

Mornington Peninsula Shire – Men’s Sheds Policy

<p>PURPOSE</p>	<p>To provide a coordinated policy response to Men’s Sheds, articulate Council’s role and responsibilities in relation to existing and potential Men’s Sheds in the Mornington Peninsula Shire (MPS), and clarify expectations on Men’s Sheds in receipt of Council support.</p>
<p>OBJECTIVES</p>	<ul style="list-style-type: none"> • To support the development and operation of Men’s Sheds as community resources that promote social connection, improved health and wellbeing, and broad community benefits; • To clarify Council’s role in supporting and facilitating Men’s Sheds, resource allocation and identify funding opportunities for Men’s Sheds programs and facilities; • To clarify expectations on groups seeking Council support and the legal relationships between Council and Men’s Sheds groups operating on Council land; • To clarify the understanding of Men’s Sheds as part of the broader community services sector.
<p>SCOPE</p>	<p>The policy applies to non-profit groups seeking access to Council owned/managed land or facilities for the purpose of operating a Men’s Shed and other not for profit groups seeking Council support for Men’s Sheds.</p> <p>The policy is a response to the significant recent growth in requests for Men’s Shed programs and facilities, and recognises the value of Men’s Shed programs, particularly from a community health perspective.</p> <p>The policy seeks to ensure that Men’s Sheds are developed in response to local needs and coordinated with other community service providers and funding agencies.</p> <p>The policy seeks to ensure that groups seeking Council support for the establishment of Men’s Sheds demonstrate that they will:</p>

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	<ul style="list-style-type: none"> • Enhance the current provision of social and community programs and health and wellbeing opportunities; • Support community through participation in a range of community events and activities; and • Have the capability to effectively operate a Men’s Shed.
<p>DEFINITIONS</p>	<p>Men’s Shed – Men’s Sheds are community places that provide activities and an opportunity to work on meaningful projects which promote community engagement in a safe environment.</p> <p>The underlying objective of Men’s Sheds is to advance the health and wellbeing of their members, predominately older men, where they feel comfortable to share their thoughts and experiences.</p> <p>A range of scenarios exist for the ownership, operation and governance of Men’s Sheds ranging from a more traditional model of a facility for men undertaking trade and hobby activities to the community shed model. The community shed model has a broader, more inclusive, inter-generational function and operation, where other user groups may in certain circumstances utilise the facility for other activities, outside the Men’s Shed normal operations, but subject to the Men’s Shed Committee of Management’s agreement.</p>
<p>POLICY</p>	<p>The Mornington Peninsula Shire supports Men’s Sheds that will add value to existing community services and facilities in the Shire, and supports in principle the equitable distribution of Men’s Sheds across the Mornington Peninsula to service neighbourhoods and towns with significant proportions of older men.</p> <p>Groups seeking Council support to establish or extend a Men’s Shed will be required to submit a formal Expression of Interest (EOI) application. (See Appendix 1).</p> <p>Council will, subject to resources, facilitate opportunities for Men’s Sheds by:</p>

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- 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;
- Assessing applications from community groups for support to establish a Men’s Shed or Community Shed on a case by case basis against identified assessment criteria;
- Seeking to maximise capital contribution in State Government matching funding arrangements, up to a maximum of \$40,000 subject to assessment criteria and budget considerations
- Nominating a designated Council Officer up to .2 of an EFT from the Communities Directorate to act as the contact point for Men’s Shed groups during the developmental stage and to provide on-going support to the Peninsula Men’s Shed Cluster on operational and governance matters.
- Appointing an Infrastructure Projects Officer to assist successful Shed’s groups with the development of project plans and provide expert advice during planning and construction stages.
- Developing standard lease agreements and Memorandums of Understanding specific to each Men’s Shed (see Attachment 4).

Existing Men’s Sheds on Council owned and/or managed land will be expected to:

- Comply with the operational principles and processes set out in the Lease Agreement and MOU; (see Appendix 4)
- Provide annual operational report to Council including financial report.
- Retain membership of the Australian Men’s Shed Association and
- Be guided by the MPS Men’s Shed Information Kit.

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<p>PROCEDURE</p>	<p>The procedure for responding to requests for Men’s Sheds is outlined in Appendix 2.</p> <p>Approval for new Men’s Sheds on Council owned or managed land will be based on assessment criteria detailed in Appendix 3 including:</p> <ul style="list-style-type: none"> • Community need and identified community benefit; • Statutory planning and building regulation considerations; • The proximity to other existing community facilities offering similar programs; • The capacity of the group to undertake the project; • Community partnerships; • Availability of funding or other contributions from other sources; and • Cost analysis.
<p>RESPONSIBILITY</p>	<p>Council's role in relation to Men’s Sheds includes:</p> <ul style="list-style-type: none"> • <i>Research</i> – monitor men’s health information and the need for and use of Men’s Sheds; • <i>Advocacy</i> – promote community awareness and their value within a health and wellbeing context ; • <i>Enabler</i> – Provision of expert advice, negotiate shared usage and partnership arrangements for the development and operation of Men’s Sheds and refer community members to Men’s Shed as appropriate; • <i>Partner</i> – work with other agencies to support the development and operation of Men’s Sheds and identify opportunities for state and federal government funding for Men’s Sheds; • <i>Owner</i> – owner of land and/or facilities on which a Men’s Shed is located and operates; and • <i>Operator</i> – act as an interim auspicing body for Men’s Shed groups and programs during the development stage.

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	<p>Council Officers are responsible for ensuring the policy and procedures are implemented and maintained and to ensure they comply with current legislation.</p>
RELATED POLICIES AND PLANS	<ul style="list-style-type: none"> • MPSC Strategic Plan - Creating Safe, Healthy and Engaged Communities • Positive Ageing Strategy 2013 – 2018 • Health Hope and Happiness II – Health and Wellbeing (Municipal Public Health Plan) • Community Facilities Tenancy Policy • Precinct Community Facility Policy - Community Facility Lease • The Incorporations and Associations Act 1999. • MPS Men’s Sheds Information Kit
RELATED LEGISLATION	<p>Local Government Act 1989 Health and Wellbeing Act 2008 Building Code Australia</p>
REFERENCES	<p>Victorian Men’s Shed Association: www.vicmensshed.org Australian Men’s Shed Association: www.mensshed.org Local Government Men’s Shed Network</p>
AUTHOR	<p>Social Planning and Community Development Unit</p>
APPROVED	<p>Executive (date) Council (date)</p>
REVIEW	<p>This Policy shall be subject to review within 12 months of being formally adopted by Council.</p>

Appendix 1: Men’s Shed Expression of Interest Application Guidelines

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).

Expression of Interest Criteria

1. Status of Group – Proposers 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:
 - *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;
 - *Responsive to population change* – in areas where significant proportions of men reside, particularly men in older age groups (55+yrs);
 - *Responsive to social needs* – in areas that show indicators of social disadvantage or a poor provision of alternate social and recreation opportunities for men;
 - *Appropriate* –will not negatively impact neighbouring uses through noise or other amenity issues; and
 - *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.

Appendix 2: Process for Responding to Requests for a Men’s Shed Program

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

1	Individual or group ('Applicant') approaches Council with an interest in establishing or extending a Men's Shed.
2	Designated Council Officer conducts an initial assessment to determine whether: <ul style="list-style-type: none"> 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 <i>MPS Men's Shed Policy and Information Kit</i> 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 (see <i>Appendix 3 - Assessment Criteria</i>).
6	Applicant meets with Designated Council Officer to discuss and refine proposal.
7	Designated Council Officer convenes a meeting with applicant, relevant Council Officers and Ward Councillors 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/Place Making funding.
9	Applicant investigates all relevant planning and building regulatory requirements, including site meetings with relevant Council Officers. Applicant finalises investigation, completes MPSC 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 Plan developed with Infrastructure Engineer and Municipal Building Officer.
14	Memorandum of Understanding developed, cost responsibilities, ongoing operation
15	Building Permit & Occupancy Agreement signed off
16	Lease Agreement signed & operation commenced.

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Appendix 3: Assessment Criteria

Applications for support from the MPSC for the development and operation of new or expanded Men’s Shed programs or facilities will be assessed against the following criteria:

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"> a) Level of demand including: social indicators, anticipated user numbers, gaps in available programs or activities; b) Consultation with existing social and community services and programs documenting their capacity to respond to the proposed change; and c) 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"> a) Demonstrated skills, structure and processes to manage the administrative requirements, membership, activities, and maintain the land and/or facility OR negotiated partnership arrangements with an organisation that has the capacity to successfully operate and manage the Men’s Shed program and/or facility; b) Provision of program details, provision of preliminary concept plan for new or expanded facility, suitability and regulatory compliance of proposed works; and c) 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"> a) Sufficient cost estimates provided for proposed capital works and/or program funding (within the scope of Council funding); b) Cost estimates of ongoing maintenance and repairs associated with proposed capital works; 	20%

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<p>c) Capacity of the Men’s Shed or other organisation(s) to meet costs; and</p> <p>d) 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"> • 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; • Responsive to population change – in areas where significant proportions of men reside particularly men in older years age groups (55+yrs); • Responsive to social needs – in areas that show indicators of social disadvantage or a poor provision of alternate social and recreation opportunities for men; • Appropriate – on sites that will not negatively impact on neighbouring uses through noise or other amenity issues; and • 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>

Appendix 4: Lease and MOU

Lease

Leases for Men’s Sheds will be based on the standard Community Facilities Lease Agreement, with the exclusion of the requirement to pay Building Insurance which is available through membership of the Australian Men’s Sheds Association.

A Memorandum of Understanding will form an addendum to a lease and address the following requirements/criteria:

- Safety Plans and Risk Management Plans in place and process which are regularly reviewed and annual updates;
- Minimum of quarterly Committee of Management (COM) meetings and annual members meetings;
- Provision to Council of annual financial reports and membership updates;
- Operation of inclusive policies consistent with the MPS Access and Equity policy;
- A willingness to engage with and support other community organisations and services; and
- Provision of space for other users based on criteria devised by the Men’s Shed COM, or consideration of shared use of the Men’s Shed facility.