



# AUSTRALIAN MEN'S SHED ASSOCIATION

Shoulder to Shoulder

## Planning A Men's Shed Gathering & Health Event

An AMSA Guide  
July 2022



## 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

Health, Wellbeing and Mental Health is a major priority for the Australian Government Department of Health and Ageing National Shed Development Programme –

- **Category 1 (Health and Wellbeing events)**- a regional event that should have a strong health focus and may include some Men's Shed operational topics
- **Category 4 (Mental health and wellbeing and events)**- a regional event that should have a strong mental health focus and may include some Men's Shed operational topics

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, well-being and mental health.





Taylors Hill Men's Shed Vic  
Men's Health Gathering 2018



Grawin Glengarry Sheeppark Opalfields Men's Shed NSW  
Regional Men's Health Gathering 2018



Leeton Men's Shed  
Western Riverina Health Gathering June 2019



Mt Pleasant Men's Shed SA  
'Spanner in the Works' Regional Event 2017



## Why Run an Event

- A chance for Shed members to network, share and exchange information
- Foster health, wellbeing and mental health
- 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

## 2. 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 assistance 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. Develop a COVID Safety Plan
- g. Where could you run the event? Confirm a *venue*
- h. What *date and times* would you prefer to run the event
- i. Lock in a date
- j. Develop a working *budget*
- k. Develop a *programme*
- l. Determine who is going to act as *M.C. for the Day*
- m. Develop an *invitation list*
- n. Develop *promotional material* and *media strategy*
- o. Arrange for *St John's Ambulance* to attend the day or a qualified Advanced First Aid Officer from the Shed
- p. Make sure you include a *photographer* to capture the day

### ii. COVID Safety Plan

Sheds will need to plan how any proposed event can be undertaken appropriately and safely in line with State Health Orders, local restrictions and in an environment where COVID-19 considerations remain paramount-preventive measures include:

- Capacity numbers
- Record keeping
- Physical or social distancing
- Ventilation of indoor spaces
- Serving food
- Hand washing/sanitiser
- The use of face masks or coverings has been recommended in public settings to minimise the risk of transmissions.



### iii. 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:

- At the host Men's Shed
- A Conference room at a local motel/hotel
- Showground Pavilions
- Function Rooms at a local Club
- Council, Church or other Community Halls

### iv. 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



### v. 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)

### vi. 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.

### 3. The Programme

#### i. Health and Wellbeing Events

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



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#### ii. Mental Health and Wellbeing Events

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

- **Presentations** e.g. Mental Health- such as anxiety, exercise and healthy eating



- **Workshops** such as Resilience, Yoga, Stress Management, Suicide Awareness
- **Education and Training** such as Mental Health First Aid



- **Health services** e.g. book appropriate services for presentations, information booths



4. **Resources** from a variety of health related organisations e.g. National Prescribing Service, Australian Pain Management Association, Healthy Male- Andrology Australia



Refer to *AMSA Resource- Health Resources Websites for Men's Sheds July 2022- free resources*

5. **Male Health screening- 'Spanner in the Works?'**- organise through AMSA by calling 1300 550 009 or email [amsa@mensshed.net](mailto:amsa@mensshed.net)

Also contact your local Health Service(s) to encourage their participation and assistance from 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.

6. **Community information desks** such as Department of Veteran Affairs and Centrelink.
7. An invitation for **Regional Men's Sheds** to set up displays



### 8. Demonstrations



### 9. Free Resources

Refer to *AMSA Resource- Health Resources Websites for Men's Sheds July 2022*

### 10. Morning Tea & Lunch

## Sample Programme

Time	Facilitator/Session/Content Suggestions	
9.00-9.10am	Host Shed President/Chairman	Welcome
9.10-9.40	Health Presentations	Suggestions: Mental health Stroke Skin Cancer screening Oral Health Eye Health e.g. cataracts, glaucoma, macular degeneration
9.40-10.10	Q & A Session	Guest Speaker Panel
10.10-11.30	Morning Break	<ul style="list-style-type: none"> <li>• Morning Tea</li> <li>• Networking</li> <li>• Shed displays</li> <li>• Information Stands</li> <li>• Male Health screening/ checks</li> </ul>
11.30-12.00pm	Guest Speakers	Shed Health & Safety Shed Insurance Shed Operations e.g. Governance, Conflict
12.00-12.40pm	Health Guest Speakers	Suggestions: <ul style="list-style-type: none"> <li>• QUIT Smoking</li> <li>• Prostate and Testicular Cancer screening</li> <li>• Bowel Cancer Screening</li> <li>• Oral Health</li> <li>• Eye Health e.g. cataracts, glaucoma, macular degeneration</li> </ul>
12.40-1.00pm	Q & A	Health personnel
1.00-2.00pm	Lunch Break	<ul style="list-style-type: none"> <li>• Lunch</li> <li>• Networking</li> <li>• Men's Shed displays</li> <li>• Information Stands</li> <li>• Male Health screening/ checks</li> </ul>
2.00-2.45pm	Men's Shed Presentations	<ul style="list-style-type: none"> <li>• Community Projects</li> <li>• Special Programmes</li> <li>• Training</li> </ul>
2.45-3.00pm	Close	<ul style="list-style-type: none"> <li>• Final Words -Host Shed</li> </ul>

## 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

## ***Suggested 'Other Guests'***

- Local Federal or State Member
  - Mayor/Local Government councillors
  - Health Service representatives
  - Regional Coordinator
  - Zone AMSA representatives
- a. Send the invitation via email using the sample promotional flyer (***Appendix 1***)  
**Please Note:** You may need to send the email out several times if you have no early response
- b. Ask AMSA or invite your Regional Coordinator/Zone Rep to assist in contacting regional Sheds
- c. Maintain a **Men's Shed Invitation List** to record acceptances and numbers (***Appendix 2***)

## ***Travel Subsidies***

To maximize attendance and assist Sheddors 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 (***Appendix 3***)
- iii. If distance is more than 100kms return journey \$40 fuel card
- iv. If distance is 40- 100kms return journey \$20 fuel card

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## **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. The NSDP is a competitive Men's Shed grants programme.

The NSDP provides direct financial assistance 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.

### **Category 1-Health and wellbeing and events - \$8000 maximum**

#### **i. Regional Event**

Funding can be requested to plan and deliver a regional event that should have a strong health focus and may include some Men's Shed operational topics. It is recommended that the AMSA Events model/template and Manual (*AMSA Resource- The Men's Shed Gathering and Health Event Manual Jul 2022V4*) be used as a guide when planning and delivering a health event.

Sheds will need to show how the proposed event can be undertaken appropriately and safely in

line with local restrictions and in an environment where COVID-19 considerations remain paramount.

Compulsory elements for funding for regional events include:

- Delivery of a 'Spanner in the Works?' men's health check program or a similar presentation with a health focus.
- Health related guest speakers, health information sessions/stands, and community services participation.
- Letters of support for the event from at least two (2) regional Men's Sheds confirming their members' intention to attend.

Funding requests may also include:

- Transport subsidies (fuel cards) for visiting Men's Shed members and/or accommodation subsidies. (**Note:** only available for events of 2 or more days' duration, for shed members who are required to travel considerable distances and is limited to \$500 per grant applicant).
- Catering, venue hire, hire of equipment such as a public address system. Auspicing bodies cannot request funds for administration or transport/accommodation costs for these events.

#### **Please Note:**

The AMSA Events Coordinator and Men's Health Project Officer are available to provide advice and support about planning and delivering potential events. The AMSA has also developed a series of resources to assist you in the planning and delivery of an event. They are available on the AMSA website '*Shed Resources*' or you can email, and copies will be provided. Please contact AMSA on [amsa@mensshed.net](mailto:amsa@mensshed.net) or call 1300 550 009.

#### **ii. Health and wellbeing equipment** may include:

COVID-safe equipment specific to a health and wellbeing event (such as masks and Rapid Antigen Tests (RAT) where necessary)

#### **iii. Health and wellbeing training for members** may include:

- First Aid and health related training programmes.
- Health and wellness workshops (e.g. wellness workshops/meditation courses, general health courses).
- Health and wellbeing resources such as books, handbooks and manuals, DVDs.

### **Category 4-Mental health and wellbeing and events - \$8000 maximum**

#### **i. Regional Event**

Funding can be requested to plan and deliver a regional event that should have a strong mental health focus and may include some Men's Shed operational topics. It is recommended that the AMSA Events model/template and Manual (*AMSA Resource- The Men's Shed Gathering and Health Event Manual Jul 2022V4 and The Shed Mates Handbook*) be used as a guide when planning and delivering a mental health event.

Sheds will need to show how the proposed event can be undertaken appropriately and safely in line with local restrictions and in an environment where COVID-19 considerations remain paramount.

Compulsory elements for funding for regional events include:

- Mental health related guest speakers, health information sessions/stands, and community services participation.
- Letters of support for the event from at least two (2) regional Men's Sheds confirming their members' intention to attend.

Funding requests may also include:

- Transport subsidies (fuel cards) for visiting Men's Shed members and/or accommodation

subsidies. (**Note:** only available for events of 2 or more days duration, for shed members who are required to travel considerable distances and is limited to \$500 per grant applicant).

- Catering, venue hire, hire of equipment such as a public address system. Auspicing bodies cannot request funds for administration or transport/accommodation costs for these events.

**Please Note:** The AMSA Events Coordinator and Men's Health Project Officer are available to provide advice and support about planning and delivering potential events. Please contact AMSA on [amsa@mensshed.net](mailto:amsa@mensshed.net) or call 1300 550 009.

**ii. Mental health and wellbeing equipment** may include:

- Equipment related to activities to support mental health, e.g., yoga mats, meditation pillows.
- COVID-safe equipment specific to a mental health and wellbeing event (such as masks and Rapid Antigen Tests (RAT) where necessary).

**iii. Mental health and wellbeing training for members** may include:

- Mental Health First Aid and mental health related training programmes.
- Computer and IT training to support regular interaction and help-seeking behaviour between and of members.
- Mental health and wellness workshops (e.g., mental wellness workshops, meditation and mindfulness courses, yoga classes).
- Mental health and wellbeing resources such as books, handbooks and manuals, DVDs.

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## 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)

## Contacting AMSA

For assistance:

- Planning and Delivering an Event*
- Suggestions for the programme*
- Contact details of potential participating speakers/services*
- Information about health and wellbeing related guest speakers*
- Spanner in the Works? male health checks on the day*
- Health and other Resources*

***Organising a Men's Shed Gathering is not difficult- there are plenty of people who will assist you.***



[amsa@mensshed.net](mailto:amsa@mensshed.net)



**1300 550 009**