

Appendix B: Wodonga Show Society Inc. Safety Requirements for Exhibitors, Competitors and Persons conducting Business (PCBs)

Sources:

[Victorian Agricultural Shows Ltd](#)

[The Victorian Showmen's Guild](#)

[Wodonga City Council](#)

[WorkSafe Victoria](#)

Statement of Commitment

The Wodonga Show Society Incorporated (WSS Inc) is committed to providing a safe, healthy and environmentally sustainable showgrounds for all stakeholders.

The WSS Inc shall maintain an effective health and safety plan so far as practical and endeavour to complete with all relevant statutory and common law requirements.

All competitors, exhibitors and stall holders have a "Duty of Care" to avoid exposing themselves, visitors and patrons to unsafe situations that may result in injury.

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Amusement Ride Safety	In Victoria, both the Equipment Site Manager (ESM) and the Amusement Ride Contractor (ARC) have significant responsibilities regarding Occupational Health and Safety (OHS). Both parties must work together to ensure safety. The ESM oversees the broader safety environment while the ARC focuses on the specific safety aspects of the amusement rides. Both must comply with WorkSafe Victoria's regulations and guidelines.
Code of Conduct	The Wodonga Show Society Inc. expects all parties listed in this emergency plan to act with • Integrity • Objectivity • Competence • Confidentiality • Professionalism Specifically, in a Right of Refusal incident, to focus on the safety aspect of the decision and ensure that it is being made in accordance with safety regulations and operational guidelines. Any conversation should focus on the specific behaviour that is of concern and

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	not on any other aspect of a person's appearance or interpersonal behaviour.
Crowd management	Crowd management will be coordinated by the EMT under the direction of the Emergency OIC. The policy and procedures for crowd management is based on the WorkSafe Victoria publication, <i>Crowd Control at Venues and Events</i>. The basic principles include awareness of and actions associated with: • controlling entry into venues or events; • monitoring and communicating on crowd and individual behaviour; • dealing with potentially aggressive, abusive or violent behaviour; • physically managing aggressive, abusive or violent behaviour; • administering and coordinating 'first response' first aid or critical care; or • coordinating emergency evacuation of a venue or event. In the event of crowd control issues; protection of event infrastructure; and/or anti-social behaviour, the Emergency OIC will contact Victoria Police and request attendance.
Dangerous Goods	Dangerous goods are substances capable of causing harm to people and property because of their hazardous properties. They may be corrosive, flammable, combustible, explosive, oxidising or water-reactive or have other hazardous properties. The WorkSafe Victoria Code of Practice: The storage and handling of dangerous goods (2013) provides practical guidance on how to comply with current obligations under Victoria's current occupational health and safety legislation for the safe storage and handling of dangerous goods.
Direction of the Wodonga Show Society Incorporated	Exhibitors, Competitors and PCBs must comply with any directions and requests issued by the Wodonga Show Society Inc Committee of Management and/or Emergency Management Team.

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Drones	Exhibitors, Competitors and PCBs must obtain an Aviation Reference Number from the Civil Aviation Safety Authority (CASA) and a Local Laws permit from Wodonga City Council prior to using a drone at the Wodonga Showgrounds. Drones must not be used anywhere near animals and the Racecourse Reserve.
Duty of Care	Duty of Care is extended to all Exhibitors, Competitors and PCBs to minimise exposure to unsafe situations that could lead to serious injury or of death. Duty of Care extends to damage to property owned by the Wodonga Show Society Inc. and PCBs.
Electrical equipment	Exhibitors, Competitors and PCBs must ensure all electrical equipment including extension leads have a current “Test and Tag” attached prior to use at the Wodonga Showgrounds. Exhibitors, Competitors and PCBs must supply their own Residual Circuit Device (RCD) ‘safety switch’ for use at all power outlets if required. The following electrical equipment are not permitted for use at the Wodonga Showgrounds: 1. Radiant electric or gas heaters. 2. Double adaptors. 3. Power boards not fitted with overload protection.
Emergency procedures and codes	Exhibitors, Competitors and PCBs must familiarise themselves with the contents of this Emergency Management Plan and attend any training/simulation testing as requested.
Extreme weather conditions including Catastrophic bushfire risk	The Victorian fire authorities may declare a Catastrophic bushfire risk at 1.00pm local time the day before an event at the Wodonga Showgrounds. In the event of a Catastrophic declaration, events being conducted at the Wodonga Showgrounds will be cancelled. Other extreme weather conditions that may impact events at the Wodonga Showgrounds may include and not limited to:

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	• Storms • Thunderstorm asthma • Extreme heat • Outages and disruptions
Fire Permit	Sparks, embers and flames from many activities can cause fires. Exhibitors, Competitors and PCBs who intend to cook with an open flame, burn off, use a camp fire, undertake hot work, and use fireworks must apply for a Fire Permit via Fire Permits Victoria. firepermits.vic.gov.au
First aid	RFDS will provide onsite First Aid for the 2025 Wodonga Show. Refer to the site map and contacts page for first aid assistance. Call 000 if the situation is life threatening or serious.
Hazard and incident reporting	The Wodonga Show Society Inc recommends all Exhibitors, Competitors and PCBs follow the Take 5 approach to minimise risks and hazards: 1. Stop and Thank 2. Look for the Hazards 3. Assess the Risk 4. Make the Change 5. Do the Job Safely The Wodonga Show Society Inc requests Exhibitors, Competitors and PCBs complete the Hazard and Incident Reporting Checklist found on page 51 if required and advise the Emergency OIC. This includes and is not limited to incidents listed under the Emergency procedures and codes and breaches of the Wodonga Show Society Inc. Occupational Health and Safety Plan.
Occupational Health and Safety Policy	Exhibitors, Competitors and PCBs must familiarise themselves with the contents of the current Wodonga Show Society Inc. Occupational Health and Safety Policy.
Personal protection equipment	Exhibitors, Competitors and PCBs must provide their own personal protective equipment including appropriate clothing,

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	footwear and sun protection during events at the Wodonga Showgrounds. The Wodonga Show Society Inc will provide personal protective equipment, specifically hi-viz vests/shirts, to the Emergency Management Team and volunteers.
Restricted and Prohibited Items	The following restricted or prohibited items are not permitted into the Wodonga Showgrounds and are subject to immediate confiscation: • Glass or breakable containers • Alcohol and Illicit drugs • Flares, pyrotechnics, confetti or ticker tape • Any whistle, loud hailer, public address system or other electronic or broadcast device • Laser Pointers or any object which might be used to distract, hinder or interfere with the conduct of any event or any animal or person taking part in an event • Prohibited weapons or controlled weapons within the meaning of the Control of Weapons Act 1990 (Vic) • Knives or other dangerous weapons including potential missiles • Animals (registered assistance animals are exempt) unless approved by Wodonga Show Society Inc. • Any item that person intends, or another person intends to distribute, hawk, sell, offer or expose for sale or distribution. • Any object, device or substance that may be used to deface or damage any part of Wodonga Showgrounds, such as any spray paint, sticker or permanent markers. • Skateboards, scooters, roller blades or bicycles, balloons, kites, rockets and unmanned aerial devices, flags or banners over 1m x 1m and any other item/s that may cause injury or public nuisance; and • Eskies, chairs, sun-shelters and musical instruments; unless expressly permitted by the Wodonga Show Society Inc.

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Pyrotechnics	The Wodonga Show Society Inc. cannot issue permits or provide approval for the use of pyrotechnics including fireworks at the Wodonga Show. Under Victorian legislation, fireworks may only be used if: • They are provided and operated by a licensed pyrotechnician (WorkSafe Victoria); and • A Permit Schedule 14 has been issued by the Country Fire Authority, if required; and/or received a fire permit from Fire Permits Victoria; and • A permit has been obtained from Wodonga City Council.
Right of Refusal	Right of Refusal can be applied to individuals who present: Safety concerns: admission can be refused to individuals who pose a safety risk. Behavioural standards: entry can be denied to individuals exhibiting disruptive or dangerous behaviour. Compliance: entry can be denied to ensure adherence to safety regulations and operational guidelines. Refer to Code Grey: Low Risk Personal Threat for management control information and Code of Conduct for how to handle Right of Refusals professionally and safely.
Securing pins, pegs, and stakes	Commercial site holders and Exhibitors must ensure that all pins, pegs and stakes are secured safely and do not present a trip hazard to show patrons.
Security	The Wodonga Show Society Inc. does not provide on-site security services at the Wodonga Showgrounds other than for the 2025 Wodonga Show. In the event of crowd control issues; protection of event infrastructure; and/or anti-social behaviour, the Emergency OIC will contact Victoria Police and request attendance.
Site Safety	All areas must be kept clean and tidy; and any waste placed in the designated bins immediately. All entry and exit routes must be kept clear at all times.

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	All firefighting equipment must be kept clear of obstruction.
Smoking	As of August 1, 2017 the Tobacco Amendment Act 2016 bans smoking at all outdoor dining areas when food is available for consumption. This includes community outdoor events such as the Wodonga Show.
Traffic management	The Wodonga Show does not include any activities that require a traffic management permit from VicRoads and Wodonga City Council. A specific traffic management plan is included as Appendix E Wodonga Show Traffic Management Plan
Waste Disposal	Exhibitors, Competitors and PCBs are responsible for the removal of any waste and placing in the designated waste collection bins located around the Wodonga Showgrounds.
Working with Children Check (WWCC)	A current WWCC is required in Victoria for all staff or volunteers who work with children under the age of 18 including those who are supervising children's activities at the Wodonga Show. The Wodonga Show Society Inc. requires all staff and volunteers have a current WWCC card and provide a copy of the card prior to an event.