

Procedures for Harvey Men's shed projects: (To be reviewed in 6 months.)

- Take project to Project Officer and shed manager
- Ensure the project is within the men's shed charter
- Check with shed manager that equipment and other resources are available.
- Check with the Treasurer that sufficient funds are available.
- Check to see that there are sufficient shed members willing to take on the project.
- Fill in work sheet
- If the project is over \$5,000 or a little questionable take it to the committee.

Costings and charges for jobs and projects - Projects by members:

- Members pay for materials and supplies including in stock items the price for which is determined by Shed manager and Admin manager including a power contribution if large or welding involved.

Projects for charitable organisations:

- Pay for materials and supplies including power contribution.

Projects for outside people and organisations:

- Pay for materials and supplies plus 35 percent based on the cost of materials and supplies.
- Small jobs (under \$300) donation.

Men's shed generated jobs/projects: (To be reviewed in 6 months)

- Pay for materials, supplies and power

Exceptional circumstances:

- Men's shed members present on the day determine if any costings or charges are applied