

Member Handbook



Denmark Men's Shed

December 2019



Some background

This document has been developed as a handbook of useful information for members and to be used by new members as part of their induction to our shed. It contains our purpose and focus, shed rules, obligations of membership, some key policies, contact details for office bearers and management committee, and our Code of Conduct.

After several attempts the Denmark Men's Shed (DMS) was formed in August 2015 when eight guys got together on a cold and rainy night in a backyard tin shed to establish Denmark Men's Shed. Since then membership has risen steadily and now numbers about 40. We have occupied three temporary meeting facilities during the past four years and now meet at Tha House, McLean Park Brazier St.

We have a site agreed with the Shire of Denmark for a purpose-built new shed, subject to an agreed lease being negotiated, and we are at an advanced stage of securing the funding necessary to allow construction to commence. Notwithstanding the temporary nature of our current premises, we run a number of programmes and special functions and have the use of a member's shed for undertaking manual projects.

Our mens shed has also provided services and products to many groups in the community in various ways such as making birds and native animal nesting boxes, providing marshals and gatekeeping at events, repairs and maintenance.

We have had an emphasis on fundraising as a means of achieving a permanent shed with a workshop and meeting area. To this end we have received moral and financial support from a cross section of the Denmark community. Some of those who have assisted include: Super IGA, Thornton's Mitre 10, Denmark-Walpole Football Club, Dr. James Surgery, the Shire of Denmark, Wholly Local, Green Skills Denmark, RSL, Albany Rotary, Denmark Machinery Restoration Group, Denmark Lions and Nullaki Laser Art. Our fundraising programme has raised in excess of \$70,000. The building fund was boosted in May 2019 with a grant of \$195,000 from the Don Brandenburg Foundation that has allowed us to develop a detailed shed design, seek firm costs from builders and we expect to commence construction in 2020.



Care. Respect. Dignity. Fellowship.

Our Vision

The Denmark region continues to be great place to live

-this statement is shared with many other organisations that have similar aspirations. These organisations are natural partners for DMS to engage with and participate in complimentary activities for mutual benefit.

Our Mission

Denmark Men's shed (DMS) provides a safe place where men can develop friendships; whilst improving their physical, emotional, psychological and spiritual health and wellbeing.

-this statement specifically describes what the DMS will focus on as its contribution to the Vision.

Our Values:

- **A focus on care, respect, dignity and fellowship.**
- **Programmes that engage, support and develop members and are kept relevant to the needs of members and the community.**
- **Involve members in active participation with the community.**
- **Being a valued partner with other organisations in the region.**

-this statement of values is intended to show how the culture of DMS will be nurtured for the benefit of members and the Denmark Community.

The outcomes we seek:

- Members feel that they are individually valued and are part of a cohesive "family"
- Members have an openness about sharing their views and needs with each other
- The physical and mental wellbeing of men is demonstrably improved by having a men's shed in Denmark
- A men's shed for Denmark that is attractive to all men
- Facilities that are suited to broad community engagement and multi use by other community groups such as CWA , Spirit of Play School, Denmark Machinery Restoration Group, Woodturners of Denmark
- Members share their unique skills and experience to enhance the wellbeing of fellow members
- Membership growth occurs because of the value that we provide to our members and the community of Denmark



Care.



Respect.



Dignity.

Fellowship.

Membership

DMS has around 40 members as at November 2019.

Annual membership fees are currently \$50 per annum and due on July 1. The committee will consider pro rata fees after January 1 of each year and will also positively consider special plans for those who may have financial constraints.

Around \$20 of the annual fee is used for insurance cover for members and the organisation. The insurance covers accidental injury, activities at the shed and also out-of-shed events, excursions, work at third party premises etc.

A contribution of \$3 per meeting applies to cover meeting costs which include tea/coffee, food, consumables and venue cleaning and maintenance.

Members are requested to wear their name badges at meetings to help everyone to identify each other.

Operational times

The location of our temporary shed is Tha House, McLean Park, Brazier St Denmark

Current program is:

Saturday: 9.00am – 11.30 or so - meeting at Tha House for fellowship activities including guest speakers, men’s wellness programs, occasional lunch, etc.

Tuesday: 10.30am - cooking classes at Tha House. These classes are run occasionally. There is a focus on people living alone or preparing for that eventuality.

Wednesday: 9.00am - informal gathering at Tha House for activities such as site maintenance, playing pool, visits to interesting venues, other casual activities or just sitting in the sun having a chat and a cuppa.

Thursday: 9.00am – at member Harry White’s shed at 98 South Coast Highway. Making a range of products for sale and community support, repairing items, etc.



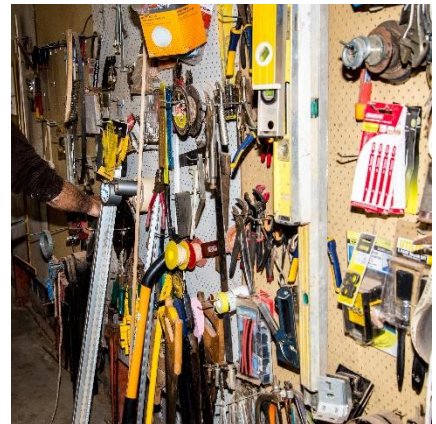
Code of Conduct

To achieve our Mission, we:

- Maintain an open-door policy and will not reject any person on the basis of race, disability, religion or age although some special conditions may apply. Certain restrictions may be placed on participation for physical safety reasons or if a participant needs the assistance of a carer (must be provided by the participant) or be deemed a prohibited person
- Provide a safe physical environment.
- Provide a safe and supportive social environment.
- Provide information about other services or agencies.
- Respect the rights and decisions of members.
- Respect the confidentiality and privacy of members.

The shed environment:

- Members using the workshop will be required to undertake a skills accreditation process before using machinery or tools. This is a requirement of our insurers.
- We will not tolerate abuse, violence, anti-social behaviour or infringements on the rights of others. Persons indulging in this type of behaviour may be asked to leave the shed.
- Members are expected to conduct themselves in a courteous manner towards Supervisors, Management Committee members, other members. This includes being considerate of other persons need for space, tools, materials and equipment.
- In the event of conflict, there are formal policies and procedures in the Rules of Association that outline the courses of action to follow.



Code of Practice

- The Men's Shed facilities and resources are for 'collective profit' not for personal profit.
- Programmes and activities need to be suitable to the aims and objectives of the Men's Shed.
- Prior to commencement of a project, the shed Committee and Project Coordinator will assess the proposal for its merit and suitability.
- We will not compete unfairly with local business.
- The Men's Shed identifies that it is necessary to generate an income from some projects and activities to ensure future financial viability.

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Structure and management

The Denmark Men's Shed is an Incorporated Association that is registered for GST. ABN 80 312 028 341.

The Rules of Association have been recently updated to meet current legal requirements for incorporated associations. It will be downloadable from DMS website (when available) or a hardcopy can be viewed at the shed.

The Denmark Men's Shed Management Committee:

- Is constituted under the Rules of Association to oversee the day-to-day activities of the Association in accordance with authority delegated for that purpose.
- Is to always act in the best interests of the Men's Shed, ensuring it remains sustainable, financially viable and actively supported by its members while adhering to its stated purpose and policies.
- Meets at least every month or as requested or required by the President

Election of office bearers

- All committee positions are elected positions and office bearers serve a two year term as outlined in the Rules of Association.
- Only financial ordinary members of Denmark Men's Shed are eligible to stand for election and are entitled to vote in the election. Associate members are not entitled to stand for election or to vote.
- The election will be held at the Annual General Meeting.
- Nominations for positions are to be sent in writing to the secretary twenty-eight days prior to the AGM date.



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Operational Programs

Program 1: Men and their well-being

Objectives:

- There is always a climate of friendship and an operating culture that is inclusive, friendly and conducive to enhancing the well-being of all members
- Members feel that their views on how to make activities better are sought and listened to
- The communal area is utilised as much as possible by other groups located on the precinct as well as other community partners and groups

Program 2: Men making things

Objectives:

- The workshop is always a safe environment which ensures low risk to all users of the shed
- To ensure workshop usage is guided by clear operational policies and training practices,
- To maximise work that supports the community and its organisations,
- To foster access by other individuals and groups whenever possible. Such access is conditional on those people and groups complying with DMS operational policies and safety procedures,
- To aim to utilise the shed for 5 – 6 days per week through a combination of member activities and utilisation by other community groups,
- To ensure that the shed does not compete with local businesses.

Program 3: Men engaged in the community

Objectives:

- Make a real contribution to the community,
- To add value to the wellbeing of men and their families in the community in ways that complement, and not duplicate contributions made by other organisations,
- Progressively add programs that include non-members, women and youth in the utilisation of facilities.

Program 4: Men ensuring DMS is financially and operationally sustainable

Objectives:

- DMS is a highly respected and well-known contributor to the local community,
- Membership to be attractive to all men over 18,
- Financial risk is limited by constitutional rules,
- Leadership quality and management of DMS is transparent, respected and valued,
- The constitution and governance policies to be best practice and fully support the operating model.

The DMS Business Plan describes how it is intended to implement these programs over the next three years.

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Financial Guidelines

As men's sheds grow, programmes and activities usually become more complex or adventurous. As a result, they may increase financial risk.

The following financial limitations are applied to minimise risk to the viability of DMS:

- For projects with materials, consumables and other purchases valued up to and inclusive of \$100, approval from two Committee Members or its approved delegates is required.
- For projects with materials and other purchases valued greater than \$100, written approval is required from the Committee or its approved delegates.
- All proposed capital expenditures to do with organisational and operational resources and facilities require a written proposal to the Committee and, where such expenditure may materially affect the financial position of the shed, approval is required from a majority of the members voting at a Special Meeting.

Contact Details

Postal: Denmark Men's Shed Inc. PO Box 780. Denmark WA 6333

Website: www.denmarkmenshed.com.au

Office holders and committee

President	<i>John O'Donnell</i>	0416 092919	President@denmarkmenshed.com.au
Vice President. Health & Wellness Co-ordinator	<i>Brian Humphries</i>	0418 947 978	wellness@denmarkmenshed.com.au
Secretary	<i>Bruce Grieve</i>	0413 849 237	Secretary@denmarkmenshed.com.au
Treasurer	<i>Mal Dickie</i>	0407 995 081	Treasurer@denmarkmenshed.com.au
Committee			
	<i>Wayne Banks</i>	0408 916 311	w.banks@westnet.com.au
Workshop Co-ordinator	<i>Roger Franklin</i>	0404 316 159	roger.franklin@taig.net.au
	<i>Peter Mather</i>	0427 761743	crispete1@gmail.com
	<i>Peter Moyle</i>	0419 041 066	moylesP.h@bigpond.com
	<i>Harry White</i>	0427 757 566	harold.white4@bigpond.com

Events and Facility Co-ordinator – Kevin Nayda . 0403338934 naydak@iinet.net.au

Links

DMS is a member of:

The Australian Men's Shed Association. www.amsa.org

Men's Sheds of Western Australia. www.mensshedsWA.org.au

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Presentation of \$195,000 grant from the Don Brandenburg Foundation – May 2019



Model of the proposed new shed.

MEMBERSHIP APPLICATION

Name				First name of partner	
Address					
Phone	Home		Email		
	Mobile		Date of Birth		
Next of kin/ contact in emergency	Name				
	Contact phone				
Brief working experience, trade/ profession etc					
Hobbies and/or interests					
Health status (tick any that apply)- optional	<input type="checkbox"/>	I am living with a chronic condition e.g. heart, diabetes, lung, mental health condition, asthma, cancer, allergies etc. that limits my ability to undertake some activities			
	<input type="checkbox"/>	I have a physical condition that limits my ability to undertake some activities			
Did you or your parent/s serve in the armed forces?	YES	Which branch of the services?			
	NO				
Which statement is <i>closest to the main reason</i> you have decided to join a men's shed (tick only one box)	<input type="checkbox"/>	I would like to use a workshop to make or repair things for home and/or make things for the community			
	<input type="checkbox"/>	I am mainly interested in learning how to use tools to make/repair things			
	<input type="checkbox"/>	I might use the workshop occasionally but am mainly looking forward to enjoying the company of a bunch of blokes in a friendly environment			
	<input type="checkbox"/>	My main reason for joining is to enjoy the company of a bunch of blokes in a friendly environment			
<i>I agree to abide by the Denmark Men's Shed Rules of Association and Code of Conduct</i>					
Signed				Date	
Approved (signed and dated by Sec.)				Date	

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