



## **Endeavour Hills Men's Shed Strategic Plan**

**2023 -2028**

### **Draft for members review.**

#### **Scope**

To provide an agreed and adopted plan for the members of EHMS to meet the aspirations of the association and the individual need of the members drawn from the Endeavour Hills and Casey society.

To provide planned and measurable steps and activities to achieve the purpose of the association as determined in the EHMS Rules (Purpose).

#### **EHMS Rules: Purpose of the Association**

The Endeavour Hills Men's Shed is a charity the purposes of which are to:

- \*To advance the physical and mental wellbeing of men and to prevent or relieve their social isolation.
- \*Provide a physical location that supports men to work on projects and engage in other activities in the company of men.
- \*Promote educational, recreational and social activities and the sharing of skills and ideas which are of interest to men.
- \*Encourage and undertake projects and charitable activities and partner with other organisations to contribute to the benefit of the broader community.

#### **Vision**

A socially connected, healthier, resilient and safe community of men who actively participate, achieve and contribute to society.

## **Mission**

Strengthen and promote the health and wellbeing of men and celebrate their culture, skills, knowledge, abilities and potential as mentors and respected community leaders.

## **Objectives**

- 1, To provide a healthy and safe environment both physically and mentally, for men who may have additional needs and requirements.
- 2.To develop a sound maintenance, cleaning and development schedule for the existing facilities both in the workshop and social areas.
- 3.To extend the range and type of equipment to meet emerging interests as determined by membership input and survey.
- 4.To provide membership growth and retention by establishment of a committee appointed charged with monitoring new member interest and induction/mentoring.
- 5.To expand social interaction for members by additional support to the existing social organiser by establishment of a subcommittee endorsed charged with providing an orderly array of social activities throughout the week and as a function of the Tuesday General Meeting.
- 6.To evaluate and gauge members interest and support for community activities and modify programs based upon existing members skills, interests and health/age considerations.
- 7.To formalise the administration of the shed and the duties of the committee.
- 8.Continue with and form strategic partnerships with other organisations within the City of Casey particularly in the suburb of Endeavour Hills.
9. To maintain a positive financial state that supports the Shed to meet expectations of members and external stakeholders (City of Casey, ACNC, government and audit reviewer.

## **2023**

Committee configures the Strategic Plan and leads discussion with membership during Tuesday General Sessions to acquire input and endorsement by the financial members. (Discussions, surveys, debate, etc). Committee approves the Strategic Plan and establishes any mechanisms including sub committees ready for the implementation.

Strengthen our approach to safety and protection of members by creting a risk analysis and providing detailed operating procedures and risk analysis for each machine in the workshop.

Develop succession plan including detailed listing of contacts passwords and usernames. Consider co-opting committee members to assist treasurer and secretary.

## **2023-2026**

### **Planned and measurable steps and activities:**

From membership interests organise a wide range of activities for member participation- Cycling, Walking, Exercise, Bowling, Card Games, Wood Turning, Music, Cooking, Mechanics, Art Class, etc. Each activity to have a designated convenor, and if applicable, timetabled shed access; approved funding; insurance; health and safety organiser. A “rogues gallery” of convenors be established so that new members can identify the group, time/frequency of activity, etc.

### ***Measurement (KPIs):***

Convenors report on the range of activities number of participants, prior to annual budget submission for funding in subsequent year.

### **Healthy and safe environment:**

Early in 2023 the committee to develop a risk management policy and appoint a designated officer (member) to oversee all activities of a health and safety issue. Arrange demonstrations/training for members wishing to use machinery and to suggest caution to those members who may exhibit competencies less than approved users. This evaluation to be subjective and non-binding as the designated officer holds no legal liability position but acts as advisory only. A list be displayed of those members who are familiar with each piece of machinery in the workshop and who can perform the task required (e.g., Operate drop saw). A further convenor/member be identified as a member contact for mental health issues such as perceived bullying. This responsibility could alternatively be the domain of the president or his deputy.

### ***Measurement (KPIs):***

Record maintained of accidents requiring first aid, external agencies (ambulance, doctor).

Develop a program for the referral of members with issues.

### **Sound maintenance, cleaning, program enhancement or emergence, shed induction every 3 months.**

The workshop area to be under the overall supervision of a Workshop Convenor who in conjunction with health and safety officer, approves all activities in the Workshop and allocates individual access by members to major tools as needed. Cleaning to be responsibility of workshop users and requisite for continued usage. A maintenance budget be prepared for major repairs or replacement and a consumables component be included. Both under the direction of the Workshop Convenor in consultation with workshop users.

Additionally, membership may advocate new purchases or needs including non-wood working equipment such as metal forming, vehicle maintenance, painting booth, etc. New initiatives to be included in subsequent budgets as approved.

The need for increased or more efficient materials storage will need to be addressed and may require consultation with City of Casey. Discussions should commence early in this period.

***Measurement (KPIs):***

1. Number of members trained in safe tool operation
2. Expansion of activities and variety of projects.

(1 and 2 in 2023 to create base for subsequent evaluations).

**Membership growth and retention:**

Whilst all members may introduce new or prospective members to the activities of the shed, for the total membership to grow to a possible 100 active members, a formal induction process is required. Production of a welcome kit needs to be updated in relation to the new premises and the activities offered. Transition from interest to sustained membership under the watch of a purpose formed subcommittee with and identified Convenor who personally introduces himself to the novice and maintains a follow up overview until the “newbie” has settled into EHMS membership. This responsibility can be spread across the subcommittee.

***Measurement (KPIs):***

1. A review of 2022 new member attendance may be used to ascertain the level of retention.
2. Aim to retain 80% of existing members and 60% of new members (less than 1 year). Increase overall membership until the recommended target of active members active members is reached.

**Social interaction:**

Membership may originally come from interest in “hands on” shed type activities. As members age and become less tool oriented (including hobbies) the needs for this association to provide for the health of its members becomes increasingly dependent on the non-shed programs of social interaction. The “talk to a mate” concept can be through this vital social interaction both planned and incidental. Great work is currently done by the

social activities director who plans a variety of activities. During this period (2023-2028) an expansion of speakers, outings, member life experience topics as well as a wide variety of simple activities for both mental and physical wellbeing of members should be implemented. A subcommittee under the social convenor is charged with developing a dynamic and diverse program for Tuesday General Meetings as well as evening events.

***Measurement (KPIs):***

In 2023 introduce 4/5 new group activities, excursions, or member/partner occasions. In subsequent years expand and maintain these programs (e.g., Partners Luncheon with meal prepared in shed kitchen by members).

**Support for community engagement:**

During the tenure of this strategic plan establish programs or protocols for community engagement. To this point community support has been initiated either by a request from an outside body (e.g., A school) or through a member aware of an organisation's needs. Sometimes a formal request may arrive by mail or telephone. In 2023 develop simple policies which assess the needs of the community (if possible) and the ability (manpower, time, interest, skills, etc.) of EHMS to meet the request. In addition, EHMS could initiate a community project based upon membership interests or support other community groups (such as Clean Up Australia or Bowel Cancer Awareness, for example). It is important to develop a protocol to protect members from over commitment and becoming disenchanted. Community engagement needs to be two-way satisfaction for the shed and members. Not all members may wish to be involved but if the shed undertakes a whole of shed support (egg a raffle for Cancer Research) then each member would be encouraged to join in the whole shed effort.

***Measurement (KPIs):***

A satisfaction survey of all members involved in community engagement to evaluate members levels of enjoyment/obligation.

**Formalise administration of the shed:**

The committee and general membership has been concentrated on establishment of EHMS in a permanent, fit for purpose, location. This has now been established and the facility is leased until 31<sup>st</sup> March 2030. From 2023 the administration (whilst governed by the Endeavour Hills Men's Shed Rules) can decide the finer details for a successful and ongoing leadership through development of policies and practices agreed by the members.

Policies which may need to be produced and endorsed include:

Members with additional needs including carers = Draft Policy written

Terms of Elected Committee positions, President, Vice president, Secretary, Treasurer.

Association with other Community Groups

### **Membership Committee**

By developing agreed policies to ensure that future disagreements can be avoided. How long can a member be president? One term, two, indefinite? Protocols need to be addressed now and with good will.

During the tenure of the period 2022 to 2028 EHMS should provide opportunity, training, and encouragement for many members to serve on committees, sub committees, as convenors or as elected office bearers. The shed will then benefit with a continuous interchange of ideas and enthusiasm.

### ***Measurement (KPIs):***

A healthy uptake of positions within the shed and willingness to serve even for one term in shed administration. No unfilled positions or over reliance on a small group of dedicated members.

### **2027:**

In this the fourth year of the strategic plan a review be undertaken to gauge if the first three years have achieved the projected outcomes and initiatives. To concentrate on bringing to conclusion any programs which have not yet been consolidated.

### **2028:**

Whilst maintaining the strategic plan in its final year, engage membership in developing a robust new plan for implementation in the following five years.

Plan for renewal of the building lease in 2030.

## Objectives

### Objective 1. Providing Facilities

| Objective  | Responsibility                             | Timeline  | Outcome  |
|--|--|-----------|--|
| Appoint personnel to oversee the safe and efficient operation of the facility by EHMS. | Committee                                  | 2023      | Authorised personnel appointed to oversee the operation of the facility.   |
| Create or review OH&S policies procedures and practices                                | Committee                                  | 2023      | OH&S Policy adopted.<br>Safety audit undertaken regularly.   |
| Review the 'Duty Officer' / 'Coordinator' roles and responsibilities                   | Committee                                  | 2023      | Duty Statement completed.  |
|  |  |           |  |
| Funding<br>Continue current funding activities and seek new opportunities              | Committee<br>BBQ Committee<br>EHMS Members | 2023-2028 | Financially sustainable and able to deliver desired programs projects and maintenance schedules.   |
| Developing a Community Hub for men   | Committee                                  | 2023-2028 | EHMS facility at Sydney Pargeter Reserve is recognised as a hub of activity for men with positive outcomes for their health and well-being and positive benefits flowing to the wider community. |

**Objective 2. Implement Health Initiatives**

| <b>Objective</b>   | <b>Responsibility</b>             | <b>Timeline</b> | <b>Outcome</b>   |
|--|-----------------------------------|-----------------|--|
| Identify and appoint 'Health Coordinator' to establish identify and establish a program for presenting health information to benefit members                       | Committee                         | 2023            | Responsible personnel appointed and program introduced.  |
| Health Coordinator to seek advice and assistance from City of Casey, DHS, and local health practitioners to develop and implement a health and well-being program. | Committee and appointed personnel | 2023            | Health and well-being principles and practise introduced |

**Objective 3. Develop and extend our programs and activities.**

| <b>Objective</b>   | <b>Responsibility</b>                                     | <b>Timeline</b> | <b>Outcome</b>   |
|--|---|-----------------|--|
| Review our programs and activities, consult members, and investigate internal and community opportunities. (Includes participation in community programs and projects) | Committee<br>Heath Coordinator<br>EHMS members            | 2023-2028       | Produce and 'Program and Projects' report which Identifies short-comings and makes recommendations for extending and/or introducing new initiatives.<br>Implement Report Recommendations |
| Develop and introduce a time bound schedule of programs and activities based on the 'Program and Projects' Report'   | Committee,<br>Calendar<br>Coordinator and<br>EHMS members | 2023-2028       | Schedule of sessions and timelines implemented.  |
| Seek funding opportunities to support the projects and programs.   | Committee   | 2023-2028       | Funds for programs and projects obtained.  |
|  |   |                 |  |



|  |           |           |   |
|--|-----------|-----------|---|
| Retain and increase EHMS membership, thus increasing our service delivery to a greater number of Endeavour Hills men | Committee | 2023-2028 | Membership longer-term target set and achieved.<br>Variety, number of programs and projects increased.<br>Non-member outreach extended. |
|--|-----------|-----------|---|

**Objective 4. Strengthen and extend our community partnerships.**

| <b>Objective</b>  | <b>Responsibility</b> | <b>Timeline</b> | <b>Outcome</b>                                    |
|---|-----------------------|-----------------|---|
| Review our community partnerships, consult members and our partners, and identify new opportunities within and utilising the new facility | Committee             | 2023-2028       | Submit recommendations to members for decision.   |
| Implement members decisions on partnerships   | Committee             | 2023-2028       | Community partnerships strengthened and extended. |
| Develop guidelines and appoint personnel as consult with community partners   | Committee             | 2023-2028       | Guidelines developed and Personnel appointed.     |