



***MEMBERSHIP BOOKLET 2019***

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## 1. Welcome and Society Goals

Welcome to the 2019 RDWS membership booklet. If you are a new member the information in this booklet will assist you in becoming familiar with the operation of RDWS and what responsibilities and opportunities you now have as a member.

If you are an established member, use this booklet to keep up to date with changes and to refresh your knowledge of RDWS.

When the Society was established in 1992 its aim was to promote, foster and practise the art of woodcraft. This aim remains its guiding theme today.

Our more specific goals are:

- RDWS grows and develops with the times, and stays up to date
- Members enjoy their attendance and activities, and learn new skills
- RDWS is a place where everyone is respected and advice and ideas are shared freely
- Members and visitors remain safe
- The volunteer efforts of members in relation to fundraising, external events, and Society roles are maintained so as to ensure the ongoing success of RDWS.

## 2. The Rules, Bylaws, and Policies and Procedures Manual

RDWS is an Association incorporated under the Associations Incorporation Act 1981 (Qld).

Pursuant to this Act the Society's governing rules (The Rules) generally follow the "default" rules contained in the Act. The Rules were last updated in 2017.

In addition the Society has its own Bylaws, which were updated in February 2019.

Hard copies of both the Rules and the Bylaws hang on the wall next to the main noticeboard. You are encouraged to make yourself familiar with them.

If you wish to have an electronic copy please just ask the Secretary.

A Policies and Procedures Manual is currently being written to bring together in one place all of the operational documentation within RDWS. This manual will contain all of the various RDWS forms, policies, procedures and instructions.

Once complete this manual will be available to all members.

## 3. Woodcraft Activities Practised at RDWS

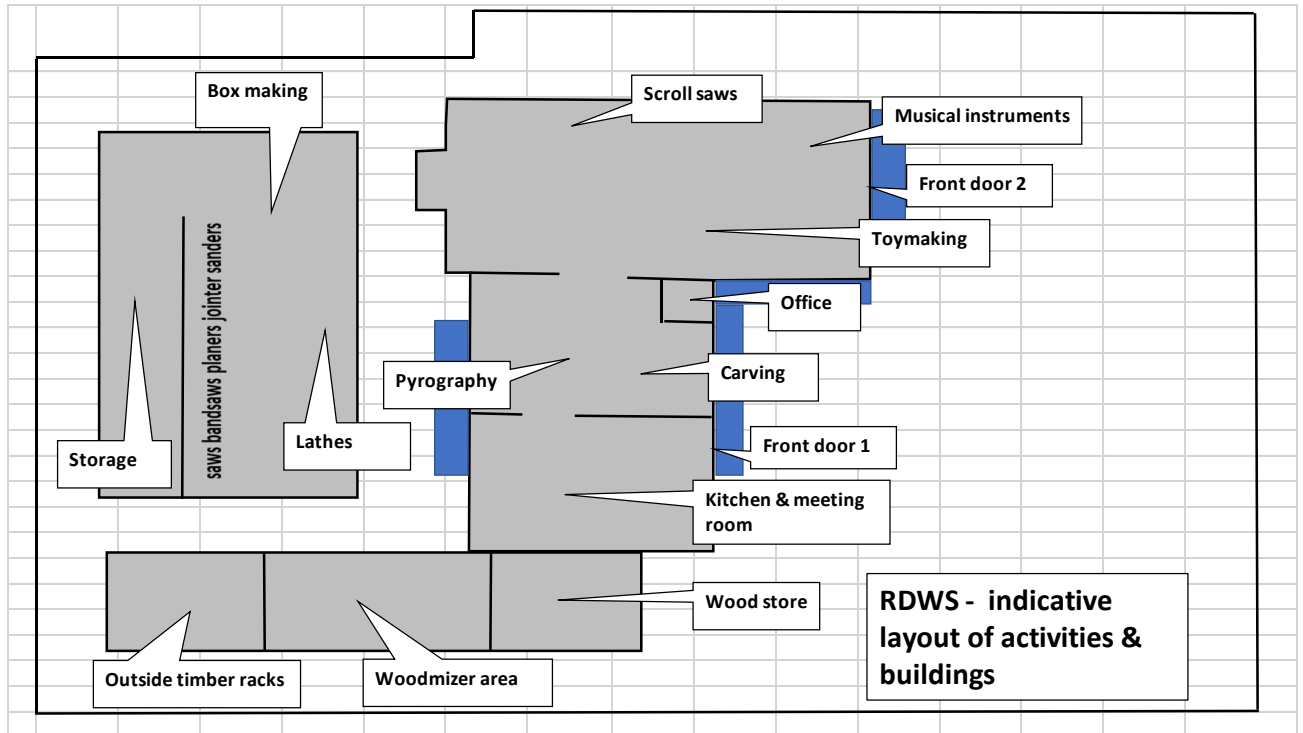
RDWS offers the following crafts to its members:

Craft	Contact person
Musical instrument making	Richard Scriven
Wood turning	Allan McGill
Pyrography	Kay Stark
Toy making	Val Millway
Carving	John Picard
Box making	Terry Gilbert
Scroll saw work	Graham McDougall

Subject to having been trained on the relevant equipment, members can also cut, drill, thickness, sand and rout wood at RDWS to then be taken home for further work.

Woodcraft demonstrations are held to show members how to perform various woodcraft techniques and regular training courses are run for machinery and equipment competency and for individual skill development.

The following sketch shows the general layout of the RDWS premises, where the various woodcraft activities are located, and other building usage.



#### 4. Opening Times and Program

RDWS is generally open 5 days a week (Monday to Friday). It is closed on public holidays and over the Christmas New Year period. The premises are generally open for members between 8.00am and 2.30pm.

The typical weekly program is

Sunday	Closed
Monday	Open for individual members activity
Tuesday	All group activities except musical instrument making occur on Tuesdays, plus morning tea and "show and tell"
Wednesday	Open for individual members activity
Thursday	Musical instrument making group, toy making group, box making group and individual members activity, and "show and tell"
Friday	Open for individual members activity
Saturday	Closed

Recurring annual events include Redcliffe Show (June/July), Christmas Party (December) and Lifestyle Expo ( August).

## 5. Management Committee

RDWS has a management committee, in accordance with The Rules. It's structure and current incumbents are as follows.

Role	Name(s)	Phone contact
President	Allan McGill	0418 882812
Vice President	Rob Lake	32643993
Treasurer	Sue Gilberd	0458 739500
Secretary	Ian Ross	0418 378305
Ordinary committee members	Ed Tulacz	0435 216741
	John Picard	04977216603
	Richard Scriven	36330217
	Annette G	-----
	Val Millway	0490501836
	Terry Gilbert	32033427
	Fred Enerver	0427 728064

A description of the roles of the committee members can be found in The Rules.

Each committee member nominates and is voted in yearly at the Annual General Meeting. Nomination for committee places is available to all current financial members.

## 6. Sub-committees

The Society operates sub-committees to oversee its day-to-day operations. These sub-committees include:

Sub-committee	Contact person
Machinery and Safety	Terry Gilbert
Fund Raising	

## 7. Other Society Roles

RDWS maintains other designated volunteer roles designed to perform certain duties “behind the scenes” and “front of house” to keep the premises, infrastructure, equipment, services and events running smoothly for members. These roles include:

Role	Brief description of role	Member(s) in this role
Captain Woody	See section 12 of this handbook	
Open up & close up officer	Arrives first opens up the buildings, switches on lights and power and makes premises ready for members. Leaves last after turning	Brett Japp and Val Faamoe

	checking power, lights and security.	
WoodMizer and Milling Coordinator	Manages the WoodMizer operation and runs timber sales, and sourcing of logs	Marilyn Kunde
Librarian	Operates the library, including content management, loans and returns	Margaret Johnson
External Events Coordinator	Coordinates and supervises external activities such as Bunnings sausage sizzle fundraiser, Lifestyle Expo	Fred Enever
Redcliffe Show Coordinator	Manages the overall co-ordination of everything that has to be done to prepare for and execute the RDWS Redcliffe Show entry	Mike Davenport for 2019 Assisted by Fred Enever
IT Officer	Maintains the RDWS computer systems and content	Duncan Elliot
Building services co-ordinator	Our premises are leased from Moreton Bay Regional Council, which is responsible for certain maintenance, while RDWS is responsible for the remainder. This role is to manage the ongoing building and utilities maintenance and upkeep.	Val Millway
Email account administrator	Keeps the Gmail account up to date and operating	Val Millway
Purchasing officers	Buy consumables, kitchen supplies, stationery	Val Millway, Sue Gilbert, Fred Enever
Newsletter Editor	Compiles and publishes "Redwood"	Editor: John Picard Assistant Ed: Kerry Cameron

From time to time these roles become vacant as people step down. You are encouraged to consider nominating to take on any role that becomes available if it interests you. The Management Committee considers nominations and makes the final selection as to who fills each of the above roles

## 8. New member induction

Every new member must complete an onsite induction before performing any activities at RDWS. This requirement is clearly set out in the "confirmation of membership" letter that each new member receives.

The purpose of this induction is to make a new member initially familiar with the basic operation of RDWS: layout of the premises, emergency information, contacts for further information, obligations regarding PPE ( personal protective equipment), recording attendance, attendance fee, the typical weekly program.

Once a new member is inducted he or she is able to perform activities and may use tools and equipment that do not require the member to participate in and pass a training course.

## **9. Member obligations/assistance/helping out**

Membership of RDWS does come with obligations.

**SAFETY.** Every member has an obligation to be “fit for work” when attending the premises so that he or she can perform activities safely. In addition every member has an obligation to help keep others safe. There are a number of operating procedures that make it mandatory to do something or not do something. These mandatory requirements have been put in place to reduce risk and help keep you safe, so please adhere to them. It is not permissible for anyone to attend RDWS premises if they are under the influence of alcohol, drugs or an illegal substance.

**CONDUCT.** While at RDWS everyone is expected to respect other members. RDWS is not a place where bullying, any form of harassment or discrimination, or vilification is accepted.

**PARTICIPATION.** All positions in RDWS are voluntary. When positions become vacant please register your interest if you think that a particular position suits you. We only function effectively when all positions within the organisation are filled.

**SOCIETY EVENTS.** During the year RDWS plans, puts on or participates in various internal and external events. All of these rely upon members volunteering their time and effort to make each a success. You will be made aware of when volunteers are needed, so please respond positively when asked. Alternatively don't wait to be asked. If you feel that you can help just let any member of the Management Committee know that you are willing to volunteer your time.

## **10. Attendance requirements**

When attending the premises and or performing activities you are required to:

- Wear your membership badge
- Sign in
- Pay the daily attendance fee.
- Wear covered in footwear plus personal protective equipment (PPE) prescribed or appropriate for any particular activity (eg face shield, eye protection, hearing protection, non-loose fitting clothing)
- Operate equipment only as it is designed to be operated
- Clean up after yourself and check and if necessary empty dust and waste bags
- Sign out.

You may only perform an activity if there is a Captain Woody present in your area. This means if you can only work in the main building if a Captain Woody is present in that building. You can only work in the shed if a Captain Woody is present in the shed.

## **11. Safety, first aid, emergency response**

Your safety, and that of your fellow members, is paramount. Please observe all safety related rules and processes, and perform activities only in a safe manner.

Our by-laws in clause 3 emphasise personal safety, and this clause reads as follows:

*“Member Fitness for Society Activities*

*RDWS is committed to providing a safe and enjoyable place for members to use. Noting the inherently hazardous nature of many activities performed at RDWS, and the types of tools, machinery and equipment used, RDWS expects that in return members ensure that they are “fit for work”.*

*Members are only to attend the RDWS premises and perform activities if they are physically and mentally fit to safely perform those activities. It is each member’s individual responsibility to ensure that they are fit to perform their proposed activities safely.*

*If any member of the Management Committee, or Captain Woody, observes a person who appears not to be fit to safely perform their activities, that person is to be asked to demonstrate their fitness. If doubt remains as to the person’s fitness, the person must be directed to cease the activity, or if the activity has not commenced to not commence the activity.*

*Any member who observes another person who appears not to be fit to perform the activity that the person is undertaking is to alert a member of the Management Committee, or Captain Woody.”*

To cater for minor first aid treatments there are two first aid boxes on the premises and their locations, which are clearly signed, would have been pointed out to you during your induction.

If any medical situation arises or a significant injury occurs that requires medical or hospital attention, ring 000 immediately.

If any incident occurs where damage to a machine occurs, or an injury is sustained, an incident report must be completed by those involved. Incident report forms are kept in the main building near the sign on register. An incident report is also required where there was potential for damage or injury. These incident reports provide critical information to the Management Committee to help eliminate similar future incidents.

If an emergency arises and an evacuation is required the evacuation area is located in the SE corner of the front carpark. A detailed evacuation sign and diagram is posted in various places around the premises. Please make yourself familiar with its contents.

## **12. Captain Woody**

RDWS uses volunteer members to act as a Captain Woody during premises opening times.

In summary the role of Captain Woody comprises:

- Observe machinery being operated to assess whether machines are working properly and are being operated correctly by members
- If any machinery is defective, unsafe or not working properly, to turn off and tag out that machine
- Report problems with machinery, including damage, to the management committee
- Where an incident occurs, ensure that members involved fill out an incident report
- Issue reasonable directions to members so that they and others stay safe

If the Captain Woody on duty asks you to do something or not do something, please comply. He or she will be acting in the interests of safety and in your interest.

If any tool or machine is not operating properly, please report it to Captain Woody.

If there is any situation you are not sure about, talk to Captain Woody about it before proceeding.



### **13. Use of RDWS equipment**

The Society has a large inventory of hand and power tools and machinery on the premises. Please follow these rules when using any of the equipment.

Treat the tool you are using, as you would treat your own tools.

Put tools and equipment back where they belong.

For equipment and machinery where it has been mandated that training is a prerequisite for use, you cannot use a tool or machine unless you have first undertaken the required training.

Equipment and Machinery that can only be used after you successfully undertake RDWS training includes, and may not be limited to:

- All lathes
- All bandsaws
- All belt, disc and drum sanders
- Triton table saw
- Mastercraft table saw
- Compound Mitre saw
- Triton router
- Thicknessers
- Jointer

If you are uncertain about any aspect of using a tool or operating a machine, then stop and request advice or help from Captain Woody, one of the Management Committee or another member trained and experienced on that machine.

Clean up after each job, especially waste and dust. Check waste and dust collection bins and bags and empty if full or almost full. This is mandatory.

Where logbooks accompany machinery, fill in the logbook.

The operation of two machines is restricted to a small number of accredited members. They are the WoodMizer sawmill and Hitachi bandsaw. If you wish to have timber cut on either of these please see Captain Woody for more information. Cutting charges will apply.

Where you intend to use a tool or machine for which prior training is not a pre-requisite, you must still be competent and experienced in the use of that tool or machine. If you are not sure, ask Captain Woody.

### **14. Training**

RDWS provides formal training to operate certain machinery, where such training has been deemed to be a pre-requisite before a member can use that machinery. See the previous section 13.

Training is performed by another member who has been trained and accredited to club standards as a trainer.

There is a training request book in the main building into which you write the training that you wish to undertake. When numbers are sufficient a training course is organised and you will be requested by email to confirm your attendance.

Some training courses have a cost attached.

Trained members are able to operate the relevant machinery for 3 years after which refresher training is required

## 15. Courses

In addition to mandatory training as described in Section 14, RDWS also offers various courses, which are designed to introduce members to new crafts or to more advanced techniques in a craft that they already enjoy. These courses over time include pyrography, box making, finishes, and lidded boxes (made on lathe).

Courses are advertised in advanced and depend on minimum attendance numbers in order to proceed. Some courses have a cost attached.

## 16. External events program and fundraising

There are number of fixed external events that RDWS organises or participates in over the year. They are:

Event	When it is on	RDWS involvement
Redcliffe Show	Mid year	RDWS has an exhibit at each Redcliffe Show. The public can see and buy members' works, and watch live woodcraft demonstrations. The annual competition is also judged and displayed at the show
Lifestyle Expo	Annual event at Redcliffe Botanical Gardens	RDWS performs lathe, scroll saw and pyrography demonstrations and members sell craft items.

Throughout the year other events are held as fund raising events. Currently they include Bunnings Sausage Sizzles.

## 17. Publications

In addition to this booklet RDWS maintains two publications to help keep members in touch with what is going on and in touch with each other. The Society's newsletter, the Redwood is published on a monthly basis and is emailed to members.

A member telephone list is made available to all members. Copies can be found in the kitchen area.

RDWS also regularly receives by email several newsletters from other woodworking clubs in Queensland, NSW and Victoria. When they arrive they are forwarded on to all of our members who have email.

## 18. Club Website

The Society's website can be found via Google, or directly at [www.redcliffewoodcraft.org](http://www.redcliffewoodcraft.org)

## 19. Notice boards

There are two main notice boards in the main building. One contains general notices about items for sale, services provided, etc. The other contains the current training program and other club information. You are encouraged to peruse these notice boards whenever you attend.

## **20. Library**

RDWS operates an extensive library of books and DVDs. New items, especially books and DVDs, are added each year.

See our Librarian to borrow items. There is no extra charge to use the library.

## **21. Items for sale**

Members are able to purchase various items from RDWS. Currently they include soft drinks, some PPE, sandpapers and glues, and various small woodwork related items such as pen kits.

## **22. Timber milling and sales**

RDWS owns a WoodMizer sawmill, which is used to reduce logs and bigger timber into more manageable sizes. Members are able to make use of the WoodMizer in two ways:

If you have timber that you would like to have cut on the WoodMizer, please make enquiries to the Management Committee. Conditions and sawing charges apply.

RDWS has for sale to members a stock of timber that has been cut on the WoodMizer. To enquire about prices or to purchase timber contact Marilyn Kunde. Varieties of timber vary, depending upon raw timber which has been made available to RDWS.

## **23. Visitors**

Visitors are welcome at RDWS. If you bring along a visitor, please follow the following protocol:

- Visitor must wear closed in footwear.
- Log Visitor in the attendance book, when arriving and leaving
- Report in to Captain Woody so he or she is aware that there is a visitor present
- Daily attendance fee does not apply to a visitor
- Provide visitor tag or sticker for Visitor to wear
- Visitor to be accompanied by the member at all times.
- Visitor is not to enter areas where PPE is required unless he or she is fitted with the right PPE.

The best day to bring a visitor is Tuesday, as it is our busiest day. Bring your visitor to Tuesday's morning tea and Show and Tell.

## **24. Smoking**

The only location where smoking is permitted on RDWS premises is the designated smoking area in the southeast corner of the carpark, inside the fence along Oxley venue.

***WE HOPE YOU ENJOY YOUR TIME AT RDWS!***