AUSTRALIAN ALPACA ASSOCIATION GUIDELINE – SHOW AND EVENT EQUIPMENT

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Statement of Purpose

The general purpose of the Show and Event Equipment Guideline is to:

- Provide more detailed information in support of the AAA Show and Event Equipment Policy;
- Assist conveners, organisers and attendees that require electrical equipment at events to:
  - Maximise the extent to which they are protected from injury;
  - Meet their compliance obligations, with particular emphasis on electrical installations; and
- Support the consideration of the risk of injury or damage when equipment is in use at AAA events.

Background

The Board recognises its responsibility to ensure that both the AAA and Regions, when presenting an event, do so in a manner which addresses compliance issues and risk minimisation. This is in large part an issue of electrical items such as fans, cables and supply equipment, with some consideration of the structures and mechanical equipment at such events.

There are two groups of electrical equipment and their supply components that are the subject of this policy, there are:

- Permanent site electrical installation items such as main switchboards, fuseboards, building cabling and connection facilities such as a socket outlet; and
- Temporary electrical equipment that is brought on site for short term use at the event.

This guideline is based on a range of Australian standards that set out electrical safety compliance requirements and that provide guidance on appropriate equipment usage. Key standards are identified in the References section below.

General comments follow that provide more details about the types of equipment that can be used and the testing and tagging requirements that apply.

Guidelines – Permanent Installation

- Permanent site electrical installation items include main switchboards, fuseboards, building cabling and connection facilities such as socket outlets.
- Certification of electrical equipment items shall be at intervals not exceeding 12 months.

- Certification can be confirmed prior to the event through the site owner or arranged through a qualified testing and tagging service provider

Guidelines – Temporary Installation – Site supplied

- Temporary site electrical installation items include overhead main supply cables, outlet boxes and local cabling.
- Certification of site supplied equipment shall be undertaken at intervals not exceeding 12 months.
- Certification of the temporary installation can also be arranged prior to the event through a qualified testing and tagging service provider.

Guidelines – Temporary Installation – Attendee supplied

- Temporary attendee electrical installation items include cabling, outlet boxes, fans, phone chargers and electric water jugs.
- Items brought into the event venue shall have been certified within the last 12 months.
- Certification can be arranged by the attendees prior to the event through a qualified testing and tagging service provider
- Conveners or organisers should require attendees to demonstrate current appropriate testing and tagging of their equipment.
- It is a matter for conveners and organisers to arrange for a qualified testing and tagging service provider to be in attendance at the event to certify equipment that attendees may bring.

Guidelines – Electrical Installation – General

- Permanent installations are defined as being in place for longer than 4 months.
- Temporary installations are defined as being in place for less than 4 months.
- Tagging must be current and evident on the equipment.
- An Electrical Portable Outlet Device (EPOD) must be supplied from either:
  - A permanent connection facility such as a socket outlet; or
  - An outlet box
- Equipment items such as fans may be supplied directly from:
  - A permanent connection facility, or
  - An EPOD connected as above; or
  - Directly from an outlet box.
- An EPOD may not be supplied from another EPOD. Where equipment incorporates a Residual Current Device (RCD), the RCD must be tested using the inbuilt test trip function before every use. This will require testing at least once every day during the event.
- Cable locks should be used to prevent plug and socket connections from pulling apart.
- Lead stands should be used to elevate cables that run to multiple pens or locations.
- Cable lengths are to be minimised to reduce voltage drop. *(Refer cable length table in Definitions below)*
- Cables and leads shall not be operated when coiled up.
- Cables, outlet boxes, fans and other electrical equipment must be securely mounted on the available structures or dedicated support stands. Where fans are mounted on pens, for example, they must be secured to prevent them moving or falling into the pen.

Definitions

The following table provides definitions and examples of the types of equipment included in the scope of this guideline.

Attendee	People attending and actively participating in the event, whether exhibiting animals, displaying product or operating some other concession such as food supply.	
Equipment Items	Electrical equipment for use at an event such as cabling, outlet boxes, portable outlet devices, fans, phone chargers, point-of-sale devices and electric jugs.	
Residual Current Device (RCD)	RCDs are devices that protect against electric shock and injury in the event of there being an earth leakage fault in a piece of electrical equipment. In the event an RCD detects an earth leakage, it will trip and shut off the electrical supply. They are usually built into electrical distribution equipment such as switchboards and outlet boxes.	
Connection Facility	Any point within a permanent site installation supplying electrical power to any part of a show or event site installation, whether it is a temporary installation by the site or an attendee.	
Electrical Portable Outlet Device (EPOD)	A device with a single connection to a power supply and one or more socket outlets. Generally, these do not have RCD protection.	
Outlet Box	Will be required to make use of portable power distribution units with one or more socket-outlets that incorporate both of the following: • residual current devices (RCD) for protection against earth leakage; and • overload protective devices. RCDs may be built into the box or mounted in the supply lead. (See examples below)	

	 *RCD mounted in box*	 *RCD on supply lead* *(Note tagged cable)*
Lead Stand	Stands as an option to lift cables above the height that presents a hazard to passing pedestrian traffic or to animals in pens. Many variations are available with the image here as an example.	
Cable lock	Safety cable locks are designed to prevent the plug and socket combination from partly pulling apart and presenting bare conductors to people, animals or structures. They also reduce the likelihood of water entering the connection.	
Cable length	A longer cable will produce a larger voltage drop as current passes through it. Australian standards provide the guidance below based on cables rated at 10 Amps. The core size and current rating is usually written on the label at the time of purchase.	

Core Diameter (mm²)	*Maximum Recommended Length (m)*
2.5	60
1.5	35
1	25

Principal References

Standard	Title
AS/NZ 3002	Electrical Installations – Shows and Carnivals
AS/NZ 3000	Electrical Installations (Known as the ANZ Wiring Rules)

Guideline Initiate Date
This guideline will take effect from 10 April 2019.

Guideline Review
This guideline will be reviewed by the AAA Board every three years.

AUTHORISATION

Australian Alpaca Association Board

8 April 2019