



Men's Shed Policy and Guidelines

June 2019



Hume Men's Shed Policy

Purpose	<p>The purpose of the Hume Men's Sheds policy framework is to articulate Council's role and responsibilities and level of resourcing in relation to existing and future Men's Sheds in Hume, whilst clarifying the expectations of men's sheds groups when seeking Council support.</p> <p>This policy may apply to other like shed programs that may establish in the future.</p>
Policy Objectives	<ol style="list-style-type: none">1. To support the development and operation of Men's Sheds as a community resource that promotes social connection and improves health and wellbeing.2. To clarify Council's role in supporting and facilitating Men's Sheds, through resource allocation and identification of funding opportunities for programs and facilities;3. To establish an assessment criteria to guide Council's decision making process for organisations that seek to establish a new men's shed including land or building;4. To clarify expectations of groups seeking Council support and the legal relationships between Council and Men's Sheds groups operating on Council land;5. To clarify Council's approach to the planning and development (or retrofitting) of men's sheds facilities.
Scope	<p>The Hume Men's Shed Policy recognises the significant value of Men's Sheds programs, particularly from a population health perspective.</p> <p>The Hume Men's Shed Policy will apply to those Men's Sheds that are community based, not for profit groups that currently occupy Council owned land or facilities or managed by others, or those groups that seek to access Council owned/managed land or facilities for the purpose of operating a Men's Shed.</p> <p>The policy is a response to the growth in Men's Sheds which has often resulted in further facility expansion. Furthermore, the policy is a response to current and future Men's Sheds groups that seek alternative or new sites on which to commence or expand their Men's Shed operations.</p> <p>The policy seeks to ensure that groups requesting Council support for the establishment and ongoing operation of Men's Sheds can</p>

	<p>demonstrate their capacity to:</p> <ol style="list-style-type: none"> 1. Effectively manage and operate a Men’s Shed (including operations and facilities); 2. Provide social and community programs for men that will enhance Men’s Sheds participant’s health and wellbeing; 3. Work within a partnership model with other organisations such as the Victorian Men’s Shed Association, providers of men’s health services and Hume City Council; and 4. Network with other Men’s Sheds, locally or regionally based. <p>Hume City Council encourages Hume based Men’s Sheds to be members of either the Australian Men’s Shed Association and/or the Victorian Men’s Shed Association.</p>
<p>Definition</p>	<p>For the purpose of the Hume Men’s Shed Policy, Council applies the definition used by Department of Health and Human Services (DHHS).</p> <p><i>Men’s Sheds:</i></p> <ol style="list-style-type: none"> 1. <i>Are safe and practical places for men to meet, make social connections and actively participate in their local communities;</i> 2. <i>Are community based, non-profit organisations, accessible to all men, whose primary activity is the provision of a safe and friendly environment;</i> 3. <i>Are often located in a shed or workshop space in a community-based setting;</i> 4. <i>Provide a place for regular contact with other men and a range of activities that are determined by the participants;</i> 5. <i>Partner with other organisations to share resources and build on existing services, and many undertake projects to assist the wider community. Partnerships can involve local businesses, councils, other government agencies, community groups, Aboriginal community controlled organisations and local clubs and associations; and</i> 6. <i>Are supported by volunteers and are accessible and inclusive spaces.</i> <p><small>Source: DHHS Men’s Sheds 2018–19 Grant Guidelines and Application Form</small></p>
<p>Policy Implementation</p>	<ol style="list-style-type: none"> 1. <u>Men’s Sheds Operations and Governance</u> <p>Council will (subject to resources) facilitate opportunities for Men’s Sheds by:</p> <ol style="list-style-type: none"> i. Providing guidelines and information to community groups

wanting to establish a Men's Shed and assist in the facilitation of partnerships with other organisations to assist in their development;

- ii. Developing assessment criteria in the establishment of new Men's Sheds to guide and assist prospective new start groups;
- iii. Assessing applications from community groups for support to establish a Men's Shed on a case by case basis against identified assessment criteria;
- iv. Nominating a designated Council Officer from the Community Services Directorate to provide support to Men's Sheds and act as the contact point for groups seeking assistance on operational, governance, planning and development matters; and a designated Council Officer to assist successful Shed's groups with the development of project plans and provide expert advice during planning and construction stages; and
- v. Developing standard lease agreements specific to each Men's Shed.

2. Occupancy Agreements

Existing Men's Sheds on Council owned and/or managed land will be:

- i. Expected to comply with the operational principles and processes set out in the Lease Agreement; and
- ii. Encouraged to be a member of either the Australian Men's Shed Association and/or the Victorian Men's Shed Association.

3. Advocacy

Council will advocate to the government and other entities (i.e. corporate sponsors, philanthropic organisations etc.) and raise awareness about the vital role that men's Sheds fulfil within the municipality, with a view to enhancing the current level of support already provided to Men's Sheds in Hume, whilst increasing their opportunities to meet the growing needs and challenges of the community.

4. Information and Communication

Council will share relevant information to all Hume based Men's Sheds on issues and topics such as (but not limited to) grants (inc. Hume City Council grants, State Government and philanthropic grants), training opportunities (i.e. governance).

	<p>Council will support Men’s Sheds to promote and market their services to the broader community through activities including, but not limited to, local festivals and events to increase awareness and facilitate access to Men’s Sheds.</p> <p>5. <u>Partnerships and Collaboration</u></p> <p>Council will work in partnership with and attract interest from relevant parties including Not for Profit and Community Organisations such as Neighbourhood Houses, and Community Health Centres interested in supporting the future delivery and operation of Men’s Sheds across Hume City. Such support may include: facilitating partnerships, advocacy and support, and the attraction of funding.</p> <p>6. <u>New Men’s Sheds – Planning and Provision</u></p> <p>Upon receiving an expression of interest for a new Men’s Shed or an extension to the relocation of Men’s Shed that seeks a new site, Council will undertake an assessment based upon the following:</p> <ol style="list-style-type: none"> i. Community need and identified community benefit. ii. Statutory planning and building regulation considerations. iii. The proximity to other existing Men’s Sheds or facilities that may offer a similar program. iv. The capacity of the group to undertake the project. v. Community partnerships. vi. Availability of funding or other contributions from other sources. vii. Cost analysis.
Procedure	<p>Refer to the attached Hume Men’s Shed Policy Guidelines for the following information:</p> <ul style="list-style-type: none"> • Organisations seeking to respond to Expression of Interest Guidelines for the Establishment of a Men’s Shed - Attachment A • Procedure that Council applies when responding to a request for the establishment or extension of a Men’s Shed - Attachment B • Assessment criteria that Council applies during the assessment of requests for support for the development and operation of new or expanded Men’s Sheds programs or facilities - Attachment C
Related Polices and Plans	<p>The following polices and plans underpin Council’s support for Men’s Sheds as well as providing guidance in their ongoing development:</p> <ul style="list-style-type: none"> • Hume City Council Social Justice Charter 2014 • Hume Development Goals and Framework 2015

	<ul style="list-style-type: none">• Disability Action Plan 2012 - 2016• Multicultural Action Plan 2014 - 2018• Reconciliation Action Plan 2018 - 2022• Hume Horizons 2040 Community Plan• Hume City Council Plan 2017 - 2021• Hume Health & Wellbeing Action Plan 2017 – 2021
Related Legislation	<ul style="list-style-type: none">• Local Government Act 1989• Building Code Australia• Health and Wellbeing Act 2008

Hume Men's Shed Policy Guidelines

Attachment A

Expression of Interest Guidelines for the Establishment of a Men's Shed

Groups requiring Council support to establish a Men's Shed program in an area where there are no existing Men's Sheds will be required to complete an Expression of Interest application (Applicants may or may not have accessed State Government funding).

Criteria

1. Status of group – Details including objectives, governance structure, officer bearers, membership base, and health & safety plan.
2. An outline of the intended operation of the Men's Shed. While these details may be in the formative stage they should show clear intent.
3. Project partners – Evidence of consultation and connections with other established Men's Sheds and community based organisations. These organisations should have the capacity to provide advice, support, and/or resources to the group. Evidence should be provided from the partner organisations to support the proposed Men's Shed program and/or support for the applicant.
4. Appropriate site location – Groups will need to explore possible sites, including non Council sites and contacting Council Property Officers to ascertain if there is any appropriate Council land that may be suitable. Evidence will need to be provided of the potential compatibility with adjacent uses including the potential impact of noise associated with Men's Shed activities. The application must address the extent to which the site is:
 - i. Accessible – by public transport or public road networks, preferably in areas that promote walkability. Sites should be accessible for people of all abilities, with adequate provision for parking;
 - ii. Responsive to population change – in areas where significant proportions of men reside, particularly men in older age groups (55+yrs);
 - iii. Responsive to social needs – in areas that show indicators of social disadvantage or a poor provision of alternate social and recreation opportunities for men;
 - iv. Appropriate –will not negatively impact neighbouring uses through noise or other amenity issues; and
 - v. Relationship to community service clusters – where possible, co-located or integrated with other community services and facilities that offer compatible activities to Men's Sheds and may be able to provide administrative support and/or resources.
5. Preliminary investigations into the potential health and social benefits of the proposal.
6. An indication of expected costs, community capital contributions and funding opportunities.
7. Identification of any potential obstacles or risks expected arising from the proposal.

8. Summary explaining why investment of time and resources will result in a project that is of benefit to the community, and that cannot be met through existing Men's Shed facilities.

Attachment B

Process for Responding to Request for the Establishment or Expansion of a Men's Shed

(Indicative only – process may vary on a case by case basis).

1. Individual or group approaches Council with an interest in establishing or extending a Men's Shed.
2. Designated Council Officer conducts an initial assessment to determine whether:
 - the area is currently serviced by an existing Men's Shed, or like facility, or whether an alternative community facility is available that may accommodate the proposal;
 - there is a suitable site, funding mechanisms, or sufficient population to justify allocation of resources to develop a Men's Shed; and
 - anticipated community benefit of the proposal.
3. Designated Council Officer provides the Hume *Men's Shed Policy* and if required, referrals to existing men's sheds and other relevant organisations. Officer explains requirements for establishing a Men's Shed and the Expression of Interest (EOI) process.
4. Applicant conducts a feasibility study/investigation and completes EOI application.
5. Designated Council Officer conducts assessment of applicant's EOI.
6. Applicant meets with Designated Council Officer to discuss and refine proposal.
7. Designated Council Officer convenes a meeting with applicant to discuss proposal, possible sites, operational and governance model, planning requirements, auspicing arrangements etc.
8. Applicant applies to State Government for capital funding (if applicable) and seeks alternative capital funding and financial support for project which may include Council's Capital Works funding and Community Grants funding.
9. Applicant investigates all relevant planning and building regulatory requirements, including site meetings with relevant Council Officers. Applicant finalises investigation, completes Hume Men's Shed EOI application and submits to Council for decision.
10. Finalisation and confirmation of EOI Proposal.
11. Site confirmed.
12. Capital funding confirmed.
13. Comprehensive Project Management Plan developed with Capital Works and Building Maintenance.
14. Memorandum of Understanding developed, cost responsibilities, ongoing operation.
15. Building Permit & Occupancy Agreement signed off.
16. Lease Agreement signed & operation commenced.

Attachment C

Council Assessment Criteria for Requests of Support from Organisations for the Development and Operation of New or Expanded Men's Sheds Programs or Facilities

Assessment Criteria	Score
<p>1. Social Need</p> <p>Evidence of the need for a new or expanded Men's Shed program or facility:</p> <ul style="list-style-type: none">i. Level of demand including: social indicators, anticipated user numbers, gaps in available programs or activities;ii. Consultation with existing social and community services and programs documenting their capacity to respond to the proposed change; andiii. Potential use of Men's Sheds facilities by other groups provided that the uses cannot be met through other facilities and/or programs in the area, and are compatible with the operating hours and current usage arrangements of the Men's Shed.	35%
<p>2. Capability</p> <p>Evidence that the applicant is capable of developing and operating the new or expanded Men's Shed program or facility:</p> <ul style="list-style-type: none">i. Demonstrated skills, structure and processes to manage the administrative requirements, membership, activities, and maintain the land and/or facility ORii. negotiated partnership arrangements with an organisation that has the capacity to successfully operate and manage the Men's Shed program and/or facility;iii. Provision of program details, provision of preliminary concept plan for new or expanded facility, suitability and regulatory compliance of proposed works; andiv. Length of operation of relevant programs/facilities, proposed lease arrangements, operational plan, appropriate insurances, prior receipt of Council funding.	35%
<p>3. Finances</p> <p>Evidence of financial sustainability:</p> <ul style="list-style-type: none">i. Sufficient cost estimates provided for proposed capital works and/or program funding (within the scope of Council funding);ii. Cost estimates of ongoing maintenance and repairs associated with proposed capital works;iii. Capacity of the Men's Shed or other organisation(s) to meet costs; and	20%

<p>iv. Capacity of partner organisations to contribute to financial costs of facility and/or programs.</p>	
<p>4. Location</p> <p>Evidence of site suitability and regulatory compliance; consideration of impact of proposal on adjacent uses; appropriate permit approvals; approval of property owner (if not the applicant or Council) and the extent to which the site is:</p> <ul style="list-style-type: none"> i. Accessible – close to public transport and/or public road networks and in areas that promote walkability, on sites that are accessible for people of all abilities, with adequate provision for parking; ii. Responsive to population change – in areas where significant proportions of men reside particularly men in older years age groups (55+yrs); iii. Responsive to social needs – in areas that show indicators of social disadvantage or a poor provision of alternate social and recreation opportunities for men; iv. Appropriate – on sites that will not negatively impact on neighbouring uses through noise or other amenity issues; and v. Connected to community service clusters – where possible co-located or integrated with other community services and facilities that offer compatible activities to Men’s Sheds and may be able to provide administrative support and/or resources. 	<p>10%</p>