



ABN No. 67 188 697 413
Reg No. 000611B

Wodonga Show Society Incorporated

EMERGENCY PLAN

- 2025

IF THERE IS AN **EMERGENCY** AND YOU ARE NOT FAMILIAR WITH THE EMERGENCY PROCEDURES REFER TO PAGE 13

	BLUE MEDICAL EMERGENCY	
	BROWN EXTERNAL EMERGENCY	
	YELLOW INTERNAL EMERGENCY	 INTERNAL
	RED FIRE &/OR SMOKE	
	ORANGE EVACUATION	
	PURPLE BOMB THREAT	000 EXTERNAL
	BLACK PERSONAL THREAT	112 MOBILE
	GREY LOW RISK PERSONAL THREAT	



Contents

Scope and application.....	6
Emergency contacts	7
Emergency Management Team.....	8
EMT Responsibilities	9
Wodonga Show Society Inc. Committee of Management.....	10
Volunteers	11
Evacuation procedures.....	11
Emergency Assembly Areas	11
Emergency procedures and codes.....	13
CODE BLUE: MEDICAL EMERGENCY (FIRST AID).....	14
CODE BROWN: EXTERNAL EMERGENCY	15
CODE YELLOW: INTERNAL EMERGENCY	16
CODE RED: FIRE/SMOKE	17
CODE ORANGE: EVACUATION	18
CODE ORANGE: EVACUATION FOR PERSONS WITH A DISABILITY	20
CODE PURPLE: BOMB/CHEMICAL OR BIOLOGICAL THREAT	22
CODE BLACK: PERSONAL THREAT	24
CODE GREY: LOW RISK PERSONAL THREAT	26
CODE WHITE: MAJOR DISRUPTION OR OUTAGE INCIDENT	28
POWER FAILURE.....	30
Stand down / After an emergency	31
Testing the emergency plan	32
Training.....	32
Continuous improvement	32
Glossary and Acronyms	35
Risk Management Register	37
Appendix A: Wodonga Municipal Emergency Management Planning Committee.....	40
Appendix B: Wodonga Show Society Inc. Safety Requirements for Exhibitors, Competitors and Persons conducting Business (PCBs)	41
Appendix C: Wodonga Show Society Inc. Commercial Site Conditions and Exhibitors Guide for the 2025 Wodonga Show	48
Appendix D: Emergency Lanyards.....	52
Appendix E: Wodonga Show Traffic Management Sub-plan.	53
Hazard and Incident Reporting Checklist	56

Wodonga Show Society Incorporated 2025 Emergency Plan (the Plan)

Date: 21 January 2025 endorsed by the Wodonga Show Society Inc Committee of Management

Last revision:

This version of the Plan has been prepared in accordance with current Victorian emergency management legislation and policies; and guidance from Emergency Management Victoria, Wodonga City Council, Safe Work Australia and WorkSafe Victoria.

Wodonga Show Society Inc has prepared this 2025 Emergency Plan taking into account the general advice provided by Health and Safety Field Operations, WorkSafe Victoria (December 2024). A monitoring strategy, through the regular Committee of Management meetings of the Wodonga Show Society Inc., will identify actions and updates following the implementation of the nine recommendations from the 2023 Coronial inquest into the death of a six-year-old who was ejected from an amusement ride.

The Plan references the **Wodonga Municipal Emergency Management Plan 2024 – 2027** where relevant to mass gatherings; community events; and the risk assessment process and results.

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.

Note: the current Statement of Commitment must be included in all Wodonga Showgrounds information, event documentation and schedule.

Distribution

Wodonga Show Society Inc Committee of Management

Emergency Management Team members (not already on the CoM)

Wodonga Municipal Emergency Management Planning Committee (see Appendix A)

The AlburyWodonga Pipes and Drums

Albury Wodonga Woodcrafters

The Murray Railway Modellers

Emergency Office in Charge

Area Wardens

Security officers

First aid officers

Equipment Site Manager

Amusement Ride Contractor

Exhibitors

Stall holders

Persons conducting business on behalf of the Wodonga Show Society

Scope and application

The Wodonga Show Society Inc has prepared and endorsed the Plan in accordance with the current Victorian emergency management arrangements and emergency planning guidance for businesses and organisations, specifically those which conduct events.

The Plan applies to events held at Lot 2 Wilson Street Wodonga (corner Hamilton-Smith Drive) for the following events:

- a) annual Wodonga Show (held annually Saturday after the Victorian Labour Day Public Holiday)
- b) annual Caravan and Camping Show (held April annually)
- c) Events hosted by the Wodonga Show Society Inc.
- d) Wodonga Showgrounds Caravan Park
- e) Community organisations based at the Wodonga Showgrounds:
 - a. Albury-Wodonga Woodcrafters Inc.
 - b. Murray Railway Modellers
 - c. Albury Wodonga Pipes and Drums

The Plan does not apply to:

- Country Racing Victoria events as scheduled on country.racing.com/wodonga
- Events hosted by Racing Wodonga
- Wodonga City Council events as advertised
- Activation of the local Emergency Relief Plan by Wodonga City Council

The Plan defines and explains the following components of an emergency plan appropriate for a site that hosts mass gatherings:

- Emergency contacts
- Wodonga Show Society Inc. Emergency Management Team
- Wodonga Show Society Committee of Management
- Volunteers
- Evacuation Procedures
- Emergency procedures and codes
- Stand down / After an emergency
- Testing the emergency plan and required Training
- Continuous improvement.

The Plan also contains the following references:

- Glossary and Acronyms

- Risk Management Register
- Appendix A: Wodonga Municipal Emergency Management Planning Committee
- Appendix B: Wodonga Show Safety Inc. Regulations for Exhibitors, Competitors and Persons conducting Business
- Appendix C: Wodonga Show Society Inc. Commercial Site Conditions and Exhibitors Guide for the Wodonga Show
- Appendix D: Emergency Lanyards (WSS Office)
- Hazard and Incident Reporting Checklist (Copies available from the WSS Office)

Emergency contacts

Contact	Name	Phone number
Emergency services Triple Zero	Fire Police Ambulance	000
Amusement Ride Contractor	Victorian Showman's Guild Gardiners Amusements	
Animal emergencies	RSPCA	03 9224 2222
Animal emergencies	VetChat	1300 215 328
Area warden	Area A Greg Ingham	
Area warden	Area B Jane Manning	
Area warden	Area C John Harvey	
Biosecurity (Agriculture Victoria)	Emergency Animal Disease Hotline	1800 675 888
Deputy in Charge	Andy Smith	
Emergencies and Warnings	VicEmergency	1800 226 226
Emergency Communications Officer	Diana Johnston	
Emergency Officer in Charge	Andrew Rich	
Equipment Site Manager	Charlie Gardiner	
First aid officers	RFDS	
Hospital – Emergency	Wodonga Campus	02 6058 4444
Local government	Wodonga City Council	02 6022 9300
Medical advice	Nurse-on-call	1300 606 024
Medical centre	Wodonga Urgent Care Clinic	02 6064 1900

Contact	Name	Phone number
Emergency services Triple Zero	Fire Police Ambulance	000
Nearby businesses	Albury Wodonga Woodcrafters (Secretary)	0418 627 911
Nearby businesses	Racing Wodonga	02 6056 1214
Nearby businesses	The Albury/Wodonga Pipes and Drums (Secretary)	
Nearby businesses	The Murray Railway Modellers (Secretary)	0417 650 086
Nearby businesses	Wodonga Exhibition Centre	02 6056 1214
Office	Wodonga Show Society	02 6026 1226
Poison Information Line		131 126
Police	Non emergencies	131 444
Police	Wodonga Police Station	02 6049 2600
Public Health	Department of Health Victoria	1300 650 172
Road hazards/closures	VicRoads	131 170
Safety officer	Andy Smith	
Security	MForce Security Services	0424 956 137
State Emergency Services (SES)	VICSES Wodonga Unit	132 500
Utilities – Gas	Elgas	131 161
Utilities – Power	AusNet Electrical Services	131 799
Utilities - Water	North East Water	1300 361 644
Victorian Bushfire Information Line	VicEmergency	1800 226 226
Weather Warnings	Bureau of Meteorology	1300 659 210

Emergency Management Team

Any event listed under the Scope and application section of the Plan must have an Emergency Management Team (EMT). All members of the EMT must have current workplace emergency response training relevant to their prescribed role:

Emergency Office-in-Charge (OIC)	Andrew Rich
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Deputy in Charge	Andy Smith
Emergency Communications Officer	Diana Johnston / Ruth Nichols
Area Wardens	A Greg Ingham B John Harvey C Jane Manning
First aid officers	RFDS (contract)
Security officers	MForce Security Services (contract)

The names and points of contact for the Emergency Management Team will be provided to the Incident Controller or their nominee in the event of an incident at or likely to impact the Wodonga Showgrounds.

The EMT must be familiar with:

- The layout of the Wodonga Showgrounds area
- The location and type of fire extinguishers and other equipment including first aid kits
- The communications arrangements in the event of an emergency.
- Emergency procedures and codes including **Code Orange: Evacuation**

EMT Responsibilities

ALL EMT	In the event of an identified emergency (any code): Remain calm Ensure bystanders are safe Ensure animals are secure and safe Eliminate the emergency if safe to do so Contact the Emergency OIC Complete Emergency and Incident Report when able to do so. Remain in the Area and keep safe as possible.
Emergency OIC	On being advised of an emergency based on code or description provided by the person raising the alarm: 1. Confirm the nature and location of the emergency and follow the recommended procedures if safe to do so. 2. Brief the Incident Controller (emergency services or control agency) upon their arrival on site: What has happened? When did it happen? Where did it happen? Who is affected? What immediate actions have the EMT taken? Questions?

	3. Remain as the first point of contact to the Incident Controller and follow their instructions. 4. Complete the Incident Checklist on page
Deputy in Charge	The Deputy in Charge will assist the Emergency OIC as directed and assume responsibilities of the Emergency OIC if they are unable to.
Emergency Communications Officer	On being advised of an emergency based on code or description provided by the person raising the alarm: 1. Confirm the nature and location of the emergency and follow the recommended procedures as directed by the Emergency OIC. 2. Remain with the Emergency OIC to record all instructions and emergency information. 3. Notify and maintain communication with Area Wardens, First aid officers and Security Officers as directed. 4. Record progress for the incident and any actions undertaken by the EMT.
Area Wardens	On being advised of an emergency based on code or description provided by the person raising the alarm: 1. Confirm the nature and location of the emergency and follow the recommended procedures as directed by the Emergency OIC. 2. Assist with the activation of Code Orange: Evacuation as directed. 3. Assist with the activation of Code Orange: Evacuation for Persons with a Disability if required. 4. If trained, operate appropriate fire extinguishers if directed if safe to do so.
First aid officers	On being advised of an emergency based on code or description provided by the person raising the alarm: 1. Confirm the nature and location of the emergency and follow the recommended procedures if safe to do so.
Security officers	On being advised of an emergency based on code or description provided by the person raising the alarm: 1. Confirm the nature and location of the emergency and follow the recommended procedures if safe to do so.

Wodonga Show Society Inc. Committee of Management

President is the default Emergency OIC

Deputy President will act as the Emergency OIC in the event of the President being unavailable.

Secretary is the default Emergency Communications Officer

Treasurer and Committee Members may be assigned roles on the Emergency Management Team by the Wodonga Show Society Inc Committee of Management at its January meeting at the latest.

Volunteers

All registered volunteers will be issued with laminated Emergency Contact List and key emergency procedures at a briefing as advised by the Emergency Officer-in-Charge.

This must be included in the annual show project plan maintained by the Wodonga Show Society Inc. Committee of Management.

Evacuation procedures

The Plan contains the approved evacuation procedures for evacuation:

Code Orange: Evacuation on page 18

Code Orange: Evacuation for persons with a disability on page 20

The Wodonga Showgrounds are divided into three Emergency Zones.

There are three Emergency Assembly Areas that have been identified as the safest places for people to assemble to wait for further instructions from the Emergency Services and/or the Emergency OIC.

The decision to evacuate all or part of the Wodonga Showgrounds must be done in accordance with:

- Clear communication within the Emergency Management Team
- A focus on ensuring people being evacuated calmly and safely
- Clear instructions to people being evacuated
- Emergency exits remaining clear of people and vehicles to allow emergency services to access the Wodonga Showgrounds:
 - Wilson Street gate (corner of Hamilton-Smith Drive)
 - Wilson Street gate (Bob Prichard Arena)
 - Richardson Street gate (corner of Phillips Street)
- Stallholders, exhibitors and public are to remain at the designated Emergency Assembly Area until advised to leave or return by the emergency services incident controller/office in charge.

Emergency Assembly Areas

The recommended Emergency Assembly Areas for the Plan are:

Emergency Assembly Area A	Bob Prichard Arena, Wilson Street
Emergency Assembly Area B	Turning area, corner Wilson Street and Hamilton Smith Drive
Emergency Assembly Area C	Carpark area, Richardson Street gate

The Emergency OIC will advise the Emergency Management Team which Emergency Assembly Area is safe to use.



Emergency procedures and codes

Code Red: Fire/Smoke

Code Brown: External Emergency

Code Blue: Medical Emergency (First Aid)

Code Yellow: Internal Emergency

Code Orange: Evacuation

Code Orange: Evacuation for Person with a Disability

Code Purple: Bomb/Chemical or Biological Threat

Code Black: Personal Threat

Code White: Major Disruption or Outage Incident

Code Grey: Low risk personal threat

Power Failures

CODE BLUE: MEDICAL EMERGENCY (FIRST AID)

A medical emergency refers to an injury, or illness, that is acute and poses immediate threat to another. These require first aid assistance until further assistance arrives (not all will require a response from Emergency Services).

REMAIN CALM	Do not panic. Do not shout. If using communications, call, pause, speak, and listen.
REMOVE	
RAISE ALARM	If the situation is life threatening, or there is any doubt, call emergency services on 000 and request the immediate attendance of an ambulance. Report the location and nature of the medical emergency.
CONTAIN	
EVACUATE	
RESPOND	Assess the situation and apply the DRSABCD Action Plan D Danger: Ensure the area is safe for yourself, others and the patient. R Response: Ask name, squeeze shoulders. Response? S Send for help: Call 000; Emergency OIC; Contact the nearest First Aid Officer Send for the nearest AED (Defibrillator) A Airway: Check airway is clear, if foreign material is present place in recovery position and clear the airway. B Breathing: Checking for breathing. Look, Listen, Feel. C CPR: If required start CPR. 30 Compressions and 2 Breaths. D Defibrillation: Apply the defibrillator and follow voice prompts latrobe.edu.au/defibrillators. Once Emergency Services have been notified, call Emergency OIC and advise that Emergency Services have been contacted. Complete an incident report and first aid report. While awaiting assistance to arrive be aware of the following: Consider the person's wishes if they are conscious and coherent Ask people nearby to alert members of Emergency Management Team Administer first aid up to the level of your training If possible, clear any obstructions from the immediate area For non life threatening and minor injuries Emergency Management Team can assist the patient to the First Aid Station or attend a local medical centre.
STAND DOWN	Once the incident has been resolved and Emergency Services have left, the Emergency Management Team will complete an Incident Report and collect details from those involved. Please ensure you speak with Emergency OIC before leaving the area.

CODE BROWN: EXTERNAL EMERGENCY

An external emergency is an event that occurs outside of the showgrounds however will impact on Wodonga Show Society activities e.g. structural collapse, explosion, fire or flood, activation of the local Relief Centre (Wodonga Exhibition Centre).

REMAIN CALM	Do not panic. Do not shout. If using communications, call, pause, speak, and listen.
REMOVE	Any exhibits and installations calmly from the Wodonga Exhibition Centre if requested to do so. Any obstructions on marked internal roadways to allow vehicles into the Wodonga Exhibition Centre. Note: the Wodonga Exhibition Centre has multiple entry and exit points; patrons should follow the advice of the Emergency OIC.
RAISE ALARM	Call 000 and Emergency OIC and provide your name, location and type of incident
STAND BY	The EMT is alerted to an incident that may require a response. EMT will seek to confirm the extent of the incident and gather information on the current situation and availability of staffing and resourcing Stand by, await further instructions.
EVACUATE	
RESPOND	Incident is confirmed. EMT is notified of the Code Brown activation. Code Brown plans are activated and the Wodonga Show Society Inc commits resources and personnel to support any response activities. Follow directions from Emergency Services and/or Emergency OIC.
STAND DOWN	The incident is controlled by the emergency services. Response operations are concluded and there is movement towards a return of normal business. Whilst stand down may be instigated, a return to normal business may not occur for some time. Await further instructions from the EMT or emergency services.

CODE YELLOW: INTERNAL EMERGENCY

An internal emergency is an event that occurs within the showgrounds and will directly impact Wodonga Show Society activities e.g. structural collapse, explosion, gas or water leak, unruly crowd behaviour.

REMAIN CALM	Do not panic. Do not shout. If using communications, call, pause, speak, and listen.
REMOVE	If safe to do so, move any people in immediate danger to a safe area.
RAISE ALARM	Notify any nearby occupants of the danger. Activate nearest “break glass” alarm if no alarms are sounding. The system will automatically notify the Emergency Services and Emergency OIC.
CONTAIN	The area and discourage people from re-entering proper to emergency services attendance.
EVACUATE	Do Listen for the tone and respond as required “BEEP” “BEEP” Remain calm and await further instructions “WHOO” “WHOO” Evacuate the building following the building/area Emergency OICs instructions. Follow the exit signs, walk quickly and calmly closing doors and windows behind you. Do not Re-enter the building/area until directed by the Emergency OIC, security or attending emergency service. Panic, you should remain calm.
RESPOND	As per the directions of the Emergency OIC or emergency services.
STAND DOWN	The incident is controlled by the emergency services. Response operations are concluded and there is movement towards a return of normal business. Whilst stand down may be instigated, a return to normal business may not occur for some time. Await further instructions from the EMT or emergency services.

CODE RED: FIRE/SMOKE

Code Red refers to a fire and smoke incident that poses an immediate threat to safety of people or Wodonga Show Society Incorporated assets.

REMAIN CALM	Do not panic. Do not shout. If using communications, call, pause, speak, and listen.
REMOVE	If safe to do so, move any people in immediate danger to a safe area.
RAISE ALARM	Notify any nearby occupants of the danger. Activate nearest “break glass” alarm if no alarms are sounding. The system will automatically notify the Emergency Services and Emergency OIC.
CONTAIN	Close any doors, if in place and if safe to do so. If safe to do so and you are trained, attempt to extinguish the fire using the correct equipment.
EVACUATE	Do Listen for the tone and respond as required. “BEEP” “BEEP” Remain calm and await further instructions. “WHOO” “WHOO” Evacuate the building following the building/area Emergency OIC’s instructions. Follow the exit signs, walk quickly and calmly closing doors and windows behind you. Do not Re-enter the building/area until directed by the Emergency OIC, security or attending emergency service. Panic, you should remain calm.
RESPOND	As per the directions of the Emergency OIC or emergency services.
STAND DOWN	The incident is controlled by the emergency services. Response operations are concluded and there is movement towards a return of normal business. Whilst stand down may be instigated, a return to normal business may not occur for some time. Await further instructions from the EMT or emergency services.

CODE ORANGE: EVACUATION

Code orange is when evacuation is required. Always follow evacuation procedures.

REMAIN CALM	Do not panic. Do not shout. If using communications, call, pause, speak, and listen.
ASSESS	Assess the risk and act accordingly. Confirm the recommended assembly area is safe and not affected by the emergency. Do not put yourself in danger. In the event of a gas leak, or chemical spillage do not handle. Only those trained personnel (Emergency Services) should have access to remediating the issue (Refer Code Yellow: Internal Emergency).
RAISE ALARM	Notify Emergency OIC and Security. If an evacuation is required, push the nearest Break Glass Alarm to activate the evacuation tone if available. The system will automatically notify the Emergency Services and Security. If there is no Break Glass Alarm, advised the Emergency OIC.
CONTAIN	Livestock and animals if required. Ensure people do not re-enter the evacuation zone to collect personal belongings.
EVACUATE	If safe to do so, immediately assist/evacuate all affected personnel to the designated areas identified by the Emergency OIC, Area Wardens or Emergency Services personnel. Restrict entrance to danger zone and shut doors if possible. Walk quickly and calmly, closing any doors and windows behind you if safe to do so. Check all rooms, especially change rooms, toilets, meeting rooms and storage areas. Report to the Emergency OIC when your area has been safely evacuated. Do not return to the building until the Emergency OIC or emergency services has declared that it is safe to do so. Find alternative assembly area to be used if weather conditions create further hazards.
RESPOND	As per the directions of the Emergency OIC or emergency services.
STAND DOWN	The incident is controlled by the emergency services. Response operations are concluded and there is movement towards a return of normal business. While stand down may be instigated, a return to normal business may not occur for some time.

	Await further instructions from the EMT or emergency services.
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CODE ORANGE: EVACUATION FOR PERSONS WITH A DISABILITY

**Code orange is when evacuation for a person with a disability is required.
Always follow evacuation procedures.**

REMAIN CALM	Do not panic. Do not shout. If using communications, call, pause, speak, and listen.
ASSESS	Assess the risk and act accordingly. Confirm the recommended assembly area is safe and not affected by the emergency. Do not put yourself in danger. In the event of a gas leak, or chemical spillage do not handle. Only those trained personnel (Emergency Services) should have access to remediating the issue (Refer Code Yellow: Internal Emergency).
RAISE ALARM	Notify Emergency OIC and Security. If an evacuation is required, push the nearest Break Glass Alarm to activate the evacuation tone if available. The system will automatically notify the Emergency Services and Security. If there is no Break Glass Alarm, advise the Emergency OIC.
CONTAIN	Livestock and animals if required. Ensure people do not re-enter the evacuation zone to collect personal belongings.
EVACUATE	An agreed Area Warden will provide support to the person with a disability to evacuate the Wodonga Showgrounds, or to move to a safe area to await assistance from members of the Emergency Management Team or emergency services personnel. An agreed support person/Area Warden should remain with that person with a disability until the all clear is given or they are relieved of those duties. The Area Warden will check that assistance is being provided to the person with a disability, or assist with evacuation of the disabled person if this practical and appropriate. The Area Warden will advise the Emergency OIC of any need for assistance. The Emergency OIC will ensure that the Emergency Management Team and emergency services are aware of the situation and location of the person with a disability. The Emergency EOI will also ensure that emergency services personnel are notified as soon as possible if their assistance is required.
RESPOND	As per the directions of the Emergency OIC or emergency services.
STAND DOWN	The incident is controlled by the emergency services. Response operations are concluded and there is movement towards a return of normal business.

	Whilst stand down may be instigated, a return to normal business may not occur for some time. Await further instructions from the EMT or emergency services.
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CODE PURPLE: BOMB/CHEMICAL OR BIOLOGICAL THREAT

Bomb or substance threats are usually a form of communication, written or verbal, delivered by electronic (email, fax, etc.), oral (telephone, tape recording), or other medium (letter) which are frequently used to disrupt business or cause alarm. In some instances, you may also discover a threat (suspicious item).

Because each threat is different, it is almost impossible to have a detailed procedure for each contingency.

These procedures are designed to help you assess the level of the threat and, on the information available, decide on a course of action.

REMAIN CALM	Treat the call or substance as genuine and serious For a call, attempt to prolong the conversation, ask for clarification as if you are unsure and ask caller to repeat While you are on the call, try to attract the attention of another Emergency Management Team member and have them immediately contact Police on 000. Stay on the line and complete the checklist. If you have discovered a substance or suspicious item, do not smell, touch or taste the substance Immediately report the substance to Police on 000
CHECKLIST	Questions to ask the caller • Where is the threat exactly? Which building? What area of the Wodonga Showgrounds? • What does it look like? • What will make it explode? • When will it explode? • Did you place the bomb? • Who are you? • How can we contact you? Take note of the call • Time of call. Is there a caller ID? • Caller profile (sex, age, is the voice familiar?) • Does the caller have an accent, speech problems or characteristics? • How does the caller sound? (angry, calm, irrational, drug/alcohol affected, abusive) • Does the caller appear to have knowledge of the campus – are they exact and specific? • Are there any background noises, music, traffic, sirens etc.?
AFTER THE CALL	Do not hang up the phone

	If Emergency OIC has not already alerted, use another phone to immediately call the Police 000 Provide any notes taken from the checklist and hand it to Police upon their arrival
EVACUATE	If safe to do so, immediately assist/evacuate all affected personnel to the designated areas identified by the Emergency OIC, Area Wardens or Emergency Services personnel. Restrict entrance to danger zone and shut doors if possible. Walk quickly and calmly, closing any doors and windows behind you if safe to do so. Check all rooms, especially change rooms, toilets, meeting rooms and storage areas. Report to the Emergency OIC when your area has been safely evacuated. Do not return to the building until the Emergency OIC or emergency services has declared that it is safe to do so. Find alternative assembly area to be used if weather conditions create further hazards.
RESPOND	Assist in the search for the device if requested Prepare to evacuate if directed If the device is found do not touch it. Notify Emergency Services on 000
STAND DOWN	The incident is controlled by the emergency services. Response operations are concluded and there is movement towards a return of normal business. Whilst stand down may be instigated, a return to normal business may not occur for some time. Await further instructions from the EMT or emergency services.

CODE BLACK: PERSONAL THREAT

If you are suspicious of the behaviour of any person(s) contact Emergency OIC. If you are in immediate danger contact Police on 000.

REMAIN CALM	Do not panic or shout. Avoid eye contact. Do not make any sudden movements.
DO NOT TAKE RISKS	Do not argue with or provoke the offender(s) Do not attempt to physically subdue or take on the offender(s) Alert others around you if safe to do so Obey all instructions from the offender/s without giving any additional information Try and maintain a safe distance Take note of the following: • Gender • Age • Height • Build • Weight • Colour of hair • Colour of eyes • Unusual mannerisms • Every movement the offender makes • Scars or other markings • Complexion • Speech • Weapons carried • Dress - shoes – gloves – sunglasses - hat • Language • Impediments • Items touched by intruder • Carry bags
RAISE ALARM	If safe to do so, raise the alarm yourself. If you are unable to do so without provoking the offender, signal for a bystander to do so.
EVACUATE	Bystanders should discourage onlookers from the area. Always keep an exit in line of sight if possible.
RESPOND	When offenders have departed:

	Call 000 and follow advice from the police Alert Emergency OIC provide your name and location. Make notes if possible. In the situation that you may be confronted you will have limited resources available. Remain in the area until help arrives. Ask any bystanders or, witnesses to: Call 000, ensure police are notified. Notify Emergency OIC. Ensure anyone injured is attended to by First Aid and/or emergency services. Stop unauthorised entry to the incident location. Ensure no item in the vicinity is touched or moved. Request witnesses to remain at the scene. Stay with casualties or distressed persons if required. Make notes if possible, individually and independently completed by those involved in the incident. Await arrival of Police or Emergency OIC.
STAND DOWN	Once the incident has been resolved and Emergency Services have left, the Emergency Management Team will complete an Incident Report and collect details for those involved. Please ensure you speak with the Emergency Management Team before leaving the area.

CODE GREY: LOW RISK PERSONAL THREAT

A Code Grey is a lower-risk personal threat, like threatening behaviour including verbal abuse. This includes Right of Refusal to amusement structures based on safety concerns, behaviour standards, and compliance with safety regulations and operational guidelines.

If you are suspicious of the behaviour of any person(s) contact Emergency OIC.

If you are in immediate danger contact Police on 000 then Emergency OIC.

REMAIN CALM	Do not panic or shout. Avoid eye contact. Do not make any sudden movements.
DO NOT TAKE RISKS	Try and maintain a safe distance Take note of the following: • Gender • Age • Height • Build • Weight • Colour of hair • Colour of eyes • Unusual mannerisms • Every movement the offender makes • Scars or other markings • Complexion • Speech • Weapons carried • Dress - shoes – gloves – sunglasses - hat • Language • Impediments • Items touched by intruder • Carry bags
RAISE ALARM	Advise the Equipment Site Manager of concerns; who will assess the situation and then advise the Emergency Management Team.

RIGHT OF REFUSAL	The Equipment Site Manager will assess the individual to determine if they, for example, are: • Under the influence of alcohol or drugs. • Threatening to, or engaging in, violent or abusive behaviour. • Do not meet minimum height or health requirements for certain rides.
RESPOND	The ESM and EMT have the authority to enforce a Right of Refusal to maintain a safe environment. The ESM and/or the EMT will complete a Hazard and Incident Report for any Right of Refusal exercised during the Wodonga Show. Training will be provided on the Right of Refusal policies and how to handle refusals professionally and safely no later than four (4) weeks before the show.
STAND DOWN	Once the incident has been resolved and Emergency Services have left, the Emergency Management Team will complete an Incident Report and collect details for those involved. Please ensure you speak with the Emergency Management Team before leaving the area.

CODE WHITE: MAJOR DISRUPTION OR OUTAGE INCIDENT

A major system disruption outage or critical incident that places the Wodonga Showgrounds in crisis management mode.

REMAIN CALM	In many cases these types of major disruptions or outages cannot be avoided however the steps taken in the aftermath of the incident can significantly reduce the impact the incident has on your organisation.
REMOVE	All persons from immediate danger.
RAISE ALARM	Ensure the Emergency OIC is advised. Ensure the infrastructure provider is advised – refer to Emergency contacts
CONTAIN	What immediately needs to be done – e.g. do patrons need to leave the showgrounds? Who needs to be contacted and informed of the event? What do we do tomorrow – e.g. what arrangements and communications are needed to tell patrons to come in/stay home/go elsewhere – and for how long. Do we need to send out communications?
EVACUATE	If an evacuation is directed by the Emergency OIC, do so calmly and following the Code Orange evacuation procedures.
RESPOND	Business continuity starts as soon as a disruptive event occurs. While the Emergency Management Team is responding and managing the incident, the impacted area must immediately act to: Understand and report all issues and emerging issues to an Area Warden. Assess the impact to users. Assess cause if known. Assess outage duration (hrs).
STAND DOWN	Once the incident has been resolved and Emergency Services have left, the Emergency Management Team will

	complete an Incident Report and collect details for those involved. Please ensure you speak with the Emergency Management Team before leaving the area.
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POWER FAILURE

Non-emergency Situation

Loss of power supply to the Wodonga Showgrounds may be of a temporary nature or may be more prolonged. In the early stages, the possible duration of the loss will be uncertain.

There is no backup emergency generator or UPS therefore buildings, public areas and caravan park do not have back up arrangements in place.

If it is safe to do so you should isolate sensitive electrical equipment, as power surges could be experienced before sustainable power is restored.

You should remain where you are until someone in authority provides advice or directions.

If the power supply is likely to be interrupted for a period of more than twenty minutes, verbal announcements will advise on the situation.

Where power supply is likely to be interrupted for a prolonged period, an evacuation of the Wodonga Showgrounds including the caravan park may be required. Instructions for a non-emergency evacuation will usually be relayed in person.

For a non-emergency evacuation, you should leave the Wodonga Showgrounds as soon as possible, taking personal possessions with you. Shut down any non-essential/surge sensitive equipment, close windows and lock doors as you leave.

Most landline phones will not operate during a power failure. If you need to make an emergency call, you can try mobile phones.

You should be prepared for the eventuality to not return to the Wodonga Showgrounds for the rest of the day.

Emergency Situation

Should an emergency evacuation be required, the evacuation alert will be sounded and the area should be evacuated in accordance with Code Orange Evacuation procedures.

Stand down / After an emergency

There are two recommended debrief activities following the standdown after an incident. It may not be required to conduct both and this will be determined by the Emergency OIC and/or the emergency services OIC/Incident Controller.

Hot debrief – immediately after the incident.

Facilitate an open discussion with all involved in the incident response about

1. What went well?
2. What did not go well?
3. What will we do differently next time?

Cold debrief – scheduled after an incident and may be called by the emergency services OIC; or if internal, conducted as part of a regular Wodonga Show Society Inc. Committee of Management meetings.

Facilitate an open discussion about the incident and the current Wodonga Show Society Emergency Plan:

1. Observation: a single perspective or opinion in the context of a specific incident or exercise. (Who? When? Where? What?)
2. Insight: a pattern from multiple occurrences of observations (analyse and validate)
3. Lesson identified: an action that improves performance (systems and processes)
4. Lesson learned: incorporating the actions in to the Emergency Plan and policy statements.

STEPS	What I AM	What I am NOT	Example
Observation  Theme the observation	A singular perspective or opinion in the context of a specific incident or exercise.	A Lesson (in full context)	As an operations officer, working as part of the Incident Management Team (IMT) in response to COVID-19, I was not clear on what my role was. I could not locate guidance documents and was provided with conflicting advice regarding my roles when working under different Incident Controllers.
Insight  Analyse and Validate	A pattern observed from multiple occurrences of observations.	A Lesson	There is an inconsistent understanding and application of IMT roles and functions. Observations indicate that while individual staff within the IMTs apply their skills to their function to the best of their ability, the lack of training, experience and supporting doctrine affect the consistency, situational awareness and general management of response activities.
Lesson Identified  Develop an action plan, observe, measure and adjust	Developed through analysis of research, subject matter expertise input and testing. Analysed observations. An action that improves performance (systems and processes)	A Lesson Learned Anecdotal	IMTs are most effective when underpinning doctrine is clearly defined, articulated and implemented. Staff then need to be trained and provided with opportunities to gain experience either in exercises or operations. Insight analysis indicates that a review of current doctrine and the incident management team training framework is required.
Lesson Learned 	A demonstrated change in behaviour, systems and/or processes. Incorporated into doctrine, training and procedures.	Lessons (in full context)	Consistency in approaches to Incident Management Teams has improved across a number of incidents and exercises. Staff are supported by current doctrine, which they train against regularly and are provided with opportunities to gain experience through exercises or operations.

Note: in the event of a cold debrief called by an emergency services organisation, the Wodonga Show Society Inc may be represented by the President or nominee, and/or specific individuals invited by the emergency services organisation.

Testing the emergency plan

In accordance with best practice and ISO 22320:2018, the following principles guide the effective testing of the emergency plan:

- Undertake regular drills
- Involve all employees
- Test for clear communication and accessibility
- Review and revise
- Ensure training and qualifications (CPR/first aid) are up to date
- Coordinate testing with emergency services organisations
- Ensure testing results are documented

Autumn meeting Third week May	Desktop scenario based on any actual incidents or near misses from the previous show.
Winter meeting Third week July	Desktop scenario based on any actual incidents or near misses from the previous show.
Spring meeting Third week October	Field exercise to test evacuation procedures and Area Warden communications.
Summer meeting Third week December	Multiagency scenario involving relevant stakeholders and emergency services organisations as participants or observers.

Training

In accordance with Australian Standard 3745 and Australian Standard 4083, the following are recommended minimum course sets for Emergency Management Team roles:

Emergency Office-in-Charge (OIC)	Chief Warden Course
Deputy in Charge	Chief warden Course
Emergency Communications Officer	Emergency Warden Course
Area Wardens	Emergency Warden Course
First Aid Officers	As specified in the Victorian Department of Health

Continuous improvement

The following nine recommendations have been included in the continuous improvement schedule for this emergency plan that will be raised and discussed by the Wodonga Show Society Inc. Committee of Management.

Note: those recommendations and supporting action statements marked with a # are from the 2023 Coronial Inquest.

Recommendation	Action statement	WSS action
Amusement structures designed registered.	All amusement structures are considered plant under relevant regulations, be design registered.	Monitor VAS/WorkSafe for regulation amendment.
Australian location required for the applicant for design registration and design verifier.	There is a requirement that the applicant for a design registration of an amusement structure and the design verifier in relation to that application be located within Australia.	Monitor VAS/WorkSafe for regulation amendment.
WorkSafe is empowered to refuse design application.	WorkSafe is empowered to refuse an application for design registration for an amusement structure where an application for design regulation of an amusement structure where an applicant fails to provide the necessary information or WorkSafe forms the view the design poses a risk.	Monitor VAS/WorkSafe for regulation amendment.
WorkSafe is empowered to cancel plant and/or design registration.	WorkSafe is empowered to cancel plant and/or design registration, where the design of the item of plant of the item of plant is unsafe, a power that they currently do not have.	Monitor VAS/WorkSafe for regulation amendment.
Operators are required to carry Plant's manual and logbook.	The operator of an amusement ride is required to carry the plant's manual and logbook with them of plant at all times.	Monitor VAS/WorkSafe for regulation amendment.
Items of plant to be registered in Victoria.	The requirement that items of plant be registered should be reintroduced and apply to all amusement structures operating in Victoria.	Monitor VAS/WorkSafe for regulation amendment.
Operators record and maintain training and certification details.	The operator of an amusement ride be required to record and maintain details of training and certification of the operator of an amusement ride.	Monitor VAS/WorkSafe for regulation amendment.

Recommendation	Action statement	WSS action
Review to improve training standards and accreditation.	A review be undertaken to improve training standards and accreditation of ride operators and attendants, including whether there should be a minimum standard for the training of amusement ride operators.	Monitor VAS/WorkSafe for regulation amendment.
Enhancement of the National Audit Tool.	Consideration be given to enhancing the National Audit Tool used by WorkSafe Inspectors during annual inspections of amusement rides to address WorkSafe Inspectors concerns that it has limited value for the delivery of safety outcomes.	Monitor VAS/WorkSafe for regulation amendment.
Amusement ride safety responsibilities	In Victoria, both the equipment site management and the amusement ride contractor have significant responsibilities regarding OHS and this should be reflected in the emergency plan and sub-plans.	WSS Inc. to include amusement ride safety in the Emergency Plan and Appendix B: Wodonga Show Society Inc. Safety Requirements for Exhibitors, Competitors and Persons conducting Business (PCBs)
Wodonga Municipal Emergency Management Plan	WSS is required to update its Emergency Plan and supporting documents in response to any updates to the MEMPC as endorsed by the MEMPC.	WSS to monitor the Wodonga City Council website Emergency Management page for updates.

Glossary and Acronyms

Source: [Victorian State Emergency Management Plan and WorkSafe Victoria](#)

Term or Acronym	Definition
Activation	Initiation or escalation of activities or functions required in response to, or in readiness for, an emergency.
Amusement Ride Contractor (ARC)	The Amusement Ride Contractor (ARC) is responsible for the safe installation, operation and maintenance of the amusement rides. The ARC must ensure that their equipment meets safety standards and that their operations do not pose risks to the public or workers. The ARC must comply with the ESM's safety protocols and any additional regulatory requirements.
Assembly Areas	Clearly identified areas that are away from the source of danger, including moving vehicles. It is likely that several of these places will be required.
Chain of command	An agency's organisational hierarchy that defines the accountability of people or positions and identifies the link between them and their supervisor
Class 1 emergency	A major fire or any other major emergency for which Fire Rescue Victoria, the Country Fire Authority or the Victoria State Emergency Service Authority is the Control Agency under the SEMP.
Commander	The person or an agency responding to an emergency identifies as responsible for supervising its personnel and chain of command. Where there is an agreed inter-agency arrangement, a functional commander may supervise personnel and resources from more than one agency.
Communications Officer (Comms)	Internal site communications and recording of any incident.
Deputy Warden	Second in charge and reports to the Emergency OIC.
Effective control	Effective control is when: • a control structure appropriate to the emergency is in place • controllers are working to their relevant role statement • all response decisions are consistent with the State Emergency Management Priorities.
Emergency	The actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria or endangers or threatens to endanger the environment or an element of the environment in Victoria including, without limiting the generality of the foregoing: a. an earthquake, flood, wind-storm or other natural event; and/or b. a fire; and/or

Term or Acronym	Definition
	c. an explosion; and/or d. a road accident or any other accident; and/or e. a plague or an epidemic or contamination; and/or f. a warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth; and/or g. a hi-jack, siege or riot; and/or h. a disruption to an essential service.
Emergency Access and Egress Routes	Roadway/pathway exits, to be kept clear of vehicles and obstructions at all times and which lead directly to Assembly Areas.
Emergency Management Team	An identified group (Structured Group) responsible for managing emergency situations at an event in accordance with the emergency plan. Also known as an Emergency Control Organisation.
Emergency Plan	Procedures to contain any emergency which may occur.
Emergency Office-in-Charge (OIC)	Person with overall responsibility for implementation of emergency plan.
Equipment Site Manager (ESM)	The Equipment Site Manager (ESM) typically has overarching responsibility for the safety and compliance of the entire site. The ESM has the authority to ensure that all activities, including those involving amusement rides and compliance with OHS (WHS) regulations. The ESM will coordinate with various contractors, including amusement ride operators, to maintain safety standards across Victoria.
Incident	An event, occurrence or set of circumstances that: • has a clear start and end: a defined duration • calls for human intervention • has a set of concluding conditions that can be defined • is or will be under the control of an individual with authority to make decisions about the means to bring it to a resolution.
Pre-planning	Advanced planning and preparation for emergencies – prevention or control of occurrences.
Area Wardens	Persons acting under instructions of Emergency OIC and Deputy Warden.
Right of Refusal	The Right of Refusal allows the Equipment Site Manager and Wodonga Show Society Inc Committee of Management to deny entry or remove individuals from amusement structures based on specific criteria.

Risk Management Register

Unless otherwise stated, the followings Risks have been identified at or impacting the Wodonga Showgrounds

Risk	Likelihood	Consequence	Treatment	Responsibility	
Structural Fire	L	H	Evacuation procedures and Area warden	Emergency OIC Building users	
Grass Fire	H	M	Hazard reduction Emergency procedures	Racing Wodonga Emergency OIC	
Explosion Gas	L	H	Turn off during Show	Emergency OIC	
Lost child	H	H	Communications Emergency Plan	Emergency OIC	
Personal threat	M	H	Emergency Plan Training	Emergency Management Team	
Escaped animals	L	L	Contain where possible	Animal owner Emergency OIC	
Crowd control issues	H	H	Communication Area wardens	Emergency OIC Emergency Management Team	
Road closures	L	L	Monitor Communication	Emergency Management Team Wodonga City Council	

Risk	Likelihood	Consequence	Treatment	Responsibility	
				Police	
Electrical fault/Power Failure	M	H	Test and Tag		
Bomb or malicious	L	H	Situational awareness Training communications	EMT	
Severe Storm	L	H	Monitor notifications	Emergency OIC	
Code Red Declaration (Local/State)	L	H	Monitor notifications Comply with directions	Emergency OIC	
Dangerous goods incorrect storage and mishandling	L	H	Monitor compliance	Emergency OIC	
Fibreglass slides	L	M	Monitor compliance	Amusement Ride Contractor Emergency OIC	
Dodgem cars	L	H	Monitor compliance	Amusement Ride Contractor Emergency OIC	
Tilt-a-Whirl	L	H	Monitor compliance	Amusement Ride Contractor Emergency OIC	

Risk	Likelihood	Consequence	Treatment	Responsibility	
Electrical boxes	M	H	Electrical safety inspection	Emergency OIC	
Anchoring	L	H	Monitor compliance	Amusement Ride Contractor Emergency OIC	
Inflatable amusement devices	L	H	Monitor compliance	Amusement Ride Contractor Emergency OIC	

Appendix A: Wodonga Municipal Emergency Management Planning Committee

Source: [Wodonga Municipal Emergency Management Plan 2024 - 2027](#)

Wodonga Council

Victoria Police

Country Fire Authority/Fire Rescue Victoria

Ambulance Victoria

Victoria State Emergency Service

Emergency Recovery Victoria

Australian Red Cross

Department of Families Fairness and Housing (DFFH)

Albury City Council

Department of Defence

Department of Energy, Environment and Climate Action Change

Department of Health

Agriculture Victoria

Albury Wodonga Ethnic Communities Council

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.

Item	
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

Item	
	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.

Item	
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

Item	
	Showgrounds may include and not limited to: • 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 53 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.

Item	
Personal protection equipment	Exhibitors, Competitors and PCBs must provide their own personal protective equipment including appropriate clothing, 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	
	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.
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

Item	
	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. 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.

Appendix C: Wodonga Show Society Inc. Commercial Site Conditions and Exhibitors Guide for the Wodonga Show

Source: [Event Management Planning Guide Wodonga Council](#)

Date:

Operating Times:

Exhibitors must be provided with a copy of the current Appendix B: Wodonga Show Society Inc. Safety Requirements for Exhibitors, Competitors and Persons conducting Business (PCBs)

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.

Item	
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.
Fees	Commercial site holders and Exhibitors must pay any applicable fees prior to entering (bumping in) to the Wodonga Show.
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
Food Handling Permit	Commercial site holders and Exhibitors who sell or serve food or drink at the Wodonga Show are required to hold a current Victorian Food Act 1984 registration or notification. https://foodtrader.vic.gov.au/
Insurance	Commercial site holders and Exhibitors must have current insurance certification proportion to their activities.

Item	
	The Wodonga Show Society Inc will require copies of current insurance cover prior to entering (bumping in) to the Wodonga Show.
Liquor Licence	Any exhibitor or organisation that intends to supply liquor in Victoria must apply for a licence from Liquor Control Victoria. The Wodonga Show Society Inc does not permit the sale and service of alcohol at the Wodonga Show.
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 available from the website.
Passes	The Wodonga Show Society will issue passes to Exhibitors, Competitors and PCBs prior to the Wodonga Show.
Power/Electrical	The Wodonga Show Society Inc must be advised of any specific electrical/power requirements by Commercial site holders and Exhibitors. Please note that access to power is limited.
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

Item	
	Eskies, chairs, sun-shelters and musical instruments; unless expressly permitted by the Wodonga Show Society Inc.
Public Address Systems	The Wodonga Show Society Inc. will provide a public address system for general announcement and emergency communications.
Pyrotechnics	To use fireworks the exhibitor must hold a licence to use fireworks as a pyrotechnician. This licence also allows the exhibitor to temporarily store and transport limited amounts of fireworks. https://www.worksafe.vic.gov.au/pyrotechnician-licence Fireworks are not permitted when a Fire Danger Period has been declared for the Wodonga local government area.
Refusal of Application	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.
Setup (Bump in/Bump out)	The Wodonga Show Society Inc. will coordinate setup and pack down times
Site Allocation	The Wodonga Show Society Inc. will allocate sites for Commercial site holders and Exhibitors based on the type of site (food, attraction etc) and logistics (power, size etc).
Site Applications	Commercial site holders and Exhibitors must complete the appropriate application form available from the Wodonga Show Society Inc. website and submit for approval and ensure any fees are paid prior to entering (bump in) the showgrounds site.

Item	
Site Boundaries	The Wodonga Show Society Inc. will mark sites as clearly as possible for Commercial site holders and Exhibitors to allow for safe movement of people.
Site Subletting and/or Sharing	Commercial site holders and Exhibitors must not sub-let or share their allocated site without written permission from the Wodonga Show Society Inc.
Sites	Sites are located on the Wodonga Racecourse, Showground and Recreation Reserve. The 2025 Wodonga Show will be based on the area bordered by Wilson Street, racecourse straight (winning post); Richardson Street, and fence parallel to Mitchell Street.
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.
Media Representation and Social Media	Any request for comment for the print and electronic media must be directed to the Wodonga Show Society Inc. The Wodonga Show Society Inc is not responsible for any images, comments and reactions placed on social media by Exhibitors, Competitors and PCBs.
Parking	Parking at the Wodonga Showgrounds is not permitted outside of the Richardson Street carpark unless approved by the Wodonga Society Inc.

Appendix D: Emergency Lanyards

	BLUE MEDICAL EMERGENCY			INTERNAL	000 EXTERNAL	EMERGENCY MANAGEMENT TEAM
	BROWN EXTERNAL EMERGENCY					
	YELLOW INTERNAL EMERGENCY					ANDREW RICH 0447 233 689
	RED FIRE &/OR SMOKE					DEPUTY IN CHARGE
	ORANGE EVACUATION					ANDY SMITH 0419 853 483
	PURPLE BOMB THREAT					EMERGENCY COMMUNICATIONS OFFICER
	BLACK PERSONAL THREAT					DIANA JOHNSTONE 0421 100 078
	GREY LOW RISK PERSONAL THREAT					AREA WARDENS
						A GREG INGHAM
						B JANE MANNING
						C JOHN HARVEY
						FIRST AID OFFICERS
						RFDS
						SECURITY OFFICERS
						MFORCE SECURITY
						IN THE EVENT OF A LIFE-THREATENING EMERGENCY, CALL 000

Appendix E: Wodonga Show Traffic Management Sub-plan.

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.

About this Sub-plan

This traffic management sub-plan applies to the roads marked in the figure below for the annual Wodonga Show.

The Wodonga Show Society Committee of Management is responsible for the maintenance and implementation of this traffic management plan.

The traffic control plan describes how to control the movement of traffic affected by the Wodonga Show. It is recommended that vehicular traffic move from south to north during bump in and bump out activities associated with the Wodonga Show.

That is:

- Enter the Wodonga Showgrounds from Richardson Street.
- Exit the Wodonga Showgrounds from Wilson Street.

There is no requirement for any permits for road closures from Victoria Police, VicRoads or Wodonga City Council. Any subsequent request must be submitted to the Wodonga Show Inc Committee of Management for approval prior to the Wodonga Show.

Any traffic control measures including the layout of barriers, walkways, signs and the general arrangements to warn and guide traffic around, past or within the Wodonga Showgrounds will be shown on the Wodonga Show site plan.

The speed limit within the Wodonga Showgrounds reserve is 10km/h and 40km/h on the public roads adjacent to the Wodonga Showgrounds and Racecourse Reserve.

All travel paths for vehicles including entries and exits, and routes for special or heavy vehicles during bump in and bump out will be shown on the Wodonga Show site plan.

Traffic crossing another stream of traffic such as Wilson Street or Richardson Street to access the Wodonga Showground ... days before the Wodonga Show and ... days after the Wodonga Show.

The pedestrian routes are marked on the Wodonga Show site plan, and it is anticipated that the pedestrian flow is a notional clockwise direction during the 2025 Wodonga Show.

There are three entries and exits and managed during the 2025 Wodonga Show:

- Bob Prichard Arena, Wilson Street.
- Wodonga Showgrounds, corner Wilson Street and Hamilton-Smith Drive.
- Wodonga Exhibition Centre, Richardson Street.

The Wodonga Show Society will monitor, and control site access provided to delivery vehicles throughout the Wodonga Show for urgent deliveries only. It is preferred that any deliveries be completed no later than the Friday before the Wodonga Show.

The parking arrangements within the Wodonga Showgrounds is restricted to permit (VIP and Exhibitor) parking; and entry and exit is via Richardson Street. Vehicles must not be parked within the Wodonga Showgrounds without permission, and must be parked with in accordance with the directions of the Wodonga Show Society Inc.

Public parking is available along Wilson Street, Hamilton-Smith Drive, and on the racecourse reserve area corner of Brockley Street and Hamilton-Smith Drive (entry via Hamilton Smith Drive).

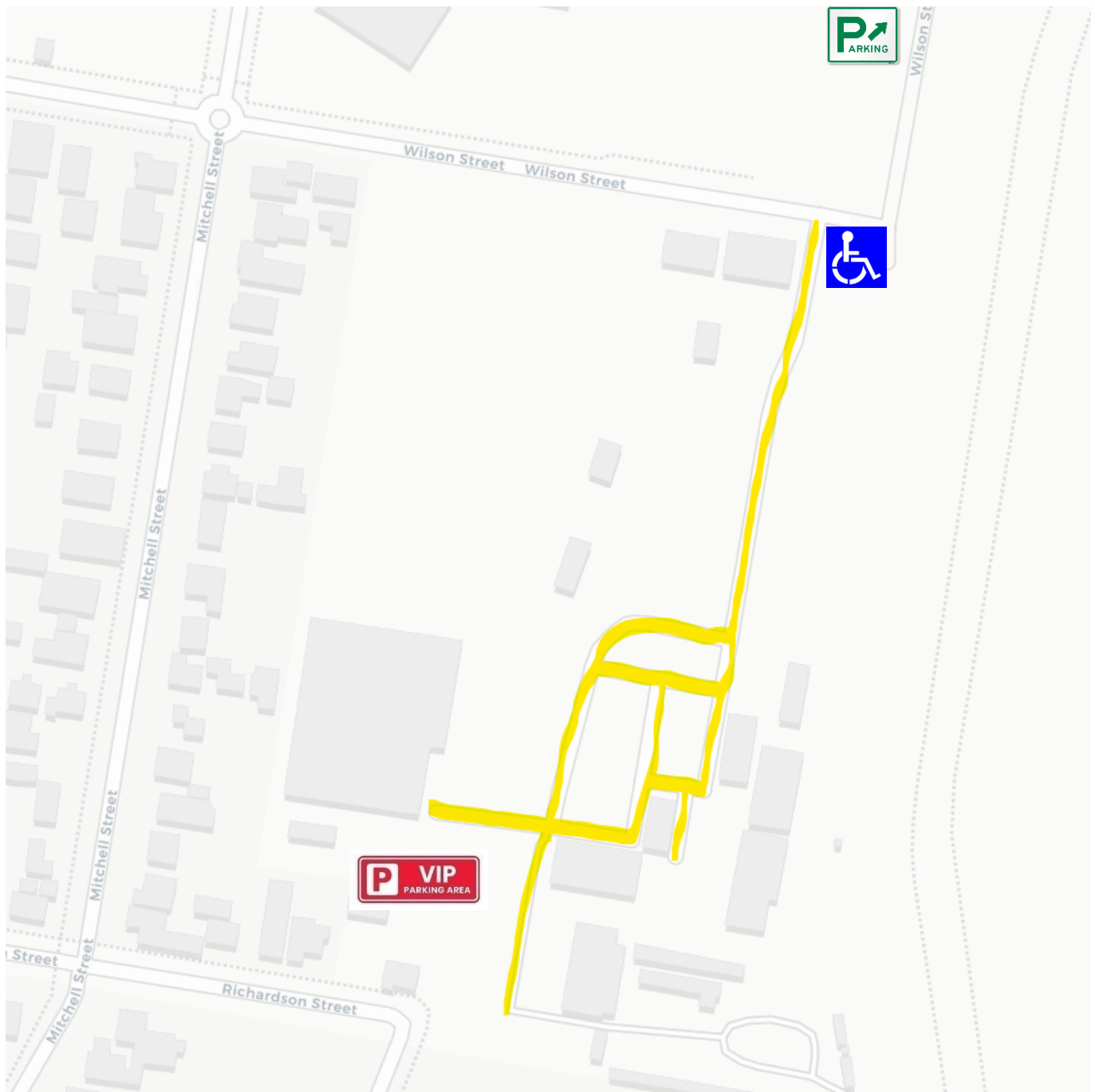
The provisions for people with disabilities including drop off and pick up points; and parking is marked on the Wodonga Show site plan.

The Wodonga Show Emergency Plan and this traffic management plan must be included in the induction material and Appendix B: Wodonga Show Society Inc. Safety Requirements for Exhibitors, Competitors and Persons conducting Business (PCBs).

The Wodonga Show Society Inc is responsible for traffic controllers at the Wodonga Showgrounds. The Emergency Management Team will act as authorised traffic controllers and be expected to interact with traffic at the Wodonga Showgrounds before, during and after the Wodonga Show. This includes the police and emergency services under the direction of the Emergency OIC.

Communication between the Emergency Management Team in case of an emergency will be via mobile phone/two-way radio.

The Wodonga Show Society Inc. will implement and monitor the effectiveness of this traffic management plan during the Wodonga Show.



Key:

Designated Roads

Hazard and Incident Reporting Checklist

This checklist should be completed by all EMT members who responded to the incident. Completed Incident Checklists should be provided to the Emergency Communications Officer.

Date	
Time	
Checklist completed by	
Emergency Code:	☐ Code Red: Fire/Smoke ☐ Code Brown: External Emergency ☐ Code Blue: Medical Emergency (First Aid) ☐ Code Yellow: Gas Leak or Chemical Spill ☐ Code Orange: Evacuation ☐ Code Orange: Evacuation for Person with a Disability ☐ Code Purple: Bomb/Chemical or Biological Threat ☐ Code Black: Personal Threat ☐ Code White: Major Disruption or Outage Incident ☐ Code Grey: Low risk personal threat ☐ Power Failures ☐ Other: (specify)
Description of the hazard or incident	
Triple Zero / 000 called	Time:
Emergency services on scene	Time:
Area Wardens advised	Time:
Evacuation advised?	☐ Yes ☐ No

