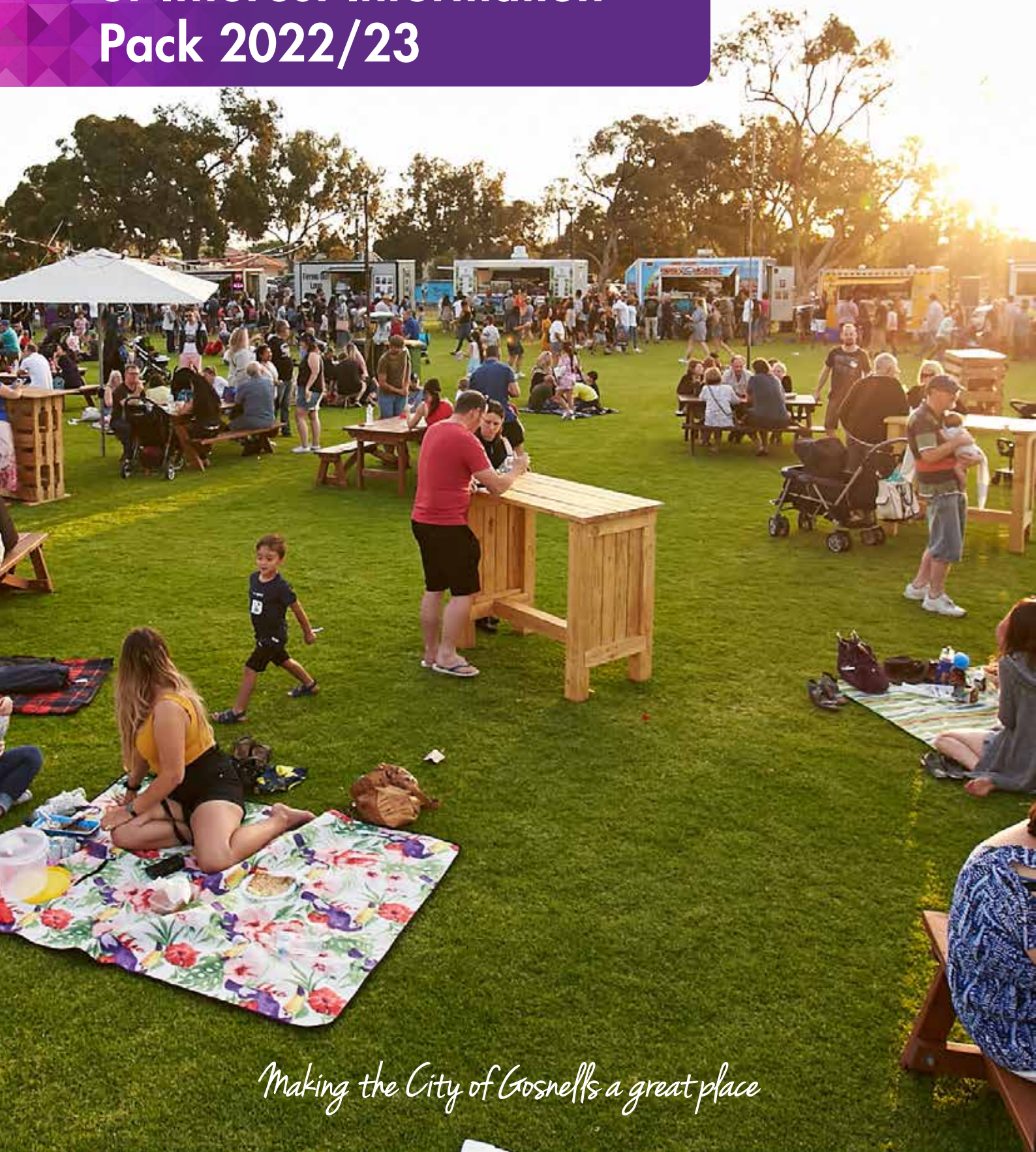




Food Trader Expression of Interest Information Pack 2022/23



Making the City of Gosnell's a great place

City profile

The municipal history of the City of Gosnells dates back to 1907, when the Gosnells Road Board was established to service a population of 737. The focus was on construction of roads to link the area's emerging timber mills and farms with the established communities in Perth and Fremantle.

The City of Gosnells was formally declared in 1977, and the current population of over 133,000 people occupies a 127km² area comprising the communities of Beckenham, Canning Vale, Gosnells, Huntingdale, Kenwick, Langford, Maddington, Martin, Orange Grove, Southern River and Thornlie. Although road development and maintenance remain an integral part of the City's business, it also performs a wide range of functions and provides diverse services, including waste management, parks, leisure services, libraries, environmental health and community safety.



The City of Gosnells hosts a wide variety of culturally diverse community events and festivals to cater for all interests and ages.

If you are a food trader with exceptional food offerings and presentation, the City of Gosnells welcomes your Expression of Interest to participate in the 2022/23 events season.

Expression of Interest application process

Food traders can register their interest by completing a Food Trader Expression of Interest (EOI) Application Form on the website:

gosnells.wa.gov.au/EventFoodTraders

Expressions of Interest are due by 4pm Friday 12 August 2022 and successful traders will be contacted by Friday 26 August 2022.

Traders are only required to submit one application for the 2022/23 events season. Successful traders will then remain on our food trader database and will be considered for relevant events throughout events season.

Food traders are required to thoroughly read this EOI Information Pack, including the selection criteria and terms and conditions of trade, prior to submitting an application.

Once satisfied that all criteria and terms and conditions have been met, complete the Food Trader EOI Application Form.

Please note: Submission of an EOI does not guarantee your business will be selected to trade at any particular event.

Expression of Interest applications close at 4pm on Friday 12 August 2022.
Successful vendors will be contacted by Friday 26 August 2022.

Expression of Interest application requirements

The following documents are mandatory requirements when submitting a Food Trader EOI Application Form:

- Food truck/stall or structure images
- Menu and price list
- Product images
- Local Government Certificate of Registration of a Mobile Food Business or Temporary Market Stall
- Public Liability Insurance Certificate of Currency
- Recent inspection report (completed within last 12 months)
- Floor plan and size of food vehicle, including A-frame trailer if relevant

The City is unable to consider applications that do not include the above documents.

Selection criteria

The City will select food traders based on the following criteria:

Food menu items

- Local, fresh and seasonal produce, and high-quality menu items
- Diverse menu catering for various dietary requirements and price points
- Diverse menu representing a range of culinary cultures
- Availability of healthy food and drink options

Food trader presentation

- High quality presentation of the food vehicle or stall, including cleanliness, signage and menu displays
- Professional and friendly staff

Sustainability practices

Vendors are to follow Government guidelines relating to single-use plastics. Consider alternatives that can be recovered, recycled or composted. Full details are available via the below website:

plasticsbanwa.com.au/items

Please note: The selection of food traders for each event is at the City's discretion and may reflect the target audience and themes for individual events.





There are **TWO FEES** that traders need to pay: **Fee 1 – Trading Permit** and **Fee 2 – Event Stallholder Fee**

Fee 1 – Trading Permit 1 July 2022–30 June 2023

The City of Gosnells has two options for trading permits, with the new Simplified Trading Partnership Permit (STPP) being the preferred option:

1. Simplified Trading Partnership Permit (STPP).
The STPP is a partnership between the City of Gosnells, City of Canning and Town of Victoria Park, making it easier to trade at approved events in their areas. This is an annual fee (1 July 2022 – 30 June 2023) that must be paid before the first event you trade at. This single fee covers all events across all three local governments, for the year.

Or

2. City of Gosnells Stallholder/Trader Permit.
This fee is charged per event.

Fee Options 1: July 2022 – 30 June 2023

Annual Simplified Trading Partnership Permit Fee	City of Gosnells Stallholder/Trader Permit Fee
\$115 annual fee	\$69 per event
\$57 Secondary application fee (multiple vehicle/stall with existing STPP application)	Plus \$18 trading fee per day
	e.g. Fusion Festival (2 day event) \$69 + \$36 = \$105

Fee 2 – Event Stallholder Fees

In addition to Trading Permits, all food vendors trading at City of Gosnells major events will also be required to pay an Event Stallholder Fee

Only food traders selected to trade at a major event will be required to pay the fees.

Fee 2: July 2022 – 30 June 2023

City of Gosnells Event Stallholder Fee

\$150 per day per event (5,000+ attendees)

\$55 power per event (5,000+ attendees)

All fees are non-refundable, however if an event is cancelled by the City, this Event Stallholder Fees will be refunded.

COVID-19 safety

The Australian Hotels Association Hospitality and Tourism COVID-19 Hygiene Course has been designed to help implement measures that will continue to reduce the risks associated with COVID-19 in respect to hygiene, cleaning and physical distancing measures. **All food traders are strongly encouraged to complete this training.**

The City will continue to adhere to the most up to date Government guidelines and health advice in place for each event. In addition, food traders must:

- Assist in ensuring customers are adhering to physical distancing regulations
- Provide hand sanitiser at food vehicle/stall
- Ensure contactless payment is offered to minimise handling of cash

Food Trader Terms and Conditions of Trade 2022/23

The following Terms and Conditions apply to all food traders who are selected to trade at any event during the City of Gosnells 2022/23 event season.

1. HEALTH AND SAFETY REQUIREMENTS

1.1. Inspection of Sites

It is the responsibility of the food trader to operate in accordance with all relevant legislative requirements including the City's local laws, the Food Act 2008 and the Australia New Zealand Food Standards Code.

The City's Environmental Health Officers may inspect food traders prior to each event day's trade. Food traders not meeting the City's minimum health and safety requirements for selling food will not be permitted to trade unless any required improvements are made to the satisfaction of the City.

1.2. Structural Safety

Stalls or temporary structures will be required to comply with safety standards and have an assessment of structural sufficiency. Traders may be asked to submit certification by a suitable, qualified person (rigger or installer with sufficient experience) for any structure that does not require a building permit.

Any guy ropes or other tie-down points shall be located away from public areas.

The City has the right to reject a trader's involvement in City events due to their site being unsafe or inappropriate.

1.3. Electrical Safety

All food traders are required to ensure all electrical devices installed at the event are compliant with the AS/NZS Standard 3002:2021 (Electrical Installations: Shows, Carnivals and Events) ensuring all equipment is tagged and tested to AS/NZS 3760:2010.

Any food traders that are not compliant with the above-mentioned standard will not be permitted to trade.

1.4. Fire Safety

The City requires all food traders to have the appropriate serviced fire safety equipment available in their set up when trading at City events, in case of an emergency.

1.5. Sale of Food

Food traders are required to conform to minimum safety standards. Further details regarding the sale of food and food safety may be obtained from the City's website.

All food traders must be registered with the Local Government Authority (LGA) in whose jurisdiction the business is based and must provide evidence of such registration with their application.

1.6. Accidents, Incidents and Risk Management

It is the responsibility of each food trader to promptly report any incident to the Senior Community Events Officer listed in your Food Trader Information Pack, including:

- Property damage
- Illness, accident or injury
- Anti-social behaviour
- Lost children
- Any observed disruptive behaviour
- Any other issues raising concern for the health, safety or security of food traders or the public
- Hazards and near misses

1.7. Personal Safety and Security

Food traders are required to maintain an appropriate level of personal safety and security. The City will not be liable for the loss of goods, cash or personal items or damage to any goods, including loss or damage as a result of on-site power failure.

2. TRADE REQUIREMENTS

2.1. Attendance

Written acceptance of an invitation to trade at an event constitutes agreement by the food trader to attend the event on the agreed dates. If unable to attend, a food trader must notify the City a minimum of two weeks prior to the event.

Failure to attend on the agreed dates may result in the City withdrawing permission for the food trader to trade at subsequent event dates.

2.2. Non-refundable Trading Fees

Only food traders selected to participate will be required to pay a fee. All fees are non-refundable, except if event is cancelled by the City. In this instance the Event Stallholder Fee will be refunded, however the STTP fee will not.

2.3. Trading Times

All food traders must be set up and ready to trade in accordance with the times provided in the Food Trader Information Pack for each event. Food traders must trade for the duration of the event.

Food traders must supervise their structure/mobile food business for the duration of the event.

2.4. Infrastructure

All infrastructure requirements and catering equipment necessary for trade must be provided by the food trader. All infrastructure must be stable and firmly secured, to avoid the possible risk of injury. Please ensure that the infrastructure and equipment is set up and maintained in an appropriately safe and secure manner.

Food traders must confine their equipment, displays and signs to the site area and keep all pathways and thoroughfares clear and unobstructed. Any guy ropes or other tie down points shall be located away from public areas. All signage must directly relate to the products being sold. No commercial signs will be permitted.

2.5. Site Location

Site areas will not be perfectly to scale on site maps. Food trader sites may be relocated at any time and for any reason as required by the City.

2.6. Sub-Letting and Assignment

Food traders are not permitted to organise a replacement trader if they are no longer able to attend the event, and must notify the City of this a minimum of two weeks prior to the event.

2.7. Supervision of Sites

Food trader areas must be supervised at all times by an adult for the duration of the event. Events will run no longer than two days.

2.8. Power and Lighting

All food traders must be fully self-sufficient. Power and lighting is not provided by the City.

2.9. Public Address Systems and Hawking

Loud or amplified product promotion by food traders is not permitted. Public address systems are not to be used without the prior written approval of the City.

2.10. Disposal of Rubbish

General waste and recycling bins will be provided by the City. It is the food trader's responsibility to dispose of or remove any rubbish appropriately and ensure that the area is kept clean and tidy.

Large boxes and packaging are not to be disposed of on site. Food traders are responsible for removing these items.

2.11. Competitions

Raffle tickets may not be sold, nor competitions run at any event without any necessary statutory approvals and without the prior written consent of the City.

2.12. Samples, Testers and Promotional Flyers

Product samples or testers and promotional flyers may not be distributed at the event outside the confines of the trader's site without the prior written consent of the City.

SUCCESSFUL TRADERS

3. ACCESS

3.1. Traffic Management

The City may implement traffic management measures such as road closures or reduced speed limits at its discretion. Food traders are required to comply with all requests and instructions by City officials or their representatives with regard to traffic management.

3.2. Vehicle Access

While onsite, all vehicles must drive slowly with hazard lights on. A 5km speed limit applies at all times when driving onsite. All vehicles (excluding the mobile food businesses) must be removed from the event area during trading periods unless permission is given by the Senior Community Events Officer. No vehicles may enter the event area during trading times (excluding emergency vehicles).

3.3. Food Trader Parking

Dedicated parking space is not allocated onsite for food trader vehicles. Parking will be available near to the site.

3.4. Set-up

Food traders will be provided detailed bump-in/bump-out instructions in the Food Trader Information Pack. These instructions will be emailed prior to each event and must be followed by all food traders. Bump-in/bump-out instructions are subject to change and food traders will be notified of any variation by the City.

3.5. Pack-up

Food traders must not commence pack-up until the advertised closing time of each event. This is both a safety issue and a trading requirement.

4. PROMOTIONS

The food trader consents to the City using any photographs submitted as part of the food trader's application to promote any City event.

The City may engage photographers to record activities at event days. The food trader consents to any photos of the food trader or food traders produce taken by City photographers to be used for promotional or archival purposes.

5. SALES

Although the City is committed to the successful promotion and delivery of all event days, the City does not take any responsibility for the level of sales that a food trader may achieve.

6. CANCELLATION BY THE CITY

The City reserves the right to cancel the approval for any food trader without refund and/or ban the food trader from participation in future event days if it determines that the food trader has breached any of the Terms and Conditions, or the food trader is selling goods other than those specified in its application, without the prior written approval of the City, or doesn't meet the City's health requirements.

7. LIABILITY AND INDEMNITY

The City shall not be liable for any injury, loss or damage incurred by a food trader who trades at an event day unless such injury, loss or damage is caused by the City's negligence.

8. INSURANCE

The food trader is to affect and maintain a policy of public liability insurance in an amount of not less than \$10 million for any one event.

9. AMENDMENTS

The City reserves the right to amend the Terms and Conditions and will notify food traders of any changes prior to their coming into effect.



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