



## AMSA Member Resources Library August 2020 V8

*Manuals, Policies, Procedures, Templates, External Publications, Information Sheets, Templates, Plan of Management, Research, Sample Documents*

The AMSA website, [www.mensshed.org](http://www.mensshed.org) has a wide range of resources that members are encouraged to utilize. You can download and, if required, modify to suit your Men's Shed requirements.

### ***How to access the Resources***

Log-on to the Members Section – then click on the ***Shed Resources*** icon

The screenshot shows the AMSA website interface. On the left, there is a 'WELCOME TO THE WEBSITE' section with introductory text. In the center, there is a 'MEMBER LOGIN' form with fields for 'Username' and 'Password', and buttons for 'LOCAL', 'Forgot Password!', and 'REGISTER TODAY'. On the right, there is a vertical menu of resource categories: 'GRANTS & FUNDING', 'SHED RESOURCES', 'SHED INSURANCE', 'MEN'S HEALTH', and 'HOW TO START/RUN A MEN'S SHED'. Two red arrows point from the text above to the 'MEMBER LOGIN' form and the 'SHED RESOURCES' icon. Below the login form, a list of resource categories is displayed, each with a folder icon:

- AMSA Publications
- External Publications and Resources
- Grant Information
- Health
- Incorporation
- Indigenous Men's Health
- Information Sheets
- Job Active
- Legal
- Manuals
- Men's Shed Health and Safety
- Men's Shed Research
- Plan of Management
- Policies Procedures
- Resources from Other Men's Sheds
- Sample Documents
- Shed Projects
- Templates

AMSA PUBLICATIONS	
	<p>Top 10 Tips for becoming a Great Shed</p> <p>Effective Communication</p> <p>Is your Management Committee managing the Shed?</p> <p>Potential Threats to the Future of Men's Sheds</p> <p>AMSA-Constitution-as-adopted-20-December-2017</p> <p>Explanatory Memorandum 2016</p> <p>AMSA Membership By-Laws December 2017</p> <p>AMSA Membership By Laws Code of Conduct 2017</p> <p>AMSA-Board and Employee Code of Conduct</p> <p>AMSA Code of Conduct August 2017</p> <p>AMSA Complaints Policy V3 Oct 2014</p> <p>AMSA Complaints Form 2016</p> <p>The AMSA Group Insurance Programme</p> <p>AMSA Policy Statement Working with Children January 2020</p> <p>AMSA Policy Statement Working with People with a Disability December 2019</p>
EXTERNAL PUBLICATIONS & RESOURCES	
ACNC	<p><a href="https://www.acnc.gov.au/tools/browse-topic#atoz">https://www.acnc.gov.au/tools/browse-topic#atoz</a></p> <p>Governance Standards Guidance</p> <p>Corporate partnerships and charities 2017 <b>new</b></p>
Australian Taxation Office Publications for Not for Profits	<p><a href="https://www.ato.gov.au/Non-profit/">https://www.ato.gov.au/Non-profit/</a></p> <p>ATO Fundraising Guide</p> <p>ATO Tax Basics for Non Profit Organisations</p> <p>ATO Self Governance checklist for not-for-profit organisations <b>new</b></p> <p>ATO Supporting not-for-profits 2017 <b>new</b></p>
COVID 19	<p>Coronavirus Information for Men's Sheds 5 March 2020</p> <p>Coronavirus-covid-19-what you need to know Aust Govt Dept Health</p> <p>Coronavirus-covid-19-Information on the use of surgical masks Aust Govt Dept Health</p> <p>Coronavirus-covid-19-stop the spread poster Aust Govt Dept Health</p> <p>Coronavirus-covid-19 know the signs poster</p> <p>COVID 19 and Men's Sheds Q &amp; A</p> <p>'The Shed is closed-Now What' 30 Mar 2020</p> <p>Covid-19-information re residential care services- family members and visitors Aust Govt Dept Health</p> <p>'Getting Back To the Shed' Guide</p>
Dept of Health	<p><a href="https://www.health.gov.au/health-topics">https://www.health.gov.au/health-topics</a></p> <p><a href="https://www1.health.gov.au/internet/main/publishing.nsf/Content/health-publicat.htm">https://www1.health.gov.au/internet/main/publishing.nsf/Content/health-publicat.htm</a></p> <p>Information for Australians who have been affected by bushfires <b>new</b></p> <p>A Guide to out of pocket medical costs Dec 2019 <b>new</b></p> <p>Decide if your doctor's fees offer good value Fact Sheet Dec 2019 <b>new</b></p> <p>Advance Care Directive Jan 2020 <b>new</b></p> <p>What Matters To Me Conversation Guide 2018 <b>new</b></p> <p>National immunisation program schedule 2019 <b>new</b></p> <p>Healthy Eating Brochure <b>new</b></p> <p>What is Mental Illness <b>new</b></p> <p>Depression-Your Guide <b>new</b></p> <p>Anxiety disorders <b>new</b></p> <p>Choose Health-Be Active brochure Dept Health <b>new</b></p> <p>Don't fall for it-Fall Prevention booklet <b>new</b></p> <p>National Men's Health Strategy 2019</p> <p>NMHP Actions Males Can Take 2010</p> <p>Social Determinants of Health-The Solid Facts- World Health Organisation</p>

	National Male Health Policy 2010 Federal Government Male Health Report 2011 National Male Health Policy- Indigenous Male Health Framework 2010
<b>Dept Veteran Affairs (DVA)</b>	<a href="https://www.dva.gov.au/about-dva/factsheets/dva-factsheets-keyword">https://www.dva.gov.au/about-dva/factsheets/dva-factsheets-keyword</a> DVA Magazine Order Form Men's Quick Health Check and Information Guide <b>new</b> DVA Factsheets Information Sheet Jan 2020 Peer Education Guest Speaker programme Feb 2018
<b>ERG Insurance</b>	Frequently Asked Questions AMSA-Insurance-ERG FAQ-2020 V6
<b>Grants</b>	Guidelines Tasmanian Men's Shed Association Grants Program 2019-20 <b>new</b> Qld Govt Grants Booklet Jan 2016 NSDP Acknowledgement Guidelines 2019
<b>Our Community</b>	<a href="https://www.ourcommunity.com.au/">https://www.ourcommunity.com.au/</a> Damn Good Advice for Treasurers
<b>Privacy</b>	<a href="https://www.oaic.gov.au/privacy/australian-privacy-principles/">https://www.oaic.gov.au/privacy/australian-privacy-principles/</a> Australian Government Privacy Factsheet Privacy Factsheet 8-10 tips to protect your privacy Privacy Factsheet 17-Australian privacy principles Privacy Factsheet 24-How Changes to Privacy Law affect you
<b>Safework Australia</b>	Essential Guide OHS for Volunteers How Volunteer Organisations Can Comply Factsheet Power point Volunteers Resource Kit Presentation Volunteer Organisation Guide Volunteers Guide Volunteers Handout
<b>Volunteering</b>	Volunteering Qld Developing policies and procedures Volunteering Aust Managers running the risk <b>new</b>
<b>Work for the Dole</b>	<a href="https://www.employment.gov.au/work-dole">https://www.employment.gov.au/work-dole</a> Work for the Dole program Factsheet Oct 2018 <b>new</b> Work for the Dole Host Handbook August 2019 <b>new</b> Work for the Dole information for host organisations Feb 2018 <b>new</b> NSW ACT provider contact details Dec 2017 <b>new</b> NT Qld provider contact details Dec 2017 <b>new</b> SA provider contact details Dec 2017 <b>new</b> Vic Tas provider contact details June 2018 <b>new</b> WA provider contact details Dec 2017 <b>new</b>
<b>Working with Children NSW</b>	Working with Children Check Brochure Working with Children Phase in Schedule Working with Children Factsheet Volunteers 2014 Working with Children Overview of the Check 2014 Working with Children Factsheet How do I Apply 2014
<b>Working with Children NT</b>	Working with Children Booklet
<b>Working with Children Qld</b>	Rights & Obligations of Blue Card Holders Information Sheet Understanding the Blue Card System Information Sheet Working with Children Blue Card System
<b>Working with Children SA</b>	Child Protection Regulation SA Factsheet Child Related Screening
<b>Working with Children Tas</b>	A Guide to the 3 year Phased In Approach for Child Related Sectors Do I Need to Register Working with Children Exemptions Form Registration
<b>Working with Children Vic</b>	Working with Children Information Guide

<b>Working with Children WA</b>	Working with Children Factsheet
<b>Working with Vulnerable people ACT</b>	Working with Vulnerable People ACT overview A Guide to Working with Vulnerable People ACT
<b>Working with Aboriginal Communities</b>	NSW Govt Dept of Community Services Working with Aboriginal Communities
<b>GRANT INFORMATION</b>	
	The Men's Shed Grants Handbook Oct 2019 <b>new</b> Applying for Grants Organisation Details Template <b>new</b> Guidelines Tasmanian Men's Shed Association Grants Program 2019-20 <b>new</b> Qld Govt Grants Booklet Jan 2016 The National Shed Development Programme Manual Jan 2020 <b>new</b> NSDP Acknowledgement Guidelines 2019
<b>HEALTH</b>	
	<p><b>AMSA</b>  <a href="https://mensshed.org/wp-content/uploads/2019/06/Spanner-in-the-Works_Booklet_WEB.pdf">https://mensshed.org/wp-content/uploads/2019/06/Spanner-in-the-Works_Booklet_WEB.pdf</a> <b>New Edition 2019</b>  Spanner in the Works? Manual to assist Men's Sheds in the delivery of the health screening programme 2020 <b>updated</b>  Health Speakers and Information Contact Guide February 2020 <b>new</b>  AMSA Resource- Health Resources Websites for Men's Sheds Feb 2020 <b>updated</b>  AMSA Health Resources List February 2020 <b>updated</b>  AMSA Resource First Aid for Heat-Related Illness Jan 2020 <b>new</b>  The Men's Shed Heat Policy Jan 2020 <b>new</b>  Any Mugs BBQ Cookbook Plenty Valley Health and AMSA  Suicide - 'What do I do? What do I say?' available on AMSA website -in partnership with Standby Response Service <b>new</b>  Dealing with Dementia in Sheds'- collaboration Alzheimer's Australia-2015  Health Event Registration Form Dec 2019 <b>updated</b>  Spanner Consent Form <b>updated</b>  Shed Spanner Event Registration Form <b>updated</b>  AMSA Resource- Indigenous Men's Health Booklet  AMSA Resource- Indigenous Men in Men's Sheds Manual 2015  Membership Management Drugs and Alcohol December 2019 <b>updated</b>  Membership Management- Pastoral Care and Welfare Dec 2019 <b>updated</b>  Men's Shed Health &amp; Safety Manual January 2020 <b>updated</b>  The Men's Shed Gathering and Health Event Manual June 2019  Appendices 1: Promotional material  Appendices 2: Men's Shed Invitation List  Appendices 3: Fuel Card Subsidy Request</p> <p><b>Arthritis Australia</b>  <a href="https://arthritisaustralia.com.au/get-support/resources/information-sheets/">https://arthritisaustralia.com.au/get-support/resources/information-sheets/</a>  Arthritis Australia 10 Steps to Living Well  Arthritis Australia Back pain  Arthritis Australia Gout  Arthritis Australia Booklet Joint Replacement  Arthritis Australia Booklet Managing in the Home  Arthritis Australia Osteoarthritis  Arthritis Australia Rheumatoid Arthritis  Back Pain Information Sheet</p>

Feet & Arthritis Information Sheet  
Gout Information Sheet  
Hands & Arthritis Information Sheet  
Neck pain Information Sheet  
Osteoarthritis Information Sheet  
Rheumatoid arthritis Information Sheet  
Shoulder Pain Information Sheet  
Tips for Osteoarthritis hip and knee  
What is Arthritis

#### **Asthma Australia**

<https://www.nationalasthma.org.au/>

My Asthma Guide 2019 **new**  
Asthma Action Plan 2016  
Asthma and Depression  
Asthma Basic Facts DL Brochure  
Asthma First Aid Poster A4  
Asthma Seniors DL Brochure  
First Aid Asthma Chart **new**

#### **Beyondblue**

<https://www.beyondblue.org.au/get-support/order-printed-information-resources>

Anxiety and Depression Information booklet  
Guide to Depression beyondblue  
What are my Options information Sheet beyondblue

#### **Cancer Council Australia**

<https://www.cancer.org.au/>

<http://www.cancerdirectory.com.au/>

comprehensive online directory of trusted Australian cancer care publications and resources published since 2008  
Understanding Radiation Therapy 2019 **new**  
Understanding Mesothelioma 2019 **new**  
**Skin Awareness** (checking for skin cancers)  
Video + DVD availability to Sheds

#### **Dementia Australia**

<https://www.dementia.org.au>

Full listing of Resources available from Dementia Australia website **new**  
'Dealing with Dementia in Sheds'- collaboration AMSA/Dementia Australia

#### **Department of Health- Federal**

<https://www.health.gov.au/health-topics>

Information for Australians who have been affected by bushfires **new**  
A Guide to out of pocket medical costs Dec 2019 **new**  
Decide if your doctor's fees offer good value Fact Sheet Dec 2019 **new**  
Advance Care Directive Jan 2020 **new**  
What Matters To Me Conversation Guide 2018 **new**  
National immunisation program schedule 2019 **new**  
Stop smoking-start repairing-health benefits for men poster 2020 **new**  
Healthy Eating Brochure **new**  
What is Mental Illness **new**  
Depression-Your Guide **new**

Anxiety disorders **new**  
Don't fall for it-Fall Prevention booklet **new**  
Choose Health-Be Active brochure Dept Health **new**  
National Men's Health Strategy 2020  
NMHP Actions Males Can Take 2010  
Social Determinants of Health-The Solid Facts- World Health Organisation  
National Male Health Policy 2010  
Federal Government Male Health Report 2011  
National Male Health Policy- Aboriginal & Torres Strait Islander Male Health Framework 2010

#### **Department of Veteran Affairs**

<https://www.dva.gov.au/factsheet-dva19-factsheet-index>

DVA Men's Health Peer Education Information Sheet Jan 2020 **new**  
Men's Health Peer Education (MHPE)-National Directory of Guest speakers for Men's Sheds such as Continenence Foundation, State COTA contacts Feb 2018  
DVA Magazine Order Form  
Men's Quick Health Check and Information Guide **new**  
DVA Factsheets Information Sheet Jan 2020 **new**

#### **Donate Life-Organ & Tissue Authority**

<https://donatelife.gov.au/resources>

AODR medicare 2019 online Registration **new**  
AODR Fillable Form **new**  
Indigenous - Have a Yarn flyer Donate Life **new**  
Indigenous-Discover-the-Facts Donate Life **new**  
Second Chance Indigenous Brochure Donate Life **new**

#### **Health Direct**

<https://www.healthdirect.gov.au/>

Heatstroke **new**  
Hot weather and staying cool **new**  
Loneliness and Isolation **new**

#### **Healthy Male (formerly Andrology Australia)**

<https://www.healthymale.org.au/resources-tools/order-resources>

All resources are available at no cost and postage is free within Australia.  
A Users Guide  
Prostate Enlargement Guide  
Testicular Cancer Guide  
The Journey Ahead  
Healthy male diabetes and reproductive health factsheet 2019 **new**  
Healthy male prostate cancer diagnosis factsheet 2019 **new**  
Healthy Male prostate cancer treatment factsheet 2019 **new**  
Healthy Male prostate enlargement info guide 2019 **new**  
Healthy Male PSA test factsheet 2019 **new**

#### **Indigenous specific**

Male Health Policy-National Aboriginal 2010  
AMSA Resource- Indigenous Men's Health Booklet  
AMSA Resource- Indigenous Men in Men's Sheds Manual 2015  
Indigenous Health Infonet January 2020 **new**  
QUIT Victor poster **new**  
What Is Diabetes **new**

What our men need to know about alcohol **new**  
RUOK <https://www.ruok.org.au/strongertogether#kit>  
RUOK Looking Out for Our Mob Conversation Guide  
Help sheet-Alzheimers' Disease **new**  
Help sheet-What Is Dementia **new**  
Help sheet-Diagnosing Dementia **new**  
Help sheet-Information For Family And Friends **new**  
Help sheet-Aboriginal And Torres Strait Islander People-Memory Changes **new**

#### **Heart Foundation**

- Blood pressure
- Cholesterol
- Coronary Heart Disease
- Heart Attack
- Koori Cookbook
- My-Heart-My-Family-Our-Culture-Depression
- Nutrition
- Obesity
- Physical Activity
- Smoking V2

Vision Australia- Eye trouble- we can help

Indigenous - Have a Yarn flyer Donate Life **new**

Indigenous-Discover-the-Facts Donate Life **new**

Second Chance Indigenous Brochure Donate Life **new**

#### **Melanoma Patients Australia**

Melanoma Patients Australia-A-Guide-to-MPA-Services **new**

#### **Mental Health Australia**

<https://mhaustralia.org/>

Be Active for your Mental Health

Mental Health & Coronary Heart Disease

#### **Research**

'Capacity Building in Indigenous Men's Sheds' Jan 2014 (Griffith & La Trobe University)

'Social Determinants in men's health policy'

'Engaging Men in the health system Australian Health Review'

'Health After the Workplace' Anthony

'Men's learning, Sheds and Wellbeing'

Mibbinbah Indigenous Men's Space Pilot 2009-Jack Bulman, Rick Hayes

Research that Informs Men's Shed-Based Practice' Nov 2011 Prof Barry Golding

Men's Shed Literature Update July 2016

'Strengthening Men's Health & Wellbeing through Community Sheds'

Men's Sheds in Australia Golding

Ultrafeed & beyondblue Men's Shed in Australia Final Executive Report 2013

Ultrafeed & beyondblue Men's Shed in Australia Final Report 2013

Ultrafeed & beyondblue Men's Sheds in Australia Appendices 2013

#### **RUOK?**

<https://www.ruok.org.au/every-day-resources>

<https://www.ruok.org.au/community>

<https://store.ruok.org.au/> -merchandise

RUOK Rural Glovebox Manual Mateship **new**

	<p>Looking Out for Our Mob Conversation Guide <b>new</b>  RUOK Poster A3  RUOK A3 Poster Steps  RUOK Conversation Flow Chart A4</p> <p><b>SANE Australia</b>  <a href="https://www.sane.org/">https://www.sane.org/</a>  ‘Ageing Well Guide’: A guide to planning ahead for older people who live with mental illness, family and friends.</p> <p><b>St Johns Ambulance Australia</b>  St John NSW DRSABCD Action Plan <b>new</b></p> <p><b>Vision Australia</b>  <a href="https://www.visionaustralia.org/">https://www.visionaustralia.org/</a>  <b>On line store</b>  <a href="https://shop.visionaustralia.org/shop/product/large-print-client-product-catalogue">https://shop.visionaustralia.org/shop/product/large-print-client-product-catalogue</a>  Eye Trouble? We Can Help- vision loss support  Live the Life You Choose  Skills to Support People with Vision Loss  Full listing Vision Australia website brochure list Jan 2020- <b>new</b></p>
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## INCORPORATION

	<p>Duties Guide not-for-profit committee members Justice Connect  ACT Incorporated associations guide <b>new</b>  N.T. Incorporated Associations Guide  NT Changes to an incorporated associations rules 2018  Making changes to a constitution or rules NSW Justice Connect 2017 <b>new</b>  NSW Running an Annual General Meetings in NSW Justice Connect <b>new</b>  NSW Calling and holding meetings NSW Justice Connect 2016 <b>new</b>  NSW About Associations Factsheet 2015  NSW Public Officer  NSW Application for Registration of Business Name Form A1 2018  NSW Before incorporating a new Association  NSW Calling and holding meetings 2019 <b>new</b>  NSW Changes to an organisations constitution or rules 2018  NSW Checklist Meeting new constitution requirements 2018  NSW Closing an Association NSW 2016  NSW DFT Change of Name Form A7  NSW fairtrading.nsw.gov.au-Public officer 2019 <b>new</b>  NSW fairtrading.nsw.gov.au-Running an Association 2019 <b>new</b>  NSW fairtrading.nsw.gov.au-Starting an Association 2019 <b>new</b>  NSW Form-A2-Application for registration of an incorporated Association <b>new</b>  NSW Management committee Dept of Fair Trading  NSW Summary of Changes to Model Constitution 2016  Qld Form 1 incorporated Association application 2019 <b>new</b>  Qld Change of Name Form  Qld Changes to an incorporated Associations rules  Qld Incorporated Associations Guide  SA Changes to an incorporated associations rules  SA Incorporated Associations Guide  SA Incorporations change of name  SA Incorporations Application Form <b>new</b>  SA Incorporation Form 1 and 2</p>
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	<p>SA Incorporation Form 1 and 2 Checklist  SA Keeping and accessing documents records and registers  SA Positions in an incorporated Association  SA Public Officer  Tas Changes to an incorporated Associations rules  Tas An AMSA Resource Incorporation 2016  Vic Secretary Satchel  Victorian Incorporations Associations  WA Associations New Laws July 2016  WA Changes to an incorporated Associations rules  WA Guide for Incorporated Associations</p>
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**INDIGENOUS MEN’S HEALTH**

	<p>Male Health Policy-National Aboriginal  AMSA Resource- Indigenous Men's Health Booklet  AMSA Resource- Indigenous Men in Men's Sheds Manual 2015  Indigenous Health Infonet January 2020 <b>new</b>  QUIT Victor poster <b>new</b>  What Is Diabetes <b>new</b>  What our men need to know about alcohol <b>new</b>  RUOK <a href="https://www.ruok.org.au/strongertogether#kit">https://www.ruok.org.au/strongertogether#kit</a>  RUOK Looking Out for Our Mob Conversation Guide  Help sheet-Alzheimers’ Disease <b>new</b>  Help sheet- What Is Dementia <b>new</b>  Help sheet- Diagnosing Dementia <b>new</b>  Help sheet-Information For Family And Friends <b>new</b>  Help sheet-Memory Changes <b>new</b>  <b>Heart Foundation</b>  - Blood pressure  - Cholesterol  - Coronary Heart Disease  - Heart Attack  - Koori Cookbook  - My-Heart-My-Family-Our-Culture-Depression  - Nutrition  - Obesity  - Physical Activity  - Smoking V2  Vision Australia- Eye trouble- we can help  Indigenous - Have a Yarn flyer Donate Life <b>new</b>  Indigenous-Discover-the-Facts Donate Life <b>new</b>  Second Chance Indigenous Brochure Donate Life <b>new</b></p>
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**INFORMATION SHEETS**

	<p>AMSA Resource Tuning Your Bandsaw Feb 2020 <b>new</b>  Information Sheet Airborne contaminants Feb 2020 <b>new</b>  Information Sheet Credit Card Controls Feb 2020 <b>new</b>  Information Sheet Internet Banking Feb 2020 <b>new</b>  Information Sheet The Men's Shed Treasurer Feb 2020 <b>new</b>  Calling and holding meetings NSW Justice Connect Jan 2020 <b>new</b>  Information Sheet- Meetings and Amending a Motion Jan 2020 <b>new</b>  Information Sheet How to Tame the Unruly Meeting Feb 2020 <b>new</b>  Information Sheet How to handle dominate people in meetings Feb 2020 <b>new</b>  Information Sheet How to take good meeting minutes Feb 2020 <b>new</b>  Information Sheet Using an Agenda to Produce Better Meetings <b>new</b></p>
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	<p>National immunisation program schedule 2019 <b>new</b>  NSDP Acknowledgement Guidelines 2019  AMSA Member Resources Library Aug 2020 V8 <b>new</b>  AMSA Resource- Health Resources Websites for Men's Sheds Feb 2020 <b>new</b>  AMSA Health Resources List February 2020 <b>updated</b>  Elder Rights and Abuse Factsheet Sept 2019 <b>new</b>  DVA Men's Health Peer Education Information Sheet Jan 2020 <b>new</b>  DVA Factsheets Information Sheet Jan 2020  What's involved in being a Treasurer? Jan 2020 <b>new</b>  What is a Memorandum of Understanding? Jan 2020 <b>new</b>  Is your Management Committee Managing the Shed  AMSA Top 10 Tips for becoming a Great Shed  The AMSA Group Insurance Programme  Basic Hand Tool Use 2017  AMSA Suggested New Shed Tools &amp; Equipment  Useful Project Websites for the Men's Shed  Men's Health Peer Education (MHPE)-National Directory of Guest speakers for Men's Sheds such as Continence Foundation, State COTA contacts Feb 2018  AMSA New South Wales Discrimination in a Men's Shed 2015  Food and Kitchen Hygiene Information Sheet January 2020 <b>new</b>  AMSA Information Sheet re Ransomware  Test &amp; Tag Australian Guidelines &amp; Standards 2016  Test &amp; Tag Test Intervals extract from AS 3760  Test &amp; Tag Test Intervals Class of Work  Test &amp; Tag Technical Information  Test &amp; Tag Electrical Equipment Register 2016</p>
<b>JOB ACTIVE</b>	
	<p>WfD Host Organisation Handbook July 2019 <b>updated</b>  Work for the Dole-information for host organisations Feb 2018  Health &amp; Safety for WfD activities-information for host organisations Feb 2018  Work for the Dole-job seeker factsheet Oct 2018  WfD Providers NSW and ACT Jan 2020 <b>new</b>  WfD Providers Qld/NT Jan 2020 <b>new</b>  WfD Providers SA Jan 2020 <b>new</b>  WfD Providers Vic/Tas Jan 2020 <b>new</b>  WfD Providers WA Jan 2020 <b>new</b>  Mutual Obligation</p>
<b>LEGAL</b>	
	<p>Aboriginal Wills Handbook 2nd Edition 2015 <b>new</b>  ACT Public Trustee and Guardian Factsheet <b>new</b>  Elder Care and Seniors Support ASIC Money Wise 2019 <b>new</b>  Elder Rights and Abuse Factsheet Sept 2019 <b>new</b>  Advance Care Directive Jan 2020 <b>new</b>  Plan Ahead-Brochure NSW Govt <b>new</b>  Plan ahead for your future- legal, health, financial brochure NSW Govt <b>new</b>  Qld Law Society Estate planning <b>new</b>  Taking care of business-Planning Ahead <b>new</b>  Wills and Power of Attorney ASIC Money Wise 2019 <b>new</b>  Your Rights at Retirement 2019 Aust Human Rights Commission <b>new</b>  Duties Guide not-for-profit committee members Justice Connect <b>new</b>  COTA Death of a Partner v3 May 2018 <b>new</b></p>

## MANUALS

AMSA's Shed Leader's Handbook 2019  
[https://mensshed.org/wp-content/uploads/2019/06/Spanner-in-the-Works\\_Booklet\\_WEB.pdf](https://mensshed.org/wp-content/uploads/2019/06/Spanner-in-the-Works_Booklet_WEB.pdf) **New Edition 2019**

The National Shed Development Programme Manual Jan 2020 **new**

Justice Connect Committee Members Duties Guide 2019 **new**

AMSA Resource The Basics of Dust Extraction Manual Feb 2020 **new**

AMSA Comprehensive Guide for Committees Feb 2020 **new**

AMSA Guide for Committees Financial Management Feb 2020 **new**

AMSA Guide for Committees Making Meetings Work Feb 2020 **new**

AMSA Guide for Committees Forms and Templates Feb 2020 **new**

Seeking Support for your Men's Shed Feb 2019

AMSA Resource Men's Shed Plan of Management January 2020 **updated**

The Men's Shed Grants Handbook Oct 2019 **new**

AMSA-Insurance-ERG FAQ-2020 V6 **updated**

A Guide to the AMSA Website January 2020 **updated**

The 'Spanner in the Works?' Manual January 2020 **updated**

The Men's Shed Gathering and Health Event Manual June 2019

Appendix 1: Promotional material

Appendix 2: Men's Shed Invitation List

Appendix 3: Fuel Card Subsidy Request

Dementia in Men's Sheds 2015

ABN & GST Manual January 2020 **updated**

Strategic & Business Planning Manual December 2019 **updated**

Test and Tag in Men's Sheds Manual Feb 2016

Test & Tag Australian Guidelines & Standards 2016

Test & Tag Test Intervals extract from AS 3760

Test & Tag Test Intervals Class of Work

Test & Tag Technical Information

Test & Tag Electrical Equipment Register 2016

Electricity Hazard in the Men's Shed

Indigenous Men in Men's Sheds

The Men's Shed Sponsorship Manual Jan 2020 **updated**

Working with Children & Vulnerable People Manual Jan 2020 **updated**

AMSA Resource- Indigenous Men's Health Booklet

Men's Shed Fundraising Manual Dec 2019 **updated**

Membership Committee Position Descriptions Manual January 2020 **updated**

Heart Foundation Koori Cookbook

Complete Men's Shed Health & Safety Manual **updated**

Men's Shed Health & Safety Safe Use of Equipment Manual Jan 2020 **new**

Men's Shed Health & Safety Manual Appendices Manual January 2020 **new**

Men's Shed Project Ideas Dec 2016

## MEN'S SHED HEALTH & SAFETY

Complete Men's Shed Health & Safety Manual **updated**

Table of Contents-Complete Manual Jan 2020 **updated**

'Safe Use of..' Only Men's Shed Health & Safety Manual Jan 2020 **updated**

AMSA Appendices Only Men's Shed Health & Safety Manual Jan 2020 **updated**

New Member Induction Package 2016

Men's Shed Health & Hygiene Policy 2020 **updated**

Health & Hygiene Procedures 2020 **updated**

Men's Shed Risk Management Policy Jan 2020 **updated**

Men's Shed Safety Policy Jan 2020 **updated**

Men's Shed Health and Safety Checklists

General Safety Rules  
Men's Shed Safety Procedures Jan 2020 **updated**  
AMSA Policy Statement Working with Children January 2020  
AMSA Policy Statement Working with People with a Disability Dec 2019  
Safe Handling of Wood and Wood based products April 2018  
Food and Kitchen Hygiene Information Sheet January 2020 **new**  
Factsheet Slips and Trips Feb 2020 **new**  
Ladder Safety brochure  
Ladder safety poster  
Incident and Near Miss- Recording & Reporting  
Men's Shed Accident & Incident Report Dec 2019 **updated**  
Safe Use of Circular Bench Saw  
Safe Use of Sliding Compound Saw  
Safe Use of Small Compound Saw  
Safe Use of Band Saw  
Safe Use of Table Scroll Saw  
Safe Use of Bench Router  
Safe Use of Drill Press  
Safe Use of Belt Sander And Disc Grinder  
Safe Use of Wood Lathe  
Safe Use of Spindle Moulder  
Safe Use of Planer Thicknesser  
Safe Use of Planer Jointer  
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Safe Use of Push sticks  
Safe Use of Radial arm saw  
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Safe Use of Vices  
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Safe Use of Woodworking machines general  
Safe Use of Sanders Feb 2020 **new**  
Safety Tips for a Drum Sander Feb 2020 **new**  
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<b>MEN'S SHED RESEARCH</b>	
	<p>Capacity Building in Indigenous Men's Sheds' Jan 2014 (Griffith &amp; La Trobe University)</p> <p>'Social Determinants in men's health policy'</p> <p>'Engaging Men in the health system Australian Health Review'</p> <p>'Health After the Workplace' Anthony Brown</p> <p>'Men's learning, Sheds and Wellbeing'</p> <p>Mibbinbah Indigenous Men's Space Pilot 2009-Jack Bulman, Rick Hayes</p> <p>Research that Informs Men's Shed-Based Practice' November 2011 Prof Barry Golding</p> <p>Men's Shed Literature Update July 2016</p> <p>'Strengthening Men's Health &amp; Wellbeing through Community Sheds'</p> <p>Men's Sheds in Australia Golding</p> <p>Ultrafeed &amp; beyondblue Men's Shed in Australia Final Executive Report 2013</p> <p>Ultrafeed &amp; beyondblue Men's Shed in Australia Final Report 2013</p> <p>Ultrafeed &amp; beyondblue Men's Sheds in Australia Appendices 2013</p>
<b>PLAN OF MANAGEMENT</b>	
	<p>AMSA Resource Men's Shed Plan of Management January 2020 <b>updated</b></p> <p>AMSA Member Resources Library February 2020 V5 <b>new</b></p>
<b>POLICIES &amp; PROCEDURES</b>	
<b>Management and Planning</b>	<p>AMSA's Shed Leader's Handbook 2019</p> <p>Men's Shed Risk Management Policy Jan 2020 <b>updated</b></p> <p>The Men's Shed Heat Policy Jan 2020 <b>new</b></p> <p>An AMSA Comprehensive Guide for Committees Feb 2020 <b>new</b></p> <p>AMSA Guide for Committees Financial Management Feb 2020 <b>new</b></p> <p>Calling and holding meetings NSW Justice Connect Jan 2020 <b>new</b></p> <p>Information Sheet How to take good meeting minutes Feb 2020 <b>new</b></p> <p>Information Sheet Using an Agenda to Produce Better Meetings <b>new</b></p> <p>Information Sheet- Meetings and Amending a Motion Jan 2020 <b>new</b></p> <p>Information Sheet How to Tame the Unruly Meeting Feb 2020 <b>new</b></p> <p>Information Sheet How to handle dominate people in meetings Feb 2020 <b>new</b></p> <p>Strategic Business Planning in the Men's Shed Policy Jan 2020 <b>updated</b></p> <p>Policy Statement-Donation of Equipment &amp; Pricing Projects Jan 2020 <b>updated</b></p> <p>Men's Shed Succession Planning Policy Statement Jan 2020 <b>updated</b></p> <p>Working with Children - AMSA Policy Statement January 2020 <b>updated</b></p> <p>AMSA Protocols People with Special Needs January 2020 <b>updated</b></p> <p>AMSA Protocols Working with External Agencies January 2020 <b>updated</b></p>

	<p>Men's Shed Marketing January 2020 <b>updated</b></p> <p>Privacy in the Men's Shed Policy January 2020 <b>updated</b></p> <p>Monitoring &amp; Evaluation in the Men's Shed January 2020 <b>updated</b></p> <p>Reporting &amp; Accountability in the Men's Shed January 2020 <b>updated</b></p> <p>Men's Shed Maintenance Procedures January 2020 <b>updated</b></p> <p>Men's Shed Complaints &amp; Grievance Policy January 2020 <b>updated</b></p> <p>Men's Shed Project Evaluation Policy January 2020 <b>updated</b></p> <p>AMSA Complaints Policy 2014 V3</p> <p>Crisis Response in the Men's Shed Dec 2019 <b>updated</b></p> <p>Conducting Efficient Meetings in the Men's Shed December 2019 <b>updated</b></p> <p>Good Governance in the Men's Shed January 2020 <b>updated</b></p> <p>Men's Shed Management Committee Code of Conduct Jan 2020 <b>updated</b></p> <p>Men's Shed Code of Conduct February 2019 <b>updated</b></p> <p>Seeking Support for your Men's Shed Feb 2019</p>
<b>Financial Management</b>	<p>AMSA Guide for Committees Financial Management Feb 2020 <b>new</b></p> <p>Accounting Source Documents <b>new</b></p> <p>Stocktaking December 2016</p> <p>Financial Management inc. Delegations and Petty Cash December 2019 <b>updated</b></p> <p>Authority to Write Cheques December 2019 <b>updated</b></p> <p>Financial Management- Reimbursement of Expenses Dec 2016</p> <p>Reimbursement of Expenses Form January 2020 <b>updated</b></p> <p>Men's Shed Budgeting January 2020 <b>updated</b></p> <p>Fraud Risk Management January 2020 <b>updated</b></p> <p>ABN &amp; GST Manual January 2020 <b>updated</b></p> <p>AMSA Resource What's involved in being a Treasurer January 2020 <b>new</b></p>
<b>Membership Management</b>	<p>Men's Shed Code of Conduct February 2019 <b>updated</b></p> <p>New Member Application Form V2 Dec 2019</p> <p>New Men's Shed Membership Checklist Dec 2019 <b>updated</b></p> <p>New Member Declaration Form Dec 2016</p> <p>Special Needs Participant Checklist Dec 2018</p> <p>Induction Policy December 2019 <b>updated</b></p> <p>New Member Induction Checklist Dec 2019 <b>updated</b></p> <p>New Member Induction Handbook Dec 2019 <b>updated</b></p> <p>Pastoral Care &amp; Welfare December 2019 <b>updated</b></p> <p>Member Induction Health &amp; Safety Policy December 2019 <b>updated</b></p> <p>AMSA Protocols Working with People with Special Needs January 2020 <b>new</b></p> <p>AMSA Policy Statement Working with People with a Disability Dec 2019</p> <p>Acceptable Use of Internet December 2019 <b>updated</b></p> <p>Drugs &amp; Alcohol December 2019 <b>updated</b></p> <p>Equal Opportunity &amp; Discrimination December 2019 <b>updated</b></p> <p>Undertaking Private Projects Dec 2019 <b>updated</b></p> <p>Harassment December 2019 <b>updated</b></p>
<b>Working with External Agencies</b>	<p>AMSA Protocols Working with External Agencies January 2020 <b>updated</b></p> <p>AMSA Protocols Working with People with Special Needs Jan 2020 <b>updated</b></p> <p>New Men's Shed Membership Checklist Dec 2019 <b>updated</b></p> <p>Sample MOU with External Agency Jan 2020 <b>updated</b></p>
<b>Risk Management &amp; Men's Shed Health &amp; Safety</b>	<p>Complete Men's Shed Health &amp; Safety Manual <b>updated</b></p> <p>Table of Contents-Complete Manual Jan 2020 <b>updated</b></p> <p>'Safe Use of..' Only Men's Shed Health &amp; Safety Manual Jan 2020 <b>updated</b></p> <p>AMSA Appendices Only Men's Shed Health &amp; Safety Manual Jan 2020 <b>updated</b></p> <p>New Member Induction Package 2016</p> <p>Men's Shed Health &amp; Hygiene Policy 2020 <b>updated</b></p> <p>Health &amp; Hygiene Procedures 2020 <b>updated</b></p> <p>Men's Shed Risk Management Policy Jan 2020 <b>updated</b></p>

Men's Shed Safety Policy Jan 2020 **updated**  
 Men's Shed Health and Safety Checklists  
 General Safety Rules  
 Men's Shed Safety Procedures Jan 2020 **updated**  
 AMSA Policy Statement Working with Children January 2020 **updated**  
 AMSA Policy Statement People with a Disability December 2019 **updated**  
 Safe Handling of Wood and Wood based products April 2018  
 Food and Kitchen Hygiene Information Sheet January **new**  
 Factsheet Slips and Trips Feb 2020 **new**  
 Ladder Safety brochure  
 Ladder safety poster  
 Incident and Near Miss- Recording & Reporting  
 Men's Shed Accident & Incident Report Dec 2019 **updated**  
 Safe Use of Circular Bench Saw  
 Safe Use of Sliding Compound Saw  
 Safe Use of Small Compound Saw  
 Safe Use of Band Saw  
 Safe Use of Table Scroll Saw  
 Safe Use of Bench Router  
 Safe Use of Drill Press  
 Safe Use of Belt Sander And Disc Grinder  
 Safe Use of Wood Lathe  
 Safe Use of Spindle Moulder  
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<b>Working with Children</b>	<p>Men's Shed Working with Children January 2020 <b>updated</b></p> <p>AMSA Policy Statement Working with Children January 2020 <b>updated</b></p>
<b>People with Disability</b>	<p>AMSA Policy Statement People with a Disability Dec 2019 <b>updated</b></p>
<b>Communication</b>	<p>Men's Shed Communication and Media Policy Dec 2019 <b>updated</b></p>
<b>RESOURCES FROM OTHER MEN'S SHEDS</b>	
	<p>Bargara Men's Shed Aluminium Can Planes</p> <p>Kersbrook SA Membership Database Excel 97 2003 workbook <b>new</b></p> <p>Canterbury Men's Shed NSW Information Pack <b>new</b></p> <p>AMSA New South Wales Conflict Resolution January 2020 <b>new</b></p> <p>AMSA New South Wales Discrimination in a Men's Shed 2015</p> <p>Men's Shed of Bellingham USA Application Form <b>new</b></p> <p>Whittlesea Men's Shed Vic 'A Beginner's Kitchen' – cooking for 1 or 2 people</p> <p>Melton Mentoring program <b>new</b></p>
<b>SAMPLE DOCUMENTS</b>	
	<p>Memorandum of Understanding -General Jan 2020 <b>updated</b></p> <p>Sample MOU with External Agency Jan 2020 <b>updated</b></p> <p>Sample Memorandum of Understanding Auspicing Agency Jan 2020 <b>updated</b></p> <p>Sample MOU - Special Needs Participants Jan 2020 <b>updated</b></p> <p>Men's Shed Committee Meeting Agenda sample 1 Feb 2020 <b>new</b></p> <p>Men's Shed Committee Meeting Agenda sample 2 Feb 2020 <b>new</b></p> <p>Men's Shed Committee Meeting Minutes template Feb 2020 <b>new</b></p>
<b>SHED PROJECTS</b>	
	<p>Pallet Project Ideas Aug 2020 <b>new</b></p> <p>AMSA Project Sheet Behind the Door Shoe Rack <b>new</b></p> <p>AMSA Project Sheet Cedar Potting Bench <b>new</b></p> <p>Attachment 1 Potting Bench Plan</p> <p>Attachment 2 Potting Bench Cutting List</p> <p>AMSA Project Sheet Classic Wooden Cart <b>new</b></p> <p>Wooden Cart cutting list</p> <p>Wooden Cart cutting diagram</p> <p>Wooden Cart Cutting List</p> <p>AMSA Project Sheet Easy Timber Bench <b>new</b></p> <p>AMSA Project Sheet Behind the Door Shoe Rack <b>new</b></p> <p>AMSA Project Sheet Child's Toy and book storage, seat <b>new</b></p>



	<p>AMSA Project Sheet Dart Board Cabinet <b>new</b></p> <p>AMSA Project Sheet Little Library <b>new</b></p> <p>AMSA Project Sheet Quilt Rack <b>new</b></p> <p>AMSA Project Sheet Raised Patio Planter <b>new</b></p> <p>Raised Patio Planter Cutting List</p> <p>Figure A Raised Patio Planter</p> <p>Figure B Raised Patio Planter</p> <p>AMSA Project Sheet Tiered Plant Stand <b>new</b></p> <p>Wildlife Water Feeder</p> <p>Laughing Kookaburra Nesting Box</p> <p>Crimson Rosella Nest Box</p> <p>Red-rumped parrot Nest Box</p> <p>Australian owl-nightjar Nesting Box</p> <p>Nest Boxes - Wildlife Dept of Conservation WA</p> <p>How to build a nesting box Cool Australia</p> <p>Birdlife Australia Nest Box-technical</p> <p>Greater Sydney Local Land Services Wildlife Nesting Boxes</p> <p>State Rescue Services</p> <p>Building a possum nest box brochure Wildlife Rescue South Coast</p> <p>Backyard Buddies Nesting Boxes</p> <p>How to Build a Possum Nest Box Wildlife Victoria</p> <p>AMSA Resource- Men's Shed Project Ideas Manual Dec 2016</p> <p>How To Make Your Own Vertical Pallet Garden In Three Easy Steps</p> <p>Floating Chain Wine Bottle Holder</p>
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## TEMPLATES/FORMS

<b>Templates/Forms</b>	<p>Health Event Registration Form Dec 2019 <b>updated</b></p> <p>Spanner Consent Form <b>updated</b></p> <p>Shed Spanner Event Registration Form <b>updated</b></p> <p>Evacuation Sign template (Qld Fire) Feb 2020 <b>new</b></p> <p>Hazardous chemical register template Feb 2020 <b>new</b></p> <p>Men's Shed Committee Meeting Agenda sample 1 Feb 2020 <b>new</b></p> <p>Men's Shed Committee Meeting Agenda sample 2 Feb 2020 <b>new</b></p> <p>Men's Shed Committee Meeting Minutes template Feb 2020 <b>new</b></p> <p>DVA Magazine Order Form</p> <p>Seeking Support for your Men's Shed Feb 2019</p> <p>Men's Shed Health &amp; Safety Checklists Dec 2016</p> <p>Special Needs Participant Checklist Dec 2018</p> <p>Assets Register incorporating Test &amp; Tag January 2020 <b>updated</b></p> <p>Test &amp; Tag Electrical Equipment Register 2016</p> <p>Strategic &amp; Business Planning Worksheet Dec 2019 <b>updated</b></p> <p>New Member Application Form V2 Dec 2019 <b>updated</b></p> <p>New Membership Induction Checklist December 2019 <b>updated</b></p> <p>New Member Declaration Form Dec 2016</p> <p>Membership-New Member application Checklist Dec 2019 <b>updated</b></p> <p>Applying for Grants Organisation Details Template Oct 2019 <b>updated</b></p> <p>AMSA Update Shed and Committee Details Form Dec 2019 <b>updated</b></p> <p>Stocktaking Record Sheet Dec 2016</p> <p>Men's Shed Mission Statement 2019 <b>new</b></p> <p>Budget Template Oct 2019 <b>updated</b></p> <p>Men's Shed Management Committee Report template Dec 2019 <b>updated</b></p> <p>Men's Shed Accident &amp; Incident Report Dec 2019 <b>updated</b></p> <p>First Aid Register Dec 2016</p> <p>Reimbursement of Expenses Form Jan 2020 <b>updated</b></p> <p>Shed based Grievance Formal Complaints Form Dec 2019 <b>updated</b></p>
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**VIDEOS**

**About Men's Sheds – 9 Minute Video**

<https://mensshed.org/about-amsa/reports/9-minute-video/>

**About Men's Sheds – 30 second Video**

<https://mensshed.org/about-amsa/reports/30-second-video/>

**Men's Shed Week | Shedders Big Day Out at Safety Beach - Dromana Men's Shed 2019**

[https://www.youtube.com/watch?v=eWDMkpNXQkM&feature=emb\\_logo](https://www.youtube.com/watch?v=eWDMkpNXQkM&feature=emb_logo)

**Celebrating mates at Nepean Men's Shed | Men's Shed Week 2018**

[https://www.youtube.com/watch?time\\_continue=11&v=tXepys9TaJk&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=11&v=tXepys9TaJk&feature=emb_logo)

**Shed Life at Gosford Community Men's Shed**

[https://www.youtube.com/watch?time\\_continue=13&v=LBAigkW93Hw&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=13&v=LBAigkW93Hw&feature=emb_logo)

**Men's Sheds celebrating mates | Men's Shed Week 2018**

[https://www.youtube.com/watch?time\\_continue=5&v=wqQUjQu3rDo&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=5&v=wqQUjQu3rDo&feature=emb_logo)

**Cabot's at Maitland Men's Shed**

<https://mensshed.org/about-amsa/reports/cabots-maitland-mens-shed-video/>

**Training Videos**

<https://mensshed.org/member-portal/training-videos/>