



## MFD Working Bees

### Role Statement and other information

Volunteers are essential to preparing the Murrumbateman Recreation Grounds for the Field Days.

#### **Who supervises the working bees?**

The working bees are supervised by the MFD Grounds Manager, Nathan Woodward.

#### **When do the working bees take place?**

The working bees will be held from 26 September on weekends and some weekdays. You don't have to attend for a whole day, just as much time as you can spare.

Further information on key set up activities and dates will be posted on the MFD web site ([www.mfdays.com](http://www.mfdays.com)) and MFD volunteers portal (<https://mfdays.com/my-account/volunteer-resources/>). It will also be sent by email to volunteers who have registered to help with the working bees.

If a working bee has to be cancelled due to inclement weather, we will post the cancellation on the MFD web site.

#### **Why do I have to sign-in and sign-out when I attend a working bee?**

When you arrive at the Recreation Grounds it is important that you report to the supervisor and complete the attendance sheet.

If you haven't completed the online volunteer induction form (see below) before attending a working bee, you can complete a hard copy induction form along with the attendance sheet.

When you leave the Recreation Grounds you should record the time of departure.

Completing the attendance sheet is very important as we need to know who is on the grounds for insurance purposes and in case there is an emergency. We also use information from the attendance sheet to set up your access to the MFD volunteers' portal (if you don't already have an account) and to send you a free online ticket for the Field Days.

#### **What tasks need to be done?**

Jobs undertaken by the working bees include:

- measuring out the exhibitor and other sites
- pushing the line marker
- constructing and placing the site numbers
- putting up bunting

- erecting the street and other signs around the grounds
- tidying up the site, including whipper snipping and mowing
- helping set up sanitiser stations and other arrangements to keep the event COVID safe.

### **What are the work, health and safety arrangements?**

It is important that you read the MFD policy on [work, health and safety arrangements](#) for volunteers.

In addition, at the working bees the MFD Grounds Manager will brief volunteers before the commencement of work as to any specific hazards and how they are to be managed. This may include, for example, information on the safe use of power equipment (such as whipper snippers, mowers etc) and chemicals (such as mixing paint), and the provision of appropriate personal protection equipment.

If you feel uncomfortable or unsafe undertaking your designated role/task, please inform the Grounds Manager.

We will also post information about any work, health and safety issues on the volunteers' portal.

### **What about food, drink and sunscreen?**

We will provide lunch along with sanitiser, sunscreen, water, tea, coffee, and biscuits throughout the day.

### **Wet weather gear**

While we are hoping for sunny spring weather, there is always a chance it will be cool and/or wet. Please bring your own wet weather gear if it looks like you may need it.

### **What else do I need to know?**

To help ensure the Field Days is an enjoyable and safe experience it is important that you know about our [volunteer code of conduct](#) and our [volunteer grievance policy](#). Hopefully it won't be necessary, but if you do need to make a formal complaint then please read the grievance policy and then complete and return the [complaint form](#).

### **How do I complete the induction form?**

Before you commence your shifts as a volunteer, we need you to complete the MFD Volunteer Induction Form that is our way of knowing that you have read and understood the information we have provided about each volunteer role you may undertake, the code of conduct, the grievance policy and, most importantly, the work, health and safety arrangements.

[Proceed to Induction Form](#)

### **Feedback on the portal and volunteer documents**

If you have any questions or comments about the portal or the documents it hosts, please contact the Volunteers Coordinator by emailing [volunteers@mfdays.com](mailto:volunteers@mfdays.com)