



# North Balwyn Community Men's Shed

Member – Australian Men's Shed Association



## GUIDELINES FOR ACTIVITIES

### 1. Background and Purpose

This document (*“the Guidelines”*) has been framed to serve as a general guide to the North Balwyn Community Men's Shed Incorporated (NBCMS), its Management Committee and the NBCMS members (*“members”*) on the scope of activities or job undertaken (*“the activities”*) by the NBCMS on behalf of an external entity or person (*“the client”*).

At all times, the acceptance of activities should first be reviewed and approved by the Shed Supervisor before any commitment is made or activities commenced.

*The Management Committee* will use the *guidelines* as a test of whether the proposed activities fit with the general aims and objectives of the NBCMS. However, the *Management Committee* retains the power and discretion to be flexible where the best interests of the NBCMS and the community can be upheld.

Any decision to accept activities must take into account and ensure that the activities do not contravene the mission statement which is as follows:

**The North Balwyn Community Men's Shed is to provide a focus for men in the local community to informally:**

- Enhance good health and develop friendships
- Share knowledge and skills
- Get involved in activities of particular interest or of community benefit
- Or, just “chill out”

The purpose of *the guidelines* is to ensure that activities that do not fit the general principles of the NBCMS are not accepted and persons or entities requesting such activities are made aware of the reasons why such activities cannot be performed by the NBCMS.

*The guidelines* can also serve as a publicly available document to provide advice to persons or entities requesting activities (*“the requestor”*) of what activities is acceptable or not.

### 2. Considerations in determining if requested activities are acceptable

#### 2.1 Scope of Activities

To be deemed acceptable, the activities must fit the following guidelines:

- (a) The activities must be of an ethical nature as deemed by the Management Committee. Activities that are considered to be of an unethical or illicit nature, or such that its disclosure would bring discredit to the NBCMS, are to be deemed as being unacceptable.
- (b) The activities must not place undue financial strain on the NBCMS such that the NBCMS would incur a substantial loss on a job unless the cost of activities can be reliably recovered from the *requestor* or from another source such as a special grant or donation.

- (c) The activities must not place undue strain on the physical resources of the NBCMS. If the scope of activities is deemed by the *Management Committee* to be of such a nature that it cannot be adequately handled by the available equipment or machinery, thus posing a risk of damage to equipment or machinery, then it is to be deemed as not acceptable.  
Further, the activities must not place undue strain on the space available in the *shed* for an extended period such that it would limit other activities or cause unsafe activities.
- (d) The activities must not place undue strain on the human resources of the NBCMS. If the scope of the activities is deemed by the *Management Committee* to be of a nature that it cannot be safely or adequately handled by the *members* or that it may exceed the physical capabilities of the *members* then the activities are to be deemed as not acceptable.
- (e) The activities must meet general occupational, health & safety standards as deemed by the *Management Committee* and not pose any physical risk to a *member*. If the *Management Committee* has any doubt about the safety of proposed activities then they should use guidelines on the *Worksafe Victoria* Internet pages for guidance or call upon the shed manager or project manager/job supervisor for judgment.
- (f) The activities must not be of a nature that will void any insurance cover taken by the NBCMS.
- (g) Under normal circumstances, the activities must be carried out at the site of the physical shed ("*the shed*") operated by the NBCMS.
- (h) The activities must not be of a nature or scope that is judged by the *Management Committee* to be activities that are normally carried out by a local tradesperson or business where the undertaking of such activities has the potential to disadvantage the income or livelihood of a tradesperson or business.
- (i) Activities, where goods are constructed for eventual sale at a local market or approved outlet, which is of benefit to the NBCMS and primarily for the purpose of fundraising, either directly for the NBCMS or a third-party, can be performed, provided the sale of such goods would not be judged as contrary to the spirit of guideline 2.1 (h) above.

## **2.2 Acceptable Clients**

In accordance with our mission statement (ref: Section 1), activities undertaken by the NBCMS can be for the benefit of individual *members*, provided the scope of activities does not fall outside the guidelines listed in section 2.1 above.

Activities that are of general and wide benefit to the local community are to be encouraged.

***In considering activities to be undertaken by the NBCMS on behalf of a client, the Management Committee should adhere to the following guidelines:***

The *client* can be a *member* of the NBCMS. The *Management Committee* (or Shed Supervisor) must, however, approve all activities carried out for or by, the *member*, provided the scope of the activities does not fall outside the guidelines listed in section 2.1 above and must be carried out in the *shed*.

The *client* can be a community-based-organisation which requires activities that will ultimately be of benefit to the local community or humanity in general. The *Management Committee* must ensure that the scope of activities for the *client* does not fall outside the guidelines listed in section 2.1 above. (c) Under normal circumstances, a job should not be accepted from an individual person for activities that can be carried out by a local tradesperson or business.

## **3. General Guidelines for Members**

*Members* must adhere to the following guidelines in regard to the carrying out of activities in the *shed* or acceptance of activities from *clients*.

- (a) Personal activities in the *shed* are acceptable provided they have been approved by the *Management Committee* (or Shed Supervisor) and they do not fall outside the guidelines listed in section 2.1 above. Under normal circumstances, where such activities carry a reasonable cost, this should be paid for by the *member*. At all times, a principle of honesty should apply to all personal activities.
- (b) No personal activities are to be carried out unless they have approval as detailed in (a) above.
- (c) A *member* must not carry out activities in the *shed* under the guise of personal activities that is actually for a third party and, in particular, is contrary to the guidelines detailed in section 2.2 above. In consideration of such activities, the *member* must be cognisant of the adverse publicity that may arise for the NBCMS should such activities be undertaken without prior approval.

- (d) A *member* must not accept activities or commit to accepting activities on behalf of any third-party. Activities that are requested of a *member* by a potential *client* that are to be conducted in the *shed* or under the auspices of the NBCMS should be first passed on to the *Management Committee* for review and approval. The *Management Committee* should be the sole entity that communicates the approval (or rejection) of a job to the *client*. All communication back to a *client* should be in writing to avoid any misinterpretation.
- (e) The guidelines in (a) to (d) do not affect the right of a *member* to conduct private activities, at their own or client's premises, provided the activities are in no way connected to the activities of the NBCMS.

#### **4. Project/Activities Request.**

A verbal request should be made to the Management Committee or Shed Supervisor prior to any activities being undertaken.

A request for any activities proposed to be undertaken should be made to the Management Committee or Shed Supervisor, with full and comprehensive details on:

- (i) The activities required.
- (ii) The outcome and benefit of the activities.
- (iii) The ultimate beneficiary of the activities.
- (iv) Full details on the Client, if any and
- (v) Any costing implications.

The member making the request should provide sufficient information for the *Management Committee* to make a reasonable decision on the acceptability or otherwise of the activities.

#### **5. Variations to the Guidelines**

These *guidelines* can be reviewed and modified at any time by the *Management Committee*.