



Affiliate Handbook



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Introduction

Men's Advisory Network Overview

The Men's Advisory Network (MAN) is the peak body for organisations, service providers and individuals that are concerned with the health and wellbeing of men and boys in Western Australia. MAN's vision is that:

“That all men take responsibility for living a more balanced, connected and caring life.”

MAN is partly funded by the Department of Health and to help achieve its vision MAN engages in a number of activities and roles, these include:

- Advocating for best practice in regards to men's health and well-being.
- Provide education services for professionals and organisations that work with men and boys.
- Foster a network between the various individuals, groups and agencies concerned with the health and wellbeing of Western Australia's men and boys.
- Raise awareness throughout the community of those various things that impact on the health of the community's men and boys.

Why Affiliate With MAN?

Should you be developing a community initiative that aims to help improve the wellbeing of men and boys in Western Australia, MAN offers you a number of opportunities and resources that can support your initiative, based on John Croft's © (2011) “Framework for Creating Outrageously Successful Projects”, which include:

- Access to MAN's network of contacts throughout the social services community
- Project support through MAN's volunteers and employees who can assist you to:
 - Shape your initiative in the Dreaming and Planning stages
 - Provide extra human and material resources as your initiative enters the Doing phase
 - Provide a framework for project acknowledgment as a vital aspect of the Celebrating phase
- Point you in the direction of research and evaluation resources to support the validity of your initiative and ensure that it is sustainable
- Marketing the initiative to potential partner groups throughout the community

As a nationally renowned leader in men's health and wellbeing advocacy, MAN can support you to raise your initiative's credibility, effectiveness and outcomes to the extent that they align with our mission and vision. We look forward to developing an ongoing relationship with you.

Handbook Outline

This handbook has been developed to help those who have an idea for a project that can benefit the health and wellbeing of Western Australia's men and boys, and wish for support and affiliation with MAN while setting up and running this project.

To help you as a potential affiliate understand the process MAN goes through in taking on affiliates, a copy of MAN’s Procedure for Recruiting and Supporting Affiliated Community Initiatives has been included in this handbook.

Templates for a Project Overview Statement, Memorandum of Understanding and Project Evaluation form have also been included:

Project Overview Statement Template: For an affiliate to use in outlining the goals of their community initiative.

Project Evaluation Template: Used to record and analyse the progress of the project.

Memorandum of Understanding Template: Used to form the base agreement between MAN and the Affiliated Community Initiative.

In order for you as a potential affiliate to better understand MAN this handbook also contains an appendix which includes copies of MAN’s:

1. Objectives
2. Code of Ethics
3. Communication Policy and Procedures
4. Occupation Health and Safety Policy
5. Privacy Policy

Key Terms

These key terms are words and phrases that are mentioned throughout this handbook that will be referred to regularly throughout the process of MAN’s recruiting and supporting you as and affiliate.

Term	Definition
Community Initiative	A volunteer run program that is aims to empower individuals in the community by providing an opportunity or service.
Affiliate	An associated group that holds a connection or relationship with an organisation, but that operates independently from that organisation.
Peak Body	A representative organisation committed to representing the interests of a specific group of individuals.
NOIR	Acronym for MAN’s affiliation process with community initiatives; stands for negotiate, organize, implement, rejoice.
Memorandum of Understanding (MOU)	A document that outlines an agreement between two parties, but that does not contain the legal substance or binding of a contract.
Key Performance Indicator (KPI)	A defined set of markers that can be used to measure the performance or progress of a project or task.

Procedure for Recruiting and Supporting Affiliated Community Initiatives

Organisation Overview

MAN is the peak body for service providers, organisations and individuals that are concerned with the health and wellbeing of Western Australia men and boys. MAN's vision is "That all men take responsibility for living a more balanced connected and caring life." MAN is committed to help guide and support prospective affiliate programs that can help to promote and achieve this vision.

Purpose

The purpose of this document is to clarify the role that MAN takes in helping to support prospective affiliate projects and to outline the process by which affiliation with these projects occurs.

MAN's Role

By affiliating with a project or group MAN pledges to help the project by:

- Providing advice on the social services community.
- Assisting the affiliate to network with other social services groups and organisations relevant to their project.
- Provide the affiliate with credibility via its affiliation with MAN.

As a peak body MAN is not client facing. This means MAN does not provide client facing services directly, but can use its network to help affiliated community initiatives to establish and run themselves or guide them to relevant parties or organisations that can.

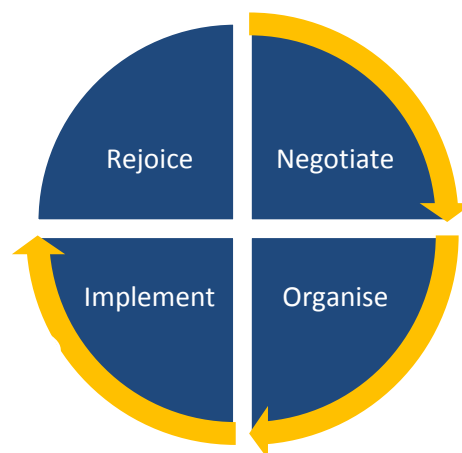
Process

MAN follows a simple four phase process in recruiting and supporting affiliated community initiatives, known as NOIR.

Negotiate – Discuss and develop the initiative.

During this time both MAN and the prospective affiliate begin to form an open and respectful dialogue so that both parties may begin to familiarise with one and other. A sequence of meetings will take place and should progress as such:

1. Introduction meeting
 - The prospective affiliate outlines their idea and their needs.
 - MAN clarifies what it needs of the affiliate, which include that they:



The NOIR Procedure

- Promote MAN's vision.
 - Act ethically and legally.
 - Respect MAN's Constitution and Policies in its interactions with MAN.
 - The affiliate should be given a copy of the MAN Affiliates Handbook.
2. Submission meeting
- The prospective affiliate presents a more complete vision of their project.
 - They present a project overview statement based off the template in the affiliate's booklet.
 - This project management plan is examined by the MAN Board to determine if MAN will or will not affiliate and assist the prospective affiliate
3. Understanding meeting
- Memorandum of Understanding (MOU) based off the template in the affiliate's book is composed in co-operation between the potential affiliate and a MAN representative which is then signed by the MAN Board President and the affiliate.

Organise – Acquire and arrange the resources needed for the initiative.

During this stage MAN will help the project via:

- Assisting affiliate in networking with groups relevant to their project that can potentially partner with or take the affiliates project under their wing.
 - Should this not occur and the affiliate wish to continue their project MAN can advise the affiliate on how to:
 - Become an incorporated body.
 - Get public liability insurance.
- Support the affiliate as they try to obtain funds for their project, through:
 - Advise on writing grant application.
 - Provide advice on potential sponsors relevant to the affiliate.
 - Research information that could be useful to affiliates.
 - Attend meetings with potential sponsors to help lend the affiliate credibility and support.
- Support them in any other needs they have during this period to the extent that is possible given MAN's outlined role.

Implement – The commencement and early operation of the initiative.

After the affiliate's project has begun MAN can start to provide more passive support to the affiliate's project through:

- Including it in the list of services on the MAN website.
 - It would be subject to the MAN services disclaimer.
- Including information about the affiliate's project in the MAN Newsletter.
- Provide MAN materials such as brochures and posters.

The affiliate and MAN should hold regular meetings (one per month) throughout the first year of the project being operational. The affiliate should bring a completed copy of the project evaluation template to these meetings, which will go over:

- How the affiliate's project is running.
- How the project has been developing.
- Any relevant changes with:
 - Management
 - Sponsors
 - Volunteers
 - Service users

The goal of these meetings is to help identify and address any potential issues that can lead to a destabilising of the project that could cause it to fail, such as:

- Internal management issues.
- Problems or stagnation in the projects development.
- Issues that have arisen between the various stakeholders in the project

Ways to address these issues should be discussed. MAN should continue to help provide support to the affiliate in addressing these issues as long as MAN does not exceed its outlined role.

Rejoice – The stabilisation and long-term operation of the initiative.

The Rejoice stage marks the beginning of an ongoing unobtrusive relationship between MAN and the affiliate, as the affiliate becomes more able to self-manage. MAN will become less proactively involved with the affiliate and their project. However, MAN will still continue to render support in the passive ways outlined.

The need for the affiliate to call on MAN for advice should decrease by this time as they gain experience, skill and outside assistance in running their project.

As the affiliate's program becomes more independent and stable the need for the regular meetings begun in the Implement stage will decrease. Meetings will still be held, but only once or twice a year or if either MAN or the affiliate requests a meeting be held.

Interactions between the affiliate and MAN from this point will continue via this ongoing unobtrusive relationship indefinitely, until either MAN or the affiliate wish to end the affiliation.

If needed, the process for dispute resolution between MAN and the affiliate, as well as the protocol for project dissolution are outlined within the Memorandum of Understanding.

Project Overview Statement

[To be Completed Electronically]

Project Name:

Author:

Project Manager(s):

Address:

Phone:

Executive Sponsor:

Men's Advisory Network

Address:

Claisebrook Lotteries House

33 Moore Street

East Perth WA 6004

Phone:

0892188044

Project Proposal

Project Overview
[A description of the proposed project and what will be required in order to execute it.]
Issue/Opportunity Overview
[Background context of the project and why it is necessary, how does it help improve the health and wellbeing of men and boys?.] <ul style="list-style-type: none"> • [Issue/Opportunity] • [Issue/Opportunity]

Primary Project Objectives

Primary Project Objectives
[A list of the key project elements that further define and support the project and are in scope for the overall project.]
<ul style="list-style-type: none"> • [Objective] • [Objective]

Project Benefits

Project Benefits
[Describe the key benefits from implementing this project.]
<ul style="list-style-type: none"> • [Benefit] • [Benefit]

Primary Project Deliverables

Milestone 1
<ul style="list-style-type: none"> • [Deliverable 1 - description] • [Deliverable 2 - description]
Milestone 2
<ul style="list-style-type: none"> • [Deliverable 1 - description] • [Deliverable 2 - description]
Milestone 3
<ul style="list-style-type: none"> • [Deliverable 1 - description] • [Deliverable 2 - description]

Potential Project Partners

Potential Project Partners
<p>[Outline any other projects or organisations with which this proposed project can build a relationship. Include a list of what those groups may be able to contribute to the project.]</p> <ul style="list-style-type: none"> • [Project/Organisation] • [Project/Organisation] • [Project/Organisation] • [Project/Organisation]

Project Limits and Restrictions

Project Assumptions
<p>[Replace this text with an outline of all known assumptions that apply to this project.]</p> <ul style="list-style-type: none"> • [Assumption] • [Assumption]
Project Issues
<p>[Replace this text with an outline of all known issues that apply to this project.]</p> <ul style="list-style-type: none"> • [Issue] • [Issue]
Risks
<p>[Replace this text with an outline of all known risks that apply to this project.]</p> <ul style="list-style-type: none"> • [Risk] • [Risk]
Project Constraints
<p>[Replace this text with an outline of all known constraints that apply to this project.]</p> <ul style="list-style-type: none"> • [Constraint] • [Constraint]

Project Critical Success Factors

Project Key Performance Indicators

[Replace this text with an outline of the Key Performance indicators that apply to this project.]

- [Indicator]
- [Indicator]

Project Duration Estimates

Project Milestone	Date Estimate	Confidence Level
Project Start Date	[mm/dd/yy]	[High/Medium/Low]
Milestone 1	[mm/dd/yy]	[High/Medium/Low]
Milestone 2	[mm/dd/yy]	[High/Medium/Low]
Milestone 3	[mm/dd/yy]	[High/Medium/Low]
Project End Date	[mm/dd/yy]	[High/Medium/Low]

APPROVALS

Prepared By _____
Project Manager

Approved By _____
Project Manager

Project Partner Organisation Representative

Executive Sponsor (Men's Advisory Network)

Project Evaluation

[To be Completed Electronically]

Project Name:

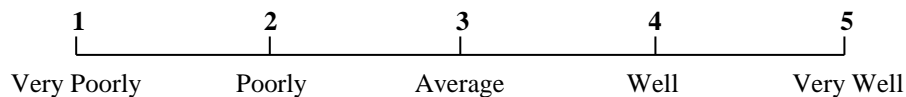
Author:

Project Manager(s):

Date:

Project Progress

How well do you feel the project is developing?



Primary Objectives -How well is the project addressing its primary objectives, is it adequately addressing these or not?

Project Service/Activity

Project Service/Activity – Is the project able to satisfactorily run the Service/Activity that it provides? Are there any concerns about this?

Project Limits and Restrictions

Limits and Restrictions Progress – How is the organisation dealing with the Issues, risks and constraints outlined in the Project Overview Statement and in previous Project Evaluations?

Developing Problems – Are there any new problems or concerns developing with the project that need to be addressed?

Project Critical Success Factors

Key Performance Indicators – If you set out Key Performance Indicators, how well is the project meeting them?

Miscellaneous

Are there any other important points or developments with the project that need addressing or acknowledgement?

Memorandum of Understanding Men's Advisory Network Affiliation Agreement

[Insert Date]

Men's Advisory Network (MAN)
[Insert Affiliate Name and (Abbreviation)]

1 Parties:

Name:	Men's Advisory Network (MAN)
Address:	Claisebrook Lotteries House 33 Moore Street East Perth WA 6004
Phone Number:	9218 8044
E-mail Address:	admin@man.org.au

Name	[Insert Name]
Address	[Insert Address]
Phone Number:	[Insert Number]
E-mail Address:	[Insert E-mail Address]

2 Purpose:

This Memorandum is to clarify various responsibilities of both parties as they work in co-operation in undertaking [Insert Project].

Both parties pledge to work with one another in good faith

[Affiliate party] shall take the lead with the project; it shall be their responsibility to develop, run and administer the project.

MAN shall act in a support capacity. It shall provide help to [Affiliate Party] in the form of [Insert]

3 Proposal:

- A. The Men's Advisory Network (MAN) aims to help improve wellness for men and boys via providing referrals and resources that can help them *"take responsibility for living a more balanced, connected and caring life."*
- B. [Insert Affiliate] aims to [Insert Goal] through starting [Insert Project].
- C. Both parties, having overlapping goals, have decided to form an affiliation with one another.
- D. As an affiliate, [Insert Affiliate] has agreed to develop, deliver and manage [Insert Project] with MAN working in a supporting role providing the [Insert Affiliate]:
 - Conforms to or promote MAN's vision.
 - Will act ethically and legally.
 - Will respect MAN's Constitution and Policies in regards to its interactions with MAN.

4 Legal Disclaimer:

This Memorandum of Understanding is an affirmation of a non-binding agreement.

5 Commencement and Operation:

This Memorandum of Understanding consists of the statements of the mutual intention of both parties. In regards to the contents of the Memorandum, both parties agree that:

- A. Not all points requiring agreement from both parties are discussed within this document.
- B. The agreement favours neither party in any way.
- C. That his Memorandum of Understanding holds no obligation for either party to carry on with the Agreement.

6 Role of Parties in Project:

6.1 Role of Lead Party [Affiliate Party]

- To Develop the Project, this includes:
 - Create a pitch for potential sponsors.
 - Create processes for running the project.
- To Carry out the Project, this includes:
 - Running the project.
 - Taking care of the projects administration.
 - Managing the project.

6.2 Role of the Support Party [MAN]

- To help the Lead Party in developing the project, via:
 - Consulting with and advising the Lead Party.
 - Providing networking and scouting possible sponsors.
 - Providing networking and scouting for possible volunteers.
- Promote the project and affiliate it with MAN by.
 - Provide advertising on the MAN website and Newsletter.
 - Allow it to use the MAN logo
 - Provide networking and scouting for further sponsors or potential partner programs that could assist the [Insert Affiliate Party] develop and grow.

7 Financial Arrangements:

Neither MAN nor [Insert Affiliated Party] has a financial obligation to one another. MAN can assist [Insert Affiliated Party] in securing funding from sponsors or grants but is not entitled to any form of payment from that, nor is [Insert Affiliated Party] entitled to any of MAN's funds.

8 Meetings:

When a meeting between MAN and [Insert Affiliated Party] is required, the time and location of the meeting is to be to be agreed upon by both MAN and [Insert Affiliated Party].

9 Relationship between Parties:

The relationship between the Parties is one of mentoring and support. MAN acts in an advisory role to [Second Party] as they develop and deliver [Insert Affiliate Party].

10 Conflict of Interest:

No conflict of interest exists or is anticipated to exist by either party in regards to their involvement in [Insert Project].

Should a conflict of interest arise for either party, the affected party shall inform the other party and seek to resolve the issue to ensure [Insert Affiliate Party] does not suffer.

11 Dispute Resolution:

Negotiation:

A party that claims a dispute has arisen must give a notice which gives brief details of this dispute to the “offending” party. The “offending” party has five business days from receiving the dispute notice to offer a reply notice outlining their position on the issue.

If the issue is cannot be resolve through simple dialog between both parties the 3rd party mediator should be called upon to help resolve the issue.

12 Termination

Either party is able to terminate this agreement if:

- If a part of this agreement is breached and this breach cannot or will not be rectified by the breaching party within a suitable time [Insert Time].
- If one of the parties dissolves or becomes defunct
- If both parties have drifted apart ideologically
- If one party perceives that the project is not fulfilling its outlined goals.

Should a party wish to terminate the agreement they are required to provide notice of this termination in writing to the other party and must specify the reason why the notice is given and why termination is being pursued.

13 General**13.1 Amendments to the Memorandum**

Amendments can be made to the Memorandum.

- The amendment must be made in writing and must be signed off by both appropriate members of each party.
- Copies of this signed off amendment must be sent to each party to be attached to the back of the original copies Memorandum of Understanding each party has.

13.2 Costs

Each party is responsible for covering its own costs in regards to the preparation and negotiation of this agreement as well as in their roles in the project.

14 Approval

Affiliate Community Initiative Representative

MAN Board President

Appendix Outline

The following documents are copies of the various policies and procedures of MAN. These have been included within this handbook to provide you as a potential affiliate with insight into MAN as an organisation. This has been done so that you may better familiarise yourself with how MAN works and what MAN hopes to achieve.

Appendices

Appendix 1 - Excerpt of the Constitution: Objectives of MAN

Appendix 2 - Code of Ethic

Appendix 3 - Communications Policy and Procedures

Appendix 4 - Workplace Occupational Health & Safety Policy

Appendix 5 - Privacy Policy

Appendix 1: Excerpt of the Constitution: Objectives of MAN

Objects of Association

The objects of the Association are –

- (a) To promote the prevention of diseases, both physical and mental, in men;
- (b) To raise awareness of men's health and wellbeing issues in a holistic sense covering physical, mental, emotional, social and spiritual components;
- (c) To be the peak body representing men's health, wellbeing and other men's issues in Western Australia;
- (d) To collect, generate and distribute information, literature and resources on the health and wellbeing of men;
- (e) To initiate and carry out appropriate data collection and research on aspects of the health and wellbeing of men;
- (f) To establish and contribute to the maintenance of regional networks concerning the health and wellbeing of men;
- (g) To promote awareness of educational services that specifically address; life style and health issues, relationships, sexuality, violence and anger management, fathering and fatherhood, recovery from sexual assault, youth development, suicide prevention, gender issues, personal meaning and life mission, rites of transition and ageing;
- (h) To provide a forum for leaders of men's groups and other community leaders, who are concerned with the health and wellbeing of men.

If you would like a complete copy of the Constitution of the Men's Advisory Network visit <http://www.man.org.au/AboutMAN/OurConstitution/tabid/153/Default.aspx>.

If you are interested in becoming a member of the Men's Advisory Network then visit <http://www.man.org.au/Members/tabid/60/Default.aspx> for more information.

Appendix 2: Code of Ethics

Introduction

The Committee of Management of the Men's Advisory Network (M.A.N) is committed to ethical conduct in providing the best possible service to the community. This policy has been developed to provide an ethical framework for all Committee Members, Staff and Volunteers at the Organisation.

This policy applies to the Committee of Management, casual, permanent and contract staff and volunteers.

Purpose

The purpose of this document is to identify the Men's Advisory Network's position on ethics and proper practice and to document the standards expected in providing a service to the community.

Policy

The Committee and staff of the Men's Advisory Network have a legal and moral responsibility to manage the organisation in the best interests of the community it serves. Committee and staff will demonstrate professional ethical behaviour at all times – in their responsibilities to the organisation, in their professional relationships with each other, and in their professional service to the community and will be required to adhere to this code of ethics.

The Committee shall:

- Be diligent, attend Committee meetings and devote sufficient time to preparation for meetings to allow for full and appropriate participation in the Committee's decision-making.
- Observe confidentiality relating to non-public information acquired by them in their role as Committee Members and not disclose such information to any other person.
- Meet regularly to monitor the performance of the Executive Officer and the organisation as a whole. To do this the Committee will ensure that appropriate monitoring and reporting systems are in place and that these are maintained and utilised to provide accurate and timely information to the Committee.
- Ensure there is an appropriate separation of duties and responsibilities between itself and the Executive Officer and that no individual has unfettered powers of decision-making.
- Ensure that the independent views of Committee members are given due consideration and weight.

- Ensure that stakeholders are provided with an accurate and balanced view of the organisation's performance, including both financial and service provision.
- Regularly review its own performance as the basis for its own development and quality assurance. Individual Committee Members should also review their own performance with a view to ensuring a suitable contribution to Committee deliberations and decision-making and, if found lacking, should either pursue training or assistance to improve their performance, or resign.
- Carry out its meetings in such a manner as to ensure fair and full participation of all Committee members.
- Ensure that the organisation's assets are protected via a suitable risk management strategy.
- Ensure that personal and financial interests do not conflict with the duty to the organisation.

Staff (paid and unpaid) shall:

- Publicly and privately support the organisation and each other, acknowledging the strengths and weaknesses of others and acting with courtesy and respect.
- Act honestly and in good faith at all times in the interests of the organisation and objects, ensuring that all stakeholders, particularly those who are recipients of services, are treated fairly according to their rights.
- Perform their duties as best they can, taking into account their skills, experience, qualifications and position. They shall act in a safe, responsible and effective manner.
- Be punctual and reliable in their attendance and adhere to their prescribed and authorised hours of duty.
- Comply with the prescribed terms and conditions of their employment/engagement.
- Record their attendance for duty in the manner prescribed.
- Notify the organisation of any inability to attend duty as early as possible so as not to inconvenience others or delay the work of the organisation.
- Carry out their duties in a lawful manner and ensure the organisation carries out its business in accordance with the law, and recognise both legal and moral duties of their role.
- Respect and safeguard the property of the organisation, the public and colleagues; and observe safe work practices so as not to endanger themselves or others.

- Maintain confidentiality regarding any information gained through their work and not divulge personal information or the address or phone numbers of Staff, Committee or service users. [Refer to ***Privacy Policy*** for additional information.]
- Ensure that all transactions, agreements and records that flow from relationships with MAN's stakeholders will be accurately and openly recorded in the organisation's books and records, and no entries will be made which obscure the true nature of a transaction.
- Ensure that the MAN will market its services with integrity and accuracy.
- Ensure that personal and financial interests do not conflict with the duty to the organisation.
- Undertake no personal or business activities for personal gain while at the organisation or while conducting business of the organisation: procedures associated with such activities will not be carried out on the organisation's computers without open and express permission of a higher authority.
- Work within the organisation's policies and principles.
- Discuss issues where appropriate with other staff and Committee members to determine whether or not a contemplated action is ethical.

Responsibility

The Executive Officer is responsible for the implementation and review of this policy. All Committee members, casual, permanent and contract staff and volunteers are responsible for adhering to all applicable clauses.

Related Documents

Privacy Policy

Adopted by the Committee of Management on 8 December 2005

Appendix 3: Communications Policy and Procedures

MAN aims to be widely recognised as the peak body within Western Australia for men's health, wellbeing and other issues that impact on men and boys. That is, MAN is to be recognised by government, all political parties, the media, service providers, non-government agencies and community groups as the peak body, with service providers and organisations being committed members.

This policy covers the procedures and protocols for communicating with the general public, other organisations, the media and politicians.

In all communications, M.A.N. is to ensure that:

- The integrity of the organisation is maintained
- The rights to privacy of its members are protected
- Accurate information, based on verifiable evidence, is disseminated.

M.A.N. will develop a bank of policies that have been adopted by the Committee of Management. The Executive Officer is authorised to comment on any issue covered by these existing policies.

All instances where a public comment is made on behalf of M.A.N. will be reported to the Committee of Management at the next meeting.

Member organisations and individuals are free to express their own independent views on any issue. Freedom of speech and individual rights are respected. M.A.N. will not attempt to control what members say publicly. However, such public statements will not be linked to M.A.N.

General Public and Other Organisations

The major forms of communicating with the general public and other organisations include telephone conversations, letters, emails, printed material, the web site and public presentations. Statements to the media are made with the general public as the intended audience.

All communication with the general public and other organisations is to be made in a respectful and helpful manner.

The Executive Officer is responsible for communicating with the general public and other organisations and for ensuring that any staff and volunteers also communicate in an effective and appropriate way.

Media

M.A.N. recognises that it has a responsibility to respond to media requests in a timely way, but within the policies and procedures of the organisation.

The Executive Officer is to act as the primary contact for the media. As soon as practicable he will inform the Chairperson of all media contact.

Where appropriate, a member who has particular knowledge and expertise may be appointed, with the Chairperson's consent, as the spokesperson to address a particular issue.

The Executive Officer is responsible for the preparation and coordination of media releases and letters to the editor, which are to be approved by the Chairperson prior to their distribution.

A summary of all media contact will be provided to the next Committee of Management meeting.

Whenever time permits, input will be sought from the relevant portfolio holders and members who have registered an interest in an issue before a statement is made. At the discretion of the Executive Officer and Chairperson, the draft media release and letter to the editor on some issues may be forwarded to all members of the committee of management seeking their opinions and feedback to be assimilated into the document before release.

It is recognised that in order to be effective, media releases and letters to the editor that are in response to an issue that is currently being canvassed in the media, must be submitted immediately and a draft will not be able to be sent to members of the committee of management seeking their views. Whenever possible, however, input will be sought from members who have registered an interest in a particular issue.

Any member may bring a current issue to the attention of the Executive Officer and suggest that a letter to the editor or media release should be prepared as a response from MAN.

Alternatively, a member or non-member may prepare the information for it to be released officially by M.A.N, in accordance with this policy and procedures. This may be the case where the person may be unable to make a public comment due to a conflict of interest arising with their employment, or where they believe that it may have more impact coming from M.A.N. In such case the Executive Officer is responsible for ensuring that the content and handling of the communication conforms with MAN policies and procedures.

Politicians and Government Agencies

In the context of this policy, the term politician includes members of the state and commonwealth parliaments, endorsed political candidates and political parties.

The Executive Officer is responsible for providing general information on available services as a result of a request from a politician or government agency.

In general, all media releases will be sent to all members of the state parliament and to the Western Australian Members of the House of Representatives and Senators.

The Executive Officer is responsible for the preparation of submissions to parliamentary and government inquiries, plus letters to politicians, which are to be approved by the Chairperson prior to their distribution. A list of these will be provided to the next Committee of Management meeting.

Whenever possible, all members of the committee of management and members who have registered an interest in the issue will be informed of the parliamentary or government inquiry or the proposed communication, seeking their comments. Whenever time permits, a draft of

the submission or letter will be forwarded to all members of the committee of management seeking their opinions and feedback to be assimilated into the document before release.

There will be occasions when M.A.N. will be critical of the government. However, the Minister and departmental officers should already be aware of M.A.N's position on the issue, because whenever possible, they should have received a prior briefing.

Adopted by the Committee of Management at its meeting held on 24 February 2005.

Appendix 4: Workplace Occupational Health & Safety Policy

Introduction

The Men's Advisory Network (M.A.N) and its Executive Officer are committed to ensuring the health, safety and welfare of the working environment for its staff, volunteers, contractors and visitors. As a consequence of this, MAN encourages all of its staff members to regard accident prevention and working safely as a collective and individual responsibility.

Purpose

The purpose of this policy is to ensure staff members and volunteers are aware of their responsibilities as employees/volunteers of MAN and under associated legislation, and are committed to ensuring the health and well-being of staff, volunteers, contractors and visitors. In fulfilling this responsibility, all members of MAN have a duty to provide and maintain, so far as practicable, a working environment that is safe and without risks to health.

Policy

MAN recognises its moral and legal responsibilities to provide a safe and healthy work environment for its employees, volunteers, contractors and visitors. MAN further endeavours to ensure that their operations do not place the wider community at risk of injury or illness.

MAN is committed to:

- Undertaking risk management activities to adequately manage risks to persons in the work environment, including review of changes to work methods and practices;
- Compliance with all relevant legislation standards, and other requirements to which the organisation subscribes;
- Ensuring that all plant, equipment and substances are safe and without risk to health when used in accordance with standard operating procedures;
- Maintaining safe systems of work, the work premises and the work environment, including systems to adequately manage emergency response;
- Providing adequate facilities to protect the welfare of all employees;
- Providing appropriate OH&S training to all employees and volunteer workers;
- Providing information and supervision for all staff and students enabling them to work and study in a safe and healthy manner;
- Consulting with all employees and contractors to enhance the effectiveness of the OH&S Management System;

- Providing adequate resources to facilitate the fulfilment of the Organisation's OH&S responsibilities;
- Regularly reviewing and evaluating Health and Safety Management systems, including audits and workplace inspections;
- Establishing measurable objectives and targets to ensure continued improvement aimed at elimination of work-related injury and illness.

Responsibilities

The **Executive Officer** as the responsible officer, will be accountable for providing a healthy and safe workplace for employees and will ensure adequate resources are provided to meet the health and safety objectives and implement supporting strategies. In particular, the Executive Officer will ensure:

- appropriate health and safety policies and procedures are developed and implemented to enable the effective management of health and safety and control of risks to health and safety;
- mechanisms are provided which enable the identification, development, implementation and review of appropriate health, safety and welfare related policies and procedures;
- mechanisms are provided to enable employees and their representatives to be consulted on any proposals for or changes to the workplace, work practices, policies or procedures which may affect the occupational health, safety and welfare of employees;
- occupational health and safety performance is an integral component of the MAN business and financial plans;
- mechanisms are provided to regularly monitor and report on health and safety performance;
- annual health and safety strategic plans are developed and implemented to meet health and safety objectives;
- Occupational Health and Safety Policy is reviewed annually to ensure it remains accurate and in line with legislative requirements.

Employees have a legal duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person. **Employees and Volunteers** have a responsibility to:

- report any incident or hazards at work to the Executive Officer;
- carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures;

- obey any reasonable instruction aimed at protecting their health and safety while at work;
- use any equipment provided to protect their health and safety while at work;
- assist in the identification of hazards, the assessment of risks and the implementation of risk control measures;
- consider and provide feedback on any matters which may affect their health and safety;
- ensure they are not affected by alcohol or another drug which may endanger their own or any other persons' health and safety.

Contractors and visitors to MAN are required to:

- comply with the occupational health and safety policies, procedures and programs established by MAN
- observe directions on occupational health and safety from designated officers of MAN

Review of Policy

The Occupational Health and Safety policy will be reviewed annually by the Executive Officer. The review will involve assessing the effectiveness of the policy and program by such means as:

- reviewing overall health and safety performance; and
- monitoring the effectiveness of policies and procedures.

Dissemination of Policy

The Occupational Health and Safety Policy and related procedures shall be displayed in the workplace and all employees and volunteers will be provided with a copy. New employees will be provided with a copy of the policy as part of their induction.

The Policy will be reviewed on an annual basis to ensure it remains compliant with the relevant State legislation.

Adopted by the Committee of Management on 8 December 2005

Appendix 5: Privacy Policy

The Men's Advisory Network (MAN) Inc. will collect, manage, use and disclose personal information of consumers and staff in accordance with the Privacy Amendment (Private Sector) Act 2000.

The Privacy Act incorporates the National Privacy Principles that underpin the Act.

This policy sets out the Principles that MAN has adopted in order to protect information about individuals.

Principle 1 – Collection

MAN will only collect personal information that is necessary for one or more of its legitimate functions or activities.

MAN will only collect personal information by lawful and fair means not in an unreasonably intrusive way.

At or before the time MAN collects personal information (or, if that is not practicable, as soon as practicable thereafter), MAN will take reasonable steps to ensure that the individual providing the information is aware of:

- (a) MAN's identity and how to contact it;
- (b) the fact he or she is able to gain access to the information;
- (c) the purposes for which the information is collected;
- (d) to whom (or the types of individuals or organisations to which) MAN intends to or usually discloses information of this kind;
- (e) any law that requires the particular information to be collected; and
- (f) the main consequences (if any) for the individual if all or part of the information is not provided.

Where it is reasonable and practicable to do so, MAN will collect personal information directly from the individual.

Where MAN collects personal information from a third party, MAN will take reasonable steps to ensure that the individual is or has been made aware of the matters listed from (a) to (f) above.

Principle 2 – Use and Disclosure

MAN will only use and disclose personal information about an individual for a purpose other than the primary purpose of collection (a secondary purpose) if:

- (a) both of the following apply :

- (i) the secondary purpose if related to the primary purpose of collection, and if the personal information is sensitive information, directly related to the primary purpose of collection; and
 - (ii) the individual would reasonably expect MAN to use the information for the secondary purpose.
- (b) the individual has consented to the use, or disclosure; or
- (c) MAN uses or discloses personal information for the purpose of direct marketing not associated with the original purpose of collection; and
- (i) it is impracticable for MAN to seek the individual's consent before using the information; and
 - (ii) MAN gives the individual the express opportunity at the time of the first contact, and thereafter upon request, and at no cost, to decline to receive any further direct marketing communications and the individual has consented; or
- (d) MAN reasonably believes the use or disclosure is necessary for research, or the compilation or analysis of statistics, relevant to public health or safety; or
- (e) MAN reasonably believes that the use or disclosure is necessary to lessen or prevent a serious and imminent threat to the individual's life or health; or
- (f) MAN has reason to suspect that unlawful activity has been, is being or may be engaged in, and uses or discloses the personal information as a necessary part of its investigation of the matter or in reporting its concerns to relevant person or authorities; or
- (g) the use or disclosure is required or specifically authorised by law; or
- (h) the use or disclosure is reasonably necessary for the enforcement of the criminal law, a law imposing a pecuniary penalty, or for the protection of the public revenue.

Principle 3 – Data Quality

MAN will take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up to date as far as is practicable.

Principle 4 – Data Security

MAN will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

MAN will take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose.

Principle 5 – Openness

MAN will have clearly expressed policies on its management of personal information and these will continue to be readily available.

MAN will take reasonable steps to let individuals know, generally, what sort of personal information it holds, for what purposes and how it collects, uses and discloses that information.

Principle 6 – Access and Correction

Where MAN holds personal information about an individual, it will provide the individual with access to the information on request, in a form or manner suitable to the individual's reasonable needs, except to the extent that:

- (a) providing access would pose a serious and imminent threat to the life or health of any individual; or
- (b) providing access would have an unreasonable impact upon the privacy of other individuals; or
- (c) the request for information is frivolous or vexatious; or
- (d) the information relates to existing legal dispute resolution proceedings between MAN and the individual, and the information would not be accessible by the process of discovery in those proceedings; or
- (e) providing access would reveal the intentions of MAN in relation to negotiations with the individual in such a way as to prejudice those negotiations; or
- (f) providing access would be unlawful; or
- (g) denying access is specifically authorised by law; or
- (h) providing access would be likely prejudice an investigation of possible unlawful activity; or
 - (i) providing access would be likely to prejudice:
 - (ii) the prevention, detection, investigation, prosecution or punishment of
 - criminal offences; or
 - breaches of a law imposing a penalty or sanction.
 - (iii) the enforcement of laws relating to the confiscation of the proceeds of crime;
 - (iv) the protection of the public revenue;
 - (v) the prevention, detection, investigation or remedying of seriously improper conduct; or

- (vi) preparation for, or conduct of, proceedings before any court, or tribunal, or implementation of its orders by or on behalf of an enforcement agency; or;
- (vii) an enforcement agency performing a lawful national security function asks MAN to not provide access on the basis that providing access would be likely to cause damage to the national security of Australia.

Where providing information would reveal evaluative information generated within MAN in connection with a commercially sensitive decision-making process, MAN may give the individual an explanation for the decision rather than direct access to the information.

If MAN has given an individual such an explanation and the individual believes that direct access to the evaluative information is necessary to provide a reasonable explanation of the reasons for the decision. Personnel will undertake the review other than the original decision maker.

Wherever direct access by the individual is impractical or inappropriate, MAN and the individual should consider whether the use of mutually agreed intermediaries would allow sufficient access to meet the needs of both parties.

If MAN levies charges for providing access to personal information, those charges

- (a) will not be excessive; and
- (b) will not apply to lodging a request for access.

If MAN holds personal information about an individual and the individual is able to establish that the information is not accurate, complete and up to date, MAN will take reasonable steps to correct the information so that it is accurate, complete and up to date.

If the individual and MAN disagree whether the information is accurate, complete and up to date, and the individual asks MAN to associate with the information a statement claiming that the information is not accurate, complete or up to date, MAN will take reasonable steps to do so

MAN will provide reasons for denial of access or correction.

Principle 7 – Identifiers

MAN will not adopt as its own identifier one that has been assigned by a government agency (or by an agent of, or contractor to, government agency acting in its capacity as agent or contractor).

Principle 8 – Anonymity

Whenever it is lawful and practicable, individuals will have the option of not identifying themselves when dealing with MAN.

Principle 9 – Transborder Data Flows

MAN will not transfer personal data outside Australia unless:

- (a) MAN reasonably believes that the recipient of the information is subject to a statute, binding scheme or contract which effectively upholds principles for fair information handling that are substantially similar to these rules; or
- (b) the individual concerned consents to the transfer; or
- (c) the transfer is necessary for the performance of a contract between the individual concerned and MAN, or the implementation of pre-contractual measures taken in respect of the individual's request; or
- (d) the transfer is necessary for the conclusion or performance of a contract concluded in the interest of the individual concerned between MAN and a third party; or
- (e) the transfer is for the benefit of the individual concerned; and
 - (i) it is not practicable to obtain the consent of the individual to that transfer; and
 - (ii) if it were practicable to obtain such consent, the individual would give it; or
- (f) MAN has taken reasonable steps to ensure that the information, which it has transferred, will not be collected, held, used or disclosed by the recipient of the information inconsistently with these rules.

Principle 10 – Sensitive Information

MAN will not collect sensitive information about an individual unless:

- (a) the individual has consented; or
- (b) the collection is required by law; or
- (c) the collection is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual, where the individual whom the information concerns:
 - (i) is physically or legally incapable of giving consent to the collection; or
 - (ii) physically cannot communicate consent to the collection; or
- (d) if the information is collected in the course of the activities of a non-profit organisation – the following conditions are satisfied:

- (i) the information relates solely to the members of the organisation or to individuals who have regular contact with it in connection with its activities;
 - (ii) at or before the time of collecting the information, the organisation undertakes to the individual whom the information concerns that the organisation will not disclose the information without the individual's consent; or
- (e) the collection is necessary for the establishment, exercise or defence of a legal or equitable claim.

MAN will collect health information about an individual only if:

- (a) the information is necessary to provide a health service to the individual; and
- (b) the information is collected:
 - (i) as required by law (other than this Act); or
 - (ii) in accordance with rules established by competent health or medical bodies that deal with obligations of professional confidentiality which bind the organisation
- (c) the collection is necessary for:
 - (i) research relevant to public health or public safety;
 - (ii) the compilation or analysis of statistics relevant to public health or public safety;
 - (iii) the management, funding or monitoring of a health service; and
- (d) the collection of information does not identify the individual or from which the individual's identity cannot be reasonably be ascertained; and
- (e) it is impracticable for the organisation to seek the individual's consent to the collection.

Adopted by the Committee of Management at its meeting held on 23 June 2005.