



BAYSWATER
COMMUNITY MEN'S SHED Inc.



BY-LAWS

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1. Introduction

- a) These by-laws have been created to assist in achieving the objectives of the Bayswater Community Men's Shed Inc. (BCMS) by providing processes and structures to facilitate a stable and safe environment for Members in day-to-day operations.
- b) A by-law is of no effect to the extent that it is inconsistent with the Associations Incorporation Act or the Constitution of the BCMS.
- c) The BCMS may, by resolution at a General Meeting, make, amend or revoke by-laws. (ref. BCMS Constitution Part 8-General Matters, 58.1)

2. Shed Manager (SM)

- a) Committee Members have the authority to act in the role of a Shed Manager (SM). If a committee member is not present, members may nominate an ordinary member to act in the role of the SM. A SM will preferably hold a current first aid certificate.

- b) SM's responsibilities are primarily to ensure the Shed is a safe environment, and to supervise and assist other Members.
- c) A SM has the authority of the Committee to require a Member to use personal protective equipment (PPE) for all work involving the use of machinery, equipment or hand tools.
- d) A SM will ensure that each Member signs in to the daybook. The daybook must be in a location which can be easily accessed in case of an emergency.
- e) In case of an emergency, the SM will carry out the duties described in Section 3.

3. Emergency procedures

In case of an emergency, Members should take the following actions:

- a) Call out loudly to alert others in the vicinity that an issue has arisen.
- b) Switch off any machinery which is operating. Advise the SM of the situation.
- c) Take the SM's advice to either vacate the building and go directly to the designated Muster Point, or take other appropriate action as directed. The SM will visually check to ensure that all Members have evacuated the building, and on his evacuation, take the daybook with him.
- d) Members assembled at the Muster Point will answer to a roll call delivered by the SM who will ensure that all Members listed in the daybook have exited the building.
- e) At the conclusion of the emergency, Members may either return to the Shed at the discretion of the SM or advise the SM and sign out before leaving the premises.
- f) Members may not leave the Muster Point without the authority of the SM.

4. SM's introduction procedure for a new Member

- a) Show the facilities and car parking options.
- b) Show the location of all the fire extinguishers & fire hose.
- c) Explain the emergency evacuation procedure and the location of the Muster Point.
- d) Show the location of the first aid box and defibrillator.
- e) Explain policies and procedures for reporting accidents or machinery malfunctions.
- f) Explain the SM's role and responsibilities.
- g) Show the locations of machinery safe operation sheets where provided.

5. The role of the SM in an incident

The SM's role will be to determine the severity of an incident as soon as possible after being informed of the incident. Immediate options open to the SM will be one or more of the following:

- a) Conduct a face-to-face discussion with the Member(s) involved to request that they stop what they are doing and advise them of potential risks of their actions.

- b) In the case of verbal or physical confrontation, or wilful or reckless action liable to cause harm to other Members, instigate an immediate cooling off period for the Member(s) involved. If the cooling off period is not adhered to, the SM is authorised to direct the Member(s) to immediately leave the Shed, for the rest of the day.
- c) Complete an incident report providing the names of the Members and witnesses involved, with an outline of the incident.
- d) To formalise the matter, the SM will refer it to the Committee to decide on further action.

6. Members' responsibilities (Contact the SM if unsure.)

- a) Sign in to the daybook on arrival.
- b) All Members are expected to come to the Shed dressed in suitable clothing that does not pose a safety risk as described below:
 - i. Enclosed sturdy footwear - thongs, ventilated shoes or open sandals are not appropriate.
 - ii. Tough overalls or long leg washable trousers or sensible work shorts.
 - iii. Comfortable shirt - long sleeves should either be buttoned at the wrist or rolled up in such a way that no loose ends can be caught in machinery or on protruding materials.
 - iv. Shirts should be tucked into trousers if necessary and there should be no loose clothing which could be caught in machinery e.g. cords of jackets etc.
 - v. A cap or net or other means to contain long hair or beards to ensure that it will not be caught in moving machinery.
- c) Members with Carers must have the Carer supervising them in the workshop and be responsible for their actions.
- d) Always wear your name badge while in the Shed.
- e) Report Hazards to the SM
- f) Prior to equipment use, members must have been inducted and have demonstrated competency for the piece of equipment. Always ask for assistance if unsure.
- g) Be aware of the location and use of emergency equipment.
- h) Be aware of and understand safety signs.
- i) Be aware and understand the use of the safety data sheets to identify hazardous materials.
- j) With the exception of welding glasses or helmet, and welding apron, all safety equipment shall be provided and maintained by the Member for his own personal use.
- k) Members must respect the authority of the SM when allocating times to use machinery and equipment that may be in high demand.
- l) Members are responsible for their own actions while in the Shed and should ensure their own safety and the safety of others while working or socialising in the Shed.
- m) Second-hand timber from any source must be carefully examined by a Committee Member for dirt, grit or metal objects. He may employ a metal

detector to aid the inspection. Second-hand timber found to be contaminated cannot be used in the Shed. If the second-hand timber is the property of a Member it is that Member's responsibility to remove it from the Shed immediately. Contaminated Donor timber will be removed from the Shed and cut into short lengths for firewood.

- n) Keep the Shed tidy. After use, clean the tools used and clean up your area at the end of each day. Put all tools where they belong.

7. Member's general conduct at the Shed

- a) Parking inside the gates is subject to City of Bayswater Regulations and is restricted to:
 - i. ACROD Parking where designated.
 - ii. Parking within the bays.
- b) Unauthorised parking is not allowed in those areas marked as reserved for:
 - i. Purchasing Officer.
 - ii. Shed Opening Member.
- c) Parking is not permitted in any part of the driveway which may hamper access by ambulance or other emergency vehicles.
- d) No smoking is permitted inside the Shed or adjacent to its entrances. Smoking is only permitted in the designated smoking area.
- e) No alcohol may be consumed in the Shed except at authorised Shed social functions, when machinery must not be used.
- f) Members must be respectful to each other, and to Shed management.
- g) Morning tea break is generally 10 a.m. to 10.30 a.m. This is a designated social period, and no machinery may be operated. Timing may be varied at the discretion of the SM.
- h) Timber used for personal projects must be paid for, as per price lists at the timber rack.
- i) The SM may require reimbursement for other consumables used for personal projects.
- j) It is the policy of the Shed that Members are provided with materials free of charge, when a Member is making two similar items, one of which is made for the Shed to sell at a community event or other outlet.
- k) No Shed property shall leave the Shed, however exceptions to this rule will be allowed if approved by at least five Committee Members.
- l) BCMS takes no responsibility for personal property left on the Shed premises.
- m) Damage to Shed property must be reported to the SM as soon as possible.
- n) Deliberate or negligent damage to Shed property may result in a Member or Members being required by the Committee to reimburse the Shed.

8. Disciplinary action, disputes and mediation

(Ref. to BCMS Constitution - Part 4, Sections 16 - 22)

The Management Committee will only accept disputed issues in writing via formal letter or clearly identified email. The Committee will respond in writing.

Key reasons for disciplinary action:

- a) Endangering the lives of Members by irresponsible actions
- b) Repeatedly breaking Shed safety rules
- c) Disregarding the direct instruction from a SM
- d) Physical confrontation with another Member of the Shed
- e) Verbal abuse of another Shed Member
- f) Bringing the BCMS into disrepute
- g) Clear proof of theft or wilful mishandling of tools or equipment
- h) Bullying

9. Honorary membership

- a) The Committee may appoint Honorary Members when it considers that actions by an individual or company warrant recognition.
- b) An Honorary Member does not pay a membership fee or have the privileges of an Ordinary Member.
- c) An Honorary Membership may be cancelled by the Committee.

10. Life membership

- a) The Committee may recommend the appointment of one Life Member each year ending with the A.G.M.
- b) The appointment of a Life Member must be ratified by at least 65% of the Members present at an A.G.M.
- c) To be considered for Life Membership a Member is required to have been a Member of the Shed for ten consecutive years, and to have made a tangible contribution to the development and growth of the Shed.
- d) A Life Member pays no membership fees, but shall pay all other fees levied by BCMS
- e) A Life Member retains all rights of an Ordinary Member, including voting rights.

11. Financial

The Committee has authorised the Treasurer to receive all monies and pay all approved recurring BCMS debts. The Treasurer is authorised to approve pro-rata subscription fees for new Members in the Member's second year of membership.

11.1 Project Purchasing

A designated Project Manager will be appointed for each commercial project. The designated Project Manager may purchase supplies for the approved project from the approved bill of materials for that project. The purchase expenditure must remain within the project allowance. Further expenditure must be approved by the committee. The Project Manager will provide the Treasurer with all invoices and costs associated with their project at the completion of the project. This information

will be stored as a historical record and provide costing information for future projects. All payments must be authorised by the Committee.

11.2 Cash purchases

Two Purchasing Officers shall be appointed by the Committee. One will purchase hardware supplies & machinery, and the other will purchase catering & cleaning supplies. The two designated Purchasing Officers will purchase required items using their own funds and claim reimbursement on provision of an original invoice to the Treasurer. A Purchasing Officer may request a cash advance in expectation of a significant purchase previously approved by the Committee. At each Committee Meeting, the Treasurer will table a summary of all income and expenses since the previous Committee Meeting.

A Purchasing Officer is required to seek reimbursement from the Treasurer when their purchasing amounts reaches \$500, or at the end of each calendar month, whichever occurs first. Reimbursement must be approved by two other committee members.

11.3 Purchasing limits

- a) Each Purchasing Officer can make a purchase of a single item up to the value of \$200 at their discretion after the SM of the day authorises the purchase as necessary for a project or to enable day-to-day operations to continue uninterrupted.
- b) The purchase of an item between the value of \$200 and \$500 requires prior approval from the Treasurer and at least two other Committee Members.
- c) Purchases over the value of \$500 will require two quotes (if practical), the reason for the purchase, and prior approval from the Committee.
- d) Large equipment or tool purchases, made to assist in the Shed development, must be given prior approval by the Committee before any purchases or payments are made.

12. Donations and gifts

The Committee reserves the right to inspect a donation or gift prior to acceptance. The donor may be provided with a BCMS Donation Certificate to indicate that the item is freely given, and that the Shed may use or dispose of the item at its discretion.

13. Visitors

BCMS accepts male & female visitors to the Shed when conducting business or attending social events, subject to compliance with our current safety and access provisions. Visitors may not use any tools or equipment in or around the Shed. Visitors must always sign in and be accompanied by a Shed Member.

15. Mental health

The Committee recognises that we have an ageing group of Members who may at times experience physical or mental health issues.

The Committee is committed to treating such Members with dignity and respect.

14. Internet policy

The purpose of the provision of an internet service to the Shed is to provide official communications with Shed Members, and to allow authorised access to information commensurate with furthering the aims of the Shed. Personal use of data is permitted but Shed business has priority.

Internet communications may not be used for illegal purposes, or those which may bring the Shed into disrepute.

16. Hygiene

The kitchen and toilet facilities are to be kept in a clean and serviceable condition.

Members are asked to clean up any area or facility they have used. Additional cleaning duties will be shared, and controlled by the SM.