



Show Organising Committee ~ Portfolio Overview

EQUIPMENT & MAINTENANCE

This portfolio plays a vital role in the smooth operation of the Show by ensuring all necessary equipment is available and in good working order. This includes liaising with Committee members to identify their equipment needs for Show Day and coordinating its availability.

Additionally, this role submits maintenance requests for onsite buildings to the appropriate authority based on the nature of the work required, either the Shire or the Committee.

This portfolio is key to the success of the Show, as it ensures that all infrastructure and equipment are ready to support exhibitors, volunteers and attendees. By addressing maintenance needs and coordinating resources effectively, this role contributes to a safe, functional and well-organised event environment.

Time Commitment

The time commitment for this volunteer role averages around 3-4 hours per week, though this varies throughout the year. In September and October, the workload tends to increase, while other periods are generally lighter.

Monthly Committee meetings are held on the second Monday from March to December, usually lasting up to 2.5 hours. All Committee members are encouraged to do a bit of light reading and note-taking beforehand, to help meetings run smoothly and efficiently.

In the week leading up to the Show, there's a significant amount of work to be done. Committee members and casual volunteers will come together to tackle various tasks, ensuring everything is ready for a successful Show Day. During Show week, the Equipment & Maintenance Coordinator needs to be available from Tuesday through to Sunday.

Portfolio Responsibilities

- Keep track of the event timeline and provide monthly updates to the Committee.
- Update and maintain the Equipment spreadsheet.
- Work within the allocated budget, recording all income and expenses with the Treasurer's help.

Portfolio Skills

- Comfortable using relevant technology, including Microsoft Office (Outlook, OneDrive, Word, and Excel).
- Handy with practical tasks, such as addressing minor on-site maintenance, setting up stalls, or organising equipment.
- Clear and consistent communicator, keeping committee members well-informed.
- Quick problem solver, able to handle logistical challenges or last-minute changes without missing a beat.
- Passionate about the local community and excited to make a meaningful difference.

Timeline

Ongoing

- Maintenance, as required throughout year, Shire Maintenance Requests are submitted via <https://www.toodyay.wa.gov.au/resident-services/contact-us/request-works-or-report-an-issue.aspx>.
- Update and maintain the Equipment spreadsheet.

March

- Submit request for Portable Refill Station (refer 2024 document).

April

- Liaise with Marquee Magic to tentatively book items for this year's Show (based on previous year's order), to be confirmed in July.

June

- Request equipment requirements from Committee members.
- With 2-3 others from the Committee check the Youth Hall (including hot water, toilets, oven and fridge), Exhibition Hall, Poultry Shed, Sheep Shed and Wool Shed for any maintenance requirements. Note down any issues or suspect requirements that TAS cannot deal with itself. Submit requests as above.

July

- Collate draft list of equipment requirements, update spreadsheet and finalise order with Marquee Magic.
- Place orders with other suppliers (ie radios, refer to previous years in the Equipment spreadsheet).
- Assist Ground Space with preparation of draft Site Plan.
- Liaise with Shire to ensure adequate power (including gen sets), lighting (tower), toilets and bins (including large bin for fireworks) are met - the Shire orders and pays for these as part of the these but liaison with Shire is essential, along with providing details to Ground Space Coordinator for inclusion in the site map.

September

- Check and finalise orders with suppliers (ie radios, refer to previous years in the Equipment spreadsheet).

Show Week

- Ideally be available to be onsite from Tuesday onwards.

TASK LIST: Monday

- Pre-Show Committee meeting (6.30pm).
- REFER TO TASK LIST, reviewed at pre-Show Committee meeting.

TASK LIST: Tuesday

- Line marking on the Ovals (after Shire have moved / marked lines and sprinklers). *Need 4 helpers – under Casual Tasks.*

TASK LIST: Wednesday

- Remove stored items from Lee Steere Pavilion (for cleaning through Community EOIs).
- Sideshows setting up (midday).

TASK LIST: Thursday

- Marquee set-up and equipment delivery (Marquee Magic).
- Two-way radio pick-up Perth. *Under Casual Tasks NOTE may not be required.*
- Lighting tower / gen set delivery (check with Shire re location and company – usually Men's Shed and Coates).

TASK LIST: Friday

ASSIST COORDINATE FRIDAY GROUNDS SET-UP LIST, with Ground Space Coordinator and Community EOI group

- Arrival of hire equipment (gen sets, lighting tower/s, toilets and bins etc).
- Arrival of some trade displays / exhibitors (as per Ground Space spreadsheet).
- Ensure that power boxes and generator/s are ready for food vendor access and use, confirm with Food Vans & Catering Coordinator.

Show Day

- 6am to 10am, placement of stallholders, exhibitors, food vans and entertainment. *Need 10 people, including Ground Space and Food Vans and Entertainment, under Casual Tasks.*
- Lighting tower retrieved from Gate 2 (need an assistant), placed and started on vacant block adjacent to Gate 3 for night parking. Note: you need a tow ball.
- Monitor bins and toilets (which are cleaned by Shire cleaners, as per Agreement), and look out in general for small inevitable disasters.
- 7.29pm – LIGHTS OFF for Fireworks! And back on again!! 5 locations, need 4 more Committee members!!!
- Lighting tower retrieved (with assistant) and placed inside near Gate 2.

TASK LIST: Sunday

ASSIST COORDINATE SUNDAY CLEAN-UP LIST, with Ground Space Coordinator and Community EOI group

- 7am to 1pm...
- Return lighting tower and generator/s (to Men's Shed?)
- Two-way radio drop-up Perth. *Under Casual Tasks NOTE may not be required.*

October (post Show)

- Provide list to Admin, for thank you letters.

November

- Prepare summary for final meeting, noting any issues and recommendations for next year.
- Assist with Volunteer Thank You event (Saturday following the second Monday in November).
- Update this document, and any relevant supporting documents for next year.
- Spreadsheet