



**Macedon
Ranges**
Shire Council

Event

Management Plan

Template

2024
Event Management Plan (EMP)

Event Management Plan

Event Overview

Event Title	Edgar's Mission Open Day
Venue	Edgar's Mission
Date/s	Sunday 4 October 2026

Document History

Version No.	Date Draft Created	By Whom	Details/Amendment to Draft
01	06/08/26	Matt Cox	
02			
03			
04			
05			
06			
07			
08			
09			
10			

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Event Details

Event Overview

Name of Event	Edgar's Mission Open day
Event Venue	Edgar's Mission Sanctuary
Event Address	81 Bridies Lane Lancefield 3035
Bump-in Dates/Times	04/10/26 Bump in 07:00-09:00
Event Dates/Times	04/10/26 10:00-16:00
Bump-out Dates/ Times	04/10/26 Bump out 16:00-18:00
Expected Attendance	300-400
Daily Capacity	400
Ticketing	Via Humanatix
Event Description	Edgar's Mission Open day coincides with World Animal day to celebrate animals furred, feathered, fleeced and finned. The public are invited to experience the sanctuary through guided tours and animal encounters while visiting the stalls of invited animal rescue groups and participate in a range of fun and educational activities.
Activities	Guided tours, self guided passport trail, film screening, zine making workshop, photography tour, panel discussion and presenter talks, animal encounters
Target Audience	Families, anyone with an interest in animal welfare.
Promotion	Edgar's Mission social media channels, EDM to supporters, local media
Patrons + Peak Times	Gradual arrival from 10am-2pm coinciding with guided tours and animal encounters, tapering from 3pm

Event Contacts

Event Coordinator

Contact Name	Matt Cox
Event Role	Community Engagement & Advocacy manager
Address	81 Bridies Lane Lancefield 3435
Contact Number	0437660235
Contact Email	matt@edgarsmission.org.au

Production Manager

Contact Name	as above
Event Role	
Address	
Contact Number	
Contact Email	

Document History

Name	Role	Number	Email

Event Venue/s

Venue Contact Name	Matt Cox
Venue Contact Role	Community Engagement & Advocacy Manager
Venue Contact No.	0437660235
Venue Contact Email	matt@edgarsmission.org.au
Venue Name	Edgar's Mission
Venue Address	81 Bridies Lane Lancefield
Venue Email	matt@edgarsmission.org.au
Venue Website	www.edgarsmission.org.au
Venue Capacity	Difficult to say as it's not a 'venue' as such
Local Government	Macedon Ranges Shire Council

Insurance Details

Public Liability Insurance	Local Community Insurance Services - \$20m
Other	
Other	

Event Schedule

Schedule

Date	Time	Activity
04/10/26	07:00-09:00	Bump in
	10:00	Gates open
	10:00-16:00	Rolling guided sanctuary tours every 30 minutes
		Kids self guided passport trail
		Animal welfare/rescue groups stalls to visit
		Pledge wall for kindness messaging
		2 x Food trucks, 1 x coffee van
	10:30-10:45	Animal stories - meet [animal name]
	11:00-14:00	Zine making workshop - drop in
	11:00-11:45	Guided photography walk
	11:30-11:45	Animal stories - meet [animal name]
	12:30-12:45	Animal stories - meet [animal name]
	13:00-14:30	Film screening + panel discussion
	13:30-13:45	Animal stories - meet [animal name]
	13:45-14:30	Guided photography walk
	14:30-14:45	Animal stories - meet [animal name]

Contingency Plan

Cancellation	Event will be cancelled if severe weather warnings (total fire ban, extreme heat, storm/wind warnings affecting patrons or animal safety) are issued by BOM or CFA. Decision made by Pam Ahern and GGM no less than 24 hrs prior to the event. Ticket holders notified by SMS, email and social media
Postponement	If conditons are marginal (light rain, minor forecast risk) rather than severe, the event may proceed with modified activities, scaled back or moved under cover where possible

Stakeholder Notifications

General Detail – Emergency Services Event Notification

Notification	Event notification letter to emergency services
Distribution	Email
Content Overview	Event date, times, expected number of attendees, parking, any possible risk factors, number of staff, outline of activities
Recipients	Lancefield police, Lancefield CFA, Ambulance Victoria, local residents
Date of Notification	06/08/26
Distributed By	Matt Cox
Distribution radius	

General Detail – Event Notification

Notification	Event notification to local nearby residents
Distribution	Event notification to local nearby residents
Content Overview	Outline of event, date, times, expected number of patrons, increased local traffic
Recipients	Local residents
Date of Notification	04/09/26
Distributed By	Matt Cox
Distribution radius	5km

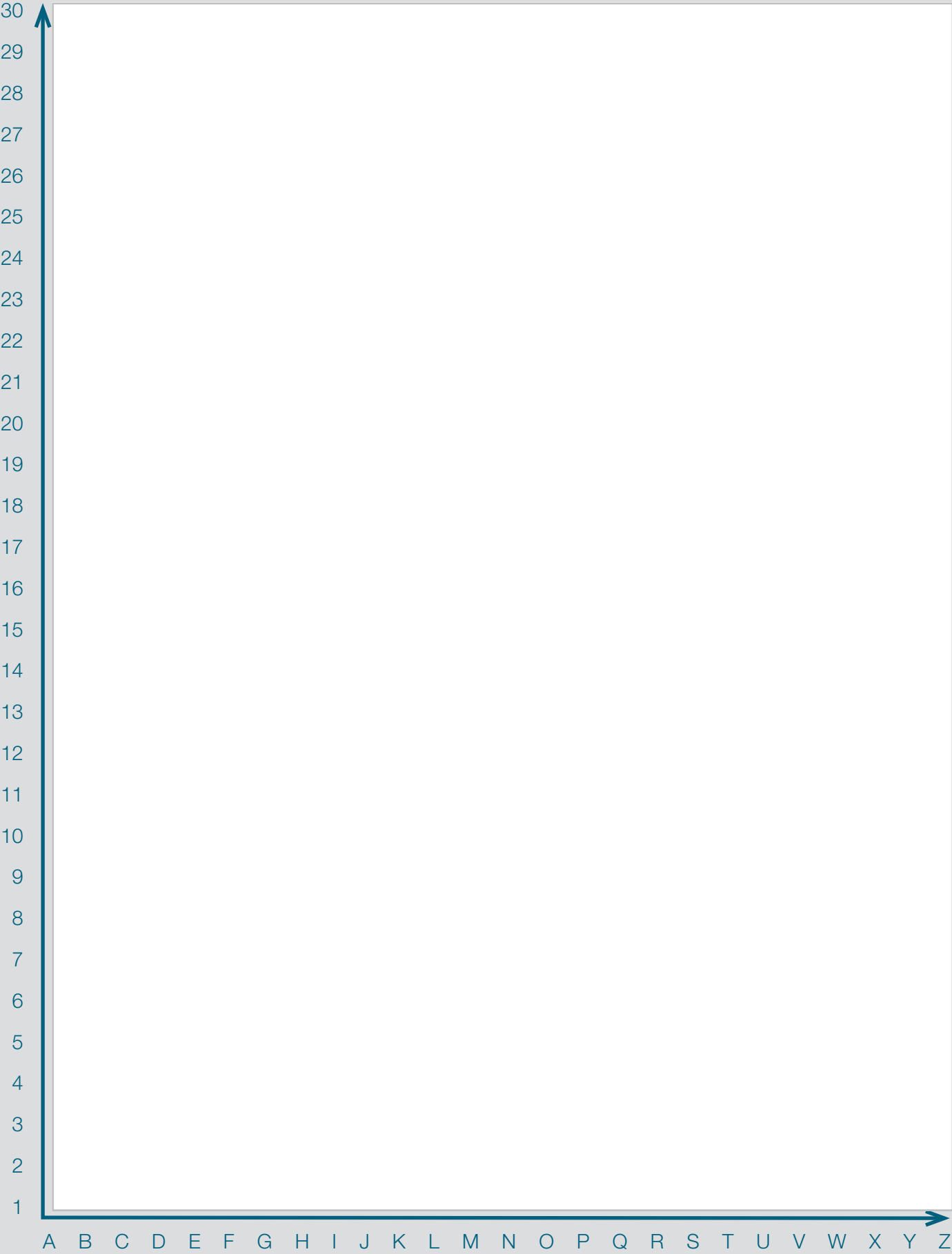
Pre-event and During-event – Stakeholder Contact Person

Date	06/08/26
Role	Event manager
Contact Number	0437660235
Email	matt@edgarsmission.org.au
Available for Communications	Anytime

Sample Event Notification



Site Map



Site Infrastructure List

Schedule

[illegible]

Emergency Management

Event Operations Centre (EOC)

EOC	Location Map Ref.	Contact Number
Matt Cox	Refer to map icon	0437 660 235

Emergency Control Centre (ECC) if not located at Event Operations Centre

ECC	Location Map Ref.	Contact Number
As above		

Evacuation Assembly Points – Map Reference

Primary Assembly Point	main car park - refer to map icons
Secondary Assembly Point	End of Western Drive - Refer to car park

Security

☒ N/A

Main Checkpoint	Location Map Ref.	Contact Number

First Aid

Main Checkpoint	Location Map Ref.	Contact Number
EOC - refer to map icon	refer to map icon	0437 660 235

Emergency Control Organisation

The event is managed by the following key staff members, that together forms the ECO or Emergency Control Organisation – this group is responsible for the planning and administration of the Emergency and Safety Management Plan:

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Emergency Control Organisation (ECO)

Name	Role	Phone	Email
Matt Cox	Event organiser	0437660235	matt@edgarsmission.org.au
Kim Ellis	Event Coordinator	0408 070 229	info@edgarsmission.org.au

Warden Structure

The Emergency Control Organisation (ECO) is activated when a response to an incident is required, and the Wardenship system is the method by which this is undertaken. The Wardenship structure is as follows:

Warden List

Warden Role	Name	Phone	Radio
Chief Warden	Matt Cox	0437 660 235	NA
Deputy Chief Warden	Kim Ellis	0408 070 229	NA
Area Warden - Area	Michael Inturrisi	0407488 286	NA
Area Warden - Area			
Area Warden - Area			
Area Warden - Area			
Wardens (Other)			

The non-emergency roles of the Wardens

The Chief Warden is responsible for administering the warden system in accordance with the Event's Emergency Management Plan.

The Deputy Chief Warden is responsible for assisting the Chief Warden in the general administration of the ECO and must assume all relevant responsibilities whenever the Chief Warden is absent.

The Area Warden/s is/are responsible for the Event environs and the general locations used by patrons, staff and volunteers, including contractors and for the following:

- Being familiar with the location of all first aid facilities and other emergency equipment;
- Inducting new staff, volunteers and contractors into Event Operational and Evacuation procedures;
- Overseeing staff, volunteers and contractors within their area of responsibility;
- Equipment does not impede access;
- Pathways are free of obstruction;
- Fire extinguishers, safety signs and safety equipment are serviceable at all times;
- Hydrants and hose reels are accessible;
- Access to and egress from emergency equipment is not obstructed;
- Any irregularities are reported to the Deputy Chief Warden;
- All incidents are reported on the form provided; and
- Inspection checklists are completed.

The Warden/s is/are responsible for overseeing their immediate areas of responsibility and ensuring that the Area Warden duties listed above are undertaken for their area if the Area Warden is otherwise engaged.

The emergency roles of the Wardens

The Chief Warden will take control of the situation at the appropriate control point, if safe to do so; ensure Emergency Services are notified; ensure all patrons and employees are removed from the hazard area; hand over control to the Emergency Services on arrival; assist the Emergency Services as required; ensure management is notified and maintain a log of the incident.

If the Chief Warden is not at the event, the nominated Deputy Warden will assume all responsibilities, duties and control. If both the Chief and Deputy Wardens are not available the Area Warden will assume all responsibilities, duties and control.

All emergency responses should be undertaken by the Chief or Deputy Warden, along with the Area Wardens to whom they delegate responsibility. It is not the responsibility of Area Wardens or Wardens to lead an emergency response.

Evacuation Roles – All Wardens

In the event that the Chief Warden determines an Evacuation is necessary, usually as a response to another Code, they will announce this via public address or over radio comms.

Wardens escort patrons to the assembly point, and await the Area Wardens. Assist any persons with a disability, either to reach the assembly point or to find a Place of Safe Refuge to await Emergency Services. Area Wardens MUST relay to the Chief Warden the presence and number of any persons left in a Place of Safe Refuge.

Area Wardens remain to ensure that the entire area is clear at which point they relay to Chief Warden that their area is clear. The area wardens should then assemble with patrons and wardens at the Assembly Area to await instructions from the Chief Warden.

Deputy Wardens assist the Chief Warden to ensure that evacuation is underway and progressing smoothly and quickly, and to ensure that access pathways and roads for emergency services remain clear.

Chief Warden awaits the Emergency Services at the Emergency Control Point to relay information regarding the relevant Code and to inform all sub-wardens when the incident/emergency is resolved, and what next steps will be taken to recover the event. Warden is otherwise engaged.

Security

☒ N/A

Details of Services available	
Security Provider	
Security Location	
Rostered Hours	
General Security Duties	

Pedestrian Management

☒ N/A

Infrastructure utilised	
Pathway diversions	
Pathway closures	
Date & time of	
infrastructure installation	
Date & time of	
infrastructure removal	
Location & identification	
of safety marshals	
Date & time of pathway closures	
Date & time of pathway openings	

Onsite Radio Communications

☒ N/A (Utilising mobile phones)

Radio No.	Radio Allocation – Name	Role (for Call Out sign)	Channel
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			

Communications Channels

Radio No.	Role	Channel ID
01	Emergency	
02	Event Management	
03	Security	
04	Bars	
05	Cleaning	
06	Spare	

First Aid

Details of Services available	First aid stations including fully stocked first aid kits. Defibrillator is available.
First Aid Provider	Matt Cox Bray Kennedy
First Aid Location	Refer to map icons
Rostered Hours	7am-6pm

Incident Responses

Extreme Weather

First Person on Scene:

- Move patrons under cover and away from temporary infrastructure, indoors if possible
- Ensure that marquees are cleared of patrons
- If possible, pack down any loose furnishings or infrastructure onto the ground (trestle tables, folding chairs, umbrellas, signage etc)
- Ensure that all stages and structures are moved into safe mode: stage roofs lowered, marquees cleared and made safe where possible (walls closed up), all loose infrastructure brought inside or lowered
- Report the status of your area to the Chief Warden
- Proceed to evacuate immediately if safe to do so

Fire

First Person on Scene:

Should you become aware of Smoke, first advise the Chief Warden who in turn will notify the Chief Warden & enact an investigation of the source. Should you become aware of Fire, quickly assess the situation, and call 000 before immediately advising the Area Warden. You can attempt to put it out if the fire is smaller than 1m² and you have ready access to a fire extinguisher/blanket. If it is larger than 1m², then (if safe to do so) assist any persons nearby to find a Safe Exit or Place of Safe Refuge. Evacuate to the nearest Emergency Assembly Area.

Lost Children

First Person on Scene:

- Lost Child/Person – look for the parent/guardian in immediate vicinity
- After 5-10 minutes, have Chief Warden take lost child to Lost/Missing Child/Person Point
- Inform Area Warden of situation and follow their instructions

Medical Incident (Serious)

First Person on Scene:

- Quickly assess the situation and call 000 if you deem the emergency to be serious
- Alert Area Warden and advise that you have contacted 000
- Render assistance to patient if able until First Aiders arrive then assist if required
- Contact First Aid
- Commence Incident Report or take notes for treatment and follow-up

Incident Reporting

All incidents, injuries, near-misses and hazards occurring during the event must be reported to the Chief Warden or Event Coordinator as soon as practicable, and recorded on an Incident Report Form at the time or as soon as possible afterward.

Each report will capture: date and time, location, persons involved, description of the incident, actions taken, and any follow-up required. Completed forms are to be forwarded to Matt Cox within 24 hours of the event for review. Any incident involving serious injury, a notifiable animal welfare matter, or requiring emergency services attendance will be reported to the relevant authorities in line with statutory obligations.

Health

Vendors

Food Vendors
3 food vendors - Woking Amazing, Oh My Doner, Little Mylk Van
Drink Vendors
The above sell soft drinks and coffee. There is no alcohol at the event
Street Trading
NA

Beverages

Alcohol
None
Free Drinking Water
Free drinking water will be available

Toilets

Toilets
6 portaloos are being hired to complement the 3 existing cubicles and an accessible toilet

Waste Management

☒ N/A (Self-managing)

Details of Services	
Waste Management Provider	
WM Staging Location	
Rostered Hours	

Cleaning

☒ N/A (Self-managing)

Details of Services	
Cleaning Provider	
Cleaning Staging Location	
Rostered Hours	

Power and Lighting

Event Power

Power
Event power supplied by existing site power for food trucks and coffee van

Event Lighting ☒ N/A (Day event)

Alcohol

Sustainability

Event Sustainability Planning

Event Sustainability Measures
Visitor parking directed to existing site paddock area rather than creating new hardstand. Passport Trail uses existing internal roads - no new pathway construction. External vendors briefed on waste minimisation

Single-use Plastic Free Events

Single use Plastic Free Events Measures
Food and drink vendors required to use compostable or reusable serveware where practical, in line with Victoria's single-use plastic reforms

Site Impact and Reinstatement

Site Impact – Environmental
Event held on existing sanctuary grounds using established paths, yards and buildings; no new construction.

Accessibility

General Accessibility

Access to Event Locations

Accessible parking reserved near main entrance. Site driveways are unsealed gravel/dirt. Wheel chair accessible

Access within Event Locations

Passport trail and guided tours on flat but unsealed internal roads. Hay shed movie screening venue has hay bale seating. Wheel chair accessible

Accessibility Technologies

NA

Accessible Facilities and Amenities

One accessible public toilet

Accessible Provision of Information

Event information and accessibility notes published via website/socials ahead of time, plus on-site signage.

Accessible Emergency Procedures

Wardens briefed to assist patrons with disability to the nearest assembly point or a Place of Safe Refuge, and to relay their location to the Chief Warden.

Staff Training – Awareness and Sensitivity

Volunteers and staff briefed pre-event on accessibility awareness and assisting visitors with disability.

Signage

Signage List

☐ N/A (No event signage onsite)

Sign	QTY	Type	Install Location
Welcome/entry sign	1	A frame	Front gate near car park
Guided tour meeting point	1	A frame	Near accessible toilet
Accessible parking sign	1	A frame	Car park
First aid signs	3	laminated A3 sign	near first aid stations as marked on map
Toilet	3	Directional laminated A2 sign	Along main drive
Animal encounter meeting points	4	laminated A2 sign	TBC

Signage Overview

Directional and Way-finding signage

Directional and Way-finding signage
Block 2 — Restricted area sign Placed at any point where the internal roads/drives pass near non-public or working areas of the sanctuary, clearly marking "Staff & Volunteers Only — Please Do Not Enter" to keep the self-guided crowd on the intended route.

Directional and Way-finding signage
Block 3 — Ticketed activity sign Placed at the hay shed entrance, marking it as the film screening with ticket-holder entry times, so non-ticketed visitors don't queue or wander in expecting general access.

Signage Sample



