



Show Organising Committee Volunteer Guide

EQUIPMENT & MAINTENANCE ~ How This Role Fits

This role helps keep the Show running smoothly by making sure the right equipment is available and everything is ready to use on Show Day.

The Equipment & Maintenance Coordinator works with other Committee members to understand what equipment is needed, helps organise access to it, and follows up on any maintenance required for buildings or facilities. Depending on the work, this may involve liaising with either the Shire or the Committee.

By taking care of the practical details behind the scenes, this role helps create a safe, well-prepared and functional Show environment for exhibitors, volunteers and visitors alike.

What to expect timewise

The time commitment for this role averages around 3–4 hours per week, though this varies throughout the year. The workload typically increases in September and October, with lighter periods at other times. From time to time, maintenance projects may increase the hours required. Where this occurs, work is ideally shared with a small team or sub-committee, rather than falling to one person.

Committee meetings are held on the second Monday of each month (March–December) and usually run for up to 2.5 hours. Doing a little reading or preparation beforehand helps meetings run smoothly.

In the week leading up to the Show, it's a team effort, with Committee members and casual volunteers working together to finalise preparations. During Show week, the Equipment & Maintenance Coordinator needs to be available from Tuesday through to Sunday to assist as issues arise.

What this role involves

- Monitoring the equipment and maintenance timeline and sharing brief updates with the Committee
- Maintaining and updating the Equipment register so information is clear and current
- Coordinating equipment needs across portfolios to ensure everything required for Show Day is available and ready
- Working within the agreed budget and liaising with the Treasurer to record any income or expenses
- Following up maintenance needs as they arise, and helping coordinate larger tasks with the Committee or a small working group when needed

This role would suit someone who...

- Is comfortable using Word, Excel and email (experience with OnePlan is helpful, but not essential)
- Enjoys hands-on tasks like set-ups, equipment coordination and small fixes
- Is good at keeping people informed and coordinating practical details
- Likes solving problems as they arise
- Has an interest in supporting the local community and helping things run smoothly

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