

Central Coast Community Shed Management Committee

Charter

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CHARTER

This Charter outlines the ongoing arrangements for the effective management of the Central Coast Community Shed owned by the Central Coast Council, supported by advice and collaboration with the Central Coast Community Shed Management Committee (the Committee).

DESCRIPTION OF THE FACILITY

The Central Coast Community Shed (the Shed) has been developed by volunteers and the Central Coast Council, funded through grants, donations and Council funding. The Shed is a well utilised and valued asset, offering a space that is capable of hosting a wide range of programs and activities in a safe, well-equipped workshop environment.

The Shed has well-defined areas including a:

- . large general workshop area with wood heater, an adjoining kitchenette, locked storeroom and large noticeboards, television and DVD player, adjustable seating and tables;
- . storeroom with racks and shelves for safe storage of work materials and a fire-proof chemical storage cabinet;
- . Shed office area with computer and filing storage;
- . open workshop area housing large (dust making) machinery;
- . open workshop area, with bench work stations located in the south-western corner, separating the noisy equipment;
- . "hot room" housing welding and metalwork equipment along with suitable bench amenities;
- . securely enclosed fenced outdoor area in the north-west corner of the Showground facility, surplus material storage and garden beds;
- . 'animal nursery area' enclosed as a storage area for program users.'

PURPOSE OF THE COMMITTEE

Participation of the Committee members in the Shed decision making process is essential to ensure the growth of a valuable and efficient Community Shed facility. The Central Coast Council will manage and maintain the Shed, along with input and advice from the Committee.

1 Objectives and Functions of the Committee

The Objectives and Functions of the Committee are to:

- (a) Determine the purpose, target groups, roles and scope of activities/ programs run by the Shed.

- (b) Ensure all procedures at the Shed are legal, safe and in accordance with relevant regulations.
- (c) Provide a forum for the resolution of issues brought forward by members/volunteers/visitors.
- (d) Discuss possible activities/programs, potential sponsors and development strategies.
- (e) Ensure a variety of activities/programs are encouraged and available to all members of the community, including disabled, disengaged youths, elderly etc.
- (f) Create and provide development plans for the growth of an efficient, valuable and productive Shed.

2 Code of Conduct

All members of the Committee are to be:

- . committed;
- . ethical;
- . supportive of decision making;
- . supportive of fairness, the right for every member to be heard equally;
- . respectful; and
- . aware of and comply with relevant Regulations/Work Health and Safety requirements.

3 Meetings of the Committee

- (a) Meetings of the Committee are to be held on the first Monday of every month.
- (b) Members of the Committee are to endeavour to reach a decision by agreement on each matter considered by the Committee.
- (c) Recommendations requiring a decision from the Council are to be referred to the Community Wellbeing Officer, together with necessary action dates and details for endorsement.
- (d) Minutes of meetings are to include the date and time of meeting, members present, absentees/apologies, visitors, decisions of the meeting and the conclusion time of the meeting.
- (e) An agenda for each meeting is necessary and is to be forwarded to all members prior to the meeting.
- (f) Members are to receive notice of a meeting no later than five working days prior to a meeting of the Committee.

4 *Appointments and Responsibilities*

- 4.1 A Chairperson is to be elected by the members of the Committee for a term of 12 months. The Chairperson is to:
- . conduct meetings in an orderly and effective manner;
 - . collect and arrange agenda items;
 - . advise the date and time of meetings;
 - . ensure the agenda is distributed;
 - . ensure that minutes of meetings are kept and distributed; and
 - . ensure that the operation of the Committee is conducted in a professional way.
- 4.2 A Committee/Liaison Coordinator is to be elected by the members of the Committee for a term of 12 months. The Liaison/Coordinator is to:
- . reconcile and bank fees at the Council's Administration Centre;
 - . ensure that members of the Committee are informed about business relevant to the Committee;
 - . notify the Community Services Officer of any bookings to be charged out;
 - . liaise with the Administrative Assistant of the Committee;
 - . coordinate special events, Men's Health Forum etc. for the Committee; and
 - . assist the Chairperson of the Committee.
- 4.3 An Administrative Assistant (Community Wellbeing Officer) is to attend meetings as a non-voting secretary, to provide assistance to the Chairperson on the preparation and distribution of the agenda, and to record (providing a copy to the Council) and distribute minutes to all members of the Committee and provide a financial report for each meeting.
- 4.4 It is the responsibility of the elected and appointed member to liaise with their relevant group/organisation they represent.
- 4.5 All positions become vacant at the Annual General Meeting of the Committee. An election process is to be undertaken to elect members to the positions.
- 4.6 Central Coast Community Shed Management Committee Representatives:
- . Chairperson (nominated position);
 - . Community Shed Liaison/Coordinator (nominated position);
 - . safety Officer (nominated position);
 - . two supervisor representatives;
 - . program/user representatives;
 - . Women's Group representative;
 - . Coffin Club representative;

- . Councillor Liaison person representative (nominated position);
- . Community/services organisation representative;
- . school representative.

5 Vacation of Office

In the event of a Committee member resigning from the Committee, a replacement member is, where possible, to be nominated and elected.

If a Committee member wants to withdraw their involvement with the Committee, their resignation should be submitted to the Community Wellbeing Officer.

6 Information and Advice for the Committee

Information relating to relevant Regulations shall be made available to members if requested.

Reports concerning accidents on site may be made available to the Committee if requested.

7 Work Health and Safety Policy

All members of the Committee must follow the Central Coast Council Work Health and Safety Policy when at the Shed to ensure the safety and health of those who are also present at the Shed. This Policy is accessible in the current Central Coast Community Shed Health & Safety Manual.

8 Review of Charter

The Committee will review the Charter every two years at the Annual General Meeting and recommend any changes to the Council for approval.

The next review date will be December 2019.