City of Melton

MEN'S SHED GUIDELINES





CITY OF Melton

MEN'S SHED

Purpose of Men's Sheds

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

- Men 26 years of age and over
- Male retirees
- Men who are socially isolated
- Men from CALD backgrounds

Council have provided the Melton and Taylors Hill Men's Sheds specifically for men to gather, share skills and experiences, contribute to their community, establish friendships and local connections, with the primary objective to advance their health and wellbeing.

Council has adopted a community building approach to the delivery of its Men's Sheds by establishing 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 encapsulates the importance of leadership within the Men's Shed environment, with leadership provided by designated Men's Shed Team Leaders who are responsible for the day-to-day operations and supervision at the Sheds.



Men's Shed Key Priorities

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

- Men's Health and Wellbeing – delivery of health and wellbeing initiatives, opportunities and messages that respond to the identified health challenges of men living in the municipality.

- Social Opportunities – facilitate opportunities for men to socialise, reignite old friendships and develop new friendships through delivering programs that reflect the interests of Shed Members, while promoting a culture that is inclusive, responsive and non-threatening.

- Skill Development – aim for the men 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 Shed Membership

The Membership base at each of Council's Men's Sheds will consist of men who:

- Are 26 years and over
- Are able to participate independently, or with the support of a carer and safely navigate the space
- Are able to understand and abide by Council's OH&S and Risk Management procedures
- Have provided a completed Men's Shed Membership Application Form and have demonstrated an ability to participate in the Men's Shed environment through a 'Come and Try' arrangement of three visits.

After fulfilling the 'Come and Try' arrangement the potential member will be assessed for suitability as a Member by Shed Team Leaders and Melton City Council staff. If deemed suitable their Men's Shed Membership Application Form will be processed. If deemed unsuitable Melton City Council staff will hold a meeting with the potential member to discuss concerns raised.

Membership Forms will not be processed until the Come and Try arrangement is completed with the potential member visiting the Shed three times. Upon being accepted as a member a Welcome letter will be provided.

Wherever possible priority will be given to residents that reside in the City of Melton. Membership for men from outside the municipality will be capped at a maximum of 25% of total Membership base.

Membership expires every year on 30th June. Annual renewal of membership involves completing a yearly Membership Application Form.

To be invited to special events held by the City of Melton for Men's Shed members, the member must have attended at the Shed at least 12 times in the year prior to the event. Special events may include (but not limited to):

- Christmas Party
- Shed Anniversary celebrations
- Catered events

Council's Commitment to Men's Shed Members

- Provide a safe, welcoming and discrimination free environment
- Promote safe work practices through ensuring workshop and machinery inductions are completed, and providing competency demonstrations and mentoring if required
- Provide opportunities for participation, skill development and socialisation
- Appoint Men's Shed Team Leaders and ensure they are supported and trained accordingly to supervise the day to day Shed operations in accordance with Council's policies and procedures
- Support the Men's Shed Team Leaders in the delivery of day to day Shed operations
- Deliver leadership development initiatives for Men's Shed Team Leaders
- Provide opportunities for participation in planning and decision-making processes
- Provide documentation, instructions, infrastructure and equipment that supports a safe and effective Men's Shed program
- Promote Men's Health by providing opportunities for learning through presentations and information sessions



Men's Shed Members Commitment to Council

- Promote a welcoming Shed environment that encourages mateship and a sense of community spirit
- Adhere to all Council guidelines, policies and procedures
- Adopt safe work practices
- Promote a safe, respectful and non-discriminatory environment for all
- Provide true and accurate information and respect the privacy and confidentiality of others
- All members and visitors must sign-in upon arrival at the Shed.
- Ask for support or assistance when needed
- Treat Melton City Council staff, Shed Team Leaders, and fellow members with respect and courtesy at all times. Violent, threatening, discriminatory or intimidating behaviour is unacceptable and will not be tolerated.
- Listen and follow instructions provided by Shed Team Leaders and Melton City Council staff
- Attend induction and competency demonstration opportunities as requested
- Clean up after yourself, attending to any mess created immediately
- Ensure tools and equipment are cleaned after use and returned to their designated space
- Ensure your work area is cleaned and free of obstructions, and that your work does not interfere with other Shed activities
- Members can not make items at the Shed for selling or personal gain
- Notify Melton City Council staff or Shed Team Leaders of any faults or damages
- Abide by Melton Public Wi-Fi Internet Conditions, and Melton Public Computer User Conditions if accessing the internet whilst in attendance at the Shed.
- The Shed is an alcohol and illicit drug free zone. Anyone who is under the influence of alcohol or illicit drugs will be asked to leave the premises immediately.
- Smoking and vaping are not permitted inside, or within 10 metres of the Shed.
- Service providers and / or Carers supporting participants during a visit to the Shed must take responsibility for their client abiding by the above rules, facilitate active participation in Shed activities, and be present with their client at all times.
- Assistance Dogs are welcome, other animals are not.

All members must abide by the Men's Shed - Code of Behaviour and understand that membership to the Men's Shed may be revoked or suspended at the discretion of Council if there is a breach of the Code.

Men's Shed Team Leaders

Shed Team Leaders oversee the day-to-day operations of the Shed, as well as assisting and communicating with the Program Officer.

Men's Shed Team Leaders are identified through the Men's Shed Membership base and are nominated by another Shed Team Leader or Council staff. Appointment is based on:

- commitment to promoting a positive and inclusive Shed environment
- fulfilling all expectations as a member
- willingness to go above and beyond to assist others
- experience
- demonstrated leadership skills.

This position is voluntary. Once appointed the new Shed Team Leader will be inducted and buddied up with an existing Team Leader for training purposes until confident to fulfil all duties.

Uniforms and name badges are provided to Shed Team Leaders to ensure they are easily identifiable by all members.

A Shed Team Leader Roster is prepared to ensure that two Team Leaders are onsite at all times.This Roster is displayed at the Shed so all members are aware of the Team Leaders on duty.

Team Leaders are required to attend a Team Leader meeting once a month where discussions are had about Shed happenings, problems and potential improvements. Information of a sensitive nature discussed at the Team Leader meeting must be kept confidential and not discussed with other shed members.

Team Leader status will be re-considered if a Team Leader fails to attend three consecutive Team Leader meetings in a row. If aware of upcoming non-attendance (due to travel, health issues or other reasons), the Team Leader must discuss with the Council Programs Officer their potential to fulfil Team Leader duties or establish alternative duties they could assist with to maintain their status as a Team Leader.

All Team Leaders must abide by the Men's Shed - Code of Behaviour and understand that their status as Team Leader at the Men's Shed may be revoked or suspended at the discretion of Council if there is a breach of the Code.

Partnership Arrangements

Community Groups, Schools, Kindergartens and other organisations, or individuals can partner with Council's Men's Sheds to undertake projects or initiatives that provide value to the community.

Partnerships may come in the following forms:

- Community Projects - requests for Shed Members to make or repair items for a community group, organisation or individual.

- Mentoring Programs – requests for Shed Members to act as mentors and provide a safe and supportive place to learn. Often, but not limited to, intergenerational programs held in partnership with local school/s.

- Formal Partnership – this applies when a proposal is received from community groups or organisations, or other departments within Council, that falls outside of the day-to-day operations of the Men's Shed (excluding Mentoring Programs). Such agreements will be documented and require approval by the Healthy Connected Communities Manager.

Please note:

- Shed Members are not permitted to take on private paid jobs. They are not to do the work that is the job of a tradesmen.
- All partnerships must be undertaken onsite at the Men's Shed.

Requests for any of the above partnerships can be made by contacting the Community Programs Officer – Men's Sheds for initial discussion. You will then be asked to complete the Men's Shed Community Project Request Form, providing further details relating to the request.

All partnership arrangements will be considered independently by Shed Team Leaders and Council Officers at a monthly Shed Team Leader meeting, and decisions will be based on:

- Value to the community
- Relevance to the purpose of Council's Men's Sheds and its key priority areas as well as Council's broad wellbeing priority areas
- Capacity to deliver the project
- Outcomes of a Risk Assessment

Post meeting, outcomes of the decision will be provided to the requestee by Council staff.

Community Events and Initiatives

On occasions events and initiatives that engage the broader community will be delivered by the Men's Sheds, either at the Shed, or at other suitable locations. The purpose of these opportunities may be learning opportunities for Shed Members, or, to engage with family and friends of Shed Members, the broader community, and others from outside the municipality. These opportunities will be assessed for suitability by Shed Team Leaders and Council staff and will be promoted appropriately.





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