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**Community Shed Policy**

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<b>Policy Owner:</b>	Place Activation
<b>Contact Person:</b>	Manager Place Activation
<b>Date of Approval:</b>	Date the policy was approved by Council and Resolution Number

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**POLICY STATEMENT**

The **City** is committed to supporting the development of sustainable, proactive and community focused **Community Sheds**.

**POLICY OBJECTIVE**

The purpose of this policy is to clarify the nature and extent of support the City is able to provide to Community Sheds within the City of Wanneroo, and to articulate the City's expectations of Community Sheds in receipt of such support.

This policy will:

- Support the development, sustainability, and operation of Community Sheds as community resources that promote social connection, skill development, and improved health and wellbeing;
- Clarify the City's role in supporting and facilitating Community Sheds, including the allocation of resources and facilities (including land);

The focus of this Policy is on the co-location of Community Sheds within existing private or private commercial facilities throughout the City.

**SCOPE**

This Policy applies to **not for profit** groups seeking access to land or facilities for the purpose of constructing and/or operating a Community Shed.

**IMPLICATIONS (Strategic, Financial, Human Resources)**

Community Sheds are community-based, non-profit, non-commercial organisations and whose primary activity is the provision of a safe, friendly and welcoming environment where men and/or women are able to work on meaningful projects at their own pace in their own time in the company of others. Community Sheds seek to advance the health and wellbeing of their members, promote social connection, improved health and wellbeing, and encourage social inclusion.

The Community Shed Policy will be supported through existing resources, staffing, and processes.

The Policy aligns with the following objective within the Strategic Community Plan 2017 – 2027:

- “1     **Society**
  - 1.1    **Healthy and Active People**
    - 1.1.1    *Create opportunities that encourage community wellbeing and active and healthy lifestyles”*

## **IMPLEMENTATION**

### ***Guiding Principles***

The City will:

- Encourage the siting of Community Sheds within existing private or private commercial facilities and land throughout the City;
- Assist with the provision of information and support to Community Sheds regarding their establishment, self-sufficiency, attracting volunteers and members, governance and building capacity to operate effectively;
- Where appropriate, assist with discussions between Community Sheds and community organisations, schools, land developers, etc. to identify co-location and partnering opportunities; and
- Provide access to existing **City owned or managed facilities** through a hire or fee waiver arrangement in accordance with the Facility Hire and Use Policy and the Donations, Sponsorships and Waiver of Fees and Charges Policy.

The City will not support:

- Provision of **Freehold** land (in accordance with the *Strategic Land Policy*);
- Cash or in-kind contributions towards facility design, construction or operational costs;
- Provision of **self-supporting loans** for facility construction or operational costs;
- Committing to being a guarantor on any Community Shed financial loan or commercial lease arrangement.

The City will only consider **land lease** arrangements for **Crown Land** or **Community Purpose Sites** for the purposes of constructing and operating a Community Shed as a last resort and only once it has been ascertained that there are no other options available.

Where a land lease arrangement is considered appropriate the City will support no more than three Community Sheds in this manner. Siting of Community Sheds in receipt of such support shall be geographically spread across the City to provide equity of access. Consideration will be given to community demand, future growth, accessibility, and proximity to related amenities. Any City approved land lease arrangements will be governed by the *City's Leasing Policy*.

Where in principle consent is given for the use of City managed Crown or Community Purpose land, it will be held for a maximum term of three years pending the attainment of funding and other necessary approvals.

Additional Community Sheds are encouraged to investigate alternative leasing arrangements at a **private** or **private commercial facility** or use of existing community facilities in accordance with the City's Facility Hire and Use Policy.

Where the City is prepared to consider requests from a Community Shed for the provision of facilities; including land for the purposes of constructing and operating a Community Shed, the Community Shed will be required to provide supporting evidence. The Community Shed will:

- Have been in operation for at least three years;
- Hold membership in the WA Men's Shed Association or other equivalent Community Shed memberships and have support and/or involvement from these organisations in the activities governed by this Policy;
- Demonstrate an ability to raise the necessary funds towards construction of a facility;
- Be able to meet all ongoing operational costs related to the facility;
- Obtain all relevant insurances associated with establishing and running a Community Shed;
- Collaborate and seek partnerships with other community organisations to identify opportunities for multiuse and/or co-location, to enhance likelihood of securing external funding;
- Build financial reserves through fundraising, external partners, and a broadening of revenue streams; and
- Have provided the City with a Business Plan incorporating strategies for securing long-term premises, membership growth, and financial sustainability.

In addition, the Community Shed will need to abide by the following conditions:

- Comply with the operational principles and processes set out in any Lease Agreement;
- Retain membership in the WA Men's Shed Association or other equivalent Community Shed memberships and if not Community Sheds will need to demonstrate to the City why support should continue to be provided under this Policy;
- The facility will be available for co-location and use by other community groups to maximise usage and community benefit;
- Ensure the appearance and aesthetic of a Community Shed is reflective of the local character and amenity to City standards;
- Be inclusive of all community members, cultures, abilities, and genders; and
- Provide annual operational reports to the City, including a financial report.

## **ROLES AND RESPONSIBILITIES**

The Place Activation Service Unit will be responsible for the administration, enforcement, publication and compliance of the Policy. Any need for further clarification will be referred to the Manager Place Activation.

**The City's role is as follows:**

*Facilitator*

- Building capacity within Community Sheds to enhance governance practices and sustainability;
- Encouraging co-location opportunities and partnerships.

#### *Advocate*

- Promoting awareness of Community Sheds.

#### *Owner/Lessor*

- The City may be responsible for managing/leasing the land or facilities on which a Community Shed is located.

### **A Community Shed's role is as follows:**

#### *Partner*

- Working with other agencies and community groups to support the resourcing, development, and operation of a Community Shed;
- Identify and develop opportunities for co-location and shared use of land or facilities.

#### *Community Leader*

- Identify opportunities to contribute to the local community through social programs, training, and community projects.

#### *Administrator*

- Demonstrate the skills, structure and processes to manage the administrative requirements, membership, activities, and maintenance of the land and or facility;
- Demonstrate the capacity to meet costs, insurances outgoings, and financial requirements.

#### *Project Manager*

- Be responsible for the planning, funding, construction, lease, fit-out (including utilities) and ongoing maintenance of the Community Shed.

### **DISPUTE RESOLUTION**

All disputes in regard to this policy will be referred to the Director Community & Place in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the Chief Executive Officer for a ruling.

### **EVALUATION AND REVIEW PROVISIONS**

This Policy shall be subject to review every two (2) years.

### **DEFINITIONS**

*DEFINITIONS: Any definitions listed in the following table apply to this document only.*

<b>City</b>	The City of Wanneroo.
<b>Community Shed</b>	Refers to either a Men's Shed, Women's Shed, or both.

<b>Not for Profit</b>	The term Not for Profit generally relates to incorporated bodies. Those bodies are not necessarily precluded from making profits but are regulated by the <i>Associations Incorporation Act 2015</i> so as members of the association are not entitled to share in any pecuniary profits.
<b>City owned or managed facilities</b>	All City owned and operated facilities and reserves across the City that are included as available for hire or use in the City's Annual Schedule of Fees and Charges.
<b>Freehold Land</b>	Land owned by the City in perpetuity.
<b>Self-supporting loans</b>	Self-supporting loans are loans taken out by the City of Wanneroo on behalf of community clubs or community organisations who undertake to meet the capital, interest and loan guarantee payments as and when they fall due.
<b>Land Lease</b>	Also known as a ground lease. An agreement in which a Tenant is permitted to develop a piece of land during the lease term, after which the land and all improvements revert to the City.
<b>Crown Land</b>	Public land owned by the State of Western Australia and managed by the City pursuant to a Management Order.
<b>Community Purpose Sites</b>	Means the use of premises designed or adapted primarily for the provision of education, social, cultural and recreational facilities and services by organisations involved in activities for community benefit.
<b>Private or private commercial facility</b>	A facility which is not owned or managed by the City and may include suitable and available facilities on school land, in retirement villages, privately established sheds, etc.

## RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

*Strategic Land Policy*  
*Leasing Policy*  
*Leasing Management Procedure*  
*Facility Hire & Use Policy*  
*Donations, Sponsorships and Waiver of Fees and Charges Policy*

## REFERENCES

*Local Government Act 1995*  
*Land Administration Act 1997*  
*Planning & Development Act 2005*  
*Associations Incorporation Act 2015*  
*Building Act 2011*

## RESPONSIBILITY FOR IMPLEMENTATION

The Manager Place Activation is responsible for implementing the Community Shed Policy.

<b>Version</b>	<b>Next Review</b>	<b>Record No:</b>
		18/113413

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