilet facilities will be provided **for staff, volunteers and patrons** at the event?

	Toilets		Urinals		Hand basins	
	Existing	Additional supplied	Existing	Additional supplied	Existing	Additional supplied
Male	2		Nil		1	
Female	2		Nil		1	
Accessible/disability friendly	N/A		N/A			
Parenting Room	Nil		Nil		Nil	

What arrangements have been made for servicing/cleaning the toilet facilities? (It is the responsibility of the event organiser to ensure all toilets (existing and additional) are serviced and cleaned for the duration of the event.) Toilets will be cleaned by the SCA on the day of the event.

What arrangements have been made for lighting toilets and surrounds (interior and exterior)?

Nil Event is day light hours only

Stallholders

Will any food be provided or sold at your event? Yes No

If yes, **Food Stall Applications** need to be completed for each stall selling or providing food, with a site plan of the food stall/marquee and a copy of the stallholder's public liability insurance. All applications must be lodged with supporting information at least 2 weeks prior to the event. Applications will be assessed by the Shire's Health Services.

(See Appendix 7 Food Stall Applications)

Will any non-edible products be sold at your event? Yes No

Will there be any amusements or activities at your event? (eg face painters, bouncy castles) Yes No

Alcohol

Will there be alcohol at this event? Yes No

If yes, a liquor licence is required. Please contact Office of Racing and Gaming online@rgl.wa.gov.au and attach a copy of the approval to this form.

First Aid

Please describe what first aid arrangements have been made for the event, including names of designated first aid officers, qualifications, and if they are from an accredited agency (eg. St Johns).

Name	Qualifications	Agency
1. Varried	Senior First Aid Cert	N/A
2.		
3.		
4.		

Fire Safety

What fire safety arrangements have been made for the event?

Please describe the quantity, location and type of fire extinguishers.

	Type	Quantity	Location on site plan
1.			
2.			
3.			

Pyrotechnics (fireworks)

Are pyrotechnics (fireworks) planned for the event Yes No

Approval from the Department of Mines & Petroleum, Fire Authorities, the Police and the Shire is required to discharge fireworks

Security

What security / event liaison arrangements are planned for the event? Please provide details:

	Provider	Number of staff	Rostered Hours	
			Start	Finish
Licensed Security Personnel				
Event liaison (unlicensed)				
Volunteer Event Staff	Serpentine Community Association		0630	1430

Waste Management

What arrangements have been made to manage waste at the event?

Waste bins will be placed at intervals around the venue grounds. These bins will be emptied into Council bins after the conclusion of the event.

Will you require the hire of skip bins? Yes No

It is the responsibility of the event organiser to make commercial arrangements with the Shire's Waste Contractor, Perth Waste, for the supply of a skip bin.

Disability Access and Inclusion

Is your event accessible for people with disabilities and diverse cultural backgrounds? Yes No

There are many ways of making your event more accessible and inclusive:

Are your signs and promotional materials in large print or alternative languages Yes No

Have you used a plain font (12 point type) on your promotional materials, with an absence of background pictures/patterns to assist vision impaired people read your promotional material? Yes No

Does your event promotional material state if the site is accessible? Yes No

Water bowls and rest areas for companion animals Yes No

Are there paths and ramps to assist individuals with mobility impairment Yes No

Is there clear, directional signage to the venue and toilets? Yes No

Is there ample space for wheelchairs in seated areas? Yes No

If you are having food at your event, is there a range of healthy and/or culturally sensitive items to choose from? Yes No

If your event covers a large area, are there shaded places to sit? Yes No

Companion Card Program allows the carer or support worker to enter an event free of charge if accompanying a person with a disability. Yes No

Do the steps to your stage have handrails? Yes No

Other, please describe:

Traffic Management and Parking		
What parking arrangements are in place for your event?		
Public parking around venue (car parks)		
Please attach a copy of a site plan for parking		
	Existing	Additional - please describe
Standard vehicle bays	40	
Accessible Parking		
Oversized vehicles eg. bus	1	
Kiss and Drive facilities		
Names of Nominated Parking Attendants:		
Varried		
Name of person responsible for collection of traffic/advertising signage		
Bob Munro		
Will a road closure or any variation to existing traffic arrangements be required?		Yes No
If Yes, a traffic management plan is required. There may be significant issues with traffic management that impact on your event. Refer Shire of Serpentine Jarrahdale's Road Closures for Events Policy – PC105		

Amusements		
Will you have amusements at your event?		Yes No
All amusement rides must comply with all the relevant legislation and have required plant registration.		

Advertising and Direction/Event Promotional Signage		
Are you applying for permission to advertise your event on public or private land?		Yes No
Written approval is required from the Shire's Planning Services prior to the installation of any signage. A standard application Form No. 1, along with relevant information, is required to be submitted to the Shire's Planning Services. The Shire's Local Planning Policy No. 05 – Advertising Signs can be viewed for your assistance: www.sjshire.wa.gov.au/assets/Uploads/pdf/LPP05-Advertising-Signs.pdf		

CHECKLIST

OCM162.17/09/15

Documents REQUIRED with your application	✓
• Site plan of your event	
• Copy of current Public Liability Insurance	
• Risk Management Plan	
• Evacuation Plan	
Additional documents that may be required	✓
Appendix 2: Risk Management and Emergency Evacuation Plan	
Appendix 3: Form 1 - Application to Construct, Alter or Extend a Public Building,	
Appendix 4: Form 2 - Application for Approval. Must be completed for all marquees, stages, etc larger than 3x3m55m ²	
Appendix 5 Certification of Structures Form	
Appendix 6 – Certificate of Electrical Compliance	
Appendix 7 – Food Stall Application	
Advertising, Directional/Event Promotional Signage Application	
Complaints Procedure	
Copy of letter informing Police and FESA of your event	
Traffic Management Plan	
Other documents attached to application (please list)	✓
Appendix 9 – Serpentine Country Market – Schedule of Dates	

DECLARATION	
<p>I, the undersigned, certify that I have authority on behalf of the organisation, group or club to submit this application and that the information contained herein or in the attachments is, to the best of my knowledge, true and correct.</p> <p>I declare that I have read and understood my obligations as defined within the Shire of Serpentine Jarrahdale's Event Guidelines.</p>	
Contact Person / Phone No.	Michelle Rich
Mobile Number	0438252109
Organisation	Serpentine Community Association
Position within the organisation	President
Signature	
Date	

Please **tick** the box if you **do not consent** to your Contact Details being given out to members of the Public in relation to your Event. **X**

The application form may be submitted in person to the Shire of Serpentine Jarrahdale administration building, emailed to info@sjshire.wa.gov.au, or via post, a minimum of 90 days to your event, to:-

Attention: **Community Services**
 Chief Executive Officer
 Shire of Serpentine Jarrahdale
 6 Paterson Street
MUNDIJONG WA 6123

APPENDIX 1

SITE PLAN CHECKLIST

A detailed site plan to scale is required detailing the following as applicable:

- Location of Emergency Assembly Points.
- Environmental impact (ie location in relation to vegetation, water courses, etc).
- Stage and speaker layout and direction of nearest residential property.
- All structures, fencing, food stalls, lighting, toilets, first aid posts and amusements.
- Location of all electrical equipment, generators and primary power supply.
- Liquor licensed areas.
- Location of all fire extinguishers, exits, fire safety equipment and access points for vehicles.
- Pyrotechnics location.
- Location of Security.
- Bins.
- Location of Wheelchair access.
- Parking arrangements and road closure locations.
- Signage

APPENDIX 2

RISK MANAGEMENT AND EMERGENCY EVACUATION PLAN

APPENDIX 3

Health Act 1911

Health (Public Buildings) Regulations 1992

FORM 1

APPLICATION TO CONSTRUCT, EXTEND OR ALTER A PUBLIC BUILDING / EVENT

I being the owner/agent hereby apply under Section 176 of the Health Act to construct, alter or extend a public building:

PREMISES DETAILS

Name of:	
Lot N ^o :	Street:
Location:	
Nearest cross street:	
Intended use:	
In support of this application, I hereby submit plans and detail as required.	
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.	
Signed:	
Owner/Agent:	
Address:	
Telephone:	Fax:

APPENDIX 4

FORM 2 (Regulation 5)

Health Act 1911

Health (Public Buildings) Regulations 1992

APPLICATION FOR APPROVAL

I being the owner/agent hereby apply for a Certificate of Approval in respect of:

PREMISES DETAILS

Name of:	
Lot N ^o :	Street:
Location:	
Nearest cross street:	
Construction/extension/alteration of which was completed on	
in accordance with your approval given on	
Signed:	
Owner/Agent:	
Address:	
Telephone:	Fax:

This form to be forwarded to the Local Authority when work is completed

APPENDIX 5

CERTIFICATION OF STRUCTURES FORM

_____ 20 _____

Attention: Community Services
Chief Executive Officer
Shire of Serpentine-Jarrahdale
6 Paterson Street
MUNDIJONG WA 6123

Re: Certification that structures have been erected in accordance with engineering details or manufacturer's instructions

Please be advised that I _____ have erected the following
structures at the event known as _____ to be held on

_____ 20 _____ located at _____

I, _____ hereby certify that:

- I have checked the structural integrity for the subject structures listed above.
- I certify that the above structures have been erected in accordance with engineering details or manufacturer's instructions, submitted to the Shire of Serpentine Jarrahdale on _____
- That all structures listed above have been constructed to be structurally adequate.

Name: _____

Address: _____

Qualifications: *(Please indicate)* _____

Telephone: _____

Signature

Date

APPENDIX 6
SCHEDULE 3
FORM 5 (Completed on day of event by Qualified Electrician)
HEALTH ACT 1911
HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992
CERTIFICATE OF ELECTRICAL COMPLIANCE

To: Shire of Serpentine-Jarrahdale

Date _____

I hereby certify that the electric light and/or power (installation, alteration, addition) at the undermentioned premises has been carried out in accordance with the *Health (Public Buildings) Regulations 1992*.

Name of Occupier:
Date:

DETAILS OF BUILDING

Name:	
N ^o :	Street:
Location:	Post code:
Particulars of Installation	
Describe any electrical work for which you are not responsible in these premises:	
Signature of licensed electrical contractor or electrical worker authorised to sign on behalf of the electrical contractor/in-house electrical installer	
Signed:	
Contractor's/in-house electrical installer's business name :	
Contractor's/in-house electrical installer's registration N ^o :	
Contractor's/in-house electrical installer's address:	
Contractor's/in-house electrical installer's telephone N ^o :	

This form to be forwarded to the Local Authority when work is completed

APPENDIX 7

FOOD STALL APPLICATION FORM

SHIRE OF SERPENTINE JARRAHDALÉ – FOOD ACT 2008

Your application should include all supporting information as required, and be lodged at least 2 weeks prior to your event, or approval may be delayed.

APPLICANT'S DETAILS

Applicant's Name:

Postal Address:

Street Address:

Suburb:

Post Code:

Phone:

Mob:

Fax:

Email:

FOOD PREMISES DETAILS

Name of Food Premises/Vehicle:

Name of Event:

Date(s):

Event Times:

Street Address:

Suburb:

Post Code:

Type of Temporary Food Premises: Please tick:

Temporary Food Stall (enclosed on 3 sides)

Trestle Table* (open at

sides) Food Van **

* Trestle Table structures will only be approved where no food preparation is occurring and food is sufficiently protected from contamination.

** A copy of the local authority approval document must be attached.

Public Liability Insurance A copy of the current cover note must be attached

Yes

DETAILS OF PROPOSED FOOD HANDLING ACTIVITY

List of all food and drink to be sold:

.....

Does the food require preparation or handling prior to the event?

No, all food is obtained from an approved food business, in a prepared form ready for use.

• Name of food business:

Yes, the food is prepared within an approved commercial or residential kitchen.

• Name of food business:

• Where you live **outside** the Shire of Serpentine Jarrahdale, a copy of the local authority Food Premise:

- Yes**, the food is prepared in my residential kitchen, but I do not have an existing approval under the Food Act 1981.
- Unless you are an exempt food business (charitable fund raising activity) a Residential Food Premises ,

DETAILS OF TEMPORARY FOOD STALL

Please tick to confirm whether the proposed food stall has the following facilities (provide a detailed diagram):

- a roof, three walls, cleanable impervious floor (if on unsealed ground).
- a dedicated dishwashing facility with detergent and sanitiser **
- a hand washing facility with running water, soap, and single use hand towels **

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

Please detail:

Cooking appliance(s):
.....

Hot display:
.....

Refrigerated storage:..... display:.....

Transportation:
.....

Hot foods to be kept at above 60°C, cold foods to be kept below 5°C. All stallholders to have a thermometer on site.

Protection: (measures to prevent food contamination, i.e. transport, preparation, display):
.....
.....

Number of Staff (total):	Number of Staff handling food:
--------------------------	--------------------------------

Power supply: Self contained External (please specify):

Water supply: Self contained External (please specify):

Waste water disposal: Self contained External (please specify):

GUIDANCE ON FOOD STALL APPLICATION PROCESS

Information to assist you on the minimum requirements for the operation of a temporary food stall may be found in the attached; (Temporary Food Stall Guidelines and the Artist's Impression). In order to comply with relevant legislation, information on such may be found in the *Safe Food Australia – A Guide to the Food Safety Standards* on the Food Standards Australia New Zealand website, <http://www.foodstandards.gov.au/>

OCM162.1/09/15

DECLARATION:

I, the person making this application, declare that:

- I have attached a diagram detailing; food stall structure, equipment, hand washing facilities etc.;
- I have attached all required Approval and Public Liability Insurance documentation; and
- The information contained in this application is true and correct in every particular.

Signature of Applicant: _____

In the case of a company, the signing officer must state position in the company

Date: _____

Further information can be obtained from the Shire of Serpentine Jarrahdale Health Services on 9526 1111.

APPENDIX 8

CONTACT LIST

Shire of Serpentine Jarrahdale –

9526 1111

Department of Mines & Petroleum (Fireworks) 9222 3333

Department of Parks and Wildlife 6467 5000

Rockingham General Hospital 9592 0600
 Armadale General Hospital 9391 2000

Department of Fire & Emergency Services 9323 9300
 Emergency Services Shire 9526 1111

Department of Health (WA) - Public Building 9388 4962

Liquor Licensing Division (Perth) 9425 1888

Email: online@rql.wa.gov.au

Police Department (Mundijong Office) 9525 5244

Email:- mundijong.police.station@police.wa.gov.au

First Aid - St John Ambulance 9334 1222

Email: ambulanceoperations@ambulance.net.au

DEFINITIONS

For the purpose of this Policy, the following definitions apply;

“A **Non-Complying Event**” shall be defined as an outdoor event, usually with amplified music, where noise levels are in excess of those permissible in the *Environmental Protection (Noise) Regulations 1997*.

“A **Complying Event**” shall be defined as an outdoor event where noise levels are not expected to exceed those permissible in the *Environmental Protection (Noise) Regulations 1997*.

“**Assigned level**” shall be as defined by the Environmental Protection (Noise) Regulations 1997.

“**Charitable Organisation**” shall mean 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.

“**Circus**” shall be as defined by the Code of Practice for the conduct of circuses in Western Australia.

“**Crowd Controllers**” shall be as defined by the *Security and Related Activities (Control) Act 1996*.

“**Event Organiser**” shall be defined as the person or persons who are co-ordinating the event, and are responsible for ensuring that the event is run in accordance with the Shire’s Policy and all legislative requirements. This person will be the primary contact with the Shire of Serpentine Jarrahdale.

“**Major Outdoor Event**” shall be defined as any outdoor festival, concert or entertainment activity or any event defined as a public building, where a gathering of **500 people or more** is anticipated over the life of the event.

“**Minor Outdoor Event**” shall be defined as any outdoor festival, concert or entertainment activity or any event defined as a public building where a gathering of **less than 500 people** is anticipated over the life of the event.

“**Maximum Accommodation Certificate**” shall be defined as an approval certificate issued by the Shire’s Manager Health and Building, stipulating the maximum number of persons who may assemble at the event.

NB Events with an expected number of patrons to be less than one hundred (100) is not required to be assessed by the Shire’s Events Advisory Group.

“**Noise Sensitive Premises**” shall be as defined by the *Environmental Protection (Noise) Regulations 1997 (Schedule 1)* and in most cases will be premises occupied solely or mainly for residential or accommodation purposes.

“**Public Building**” shall include an event, festival or the like and shall be defined as;

- a) A building or place or part of a building or place where persons may assemble for;
 - i) civic, theatrical, social, political or religious purposes;
 - ii) educational purposes;
 - iii) entertainment, recreational or sporting purposes; or
 - iv) business purposes, and
- b) Any building, structure, tent, gallery, enclosure, platform or other place or any part of a building, structure, tent, gallery, enclosure, platform or other place in or on which numbers or persons are usually or occasionally assembled/but does not include a hospital.

“**Qualified First Aid personnel**” shall be defined as persons who have current Senior First Aid qualifications from an accredited first aid training provider.

