



Shed Management Plan

Shed Management Plan

- **Introduction**
- **Management Committee**
- **Code Of Conduct**
- **Code of Practice**
- **Policies and Procedures**
- **OH & S Policy**
- **Maintenance Procedure**
- **Induction Policy**
- **Youth Participant Policy**
- **Project Evaluation Policy**
- **Appendixes**

Introduction

- ***Brief History of Location***
- ***Social and Demographic Profile of Location***
- **History of the Shed.**

Management Committee

The Management Committee of the Shed could be:

- a stand alone committee as in example “A”
- a sub committee under the constitution of an incorporated association – example “B”
- or under an auspicing body.

Directors

Are elected positions and shall serve a predetermined and conditional term as outlined in the constitution.

- **Position Description**
- **Responsibilities**

Management Committee

Type "B"

Directors of an Incorporated Association/Auspicing Body

Type "A"

Shed Operational Committee

- Chairperson/President
- Treasurer
- Secretary
- OH&S Committee Representative
- Project Committee Representative
- Purchasing and Stock Officer
- Sponsorship and Marketing Committee Representative
- 4 Active shed members

Tool Box Meeting

- Opportunity to exchange information between the committee and members
- Committee discuss changes and decision with the members
- Opportunity for problem solving and suggestions.

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Code Of Conduct

- **Purpose of The Shed**
- **To achieve this we will**
- **The work environment in The Shed**
- **General Shed Rules**

Code of Practice

General

- The Shed resources are for “collective profit”, not for personal profit.
- Programs and activities need to be suitable to the size of the building.
- To commence a project, a formal written proposal needs to be submitted. “The Shed” Project Committee will assess the proposals for suitability.
- No projects are to compete unfairly with local business, given consideration to no overheads such as rent and labour costs
- The Shed identifies that it is necessary to make a profit from projects to ensure future financial viability

➤ **Financial Guidelines**

- Budget
- Financial Reports
- The Shed Management Committee: Approval to the value of materials and capital purchases greater than \$100.
- Petty cash used for materials and capital purchases of up to and inclusive of \$100.

Policies and Procedures

- **Equal Opportunity Policy**
- **Harassment Free Policy**
- **Responsibility of Volunteers**
- **Working with Children Policy**
 - ❖ To help protect kids from harm
 - ❖ To help find the right mentors to work with kids
- **Grievance Handling Policy**
 - ❖ Completely Confidential
 - ❖ Impartial
 - ❖ Free From Repercussions
 - ❖ Timely

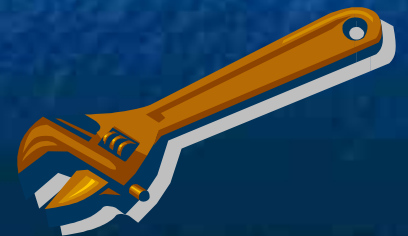
OH & S Policy

The aim is to provide a safe work environment to all members and youth participating in all shed projects and activities.

- **Duty of Care**
- **Incidents**
- **Emergency Action Plans**
- **Risk Management Program**
- **Maintenance Procedures**
- **Signage**
- **Accident Recording**
- **First Aid**
- **Emergency procedures**
- **Policy Guide**
- **Incident Report Form**
- **Witness Report Form**
- **Evacuation Plan**

MAINTENANCE **PROCEDURE**

The Shed aims at providing all tools and equipment in good working order to members. It is the responsibility of all users to immediately report damaged or faulty equipment.



Check List Example

Supervisor to complete duties before commencement of operations

Item No	Ok	Not Ok	N/A	Task Description
				Pre Operation
1				Turn on Lights
2				Open front and rear doors
3				Remove vehicles
4				Remove Trailers
5				Ensure floor is clear of obstructions
6				Unlock Security storage area
7				First aid kit is in the proper location
8				Sign on sheet is available
				Housekeeping
9				Rubbish bins emptied regularly
10				Aisles and access ways clear of obstructions and litter
11				Free access to electrical switches and controls
12				Exit and entry ways clear
13				Merchandise, stock and other goods stored neatly
14				Fuel and Oil supplies stored
15				NO SMOKING signs on proper locations
16				Closing
17				All tools returned
18				All equipment cleaned
19				Work pieces are stored appropriately
20				Rubbish removed
21				Park vehicles back in shed
22				Trailers are returned to shed
23				Kitchen, office and toilet are clean and tidy
24				All persons have left the shed
25				Lights are off
26				Alarm is set
27				Doors are locked
28				Front gates are locked

Date _____

Supervisor Name _____

Signed _____

Induction Policy

It is a responsibility to process any new members arriving at or inquiring in the Shed

Induction Process

New Member Application

Name _____

Address _____

Suburb _____ Post Code _____

Phone _____ Mobile _____

Email _____ Date of Birth _____

Referral _____ Referral Contact Person _____ Ph _____

Skills _____

Occupation _____

Have you any Health conditions or on any Medication that may effect your capacity to operate machinery

Details _____

Youth Applicants

School or referral agency _____

Teacher or Referral Contact Person _____ Ph _____

Supervisor Name _____ Date _____

Signed Supervisor _____ Signed Applicant _____

Comments _____

Induction Complete

Forms Completed

Skills Audit Complete

OH&S Inducted

Youth Participant Policy

the shed provides opportunities for youth to be mentored by shed members in basic trade skills

- All members may undergo Police Records Checks and Working with Children Checks.
- All potential Youth Participants shall be given fair and unbiased consideration
- All applications to be evaluated by the Committee

Project Evaluation Policy

- The policy aims to provide worthwhile and meaningful projects for all members and to adjudicate on commercial/community projects.

➤ Project Categories

Major project with funding	>	Category 1.
Major project without funding	>	Category 2.
Commercial	>	Category 3.
Community	>	Category 4.
Private project	>	Category 5.

Appendixes

- **Asset Register**
- **Photos**
- **Membership Database**



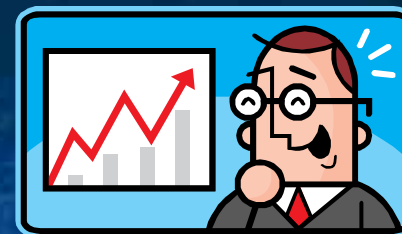
Statistical Report

Attendance Report 2009

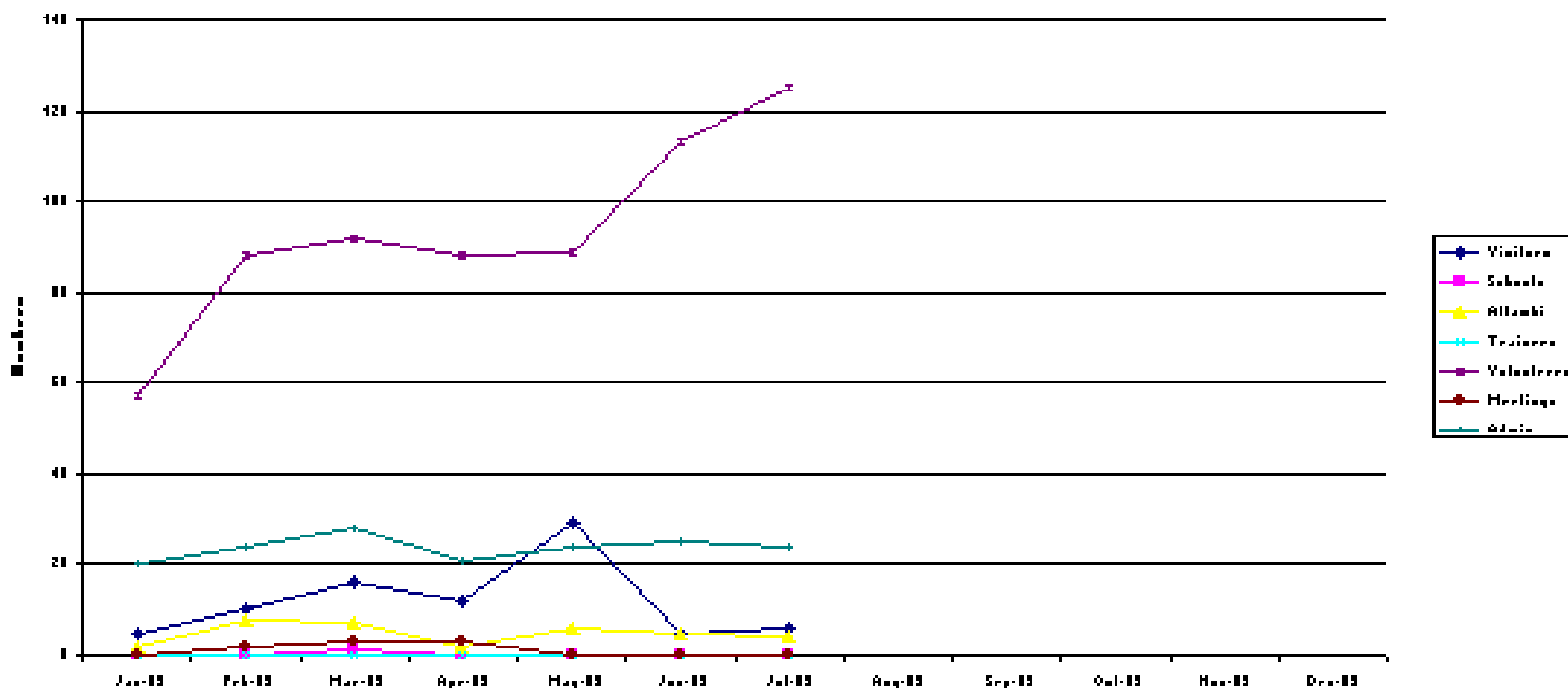
ATTENDANCE SCHEDULE 2009		August						
DATE	NAME	ACTIVITY/REASON						
		VISITORS	SCHOOLS	ALLAMBI	TRAINEES	WORK	MEETINGS	ADMIN
	T Kelly					1		
	N Wiebe					1		
	J Ryall					1		
	D Jones					1		
	R Greenan							1
	D Nudd					1		
	R Lawremce					1		
	Bente Lally	3						
	Helen Ware	2						
17/08/2009	P Battle							1
	R Greenan							1

Ready NUM

Attendance Graph



The Shed @ Windale



SHED MANAGEMENT SYSTEM

