Planning
A Men’s Shed Gathering & Health Event

An AMSA Guide
June 2019
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1. About Men’s Shed Gatherings & Health Events

Men’s Sheds are vital community investments delivering programmes and activities that foster community spirit and contribute to building a more inclusive Australia. Men’s Sheds not only play important roles in the overall improvement of health and wellbeing but also positively engaging within their community for the benefit of their community.

Shed membership is diverse. Men from all backgrounds, ethnic and social mixes can enjoy a Men’s Shed, bringing their unique cultural characteristics to enrich Shed activities. The common theme in all Sheds is about men feeling useful and contributing again to their communities, learning new or sharing their skills, making friends and fellowship, networking and availing themselves of health information programmes and opportunities.

Men’s Shed Gatherings and Major Regional Health Events

At the 2010 NSW Men’s Shed Gathering, participants identified the need to:
- Network and meet with other ‘shedders’, share information and ideas
- Increase public awareness and knowledge of the Men’s Shed Movement

On 11 April 2019, Minister Hunt announced that the Liberal National Government was increasing the funding for the ‘The Australian Government Department of Health National Shed Development Programme’ to $1 million per year ($4 million over 4 years). A major priority is Category 1 (Health and Wellbeing events).

The AMSA fully supports and encourages Men’s Sheds to plan and deliver Regional Men’s Shed Gatherings particularly those with an emphasis on health and well-being.
2. Why Run an Event

- A chance for Shed members to network, share and exchange information
- Fostering health and wellbeing
- Focus on maintaining a healthy, active body and mind
- Men’s health checks-'Spanner in the Works’?
- Opportunities for Men’s Sheds to engage with:
  - The regional Men’s Shed community
  - Health services
  - Community service providers
  - Equipment suppliers e.g. safety/first aid equipment, tools
  - Government agencies such as Centrelink, Department Veteran Affairs
- Training and education

3. Planning & Running an Event
   i. The ‘TO DO’ List:
      a. *Discuss* the idea with your Shed members- you will need members to support and help with the planning and assist on the day
      
      b. Form a *small committee* to drive the planning and delivery of the event
      
      c. Delegate tasks and meet on a regular basis
      
      d. *Talk to AMSA* who can provide resources, advice, support, information and assistance
      
      e. Talk to other Sheds who have delivered a Regional event- contact AMSA who can provide further details
      
      f. Where could you run the event? Confirm a *venue*
      
      g. What *date and times* would you prefer to run the event
      
      h. Lock in a date
      
      i. Develop a working *budget*
      
      j. Develop a *programme*
      
      k. Determine who is going to act as *M.C. for the Day*
      
      l. Develop an *invitation list*
      
      m. Develop *promotional material and media strategy*
      
      n. Arrange for *St John’s Ambulance* to attend the day or a qualified Advanced First Aid Officer from the Shed
      
      o. Make sure you include a *photographer* to capture the day
Organising a Men’s Shed Gathering is not difficult—there are plenty of people who will assist you.

AMSA staff can assist in providing ideas, contact details of potential participating speakers/services and assist with programme ideas.

If you would like further information, to initially discuss your idea or get some direction, contact AMSA:

Email amsa@mensshed.net
Phone 1300 550 009

ii. The Venue
Most Shed Gatherings will attract between 80-150 attendees. The venue will need to have:
- Enough space to accommodate the Gathering
- Disabled access
- Adequate facilities and space for catering
- Plenty of seating
- Adequate parking

Gatherings have been held in:
- A Conference room at a local motel/hotel
- Showground Pavilions
- Function Rooms at a local Club
- Council, Church or other Community Halls

iii. Catering

Registration: offer tea and coffee on arrival

Morning Tea with cakes/biscuits/fruit—include tea, coffee, water, fruit juice

Lunch: the easiest catering method is to offer a buffet style lunch
- Buffet with several stations
- Hot chickens and BBQ / or a selection of cold meats
- Bread/bread rolls/butter
- A variety of salads
- Desserts or cakes/biscuits/fruit platters
iv. **What equipment will you need on the day?**

- Data projector (for presentations)
- PA system & microphone
- Make sure you have plenty of writing pads pens/pencils available
- A whiteboard or butcher’s paper (if applicable)

v. **Spanner in the Works?**

- To run the Health screening, prepare an area for the health workers – a screened area or separate rooms
- Provide plenty of seating for the participants
- Each Health Worker will need a space out of earshot from others, a small table and 2 chairs in order to carry out the screening.

**Please note** that Health Workers are under a legal obligation to respect each participant’s privacy and confidentiality.

4. **The Programme**

A one day Gathering **could** include a combination of the following activities:

- **Health presentation** e.g. Bowel and Prostate Cancer Screening, QUIT smoking, Stroke, Vision Australia-eye health, Heart Foundation, Mental Health, Oral Health

- **Operational Workshops** such as Shed Management, Shed Projects

- **Operational presentations** such as Men’s Shed Health & Safety

- **Health services** e.g. book the Australian Hearing- Hearing Checks, Skins Cancer Checks- Cancer Council, Melanoma Australia

- **Resources** from a variety of health related organisations e.g. National Prescribing Service, Australian Pain Management Association, Healthy Male- Andrology Australia
Male Health screening - ‘Spanner in the Works?’- organise through AMSA by calling 1300 550 009 or email amsa@mensshed.net

Also contact your local Health Service(s) to encourage their participation and assistance of staff to help with the screening on the day of the event.

Take some information about ‘Spanner in the Works?’ with you and if the Health Service(s) have any questions that you are unable to answer, please ask them to contact AMSA.

Community information desks such as Department of Veteran Affairs and Centrelink.

The Department of Veterans' Affairs Men's Health Peer Education programme may be able to assist and support the day with an information stand and health talks.

If interested, contact the DVA MHPE Coordinator for your State/Territory www.dva.gov.au/mhpe.htm or phone 133 254

An invitation for Regional Men’s Sheds to set up displays

Demonstrations

Free Resources

Morning Tea & Lunch
# Sample Programme

<table>
<thead>
<tr>
<th>Time</th>
<th>Facilitator/Session/Content Suggestions</th>
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<tbody>
<tr>
<td>9.00-9.10am</td>
<td>Host Shed President/Chairman</td>
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<tr>
<td>9.10-9.40</td>
<td>Health Presentations</td>
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<tr>
<td>9.40-10.10</td>
<td>Q &amp; A Session</td>
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<tr>
<td>10.10-11.30</td>
<td>Morning Break</td>
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<tr>
<td>11.30-12.00pm</td>
<td>Guest Speakers</td>
</tr>
<tr>
<td>12.00-12.40pm</td>
<td>Health Guest Speakers</td>
</tr>
<tr>
<td>12.40-1.00pm</td>
<td>Q &amp; A</td>
</tr>
<tr>
<td>1.00-2.00pm</td>
<td>Lunch Break</td>
</tr>
<tr>
<td>2.00-2.45pm</td>
<td>Men's Shed Presentations</td>
</tr>
<tr>
<td>2.45-3.00pm</td>
<td>Close</td>
</tr>
</tbody>
</table>
5. **Invitations**

**Men's Sheds**

You can develop an invitation list by using the **AMSA Website Shed Locator**-‘Find a Shed’:

- Put in your Men’s Shed suburb, State, Postcode
- Do a 100km search for rural areas
- Do a 50km search for urban area
- Compile a list of Men’s Sheds and the contact details
- The website does not show the email address so please contact AMSA who will assist

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**Suggested ‘Other Guests’**

- Local Federal or State Member
- Mayor/Local Government councillor
- Health Service representatives
- Zone AMSA representatives

- Send the invitation **via email** using the sample promotional flyer (*Appendice 1*)
  
  **Please Note:** You may need to send the email out several times if you have no early response

- Ask AMSA or invite your Zone Rep to assist in contacting regional Sheds

- Maintain a **Men's Shed Invitation List** to record acceptances and numbers (*Appendice 2*)

**Travel Subsidies**

To maximize attendance and assist Shedders to attend the event, offer subsidized travel. AMSA is mindful of the fact that many shedders are on a fixed and limited income and a small travel subsidy can be beneficial.

**Fuel cards:**

i. To provide as many subsidies as possible, the driver must car pool- transport a minimum of 3 passengers where possible. i.e. if a Shed has 5-8 people travelling = 2 cars

ii. The driver will be required to lodge a Fuel Subsidy Request Form (*Appendice 3*)

iii. If distance is more than 100kms return journey $40 fuel card

iv. If distance is 40-100kms return journey $20 fuel card
Potential Funding to hold the event

The Australian Government Department of Health National Shed Development Programme

The Australian Men’s Sheds Association (AMSA) has managed the Australian Government Department of Health National Shed Development Programme (the NSDP) on behalf of the Australian Government Department of Health since 2010. To date a total of $5,181,285.30 (GST excl) has been provided to assist new and existing Sheds. The NSDP is a competitive Men’s Shed grants programme.

The NSDP provides direct financial assistance are to:
- Support health improvements through a focus on the social determinants of health through national activities in relation to key population groups such as men
- Assist to address the health and wellbeing of the Shed members
- Deliver activities and programmes
- Improve facilities and the sustainability of Men’s Sheds across Australia.

A Men’s Shed wishing to plan and deliver a Men’s Shed Gathering with a strong health focus may apply for Category One ‘Health and Wellbeing and Events’ up to a maximum of $8,000.

<table>
<thead>
<tr>
<th>Category One</th>
<th>Events</th>
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<tbody>
<tr>
<td>Health and Wellbeing and Events</td>
<td>Funding can be requested for an applicant to plan and deliver a <strong>Major Regional Event</strong> that should have a strong health focus but may also include some Shed operational topics. The funding will provide assistance with costs associated with an event that requires <strong>Compulsory Elements</strong> including:</td>
</tr>
<tr>
<td>Max $8000</td>
<td>- Reference to the AMSA Events model/template and Manual (<em>The Men’s Shed Gathering Manual June 2019</em>) or similar</td>
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<tr>
<td></td>
<td>- Delivery of ‘Spanner in the Works?’ men’s health check programme at event</td>
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<td></td>
<td>- A programme of Health related guest speakers, health information sessions/stands, community services participation</td>
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<td></td>
<td>- Letters of Support for the event from two (2) regional Sheds confirming their intent to attend</td>
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The funding request can also include transport subsidies for members to attend the event, catering, hire of equipment such as a PA system

<table>
<thead>
<tr>
<th>Health &amp; Wellbeing Equipment</th>
<th>may include:</th>
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<tbody>
<tr>
<td>First Aid Kit</td>
<td></td>
</tr>
<tr>
<td>Eye Wash Systems</td>
<td></td>
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<tr>
<td>Chemical storage cabinet</td>
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<tr>
<td>Shed Health &amp; Safety equipment e.g. PPE, safety glasses, goggles, ear muffs, fire extinguishers, Test and Tag equipment</td>
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<tr>
<td>Safety Signage</td>
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<table>
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<tr>
<th>Health &amp; Wellbeing Training for members such as:</th>
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<tbody>
<tr>
<td>First Aid including Refresher Courses, CPR</td>
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<tr>
<td>Mental Health training programmes</td>
</tr>
<tr>
<td>Disabilities training programmes</td>
</tr>
<tr>
<td>Food Handling and Safety</td>
</tr>
<tr>
<td>Suicide ASIST training</td>
</tr>
<tr>
<td>Men’s Shed Health &amp; Safety courses e.g. Handling Chemicals, Test &amp; Tag</td>
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<tr>
<td>Workshop OHS and machinery safety</td>
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<tr>
<th>Health &amp; Wellbeing Resources</th>
<th>such as:</th>
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<tbody>
<tr>
<td>Books, DVD’s, Handbooks and Manuals</td>
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6. Budget
When planning a Regional Men’s Shed Gathering/Health Event you will need to consider the following budget items:
- Venue hire (if applicable)
- Equipment Hire i.e. PA System, data projector
- Catering including morning tea and lunch
- Travel subsidies for Shed member attendees
- Potential expenses to reimburse guest speakers who travel to the event e.g. accommodation
- Printing, stationery, postage (if applicable)

7. Contacting AMSA
For assistance:
- Planning and Delivering an Event
- Suggestions for the programme
- Information about health and wellbeing related guest speakers
- Spanner in the Works? male health checks on the day
- Health and other Resources

amsa@mensshed.net
1300 550 009