



Men's Shed Policy

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Endorsement	General Manager Community Services - June 2018 Policy Review Panel - 13 June 2018
Authorisation	Council – 25 June 2018
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Responsible officer	Manager Community Care
Policy owner	Coordinator Community Participation

1. Purpose

This policy sets out the principles for the delivery of Melton City Council managed Men's Sheds and to provide eligibility criteria for Men's Shed membership.

2. Scope

This policy applies to individuals and community groups wanting to access Council's Men's Sheds, organisations seeking access on behalf of others and Council Officers who are responsible for the management and delivery of Council's Men's Sheds.

3. Definitions

Word/Term	Definition
Men's Sheds	Refers to the Council managed Melton Men's Shed and Taylors Hill Men's Shed
Shed Members	Men who are registered as a member of a Council Men's Shed including appointed Men's Shed Team Leaders and Support Team Leaders
Men's Shed Membership base	The combined list of Shed Members for Melton and Taylors Hill Men's Sheds who have attended a Men's Shed within a 12 month period
Men's Shed Team Leaders	Shed Members who have been appointed to the position of Men's Shed Team Leader
Support Team Leader	Shed Members who have been appointed to the position of Men's Shed Support Team Leader.
Community Project Initiatives	A project or activity that a community group or organisation has requested a Men's Shed deliver.
Men's Shed Expression of Interest process	The process in which a prospective Men's Shed Member undertakes to become a registered Men's Shed Member.

Word/Term	Definition
'Come and Try' arrangement	A step within the Men's Shed Expression of Interest process that requires the prospective Men's Shed Member to attend a Shed for a specific number of times.

4. Policy Statement

The health and wellbeing of men living in the Melton municipality is the primary focus of the Melton and Taylors Hill Men's Shed's. They aim to support the following target population groups:

- Men 26 years of age and over
- Male retirees
- Men from CALD backgrounds

Melton and Taylors Hill Men's Sheds have been designed by Council as a place where men can gather, share skills and experiences, contribute to their community and establish friendships and local connections.

Council has adopted a community building approach to the delivery of its Men's Sheds by adopting a model that provides for Shed Members to participate in all aspects of development and delivery including planning, decision making and program delivery. This model further encapsulates the importance of leadership within the Men's Shed environment which is provided by designated Men's Shed Team Leaders who are responsible for the day to day supervision along with Support Team Leaders who provide assistance to these Leaders.

5. Men's Shed Key Priorities

Three key priorities determine the direction and focus of Council's Men's Sheds:

- **Skill Development** – Involves the provision of opportunities to develop practical and interpersonal skills and basic theory to enable the undertaking and participation in a range of activities, community projects and leadership opportunities.
- **Men's Health and Wellbeing** – Incorporates the delivery of health and wellbeing initiatives, opportunities and messages that respond to the identified health challenges of men living in the Melton municipality.
- **Social Opportunities** – Facilitates opportunities to socialise, reignite old friendships and develop new friendships through the provision of opportunities that reflect interests of Shed Members and promote a culture that is inclusive, responsive and non-threatening.

6. Range of Men's Shed Access Opportunities

Individuals, community groups and organisations can access Council's Men's Sheds through:

- Men's Shed Membership,
- partnership arrangement involving the delivery of a program, service or event,
- participation in a community based event or initiative delivered by Council's Men's Sheds,
- attending a supported program through Council's Home and Community Support Program.

7. Men's Shed Membership

7.1 Eligibility

Wherever possible, preference will be given to residents of the City of Melton. The Membership base at each of Council's Men's Sheds will consist of a minimum of 75% of men living in the City of Melton who are:

- primarily 26 years and over,
- able to independently participate,
- able to understand and abide by Council's OH&S and Risk Management procedures.

Prior to being accepted as a Men's Shed Member, prospective Members must complete the Men's Shed Expression of Interest process and demonstrate an ability to independently participate in the Men's Shed environment through a 'Come and Try' arrangement.

Men's Shed Team Leaders and Support Team Leaders are identified through the Men's Shed Membership base. Their appointment is based on experience, commitment to promoting a positive and inclusive Shed environment and demonstrated leadership skills.

7.2. Council's Commitment to Men's Shed Members

- Provide a safe, welcoming and discrimination free environment
- Promote safe work practices through induction, competency demonstrations and mentoring
- Provide opportunities for participation, skill development and socialisation
- Deliver leadership development initiatives for Men's Shed Team Leaders
- Provide opportunities for participation in planning and decision making processes
- Provide infrastructure and equipment that supports the delivery of a safe and effective Men's Shed program

7.3. Men's Shed Members Commitment to Council

- Adhere to Council policies and procedures
- Adopt safe work and non-discriminatory practices
- Respect privacy and confidentiality
- Attend induction and competency demonstration opportunities as required
- Ask for support or assistance when needed
- Provide truthful and accurate information
- Promote a positive Shed environment that encourages mateship and sense of community spirit

8. Partnership Arrangement

Community groups and organisations can enter into a partnership arrangement with Council's Men's Sheds through:

- an approved Men's Shed Community Project initiative, or
- entering into a formal Partnership Agreement with Council

Proposed Community Project initiatives are reviewed by a panel consisting of Men's Shed Team Leaders and Council Officers. These initiatives will involve a commitment by the Men's Shed Members to deliver an agreed project for a community group or organisation. Agreed projects will be documented and approved by all parties.

A formal Partnership Agreement applies where a proposal from community groups and organisations falls outside the day to day operations of the Men's Shed. Such agreements will be documented and require approval by the Manager, Community Care.

All partnership arrangements will be considered independently based on:

- Outcomes of a Risk Assessment
- Value to the community
- Relevance to the purpose of Council's Men's Sheds and its key priority areas
- Capacity to deliver the project
- Agreement by all parties to enter into a Formal Partnership Arrangement

9. Community Based Events and Initiatives

On occasions events and initiatives that engage the broader community will be delivered by the Men's Sheds at their specific location. The purpose of these opportunities will be to engage with family and friends of Shed Members, the broader community and others from outside the municipality. These opportunities will be promoted accordingly.

10. Supported Programs

The provision of supported programs at the Men's Sheds will be delivered through Council's Home and Community Support Program for eligible residents. These programs may take the form of a Social Support Group or supported interest groups.

11. Responsibility /Accountability

11.1 Positive Ageing Officer	<ul style="list-style-type: none">• Lead the development and management of Council's Men's Shed program ensuring the delivery of accessible programs and services that respond to community need and that promote men's health and wellbeing.
11.2 Men's Shed Programs Officer	<ul style="list-style-type: none">• Responsible for ensuring Men's Shed Team Leaders and Tutors are supported and trained to supervise the day to day Shed operations in accordance with Council policy and procedure.
11.3 Men's Shed Team Leaders	<ul style="list-style-type: none">• Responsible for the day to day supervision of the Men's Sheds in accordance with Council policy and procedure and under the direction and guidance of the Men's Shed Programs Officer and Positive Ageing Officer.

11.4	Men's Shed Support Team Leaders
	<ul style="list-style-type: none"> Support the Men's Shed Team Leaders in the delivery of day to day Shed operations.
11.5	Men's Shed Members
	<ul style="list-style-type: none"> Responsible for meeting Shed Members commitment to Council as outlined in this policy.
11.6	Community Groups and Organisations
	<ul style="list-style-type: none"> Responsible for meeting the obligations pertaining to individual partnership arrangements and meeting the requirements of the Men's Shed Expression of Interest process

12. References and links to legislation and other documents

Name
Melton City Council, Men's Shed Operations Manual
Melton City Council, Volunteer Policy and Procedure
Melton City Council, CitySafe
Melton City Council, Discrimination, Harassment and Bullying Policy
Equal Opportunity Act 2010
Occupational Health and Safety Act 2004 (Vic)