



A Men's Shed Toolbox

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1 Disclaimer

MENZSHED NZ Inc does not impose any requirements on sheds as to how they create their rules and implement financial, health and safety matters. The shed management team or governing body must attend too and take full responsibility for those matters.

This resource has been put together as an aid for emerging or established sheds to set up as a legal entity and some suggestions about important administrative matters. A significant number of links to other resources are scattered throughout. We make no apology for that - there is little point in restating what has already been created by experts in their field.

Sheds are encouraged to contact the nearest MENZSHED NZ regional representative for support.

- Northland, Auckland - [David Broadhead regrep1@menzshed.nz](mailto:David.Broadhead@menzshed.nz) (Auckland East)
- Waikato, Bay of Plenty, - [Keith Dickson regrep2@menzshed.nz](mailto:Keith.Dickson@menzshed.nz) (Mt Maunganui)
- Taranaki, Manawatu, Hawkes Bay, Wellington [Murray Campbell regrep3@menzshed.nz](mailto:Murray.Campbell@menzshed.nz) (Henley)
- Nelson, Tasman, Marlborough - vacant, contact Roger Bowman secretary@menzshed.nz
- Canterbury, West Coast - vacant contact Trevor Scott regrep4@menzshed.nz
- Otago, Southland - [Ian Miller regrep5@menzshed.nz](mailto:Ian.Miller@menzshed.nz) (Taieri)

2 MENZSHED NZ - Purpose

The objects for which MENZSHED NZ is established are to meet the needs of its member sheds by:

- Providing support and resources for member sheds and emerging groups aiming to establish a shed:
- Providing a central contact point for all member sheds:
- Maintaining a national register of sheds in New Zealand:
- Providing benefits to member sheds, such as discounted group insurance rates:
- Assisting member sheds to keep their members safe through quality health and safety information:
- Developing strategic alliances with key organizations:
- Supporting member sheds to be accessible to all men, regardless of ability, background, or culture:
- Organising national conferences and facilitating regional and local networking opportunities:

- Providing guidance regarding shed responsibilities, structure and operations:
- Providing information and guidance to enable member sheds to establish opportunities for effective and continuous learning where appropriate for skill transference and tangible outcomes.

MENZSHED NZ will not have any direct control or responsibility for any individual shed.

(Extract from the constitution of MENZSHED New Zealand.)

3 MENZSHED® Trademark.

The word MENZSHED and the logo is a trademark owned by MENZSHED New Zealand Inc. Sheds are welcome to use the word as part of their name or signage. We reserve the right to cancel the use of the word if a shed brings the men's shed movement into disrepute.

4 What is a Men's Shed?

A shed brings men together in one community space to share their skills, have a laugh, and work on practical tasks individually (personal projects) or as a group (for the shed or community).

The sort of projects a shed tackles is entirely up to the shed concerned, however most sheds around New Zealand take on some community projects, examples of which include building playgrounds for pre-school centres, repairing toy library stock, repairing old bikes for distribution to poorer communities, building planter boxes for the main street of the local central business district, and the list goes on.

5 Why establish a Men's Shed?

Men are known to have smaller circles of friends than women, so the shed offers opportunities to foster new friendships outside the social circles their partners establish.

Men's sheds are an ideal place for health professionals to gain access to men who may otherwise not take as much care of themselves as they could, and many sheds invite them to give informational talks and basic health checks at the shed in the men's own environment where they feel the informality makes for a more relaxed atmosphere.

Couples may find that after retirement, the change of suddenly being with each other every waking (and sleeping) hour can cause friction, so the shed is a great place to escape the stresses of "underfoot syndrome", and the result is that women are among the most ardent supporters of sheds.

6 Mind Map of Activities



The mind map can be viewed on-line [here](#).

7 How do sheds get started?

Who is interested?

How to get Publicity

- Newspapers
- Community weeklies
- Community radio
- Churches

Holding a meeting to gauge interest

- Choose venue
- Arrange publicity
- Identify and invite key allies
- Invite local journalist (or send an article for publication afterwards)
- Invite the MENZSHED NZ Regional Rep and a sheddie from a nearby shed
- Organise chairman

- Prepare programme, slideshows etc
- Gather names, phone numbers and email addresses of attendees
- Have promotional material to take away

8 Establishing the Shed Entity

8.1 Legislation Changes

All of the following notes are written under current legislation. A new Incorporated Societies Act is likely to come into force later in 2020. The option to create a Charitable Trust will not be available.

New shed initiatives ought to familiarise themselves with this [advice](#).

In anticipation of the changes, the New Zealand Companies Office has an on-line [Constitution Builder](#) that will generate rules compliant with the proposed new regulations.

8.2 Incorporated Society or Charitable Trust

Sheds are usually either an Incorporated Society, a Charitable Trust or auspiced (part of another organisation – church, council group). Useful resources are available at:

- **The NZ Companies Office** website has information about establishing a [Society](#) or a [Trust](#).
- **CommunityNet Aotearoa** – check this [Community Resource Kit](#).
- **Community Law** – Provides free legal advice, and includes guidance on establishing a [community group](#)
- **Bannister and von Dadelszen** (Lawyers, Hastings) have many resources at their [website](#) and Mark von Dadelszen's book "[Members Meetings](#)" is a great guide for the Chairman and others involved with committee meetings.

For a summary of the differences between an Incorporated Society and a Charitable Trust, [see here](#).

The following documents are provided to assist with creating your shed rules. Feel free to download them and modify as required.

- Example of Incorporated Society [Kapiti](#)
- Example of Charitable Trust [Oxford](#)

We suggest:

An Incorporated Society if sufficient numbers (15) to incorporate.

A Charitable Trust is also appropriate provided that the Trust is established along similar lines as to what is required for an Incorporated Society, ie it has a democratic set of rules that sets out what the Trust is for, how it is operated (governed) and in particular how the Trustees are appointed – preferably elected by the members as with an Incorporated Society. Just be aware of the legislation changes though - mentioned a couple of paragraphs above.

The reasons for an organisation to follow the Incorporated Society and registration with Charities Services include:

- an Incorporated Society is a more open and democratic organisation. The Societies Act requires rules to set out how the organisation will be operated regarding election of Officers, holding of meetings, membership etc etc. (Whereas with a Charitable Trust, a Trust can be established by just one or two persons with minimal rules, and as has happened in some cases can become autocratic.)
- Being an Incorporated Society and a Registered Charitable Entity means the organisation remains as a legal entity if for any reason the charity registration is cancelled (as has happened to some sheds through not filing the required returns). If the organisation is established as a Charitable Trust (as some Sheds are) then the whole organisation loses its legal status if the Charitable Trust is de-registered for whatever reason.
- Some legal advisers may advocate for Charitable Trusts – maybe because they think a Charitable Trust needs some on-going legal input.

Auspiced

Some sheds choose not to become a legal entity, instead operating within another organisation.

Matters to consider include:

- a formal written agreement between the two groups
- who owns what property
- operating principles.

8.3 Considerations for Rules

8.3.1 The purposes

This is the founding statement and guiding principles for the shed. It is important to get this correct at the outset! Here is an example:

The purpose of MenzShed Anytown is to provide an environment for men in the Xyz District to pursue their personal growth and develop a greater understanding of their role in their community and their family.

In particular MenzShed Anytown aims to be beneficial to the community by-

- providing premises in the Xyz District for men to have access to workshop facilities that enables them to share their knowledge, experiences and skills and work in harmony on projects for the benefit of the community or for their own personal benefit;
- promoting the benefits of men's personal growth as affecting the community and family;
- facilitating the understanding of men's issues by the community;
- providing educational activities and other programmes and projects consistent with the aims of MenzShed Anytown;
- liaising with other organisations to further the aims of MenzShed Anytown and benefits to the community;
- providing other support and assistance as may be consistent with the charitable purpose of MenzShed Anytown.

All of the activities of MenzShed Anytown shall be carried out within New Zealand and none of its funds shall be applied for purposes outside of New Zealand.

Pecuniary gain, individually or collectively, is not a purpose of MenzShed Anytown.

Notes

1 The example Purpose is not mandatory. It is over to the group establishing the shed to decide.

2 Men and women members

- No breach of Human Rights legislation occurs when a club restricts membership by age or gender. Read more [here](#).
- While the example Purpose above focuses on men, it does not exclude women or youth members. Some sheds are men only and others are for men over a specific age.
- If the shed wishes to have women members, consider how it will meet the MENZSHED NZ membership requirement where a shed is defined as *“a legally established organisation, either independent or under the umbrella of another legally established organisation, whose primary purpose is to provide an environment for men for their personal growth, well-being and understanding of their roles in family and community.”*

3 The NZ activities and pecuniary gain clauses are important for Charities Services registration.

8.3.2 Quorums

Be wary of setting quorum requirements for general meetings at 50% of members. Chances are, you may not achieve that level of member attendance, and so business cannot be conducted. That could be critical if you wish to modify Rules. More information [here](#).

8.3.3 Management Committee

Sets out the Officers (Chairman, Secretary, Treasurer) and any other members. Elsewhere in the Rules will be information about election and removal of committee members. Code of Conduct resource [here](#). Charities Services has a Resource for the Responsibilities of Officers [here](#).

8.3.4 Elections

The majority of organisations elect officers and trustees on an annual basis. Consider two or three year terms, since most elected folk serve 2-3 years or more anyway. That'll save a little work each year for the Secretary.

8.3.5 Liquidation

To register with Charities Services, a clause is required stating that funds and assets will be passed to another charitable organisation

8.3.6 Year end financial

Consider having annual accounts reviewed rather than audited. If an auditor was appointed then the person has to be a member of the Chartered Accountants Society and this means that a number of retired accountants/auditors would not be able to carry out the audit (preferably on a voluntary basis), because many professionals do not continue with the expensive society membership fees after they retire.

An independent review of the financial records and affairs of the shed is a less formalised process but it gives independent confirmation that the finances and affairs of the organisation are in order.

More information at [Lawyer Charities Services](#)

8.3.7 Cessation of Membership

Consider a cessation of membership that along the lines of “the Committee may in its absolute discretion immediately terminate membership.”

8.3.8 Complaints

Complaints are rare - what might be more likely is a “grump” about running out of tea or tools not being returned to the correct place.

But when a matter escalates to a complaint, whether by a sheddie (e.g. regarding the behaviour of a fellow sheddie) or a member of the public (e.g. poor workmanship), it’s wise to have a policy ready to follow. The policy might be specified in the shed constitution or held as a separate document.

Helpful Resource: [Community Net Aotearoa](#)

MENZSHED New Zealand Inc has a Complaints Policy. It is available [here](#).

8.3.9 Forming the Committee (roles, responsibilities etc)

The Rules may contain basic information about the roles of specific officers. Consider having a separate document that contains more detail, like this from [MENZSHED NZ](#).

8.3.10 Constitution/Rules

The Companies Office hosts an on-line Constitution Builder to assist drafting a set of rules.

- First read these [background notes](#).
- Then head to the [on-line tool](#).

8.3.11 Inaugural meeting

A few suggestions to consider

- Choose venue
- Invite prospective members
- Consider inviting the MENZSHED NZ Regional Rep
- Prepare agenda
- Call for nominations for specific roles and other committee members according to the Rules
- Deal with general business

- Schedule next meeting.

9 Joining MENZSHED NZ

After formally establishing as an organisation, the shed may apply to join the national association. It's not compulsory, but check out the member [benefits](#).

To apply, complete this on-line [application](#).

In processing applications for membership, the executive of MENZSHED NZ will take into account:

- the recommendations of the regional representative,
- the intent of the applicant shed (aims, objectives, marketing and operation) and
- any other information as required to reach a decision.

The evaluation criteria is that;

- the applicant shed is a legally established or auspiced organisation,
- the shed's primary purpose is to provide an environment for men for their personal growth and wellbeing.

10 Charitable Status

We suggest that your group endeavour to have a structure and rules that enables registration with **Charities Services** (CS). Some funding providers will not grant funds to organisations that are not registered. The advantages of CS registration should outweigh compliance matters (e.g. filing a Performance Report within six months of financial year end.)

As at July 2020, we are aware that 66 of 106 member sheds are registered with Charities Services.

When developing the Rules for the organisation, keep in mind the requirements under the Charities Act to qualify for registration as a Charitable Entity. There are four categories under the Charities Act for an Organisation to be registered as a Charity. The most appropriate category for a Shed is "Beneficial to the Community".

See guidance on applying for [charitable status](#) from Community Law.

Read more at Charities Services [here](#) and [here](#). Here is an [Annual Return Checklist](#) (if you're registered.)

11 Financial

Review the Community Resource kit [here](#)

11.1 Bank Accounts

Shop around the banks for a suitable account - push hard for an account that pays interest and no fees.

Other considerations:

- use internet based banking services to avoid needing a cheque book
- have three signatories so that you can maintain financial activity
- ensure at least two signatories approve internet payments or sign cheques
- encourage the Treasurer to copy statements to the committee as part of regular financial reporting.

11.2 Budgeting

Consider preparing a budget to ensure you have sufficient funds to cover regular expenses.

Suggested items include:

Expenses

Rent
Rates
Electricity
Telephone
Insurance
Coordinator contract
Shed maintenance
Tea, coffee, guest hospitality
Small tools
Large capital items (lathe, sawbench)
Fasteners
MENZSHED NZ sub 😊

Income

Member subs
Grant applications
Sales of shed manufactured products
Sales of surplus and donated equipment

11.3 Membership Fees

Auckland East \$50 p.a.

Dargaville \$30 p.a. \$2 per visit for tea, coffee milk, sugar, biscuits.

Hibiscus \$75 joining fee, \$100 annual fee.

Kapiti Shed \$20 p.a. with a gold coin in the tin to cover tea, coffee milk, sugar each time a member comes to a shed session. With 20 to 30 chaps turning up each session, provides the Shed with quite a good income - much more than the costs.

Tapawera \$20 p.a. No donation for tea and coffee

Waimea \$40 p.a. No donation for tea and coffee

11.4 Accounting Packages

Sheds typically use spreadsheet software - Microsoft Excel, Google Sheets or Apple Numbers.

There are commercial opportunities too - Xero, MYOB. They're plans that you pay for each month. They will integrate with the bank account and you

11.5 How to make an income for the shed (to pay rent, power etc.)

- Expect members to pay a modest annual sub (but make it too high and you will lose prospective members)
- Picnic tables and outdoor furniture can be good earners
- Repairs to toys, furniture
- Support community events and expect a donation for manpower (e.g. car parking)
- Painting and maintenance of community facilities and expect a donation for manpower plus materials at cost.
- Some funding providers will make grants for operational costs, but do not become too reliant on these.
- Sell surplus equipment, donated tools and furniture using
 - [TradeMe](#),
 - [Facebook Marketplace](#)
 - Garage Sale.

11.6 Getting funding

Have a look at the Community Matters [website](#) for an overview and then [here](#) for well known funders. Good [resource](#) at Charities Services too.

Most libraries will have free access to the website [Generosity NZ](#) where you can search a database of NZ funders that may be willing to receive a grant application.

Many councils also offer funding for community organisations, check their website.

Tips:

- thoroughly read the application criteria - don't waste your or the funders time applying when you don't qualify
- discuss your proposal with a rep from the funding organisation - you will almost certainly get a tip or two about preparing a successful application
- formally move a motion to apply for a grant at a committee meeting
- if applicable, make sure your Charities Services profile is up-to-date
- provide all of the supporting documents at time of application - incomplete applications will be whittled out first
- consider a funding resource document that can be reused - see this Howick [example](#)
- send a thank-you letter or email whenever a grant is approved
- file whatever compliance information is required when the grant is spent.

11.7 Raffles

An overview of the [regulations](#).

11.8 Year End Activity - Review or Audit?

Your Rules will state what is required. The term **audit** implies something in excess of what is required for typical sheds.

Most sheds will get by with a **review** by an independent person with basic accounting skills. It is less formal than an audit, yet gives members and funders confidence in the shed's accounts.

More information at [Societies Office Lawyer Charities Services](#)

An example disclosure letter for financial reviewer [Disclosure letter](#)

11.9 Charities Services Reporting

If the shed is registered with Charities Services, a Performance Report will be required.

- Most sheds will come within the bottom level, Tier 4, for Charities that have annual operating payments of less than \$125,000. A simple cash accounting system can be used to record the transactions in and out of the bank account. Details [here](#).
- Here is a webinar to assist prepare the report: <https://bit.ly/35dg0Yu>
- Tier 3 is for Charities that have operating expenses of between \$125,00 and \$2 million. They have to use an accrual accounting system. Details [here](#).

11.10 Getting sponsorship

11.11 Fraud and Scams

Don't lose your shed's hard earned funds through fraudulent activity or falling for scams.

- The Charities Services has "[Top 10 Tips for Fraud Protection](#)" and other resources on their [website](#).
- Check out the Commission for Financial Capability's "[Little Black Book of Scams](#)"

12 Committee Meetings

Your Rules will likely set the minimum requirements for committee meetings.

A useful resource for the conduct of meetings is this book [Members Meetings](#).

Difficult meeting coming up? [Advice for the Chairman](#).

13 Records and Record Keeping

Here's a good overview:

- [Essential Record-Keeping](#)

13.1 Privacy of Member Records

The Privacy Act 1953 applies to societies and charities, so that legislation is applicable to your member records. Consider this extract from the website of lawyers BANNISTER & von DADELSZEN:

Privacy Principle 1 in the Act says an agency such as a society can only collect information for a lawful purpose connected with a function or activity of the agency and if such collection is necessary for that lawful purpose. The best advice is that organisations should collect only what information they truly need. Societies registered under the Incorporated Societies Act 1908 are obliged by section 22 to maintain a register of members including “the names and addresses of the members, and the dates when they became members.” Collecting that information (and any other information specified in a society Constitution) is clearly “necessary,” and will similarly be “necessary” for charities incorporated under the Charitable Trusts Act and also for unincorporated entities. That type of information covers the basics to send out membership renewal notices, newsletters and the like, and to compile a membership contact list.

Helpful resources:

[Bannister & von Dadelnszen](#)

[Privacy Commissioner](#)

Sheds need to:

- appoint a Privacy Officer to oversee compliance (shed secretary or chairman?)
- consider how members' information will be stored
- what information is reasonable to collect
- who has access.

Note: MENZSHED New Zealand Inc has a record of sheds and the names, addresses and phone numbers of at least one and often two officers. The contact information is usually available on the shed web pages at www.menzshed.nz to facilitate public access to shed contacts. Despite the information being available on webpages, the policy of MENZSHED NZ (confirmed at an executive meeting on 28 September 2020) is that the database file will not be released as a file for other organisations, sheds or sheddies.

14 Tax

When you have the organisation set up, you are recommended to register with Inland Revenue Department and get a [tax number](#).

Also review [this information](#) about applying for tax exempt status, which is easier if you are already registered with Charities Services - more [information here](#).

Charities registered by Charities Services are exempt from income tax and don't need to file an income tax return, regardless of their annual turnover. [Source here](#).

If you are asked to issue a receipt for a charitable donation, check [this information](#).

15 Email

During the establishment phase of a shed, people tend to use their personal email account. Inevitably these accounts get used for registration with the Societies Office, Charities Services, the bank. As officers change, the address doesn't get updated and important communications get lost.

We recommend that sheds consider using a free corporate style email account. A very good option is Google which provides email – Gmail.

You could have addresses for each officer like this

chairman.xyz.shed@gmail.com

secretary.xyz.shed@gmail.com

treasurer.xyz.shed@gmail.com

... or just one account xyzshed@gmail.com and a shared password.

Each address can be shared with the others, so if one of the team is out of action, another person can access or reassign the account.

Google Gmail is by far the most popular choice of sheds with corporate addresses. Gmail also powers the MENZSHED NZ Executive email.

Google can also provide a shared drive (cloud storage) and popular applications Sheets and Docs (the equivalent to Excel and Word). It is a great way of storing your important documents – registrations, rules, minutes, financial reports, correspondence.

Ensure two or three other members are aware of the password. At least two sheds have lost control of their account through a sheddie going rogue.

Get started with Google [here](#).

Another option for sheds that have a website domain, is to use emails accounts associated with the domain, styled e.g. secretary@xyzshed.nz .

16 Google Apps

Think Gmail, Docs and Sheets on steroids. More cloud storage, multiple email addresses, file sharing.

If your shed is registered with Charities Services, you become eligible for “[G Suite](#)” and other benefits. Here's how - two steps:

- First join with [Tech Soup](#). That's free for basic membership.
- After your shed has been accepted, then you apply for G Suite.

If your shed has a domain, you then link the domain to the Gmail addresses. As an example, MENZSHED NZ owns the domain "menzshed.nz". Our Gmail addresses are then styled "secretary@menzshed.nz"; "treasurer@menzshed.nz"

Our member database in Google Sheets, policies and other corporate documents in Google Docs are easily shared amongst the executive.

Google services could offer a paperless solution for your membership records - an on-line membership form that hooks up with a database. For an overview, read [this](#).

And while on the topic of records, from time to time you will be asked to sign forms that have been emailed as a pdf. Sure - you can print the form, ink in the date, signature, address, then scan the form again to return. But there are apps that you can download to annotate the form without printing and scanning. Foxit Reader- <https://www.foxitsoftware.com/pdf-reader/> will do the job. You can store a signature within the app to paste where it is required. And add whatever text is necessary.

17 Donations

Equipment and materials:

An example from the Henley shed of how to manage donated resources. [Who owns it](#).

Money:

Sheds having approved donee status from Inland Revenue (usually by being registered with Charities Services) may be asked to supply a receipt for a charitable donation from a shedder or other donor. When the Charities Services Registrar registers the organisation as a Charitable Entity, the Registrar will also advise IRD of the organisation's charity and donee status if the "donations" box is also ticked in the Charity application form as having donations as part of the organisation's income stream. IRD should then send a letter to the organisation to confirm the organisation's "**Donee organisation status**" which means that any donor can be issued with a tax receipt for a donation of \$5 or more for the donor to claim a tax rebate. Also, a Donee organisation is exempt from the payment of tax on bank account interest and most bank accounts will also be exempt from fees.

Specific information must be provided on the receipt - [see here](#). Consider a self inking rubber stamp which shows the Organisation's Name, the Tax Number, and the Registered Charity Number. The Wellington Rubber Stamp Co is good for this.

See also these articles about donation rules, definitions:

Not for Profit [resource](#).

IRD definition

The GST treatment on any payment depends on whether it's an unconditional gift or not. An unconditional gift is a voluntary payment to a non-profit body where the person making the payment doesn't receive any direct benefit from it in the form of goods or services.

18 Premises

18.1 General

If you are looking for premises, consider all options...

- Sunday school halls [New Brighton](#)
- Church
- Scout hall [Tapawera](#)
- Railway station [Whangarei](#)
- Club rooms on council domains [Auckland Central](#).
- Hospital facility [City Wellington](#)
- Surplus council property [Invercargill](#)

A shed that took up an opportunity of a building on a family owned property found themselves homeless after the property was sold. And beware the owner offering a building with an ulterior motive - keeping the value of shed improvements, expecting other property maintenance etc.

Take care that if your building is on a council reserve, that you understand the lease agreement and the title to the building. If the shed opts to vacate, the council may insist on the type of organisation that the building may be sold too.

18.2 Noise

Noise arising from the use of machinery or power tools is a health & safety matter - the next Section 19 deals with workplace hazards. Hearing protection should be available to anyone operating noisy equipment.

In addition, each shed should aim to be a good neighbour. The Resource Management Act requires noise affecting neighbours to be kept to reasonable levels. Each Council has applicable guideline noise limits in their district plans which need to be complied with, however applying common sense about where and when noisy activities take place can avoid most problems.

If you need advice around dealing with any noise complaints received from neighbours or when applying for a resource consent to establish a new shed, Malcolm Hunt is a now-retired environmental noise specialist with 30+ years experience who has offered to assist men's sheds (for free). Applying for a resource consent can sometimes result in neighbours expressing fears about noise from a proposed new shed, however mostly there are no issues at all with noise from a well run and organised shed. As neighbours' fears about noise can hold up obtaining resource consent, Malcolm has offered to help by providing the necessary reports and noise readings if necessary. His experience at the Kapiti shed and elsewhere is that neighbours generally do not experience any noise problems from a well run shed.

If you're wanting assistance with noise issues due to complaints or when applying for resource consent, contact Malcom at mha@noise.co.nz or by phone on 027 444 9848.

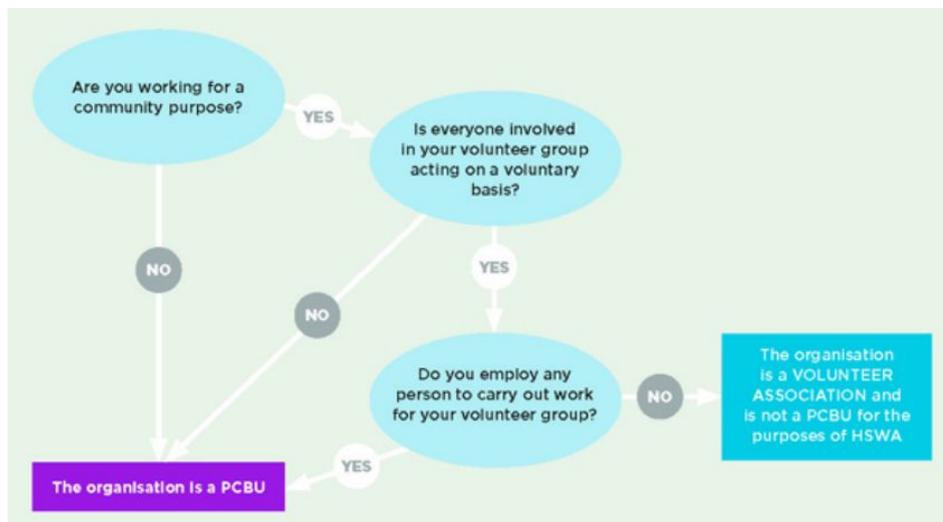
19 Safety in the shed

19.1 Does the Health and Safety at Work Act 2015 (HSWA) apply?

If your shed has no paid staff, the answer is - no. See advice [WorkSafe Citizens Advice Bureau Community Law Manual](#)

If your shed directly employs any staff, the answer is - yes.

See this decision matrix from the WorkSafe website



If your shed engages a person (e.g. a shed coordinator) on a contract basis, that person has the responsibility as a PCBU to comply with the HSWA.

19.2 Our shed is not a PCBU - what are the obligations?

A guide for voluntary organisations is available for download [here](#). The guide is out of print, but it was supplied from Worksafe in July 2018. It is unknown if it will be updated, but it is a good read. See also the Health and Safety Toolbox from Community Waikato - download [here](#).

See also resources on the MENZSHED NZ website [safety section](#).

19.3 Our shed is a PCBU - what are the obligations?

We recommend that your shed reviews all of the relevant guides at WorkSafe. [Start here](#). You may wish to take independent advice.

19.4 Our shed hosts groups - what are our obligations?

Consider a relationship that a shed may have if it hosts visits of people with disabilities, e.g. with IDEA Services, a division of IHC. IDEA Services is a PCBU and have a responsibility to ensure that their people are safe at the shed.

If you have decided that your shed is a PCBU then you too have responsibilities within your Health and Safety Plan.

If your shed is not a PCBU, then you still have what is referred to as a “General Duty of Care” for your visitors.

19.5 Electrical Safety

[Switchboard](#)

[Switches and cables](#)

[Electrical tools](#)

[Test and tag](#)

19.6 Machine safety

19.7 Fire

Sheds will require as a minimum, a Fire Evacuation Procedure. Depending on membership and activities, you may instead require an Approved Fire Evacuation Scheme.

To determine what your shed needs, [check here](#).

Fire Evacuation Procedure [example](#). You can download the example and modify to suit your shed.

Extinguishers

19.8 Hazardous Substances

Under development

See (but note that sheds usually don't meet the definition of a Workplace)

<https://worksafe.govt.nz/topic-and-industry/hazardous-substances/managing/what-the-hazardous-substances-regulations-mean-for-you/>

<https://worksafe.govt.nz/dmsdocument/3609-what-the-hazardous-substances-regulations-mean-for-you>

And

https://nzsaftyblackwoods.co.nz/content/pdf/58bb56ca-ab4a-4f44-a4fb-eacad9cba65e.pdf?utm_source=Ubiquity%20Email&utm_medium=Ubiquity%20Email&utm_campaign=Stay%20Safe%20on%20Site_Ha

19.9 First Aid

Information for sheds to consider [here](#).

20 Insurance

20.1 Building

Consider who owns the building and whether the men's shed is responsible for organising cover.

If the shed owns it, are you going to cover actual replacement value or a lesser sum and rely on fundraising for a rebuild.

20.2 Contents

Are you going to insure all of your tools and equipment or fundraise for replacements if fire, vandalism or theft incidents happen.

20.3 Public Liability

Think carefully about damage to property that sheddies might cause working outside or off-site. Or by causing illness or injury that is not covered by the Accident Compensation Commission.

20.4 Statutory Liability

How might your shed handle the defence costs, fines and penalties as a result of unintentional breaches of New Zealand laws and local authority rules. Reparation may be ordered for breaches under the Health and Safety at Work Act (if applicable.)

20.5 New Builds

It is essential to organise insurance before the build starts.

20.6 Rothbury Brokers

MENZSHED New Zealand, in partnership with Rothbury Insurance Brokers, has developed an insurance facility to ensure all our member sheds have access to a comprehensive level of insurance cover to give you the protection you need.

The MENZSHED facility includes two types of policies:

- **Material Damage** to protect your equipment and this includes everything from tools to lathes.

- **Public and Statutory Liability** to protect you from any accidental damage or injury you may cause to third parties, or any unintentional breaches of the law (including the Building Act, Resource Management Act and the Health and Safety Act – although fines cannot be covered for the last Act according to the law.
- **Other types of policies** can be provided if required.

You can read more about our MENZSHED Insurance Facility on our [website](#).

Bruce Mawson and Lee-Anne Marsh from Rothbury Insurance Brokers are both very experienced and on hand to help you with whatever insurance needs you may have, so please contact them [directly](#).

Carole Hellyer is our dedicated Claims Adviser. Queries to WellingtonClaims@rothbury.co.nz or 04-494-1516.

21 Publicity

21.1 Websites

MENZSHED NZ hosts a [website](#) with a free listing for each men's shed in NZ.

Many sheds have their own website too. Some examples: [North Shore](#) [Henley](#) [Napier](#) [Kapiti](#)

If you are going to run your own site, it is critical that the password for maintaining the site is known by at least a couple of your officers. Keep the content up-to-date. Derek Tutill from the Whangarei Men's Shed has produced a great resource - [read it here](#).

A website blog run in parallel with social media is a good idea because many sheddies aren't Facebookers.

During 2017 and 2020 MENZSHED surveyed sheds regarding websites, social media and communication methods. [Read the results here](#).

21.2 Social Media

Several sheds are using Facebook. Examples: [Tairawhiti](#) [Halswell](#) [Kerikeri](#)

Remember that you are creating a Page, not a Person. Get started [here](#)

Make sure that at least two sheddies are [Page Administrators](#).

Here's how to turn off the Facebook message system and replace it with a button to send to your shed's email. [Turn off messaging](#). [Add email](#).

Shedders with a Facebook account are also welcome to join the MENZSHED NZ shed forum. Join [here](#).

21.3 Other Opportunities

Shedder apparel - caps are popular, and some sheds have shirts too. Examples [Henley](#) [Tapawera](#)

A banner for the shed gate or at shed events. Example [Teardrop style](#)

Prepare a flyer - examples [North Shore](#) [Henley](#) [Auckland East](#) [Oxford](#) [Kapiti](#) [Napier](#)

Stickers for vehicles and products manufactured or refurbished.



Visit local businesses and introduce yourself and the shed.

Get to know local radio stations/newspapers for public notices etc.

Get onside with your local council, church, school and police.

Publish a newsletter for members, supporters and sponsors. Contact secretary@menzshed.nz if you would like to receive newsletters from other sheds as examples and for ideas.

Examples here too [MENZSHED NZ](#) [Howick](#) [Naenae](#) Waimea

Offer to help at public events - e.g. manage car parking.

21.4 Publicity Suggestions

Sheds should think about a vetting process for publicity, whether it be on the website, social media or newsletter.

- Do any pictures contain obvious H&S breaches? E.g. sheddies on scaffolding without safety rails, using machinery without personal protection gear. Sometimes things get forgotten in the haste to complete a task, but there's no need to publicise it!
- If you're thanking supporters or sheddies, has everyone been included?

21.5 Privacy Considerations

Sheds are subject to the Privacy Act 2020. Private information includes:

Anything about an identifiable, living human being is personal information, and it doesn't have to be in any way sensitive or "private." For societies and charities personal information may include information about members and former members (name, home, postal and email addresses and phone numbers, offices held, awards, skills, references,

and photographs), but also information about individuals other than members who may have been assisted or trained by the organisation. That information may be held in membership registers, meeting minutes, written and electronic correspondence, newsletters, websites, etc. (from website at Bannister & von Dadelszen, Lawyers)

As introduction, review these articles:

[Privacy Commissioner](#)

[Privacy Principles](#)

[Bannister & von Dadelszen](#)

Does your shed have a designated Privacy Officer? Read what is expected [here](#).

It is generally lawful to take and publish photos of people in public places, with some obvious exceptions as outlined in these articles:

[NZ Law association](#) [Privacy Commissioner](#)

To avoid complaints, it would be wise to tell the group (and parents if children are included) how the photograph will be used, so there is an opportunity for subjects to opt out of the shot.

Make sure your PR person has the designated Privacy Officer or another committee member review publicity material (newsletter, social media posts) before release.

22 How to handle community projects

22.1 Schools:

Shedders may be asked to volunteer at schools or early learning centres, e.g. in woodwork classes to support teaching programme or students, other times a one-off to refurbish an item.

It is recommended to attend with a buddy.

Shedders should expect the following to happen:

- a one-off visit - signed in at the school office, expect to wear a name-tag.
- regular visits - expect to undergo a police vet (criminal background check) and briefing/compliance with the school's Risk Analysis and Management System.
- never ever must a shedder be alone with a student in a classroom or other area of the school.
- Undertaking a playground construction will require suitable fencing to keep children out of the work area.

August 2020 - more content is expected from a school principal.

23 Persons with Disabilities

This section is a work-in-progress.

Review the language. See this [guide](#) from Human Rights Commission. Persons or People? Answer [here](#).

24 Children

A few sheds have children attending - as part of a holiday programme or during the holidays with Grandad.

Here is the definition of a child - the *United Nations Convention on the Rights of the Child* states in *Article 1*, that 'child' means every human being below the age of eighteen years unless under the law applicable to the child, majority is attained earlier.

Here is an extract from NZ Human Rights Commission material - the "protection rights" ought to apply if a child is at a shed.

WHAT ARE CHILDREN'S RIGHTS?

Children and young people (all human beings under the age of 18) have the same basic human rights as adults. Children also have specific human rights that recognise their special need for protection.

Children's rights are commonly viewed as falling into three categories: provision rights, protection rights and participation rights. Provision rights include the right to an adequate standard of living, the right to free education, the right to adequate health resources and the right to legal and social services. Protection rights include protection from abuse and neglect, protection from bullying, protection from discrimination, and safety within the justice system. Participation rights include the right to freedom of expression and the right to participate in public life.

Thoughts from MENZSHED NZ....

- do the sheddies actually want children at the shed
- does the shed have suitable resources, projects to undertake
- the shed ought not be a child minding service
- insist (or at least encourage) a parent, caregiver, teacher to attend and manage behaviour, safety
- do the supporting sheddies have the skills to manage children and unsuitable or dangerous behaviour
- sheddies must understand never to be out of sight of other sheddies while alone with a child
- a NZ Police vetting check is recommended. But as volunteers, sheddies are not subject to the requirements of the Children's Act 2014, but may still undergo a standard Police vet. [More here](#).

Visit the [Child Matters](#) website for resources. This [article](#) by Mark von Dadelszen located at the website of The National Association of Woodworkers NZ Inc is worth a read.

25 Condolence Messages

At some stage, the shed Chairman or Secretary will need to prepare a condolence message to mark the passing of a sheddie or sheddie's relative. These guides will help you get started.

[Email](#) [Card](#)

27 Men's Health Resources

Check the MENZSHED NZ [website](#)

28 Smoking, Alcohol and Recreational Drugs

This section is a work-in-progress.

29 MENZSHED NZ Supporters

The national association is funded in two ways:

- A modest \$25 per shed per year. This rate has not changed since establishment in 2000.
- The greatest contribution to our financial requirements comes from generous supporters:



30 International

Here some links to global men's sheds organisations.

Websites	Social media (Facebook)
International Men's Sheds Organisation	
Australian Men's Sheds Association (AMSA)	https://www.facebook.com/australianmensshedassociation/
Irish Men's Sheds Association	https://www.facebook.com/irishmensshedsassociation/
Mens Sheds Australia	
UK Men's Sheds Association	https://www.facebook.com/UKMensSheds/
Mens Sheds Cymru (Wales)	https://www.facebook.com/MensShedsCymru/
Canadian Men's Sheds Association	
Scottish Men's Sheds Association	https://www.facebook.com/ScottishMensShedsAssociation/

US Men's Sheds Association	https://www.facebook.com/usmenssheds/
	Cayman Islands

31 Appendix 1 Mind Map Data

This bulleted list is used to generate the Mind Map. Add or remove items then import to MindMeister to regenerate the map. Login details held by the Secretary.

Available to view at <https://www.mindmeister.com/1168906510?t=3sCaY73nIV>

Establishing a Men's Shed

- Getting Started
 - Public meeting
 - Visit other sheds
 - Regional Rep support
 - Build relationships
 - Community Groups
 - Church
 - Women's groups
 - Local Government rep
 - Advertising
 - Social media
 - Community newspapers
- Corporate
 - Form Organisation
 - Incorporated Society
 - Charitable Trust
 - Auspiced
 - Register with IRD
 - Establishment Committee
 - Chairman
 - Secretary
 - Treasurer
 - Other roles
 - Charities Services registration
 - Establish regular meeting procedures and routine
- Communications
 - Dedicated shed email account (e.g. Google Gmail)
 - MENZSHED NZ webpage listing
 - Own website
 - Social Media e.g. Facebook
- Financial
 - Choose bank
 - On-line transactions
 - Minimum three signatories

- Audits vs Reviews (incorporate decision within Rules)
- File annual reports (Societies office, Charities Services etc)
- Safety matters
 - Policy
 - Sheddie induction
 - Equipment checks
- Physical Shed
 - Rent vs Purchase
 - Equipment
 - Seek donations
 - Seek grants
- Insurance
 - Consider MENZSHED NZ group scheme
 - Always arrange cover before a new build or extensions