

# **Central Coast Community Shed**

**Operational Guidelines**

**2020 - 2021**

## Document Development History

Version	Date	Author	Reason	Sections
1.0	23 July 2018	Melissa	Original Draft/ discussion paper	
1.1	June 2020	Melissa	Addition - COVID Safety Plans	

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## Introduction

This Operational Guidelines is reviewed in July of each year in accordance with the adoption of the annual estimates and the Annual General Meeting of the Central Coast Community Shed Committee.

The facility Central Coast Community Shed is registered with membership of the Tasmanian Men's Shed Association and the Australian Men's Shed Association.

## Background

The Central Coast Community Shed was officially declared open by Central Coast Cr Jan Bonde, Mayor on the 9th April 2011. The Community Shed continues to grow in participant numbers, constantly gaining new members through offering a safe, social environment for our Community. The Community Shed aims to continue the activities for many years to come, ensuring that it is regularly reviewed to maintain safety, equipment requirements and upgrades, social diversity and complimenting programs and information to participants. The Central Coast Community Shed is proud to also promote health and wellbeing initiatives, fondly regarded to be known as not just about woodwork.

## Central Coast Community Shed Committee

The committee consist of individuals and membership representation for the following positions:

- . Chairperson
- . Community Shed Liaison/Coordinator
- . Safety Officer
- . Two Supervisor Representatives
- . Program/user representatives
- . Women's Group Representative
- . Councillor representative
- . Community/Services Organisation representative
- . School Representative

The committee meets on the 1st Monday of every month as per the Committee Charter.

## Strategic Impact

The Central Coast Community Shed and buildings is overseen by the following strategies.

## *Strategic Plan 2014-2024*

- . Continue program of business unit service and process reviews

## *2018 Annual Plan*

### **Service Activity Description:**

- . Manage the Central Coast Community Shed

### **Outputs:**

- . Provide and maintain public halls and buildings

### **Outcomes:**

- . A strong sense of community
- . Effective and efficient provision of amenities
- . Organisational best practice

## **Health Wellbeing Impacts**

The journey to the Community Shed is often marked by experiences of significant life change, often involving retirement, health challenges, changing family circumstances such as the loss of a spouse or divorce or relocation to a new area. The Community Shed environment facilitates for many as a way of coping during a change.

Productivity and the new relationships formed, greatly influence feelings of self-esteem and confidence. This is also enabled by learning new skills, both practical and social in the shed environment.

Motivations for joining the shed are mostly to do with social interaction with others. Being able to give back to the community is also a core motivator which results in greater purpose and a strong sense of being useful and productive.

## **Facility Description**

### *Site location*

The Community Shed (the blue shed) is located on the North West corner of the Ulverstone Sports and Leisure Complex, (formerly the Showground and various buildings).

## ***Building Description***

The Community Shed was a former Show Society building, that has been adapted over time by input from a variety of stakeholders and resources.

## ***Floor plan***

Copy of floor plan (*Attachment*)

## ***Room Descriptions***

Community Space	Kitchenette, wood heater, tables chairs, pool table, BBQ area.
Machinery Room	Large machines – dust extraction.
Open shelving storage shed	Wood store area, outdoor work benches.
Outdoor undercover workshop area	Work bench
Welding Shed	Workshop with welding equipment and safety screen.
Workshop area	Work benches
Garden area	Raised garden beds
Storage area/ Animals Nursery	Temporary work benches, storage space for unfinished projects. Show day area used as a Animal nursery.

## ***Tenancy – User Groups***

Men’s Shed	Monday, Wednesday and Fridays 9am – 3pm
Ladies Shed Group	Tuesdays 9am – 3pm
Care Beyond Cure	Thursdays 9am – 3pm – sponsored by the Ulverstone Lions Club \$20 per week for 50 weeks \$1,000 per annum.

## **Grants register**

This register compiles grant allocations from June 2014 until total nett cash received from Grant Funding Organisations i.e. not including in-kind labour or Council contribution to some projects – \$47,100.

Applications for upgrades to Community Shed infrastructure and shared facilities e.g. concrete paths to car park and women’s/disabled rest rooms, and kitchen upgrade,

are supported with letters signed by office-bearers of the Women's Shed and the Coffin Club (an initiative of Care Beyond Cure Inc.).

Some time ago, at the initiative of the President of the Men's Shed decided not to apply for some grants from the Tasmanian Men's Shed Association, in the knowledge that other Sheds have greater needs than we do and are less successful in applying for grants.

### December 2018

Project: Kitchen upgrade. Supply and installation of hot water cylinder, stove, microwave and wash basin in kitchen area of Community Shed.

Grant Funding Organisation: Stronger Communities Programme, Federal Department of Industry, Innovation & Science, through local member, Justine Keay MP.

Amount: \$2,621 grant funds, matched 50/50 by in-kind labour from Men's Shedders (2,639).

### March 2018

Project: Concrete path from Community Shed to women's/disabled rest rooms.

Grant Funding Organisation: Tasmanian Community Fund.

Amount: \$2,076 grant funds, matched by in-kind labour from Men's Shedders (\$1,200) and Men's Shed cash contribution (\$364).

### February 2018

Project: Concrete path from car park to Community Shed.

Grant Funding Organisation: Stronger Communities Programme, Federal Dept. of Industry, Innovation & Science, through local member, Justine Keay MP.

Amount: \$9,500 grant funds, matched by in-kind labour from Men's Shedders (\$8,000) and Men's Shed cash contribution (\$1,500.)

### October 2017

Project: Purchase and install solar panels on the main Community Shed building.

Grant Funding Organisation: Australian Men's Shed Association (AMSA).

Amount: \$7,000 (The quoted price, and our application, was for \$8,493, but AMSA's policy is to give less than the requested amount in order to be able to award more grants.)

May 2017

Project: Supply of wide-screen television and DVD player, mounted on a rotating ceiling mount, with cabling.

Grant Funding Organisation: Tasmanian Men's Shed Association (TMSA) acting for Tasmanian Department of Premier & Cabinet.

Amount: \$1,284

December 2016

Project: Supply and installation of racks and storage containers to hold hardware consumables e.g. nuts, bolts, washers etc.

Grant Funding Organisation: Cement Australia, Railton.

Amount: \$1,297

August 2016.

Project/Service Provided: Advertisement for Brett Whiteley MP in the Men's Shed newsletter, "Ramblings".

Grant Funding Organisation: Brett Whiteley MP.

Amount: \$1,000

June 2016

Project: Supply roofing, guttering and downpipe material for a workshop extension on an existing Council pavilion.

Grant Funding Organisation: Stronger Communities Programme, Federal Dept. of Industry, Innovation & Science, through local member, Brett Whiteley MP.

Amount: \$8,988. This was supplemented by in-kind labour from Men's Shedders (\$4,532), Council in-kind (supervision, rubbish removal - \$1,465.) & Council cash - \$3,000).

Project: Supply of ten orthopaedically-correct chairs for use by Men's Shedders with replacement hips and knees.

Grant Funding Organisation: Community Small Grants Scheme, Central Coast Council.

Amount: \$3,000

February 2016

Project/Service Provided: Advertisement for Brett Whiteley MP in the Men's Shed newsletter, "Ramblings".

Grant Funding Organisation: Brett Whiteley MP.

Amount: \$1,000

October 2015

Project: Donation for use at Men's Shed Committee discretion.

Grant Funding Organisation: McDonalds Northern Tassie Community Grant.

Amount: \$1,000

August 2015

Project/Service Provided: Advertisement for Brett Whiteley MP in the Men's Shed newsletter, "Ramblings".

Grant Funding Organisation: Brett Whiteley MP.

Amount: \$1,000

March 2015

Project: Purchase of Promaster Metalcraft Toolkit (metal bending tools).

Grant Funding Organisation: Tasmanian Men's Shed Association (TMSA) acting for Tasmanian Department of Premier & Cabinet.

Amount: \$4,385

August 2014

Project: Invite Prof. Tom Marwick from the Menzies Research Institute, University of Tasmania, to address the Men's Shed members on men's health. With funds for catering, members of local Men's Shed supporters i.e. Rotary & Lions Clubs, were also invited & attended.

Grant Funding Organisation: Foundation 49, Melbourne; Men's Health Community Grants Program.

Amount: \$1,100

August 2014

Project: Purchase refrigerator.

Grant Funding Organisation: Apex Club of Ulverstone.

Amount: \$849

June 2014

Project: Purchase of tool chest containing 173 tools.

Grant Funding Organisation: Fonterra Aust. Pty. Ltd.

Amount: \$1,000

***Management objectives***

- . To provide a Community Shed space for members of the community to utilise safely, in programs that meets the needs of the Central Coast community.
- . To generate a level of income that assists in the general operational costs of the facility.
- . To maintain a high level of cleanliness and maintenance expected of a community facility.
- . To promote the facility to increase utilisation across all members of the community.

The Central Coast Community Shed Committee – advisory committee that reports back to Council.

***Service Level***

***Operations***

Council's Community Development Group manages the operations of the Community Shed and supports a Committee of representatives (as per the Central Coast Community Shed Management Committee Charter).

The Central Coast Council is responsible for the:

- . Safety and maintenance inspections of the facility to identify any maintenance issues
- . Promotion of the facilities with support of the user groups.
- . Induction of Supervisors, as volunteer of the Council.

- . Facilitate the monthly meeting of the Committee, providing administration and financial statements.

### ***Facility Maintenance***

Council's Building and Facilities Officer is responsible for all maintenance at the facility. The Community Development Group will forward any maintenance requests using Councils CRM software.

### ***Site Support and Management***

The Community Shed fits into the Sports and Leisure Centre Complex, the Centre Management is responsible for any site management issues e.g. parking, drainage, waste management, WIFI etc.

The Council is responsible for setting a budget income and expenditure estimate to ensure the facility operates suitably for purpose. The income is derived from membership, daily fees and donations. Donations are to be made as a reimbursement of materials used and an agreed amount for the volunteer work, it is important that projects are not undertaken that are in direct competition with local service providers or businesses.

## **Governance**

In 2011 Council established the Central Coast Community Shed Committee.

The purpose of this committee was to ensure the Central Coast Community Shed provides a space that meets the needs of the community, that is inclusive and meets OHS requirements.

Specifically, the role of the committee is to assist the Council in ensuring that the Community Shed spaces value-add to community by:

- . Acting as an advisory body to the Council
- . Providing a formal link between the community, program users and the Council
- . Supporting the program users in their endeavours
- . Encouraging and promoting greater community use of the space.
- . Ensuring opportunity for all to make use of the space.
- . Utilising the skills, knowledge and creative energy of community members.

## Induction process

Participants are to undertake a group specific induction, to carry out safe activities at the Shed. Each participant will be certified to utilise particular equipment – some equipment requires specific certification dependant on risks and competency required to operate safely.

Volunteer Supervisors are to have a First Aid certificate, Workplace Inductions facilitated by the Council Safety Officer. Volunteers are also requested to undertake any other relevant training deemed necessary from time to time for all volunteers of the Central Coast Council.

## Participants

Participants of the Shed are volunteers. Participants are required to be able to undertake projects for their own enjoyment or collaborate with other members to assist with community projects, repairs or other suitable request that generate funds that cover a reimbursement for the materials and/or a donation for the time the volunteers have put to the project.

All participants are to sign in when arriving at the facility.

All participants of the Shed must comply with all OHS guidelines, operate machinery appropriately, leaving the space clean and tidy at the end of each day. Any items left at the Shed are left at the risk of the owner – the Council will not be responsible for any personal item stored or left at the Shed.

## Casual Group Use

The Community Shed is available for hire by community groups wanting to utilise a ‘shed’ space that has robust floor surfaces, equipment and areas suitable for the activities that require this type of amenity. Activities are to be community based and comply with local laws and direct conflict with existing service deliver.

## Community Shed Committee Charter

The committee operates under a charter. Attached is a copy of the charter.

## Fees and charges

Fees and charges are set by the Central Coast Council. Community Shed Committee provides recommendations regarding the fees and charges. (*Attach a copy*)

## Participants

Participants can work on their own project or assist the community members with a project, repair or other suitable request.

Shed volunteers working on community projects generate income through donations and/or contributions that assist in funding the operations of the Shed.

Participants with carers are both required to undertake the induction procedures.

Participants can volunteer to work on projects for the Community Shed. Private projects that are offsite projects are not endorsed by the Shed. Projects carried out on Council land or facilities or that are through Council engagement (i.e. Stadium planter boxes) are projects that are Council endorsed.

## Supervisor Role (Volunteer of the Council)

To ensure the space is opened and operated in accordance with Workplace Health and safety process and procedures being followed. Supervisors are provided with training and support from other supervisors to carry out the expectations of the role. Supervisors are to encourage and monitor shed users. All participants are responsible for ensuring that personal protective equipment is used appropriately, and that all safety instruction is followed. Supervisors also provide feedback to the committee on improvements and concerns that need further investigation or remedying by the Committee.

It is recommended that 2 supervisors are present during a session to ensure that area in use are covered and monitored appropriately. A reasonable ratio of supervisor to participants, depending on capabilities. i.e. 2 Supervisors per 10 school students, with a school support/teacher's aide.

Supervisors are required to hold a working with vulnerable persons card.

## Grants

Volunteer members develop grant applications to support programs and facility development that enhance the Community Shed participants opportunities at the spaces. Success in securing grants since the shed has opened include funding for new easy access chairs to health and wellbeing guest speakers and events as well as building materials for shed extensions and pathways, equipment and training.

## TMSA and AMSA

Mens Shed Program is registered as a TMSA members and aligns OHS protocols and other operational guidelines. TMSA provides opportunities for collaboration, sharing of resources and training, as well as a support network with other Sheds around the state.

AMSA membership is current, support interstate visits and interaction with Shed on mainland Australia.

## Participant Fees.

Per session \$2.00 (daily fee)

One day a week fee (\$25 per year), Due 1st July

Three days a week fee (\$50 per year) due 1st July

Users Agreement – Group Booking

Community Space and Workshop \$20 per session plus material costs

Community Space \$10 per session

## Attachments

*Floor Plan*

*Fees and Charges*

*Safety Guidelines Central Coast Community Shed*

*Central Coast Community Shed Committee Charter*