



## FORM

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(Printed on 20-Nov-24 at 12:11)

# (RM-FO-339) Planning a Council Event - Application Form to Operate an Amusement Device

This form is to be completed by the Amusement device operator and retained by the Event Coordinator

### Location Details

Location(s) for Operation of Amusement Device: \_\_\_\_\_

Proposed Period of Operation: From: \_\_\_\_\_ To: \_\_\_\_\_

### Operator Details

Name of Operator: \_\_\_\_\_

Address of Operator: \_\_\_\_\_

Signature of Operator: \_\_\_\_\_

Name all people trained to operate the amusement device:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### SafeWork NSW - Registration Details

Attach a copy of the registration certificate to this application.

Registration Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Name of Registered Owner: \_\_\_\_\_

Address of Registered Owner: \_\_\_\_\_

Attach a copy of the AS 3533-1997 logbook. (N.B. a copy of recent logbook entries is acceptable.)

### Amusement Device Details

Type of Amusement Device: \_\_\_\_\_

Manufacturer or Sole Importer of Amusement Device: \_\_\_\_\_

Date Amusement Device first registered under WHS Act 2011:

\_\_\_\_\_

### Amusement Device Insurance Details

Liability Insurer's Name(s): \_\_\_\_\_

Name of Insured: \_\_\_\_\_

Business or Profession of Insured Detailed on Policy: \_\_\_\_\_

Period of Insurance: \_\_\_\_\_

Indemnity Limit (Note: Minimum \$20 million): \_\_\_\_\_

**Note:** The policy must be endorsed to note the Griffith City Council in respect of this event/activity and a copy of the Liability Insurance cover or Certificate of Currency attached to this Application.

**If Amusement Operator does not provide their own Public Liability Insurance, Council will not permit usage of Amusements.**

|                           |                         |                        |                  |
|---------------------------|-------------------------|------------------------|------------------|
| Approved: HR&Risk Manager | Group/System: HR&Risk   | Document ID: RM-FO-339 | Version: 2       |
| Relevant to:              | Date Issued: 1 Oct 2009 | Revised: 14 Feb 2022   | Status: Approved |
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### Applicant's Site Plan – detail the location of the amusement device

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### Comments:

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## (RM-FO-339) Planning a Council Event - Application Form to Operate an Amusement Device

### SAFETY CHECKLIST & GUIDE FOR AMUSEMENT DEVICES OR STRUCTURES (INCLUDING INFLATABLE STRUCTURES)

These items of equipment are significant drawcards for events.

However, these rides or devices may be hazardous unless they are properly set up and maintained by the owners or operators.

The following checklist is to assist event organisers to select and monitor amusement ride / device operators, during all phases of the installation, operation and dismantling of the equipment.

The organiser should provide the intended owner/ operator of the device with a copy of this checklist and request that they complete the relevant sections prior to the organiser engaging the operator.

The event organiser is responsible for providing the operator with local knowledge about the site characteristics and facilities.

The amusement device owner or operator should be aware of the following issues and should address them appropriately.

If you have any concerns about the safety of the equipment, you may choose to discuss them with the Griffith City Council HR/ Risk Management Team.

| Hazard or Issue   | Expected Outcome  |
|---|---|
| <b>1. Licencing</b>   | <b>All Licencing details have been addressed <input type="checkbox"/></b> |
| <p>□ <i>Amusement structures are not used or operated unless the supplier / owner can provide evidence that the device</i></p> <ul style="list-style-type: none"> <li>a. Design meets Australian Standards<br/><i>(the Design Registration certificate number for the amusement device is permanently marked on the plant ) <u>and</u></i></li> <li>b. They hold a current certificate as “Registered Plant” in NSW <u>and</u></li> <li>c. Testing or maintenance records can be viewed if requested.<br/><i>(Registered Plant (b) is renewable each year and therefore the ride must display a current registration sticker.)</i></li> </ul> |   |

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|---|---|
| <b>2. Amusement Device - Site Issues –</b>  | Site information has been provided <input type="checkbox"/> to supplier /owner by event organiser   |
| <p><i>The event organiser should provide the following information/ documentation to the supplier/ owner.</i></p> <ul style="list-style-type: none"> <li>▫ Appropriate level space and suitable ground surface is allocated for each ride, including access and egress for patrons</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>▫ The site services plan layout has been consulted through the event location ( showing underground power, gas and water service lines) -</li> <li>▫ <i>A copy is provided to the amusement device supplier/owner.</i></li> </ul>  |   |
| <ul style="list-style-type: none"> <li>▫ Ground to be used has not been recently disturbed e.g.: trenches or fill</li> </ul>  |   |
| <b>Supplier or person erecting the ride is responsible for the following site/location issues:</b>  |   |
| <ul style="list-style-type: none"> <li>▫ Assessing the suitability of the ground to support the ride or device</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>▫ Consulting the site services layout plan prior to site digging or driving in stakes etc</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>▫ Providing safe passage around the rides’ perimeter fence for the public</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>▫ Ensuring safe passage is available for emergency vehicles</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>▫ Ensuring adequate essential services are available – electrical power and water</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>▫ There is appropriate fencing distances surrounding rides</li> </ul>  |   |
| <ul style="list-style-type: none"> <li>▫ There is appropriate soft-fall area for inflatable structures <b>(if applicable)</b></li> </ul>  |   |
| <ul style="list-style-type: none"> <li>▫ A thorough check of inflatable structures and accessories is carried out prior to use <b>(if applicable)</b></li> </ul>  |   |
| <ul style="list-style-type: none"> <li>▫ All tie down ropes attached to inflatable structures are fastened to adequate anchorages <b>(if applicable)</b></li> </ul>   |   |
| <ul style="list-style-type: none"> <li>▫ Operators of inflatable structures monitor prevailing wind conditions. <b>(if applicable)</b></li> </ul>   |   |
| <b>3. Distance from Electrical Conductors</b>   | Distance from electrical conductors <input type="checkbox"/> is assessed as sufficient.   |
| <p><i>Rides should not be erected within the following exclusion zones.</i></p> <ul style="list-style-type: none"> <li>▫ 6 metres from any overhead power cables supported by poles ( street power poles)</li> <li>▫ 8 metres from overhead power cables supported by pylons.</li> </ul>  |   |
| <ul style="list-style-type: none"> <li>▫ The possibility of the ride toppling near electrical conductors should be considered especially for rides with base smaller than the height e.g.: Ferris wheels.</li> <li>▫ The separation distance between the ride and the electrical conductors should at least equal the height of the ride plus the separation distance from those</li> </ul> | <p><i>Note: If separation distances are less than those stated above, safety guidance must be sought from the local energy provider deeming that the ride is safe to operate.</i></p> |

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| <p>above.<br/>E.g.: a ride with a 9 m height would require a separation distance to be <b>maintained at all times of 6m</b>, thus the setup separation distance would be 15 metres.</p>  |   |
| <p><b>4. Electrical Issues</b></p>   | <p><b>All Electrical issues for the ride have been addressed.</b> <input type="checkbox"/></p>          |
| <p>▫ All inspection, testing and tagging of Specified Electrical Equipment including power leads, power boards, and RCDs have been done by a competent person as per NSW Electrical Safety Regulations. (<i>Double insulated – annually , not double insulated – every 6 months</i>)</p> |   |
| <p>▫ All power cables are well secured and protected to avoid slip/trip and fall hazards, including damage from vehicle or pedestrian traffic or liquids.</p>  |   |
| <p>▫ Display lighting and associated cables are secured and are in good condition.</p>   |   |
| <p>▫ There are sufficient General Power Outlets (GPOs) to prevent the use of double adapters.</p>  |   |
| <p>▫ An electrical inspection following set up on site, has been undertaken <b>of the ride and power supply</b> (By a Competent Person” -<i>as per Electrical Safety legislation</i>)</p>  |   |
| <p><b>5. Power Supplies ( including internal combustion engines)</b></p>   | <p><b>Engine safety precautions meet safety requirements.</b> <input type="checkbox"/></p>              |
| <p>▫ Suitable fire extinguishers is provided adjacent to the engine</p>  |   |
| <p>▫ Access to hazardous areas of the generator is restricted</p>  |   |
| <p>▫ Exhaust gas is vented to an open are, not <b>affecting building</b> air intakes for HVAC systems.</p>   |   |
| <p>▫ Fencing or barricading restricts access to any power supplies ( GPOs or specialized transformers)</p>   |   |
| <p>▫ All electrical supply equipment is protected from adverse weather conditions (<i>Type 2 RCDs are used on all outlets.</i>)</p>  |   |
| <p><b>6. Inspections and Maintenance</b></p>   | <p><b>Inspection and Maintenance Records meet legislative requirements</b> <input type="checkbox"/></p> |
| <p><i>Amusement devices should <b>be inspected and maintained at regular intervals to ensure safe use.</b> The ride owner or supplier should allow the event organiser to view records of the following, if requested.</i></p>   |   |
| <p>▫ A Competent person (including manufacturer) has identified /developed an inspection and maintenance program – including timeframes/schedules.</p>   |   |
| <p>▫ A Competent person should have inspected the ride within these guidelines or schedules.</p>   |   |
| <p>▫ Competent person/s have performed any repairs or periodic maintenance</p>   |   |

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| <p>□ Safework NSW regularly audits amusement devices and requires each amusement ride to have a separate log book, which shows any <b>non-compliances</b> recorded by Inspectors as a result of audits. This should also be available for perusal if requested.</p>  |  |
| <p><b>Competency</b> means the ability to perform tasks or duties to the standard expected in employment ( WHS Regulation – Dictionary)</p> <p><b>Competent person</b> means for performing an inspection or other task for a control measure, is a person who has acquired , through training, qualifications or experience, the knowledge and skills to the do the task in a safe way ; including knowledge of</p> <ol style="list-style-type: none"> <li>i. Relevant Australian Standards</li> <li>ii. Relevant Codes of Practice</li> <li>iii. Other relevant legislation</li> </ol> |  |
| <p><b>7. Competent Operators</b></p>   | <p>The amusement device is controlled <input type="checkbox"/> by a Competent person to ensure safety.</p> |
| <p><i>The person in control of the amusement device should be competent to ensure safe use. This applies to all items of plant, not just amusement rides – but includes related items such as fairy floss &amp; popcorn makers.</i></p> <p>□ Employees / staff have been instructed on safe operating procedures.</p> <p>□ Adequate supervision is provided to ensure safe practices are followed,</p> <p>□ The experience and skills of operators is considered</p>   |  |
| <p>□ Operators are able to clearly communicate and instruct patrons to follow safety instructions during the period of ride operation.</p>   |  |
| <p>□ The owner/ supplier ensures the competence of the operator(s) is maintained ( amusement rides)</p>  |  |
| <p><b>8. Personnel Training</b></p>  | <p>Training records have been sighted. <input type="checkbox"/></p>  |
| <p><i>Records should be available to the event organiser indicating that the following training has been completed.</i></p> <p>□ Those erecting or using the amusement device have received sufficient training and instruction to ensure safe assembly methods and, testing prior to and monitoring during operation.</p> <p>□ All staff have been trained in equipment emergency procedures e.g.: emergency shutdown for the amusement ride and they periodically practice these procedures.</p>   |  |

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| 9. Assembly and Erection   | All assembly and erection hazards <input type="checkbox"/> have been considered and controlled. |
|--|---|
| <p><i>Public safety must be a priority. Control measures are to be implemented by the supplier/operator to ensure public safety during the assembly and removal. A documented process should be available for the event organiser to view.</i></p> |   |
| <p>▫ Scaffolding (if used) is assembled and removed by a <b>competent</b> person holding a current scaffolding certificate.</p>  |   |
| <p>▫ Falls from heights during assembly and removal are considered and height safety controls are implemented by the owner/operator.</p>   |   |
| <p>▫ Protective padding is placed over sharp edges or protruding structures.</p>   |   |
| <p>▫ All nuts, bolts, pins and other critical safety components are checked and in good condition.</p>   |   |



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# (RM-FO-339) Planning a Council Event - Application Form to Operate an Amusement Device Authorisation

### Owner /operator (Supplier)

Name: .....

Signature: .....

Date: .....

### GCC Event Management Team (Hirer or Employer)

As event organiser, if you are satisfied that all of the safety issues outlined in this checklist have been addressed, you may choose to engage this operator and proceed with the hire or contract.

Signature of Event  
Management Team  
Representative.

.....  
Date:

Signature of Amusement  
device owner.

.....  
Date:

For more information on Amusement Device Safety-

SafeWork NSW - <https://www.safework.nsw.gov.au/resource-library/amusement-devices/engaging-amusement-devices-for-shows-and-events>

Additional information.

[https://www.safework.nsw.gov.au/resource-library/amusement-devices/engaging-amusement-devices-for-shows-and-events?result\\_397396\\_result\\_page=2](https://www.safework.nsw.gov.au/resource-library/amusement-devices/engaging-amusement-devices-for-shows-and-events?result_397396_result_page=2)

<https://www.safework.nsw.gov.au/resource-library/controlling-hazardous-noise-in-the-amusement-device-industry>

|                           |                         |                        |                  |
|---------------------------|-------------------------|------------------------|------------------|
| Approved: HR&Risk Manager | Group/System: HR&Risk   | Document ID: RM-FO-339 | Version: 2       |
| Relevant to:              | Date Issued: 1 Oct 2009 | Revised: 14 Feb 2022   | Status: Approved |
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