

Friendly Neighbourhoods Community BBQ Trailer



Information Booklet



Contents



- [Introduction](#).....2
- [What's in the trailer?](#).....2
- [Where and when can I collect the trailer?](#).....3
- [How do I use the trailer?](#).....3
- [Who can I contact if I have any problems?](#)4
- [When do I have to return the trailer by?](#).....5
- [What condition must the trailer be returned in?](#).....5
- [How do I report any faults or issues with the trailer?](#)..5
- [What about Food Safety?](#).....6



Introduction

The City of Melville is a fantastic place to live, with many great people living in our community. We lead such busy lifestyles and often don't have the opportunity to meet our neighbours. [The Friendly Neighbourhoods Initiative](#) helps people take the first step in communicating with their neighbours, while also encouraging and supporting fabulous neighbourhood events such as street parties, barbeques and the Friendly Neighbour Awards!

A community BBQ is a great way to get to know your neighbours. Our Friendly Neighbourhoods Community Trailer makes cooking a BBQ for a large group easy. Equipped with a gas BBQ, gas bottles, cooking utensils, a marquee and lots of other useful items, the trailer has everything you need to host a community barbeque without the hassle of using your own equipment. The trailer is available free of charge, and is available for use within the City. Both individuals and community groups are more than welcome to take advantage of this service. To book the trailer, please complete an [online booking application](#) form.

? What's in the trailer?

- ✓ A four burner BBQ
- ✓ BBQ utensils - (tongs, scraper, grill cleaners, scissors, spatula) housed in a plastic container
- ✓ A bin and bin bags
- ✓ Disposable gloves
- ✓ Disposable aluminium trays
- ✓ An esky
- ✓ Matches
- ✓ Mini water cooler
- ✓ Plastic preparation bowls
- ✓ A rubber mallet
- ✓ Shade shelter, poles and walls
- ✓ Two trestle tables
- ✓ Plastic container set with lids
- ✓ Water cooler (15L) with tap



? When and where can I collect the trailer?

You can collect the trailer from the City of Melville Operations Centre, located at the top of Bramanti Road in Murdoch. You can collect the trailer any time between 8:00am and 5:00pm, seven days a week.



Please call the Community Safety Service (CSS) on 1300 653 643 at least half an hour before your arrival so they can prepare the trailer, and so that staff are able to assist you in securing the trailer to your vehicle.

? How do I use the trailer?



Click the option below to view the instructions. Please ensure you read the instructions carefully before operating the Community BBQ Trailer.

**Opening and
stabilising
the trailer**

**Operating the
BBQ**

? Who can I contact if I have any problems?

Please contact the CSS on **1300 653 643** if you experience any problems with the trailer during your community BBQ.



Emergency Contact Details:

000 - for life-threatening situations

131 444 - when police attendance is required



Fire Safety Tips

- Always site a barbecue on a firm, level base, sheltered from wind gusts and well away from anything flammable like garden sheds, vegetation, fences etc.
- Follow the BBQ manufacturer's instructions and use the correct start up and shut down procedures. **NEVER** put any flammable liquids on the barbecue.
- Ensure that the lit barbecue is in the care of a responsible adult at all times.
- Keep children away from any barbecue and remember to remove and secure any lighters and matches that you have used in lighting the barbecue.
- Only use a barbecue in a well ventilated area as fumes and gases emitted may be harmful.
- If a gas leak does occur, shut off the cylinder immediately and allow any gas to dissipate.
- Use alcohol responsibly around barbecues.

? When do I have to return the trailer by?

Please return the trailer to the City of Melville Operations Centre on Bramanti Road in Murdoch, within 24 hours of the completion of your event. The trailer can be returned between 8:00am and 5:00pm, seven days a week.

Please call the Community Safety Service (CSS) on 1300 653 643 at least half an hour before your arrival so that staff are able to assist you in removing the trailer from your vehicle.

? What condition must the trailer be returned in?

Please leave the trailer and its contents as you would want to find them - neat, clean and undamaged!

Please:

- Wash all utensils and cooking bowls with soap and water after use
- Wash, clean and correctly stow the barbecue
- Close and correctly stow gas bottles
- Dispose of all rubbish - please do not leave rubbish in the trailer
- Dismantle and return the shade shelter to its storage bag



? How do I report any faults or issues with the trailer?

If you experience any faults or issues with the trailer, please make sure you report them to the CSS Officer when you return the trailer.

? What about Food Safety?

You do not need to apply for any permits to host your BBQ, but please take the time to read through the Requirements for Temporary Food Stalls document before hosting the BBQ. Please note that the submission of plans and application fee is exempted.

We encourage you to read the [Pictorial Guide for Temporary Food Stalls](#) before hosting your barbecue.

We also encourage you to complete the free [I'm Alert online training](#) program to assist you and your food handlers gain valuable skills and knowledge in food and hygiene. The program is presented in an interactive, easy to follow, and entertaining format and includes the ability for the user to print off an acknowledgment form and a certificate upon completion of the program.

Please contact the City's Environmental Health Team on 1300 635 845 for more information on the health requirements of your BBQ.



Please read the Requirements for Temporary Food Stalls here

