



Member of the VMSA (Victorian Men's Shed Association) Inc.
The Honourable Alex Chernov, AO, QC Governor of Victoria

Guidelines for Work Undertaken

1. Background and Purpose

This document (*"the Guidelines"*) has been framed to serve as a general guide to the Torquay Community Men's Shed Incorporated (TCMS), its Management Committee and the TCMS members (*"Members"*) on the scope of work or job undertaken (*"the Work"*) by the TCMS on behalf of an external entity or person (*"the Client"*).

At all times, the acceptance of work should first be reviewed and approved by the Management Committee before any commitment is made or work commenced.

The Management Committee will use the *Guidelines* as a test of whether the proposed work fits with the general aims and objectives of the TCMS. - However, the *Management Committee* retains the power and discretion to be flexible where the best interests of the TCMS and the community can be upheld.

Any decision to accept work must take into account and ensure that the work does not contravene the Mission Statement which is as follows:

The Torquay 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 work that does not fit the general principles of the TCMS is not accepted and persons or entities requesting such work is made aware of the reasons why such work cannot be performed by the TCMS.

The Guidelines can also serve as a publicly available document to provide advice to persons or entities requesting work (*"The Requestor"*) of what work is acceptable or not.

2. Considerations in determining if requested work is acceptable

2.1 Scope of work

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

- (a) The work must be of an ethical nature as deemed by the Management Committee. Work that is considered to be of an unethical or illicit nature, or such that its disclosure would bring discredit to the TCMS, is to be deemed as being unacceptable.
- (b) The work must not place undue financial strain on the TCMS such that the TCMS would incur a substantial loss on a job unless the cost of work can be reliably recovered from the *Requestor* or from another source such as a special grant or donation.
- (c) The work must not place undue strain on the physical resources of the TCMS. -If the scope of work 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 work 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 working conditions.

- (d) The work must not place undue strain on the human resources of the TCMS. If the scope of the work 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 work is to be deemed as not acceptable.
- (e) The work 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 work 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 work must not be of a nature that will void any insurance cover taken by the TCMS.
- (g) Under normal circumstances, the work must be carried out at the site of the physical shed (*the Shed*) operated by the TCMS. Work conducted immediately outside of the *Shed*, and within a twenty (20) metre perimeter, is acceptable where it is judged advantageous to work outside. Work required to be undertaken at any other location should not be accepted unless the Management Committee approves such work in special circumstances.

Note: The Management Committee is to discourage work that would require members to work in locations outside of the Shed or outside of a 20 metre perimeter of the Shed.
- (h) The work must not be of a nature or scope that is judged by the Management Committee to be work that is normally carried out by a local tradesperson or business where the undertaking of such work has the potential to disadvantage the income or livelihood of a tradesperson or business. -If the Management Committee deems that the work would cause a disadvantage, then it should not accept the work irrespective of the financial viability, or otherwise, of the proposed *Client*.
- (i) Work, where goods are constructed for eventual sale at a local market or approved outlet which is of benefit to the TCM-S and primarily for the purpose of fundraising, either directly for the TCMS 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), work undertaken by the TCMS can be for the benefit of individual Members, provided the scope of work does not fall outside the guidelines listed in section 2.1 above.

Work that is of general and wide benefit to the local community is to be encouraged.

In considering work to be undertaken by the TCMS on behalf of a Client, the Management Committee should adhere to the following guidelines:

- (a) The *Client* can be a Member of the TCMS. The Management Committee (or Shed Supervisor) must, however, approve all work carried out for or by, the Member, provided the scope of the work does not fall outside the guidelines listed in section 2.1 above and must be carried out in the *Shed* or immediate surrounds.
- (b) The *Client* can be a community-based organisation, either a not-for-profit or a profitable entity, which requires work that will ultimately be of benefit to the local community or humanity in general.- The Management Committee must ensure that the scope of work for the *Client* does not fall outside the guidelines listed in section 2.1 above.
- (c) The *Client* can be the local Shire (Council), a local school or child care centre provided that the work for the *Client* does not fall outside the guidelines listed in section 2.1 above and the ultimate outcome of the work is deemed to be of general community benefit.
- (d) Under normal circumstances, a job **should not be accepted** from an individual person for work that can be carried out by a local tradesperson or business. Under exceptional circumstances, where the Management Committee judges that the ultimate benefit of the work is for a communal good, rather than for the sole benefit of the person, the work may be approved.- In this regard, the Management Committee must decide if the ultimate beneficiary is the community as a whole rather than for a sole person.

3. General guidelines for Members

Members must adhere to the following guidelines in regard to the carrying out of work in the *Shed* or acceptance of work from *Clients*.

3.1 Personal Projects

TCMS is not a Charity or Service Club nor are we auspiced to a large organisation. We are an independent organisation and are required to pay our own way and therefore we must charge for work completed.

- (a) TCMS will supply in advance a quote covering the cost to be charged for work completed.
- (b) The Management Committee reserves the right not to pass on all or part of the full cost of a work project.
- (c) Shed members are required to pay reasonable costs for maintenance of TCMS machines used for private projects.
- (d) Personal work in the *Shed* is acceptable provided it has been approved by the *Management Committee* (or *Shed Supervisor*) and it does not fall outside the guidelines listed in section 2.1 above.
- (e) Under normal circumstances, where such work carries a reasonable cost, this should be paid for by the *Member*. - At all times, a principle of honesty should apply to all personal work.
- (f) No personal work is to be carried out unless it has approval as detailed in (d) above.

3.2 Client Projects

- (a) A *Member* must not carry out work in the *Shed* under the guise of personal work that is actually for a third party and, in particular, is contrary to the guideline detailed in section 2.2 above. In consideration of such work, the *Member* must be cognisant of the adverse publicity that may arise for the TCMS should such work be undertaken without prior approval.
- (g) A *Member* must not accept work or commit to accepting work on behalf of any third-party. Work that is requested of a *Member* by a potential *Client* that is to be conducted in the *Shed* or under the auspices of the TCMS 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.

The guidelines detailed in 3.1 and 3.2 do not affect the right of a *Member* to conduct private work, at their own or client's premises, provided the work is in no way connected to the activities of the TCMS.

4. Project/Work Request Sheet

A "Project/Work Request Sheet" is not required for simple tasks. A verbal request may be made to the Management Committee or Shed Supervisor but an Order Form should be completed to formalise the task.

For complex tasks or if requested by a Management Committee member (or the Shed Supervisor), a "Project/Work Request Sheet" is to be completed before approval can be considered.

A request for work should be provided on the "Project/Work Request Sheet" and provide full and comprehensive details on:

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

The "*Project/Work Request Sheet*" should provide sufficient information for the *Management Committee* to make a reasonable decision on the acceptability or otherwise of the work.

5. Variations to the Guidelines

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

6. Document details:

Guidelines last updated:	2-Mar-13
Updated by:	Ray Busby
Version number:	Version 1.5