



## **REDCLIFFE AND DISTRICT WOODCRAFT SOCIETY INC (RDWS)**

### **POLICIES AND PROCEDURES MANUAL**

#### **Revision History**

Rev No	Date Issued	Details of the revision
Rev 0	11 February 2025	Initial issue
Rev 1	15 Feb 2026	Add Code of Conduct as a policy

#### **Preamble**

The key documents which set out how RDWS is governed over time and operated on a day to day basis are:

1. the Rules,
2. the By-laws,
3. the Membership Booklet, and
4. the Policies and Procedures, which are contained here-in.

The policies and procedures set out the way operational matters are performed at RDWS, where those matters are not already dealt with in The Rules, By-laws, or Membership Booklet. The intent is to avoid duplication.

## **List of policies & procedures**

Number	Title
<b>Policy</b>	
POL1	Working with Vulnerable People
POL2	Code of Conduct
<b>Procedure</b>	
P1	New membership process
P2	Competency Training
P3	Safety and M&SSC
P4	Use of Machinery and Equipment
P5	Incident Reporting and Investigation
P6	First Aid and Injury Response
P7	Captain Woody
P8	Purchasing, Services and Suppliers
P9	Woodcraft Sales - Commission
P10	Keys
P11	Obligations to Government & Statutory Bodies
P12	Assessors
P13	Annual Woodcraft Competition
P14	Asset Register
Appendix A	Position Descriptions
Appendix B	Forms & Manuals

## **POLICIES**

### **POL1 WORKING WITH VULNERABLE PEOPLE**

At RDWS vulnerable people may include:

- children and seniors
- people with impaired intellectual or physical functioning
- people from a low socio-economic background
- people who are Aboriginal or Torres Strait Islanders
- people for whom English is a second language
- people with low levels of literacy or education.

All members are expected to uphold the dignity of all persons we work with and abide by this policy for the safeguarding of such vulnerable people. RDWS condemns and does not tolerate all forms of abuse and exploitation, including physical, sexual, emotional and psychological abuse of vulnerable people.

RDWS believes in the empowerment and participation of vulnerable people and aims to create an environment in which vulnerable people feel confident to be more able to raise any concerns for their own safety and wellbeing.

For the purposes of this policy

- a child is any person below the age of 18 years
- a vulnerable adult is an individual aged 18 years and above who is or may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.
- bullying is the inappropriate use of power by an individual or group, with an intent to injure either physically or emotionally. Physical bullying includes pushing, hitting, punching, kicking or any other action causing hurt or injury. Verbal bullying includes insults, taunts, threats and ridicules. Psychological bullying includes physical intimidation and ostracism.
- Abuse may include physical or emotional sexual abuse.

Vulnerable people may also experience heightened vulnerability to abuse as a result of other factors, such as a disability or loss or absence of caregivers.

Safeguarding Vulnerable People is the term used to describe the responsibilities and activities undertaken to prevent or stop vulnerable people being abused or maltreated.

At RDWS members must:

- treat all vulnerable people with respect,

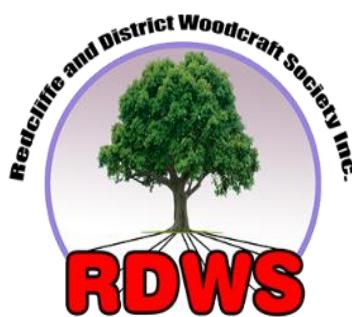
- not use language or behaviour towards vulnerable people that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not use any computers, mobile phones, video cameras, cameras or social media to exploit or harass vulnerable people,
- immediately disclose all charges, convictions or any outcomes of an offence that relates to exploitation and abuse of vulnerable people,
- be aware of behaviour and avoid actions or behaviours that could be perceived by others as exploitation and abuse of vulnerable people.

Members shall report concerns or allegations of vulnerable person abuse to the Management Committee which will treat all reported concerns seriously and will ensure that the interests of anyone reporting abuse in good faith will be protected.

The Management Committee will ensure that the concern is handled with utmost care and confidentiality, including protecting the identities of the reporting individual, the person against whom allegations or suspicions have been raised, and the victim or potential victim of abuse. Details will only be released on a “need to know” basis or when required by relevant State or Australian law, or a notification to police is made.

Should it be determined that a member has caused harm to a vulnerable person as described in this code of conduct any disciplinary measure shall be determined in accordance with the relevant RDWS Rules and By-laws.

## POL2 CODE OF CONDUCT



# REDCLIFFE AND DISTRICT WOODCRAFT SOCIETY INC

## CODE OF CONDUCT

Our membership booklet states that one of the goals of RDWS is for members to enjoy their attendance and activities, and where everyone is respected, and advice and ideas are shared freely. The booklet states that while at RDWS everyone is expected to behave towards others as they would expect other people to behave towards themselves. RDWS is not a place where bullying, any forms of harassment or discrimination, or vilification are accepted.

In its By-laws RDWS commits to providing a safe environment within which members can enjoyably perform their activities. RDWS has a zero-tolerance approach to unlawful, inappropriate or unsafe behaviour, including bullying, discrimination and vilification.

When attending the Society's premises or a Society event, members are expected to behave and engage with others in a manner consistent with the Society's goals and commitments. As members of RDWS this begins with treating others with respect, observing courtesy and always using appropriate language when speaking to others, always engaging in appropriate behaviour and helping to foster a safe, welcoming and inclusive environment.

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President

## **PROCEDURES**

### **P1 NEW MEMBERSHIP PROCESS**

Prospective new members contact RDWS by email or phone via the Secretary, or in person at the RDWS premises. When contact is made, the prospective member is invited to attend the RDWS premises on any Tuesday morning to commence the membership application process. On the day of attendance the prospective member undertakes an interview with the New Membership Co-ordinator or the President, and is given a tour of the premises by a member of the Management Committee. The intent of the interview is to ascertain if the aspirations of the prospective member align with what RDWS offers, to gather information relevant to considering the prospective member for membership and to answer any questions the prospective member might have.

If the prospective member wishes to apply for membership he or she completes the application form and pays the fee. He or she is provided with a receipt. The application form is then emailed to the Management Committee members by the New Membership Coordinator. The members vote by email to approve or not approve the application. A majority vote is required to approve an application. On occasion the voting may take place at a committee meeting. Sometimes more information is required before a vote is taken and on those occasions the applicant will be asked to provide that information, usually in person.

If membership is approved, the Secretary sends a letter of welcome to the new member, the New Membership Coordinator will arrange the new member's induction, and the Membership Officer will arrange a membership badge and enter the new member's details into the RDWS database. The New Membership Coordinator arranges a buddy for the new member.

At the induction an Induction Officer will take the new member through a list of items, which are set out on the New Member Induction Form. At completion of the induction the new member signs the form, as does the Induction Officer, and the form is filed.

An Induction Officer is a member who has experience in the operation of RDWS and has volunteered and been selected to perform this role.

If a membership application is not approved, the applicant is advised and any monies payable are refunded.

### **P2 COMPETENCY TRAINING**

Most machines at RDWS can only be used by a member after that member has successfully completed competency training for each of those machines. The machines to which this requirement applies are listed in the Membership Booklet.

A member requests competency training by contacting the Training Co-ordinator, then attends that training on the day scheduled. The machinery instruction sheet is emailed to the trainee prior to the training day.

After the hands on training, the member completes a written test. The assessor assigned to the training delivers the training, marks the test, and provides feedback to each trainee.

Once a member successfully completes the training he or she is deemed competent on that machine and his or her name is added to the list of members who have been deemed competent on that machine. The member can then operate that machine.

Competency generally lasts for 3 years. Each year refresher courses are run for those members whose 3 year terms would otherwise expire. Should a member not attend refresher training and therefore exceed 3 years from initial training or last refresher training, that member will lose their competency status and cannot operate the relevant machine(s) until he or she completes competency training again. Attendees to refresher training are recorded on an attendance register then their next 3 year competency period begins.

Competency training is delivered by a RDWS assessor accompanied by a second assessor or a trainee assessor. The training material comprises an instruction paper and written test form. Master copies of these documents are kept by RDWS, and written test papers are scanned and filed electronically.

### **P3 SAFETY AND M&SSC**

M&SSC is the RDWS Machinery and Safety Subcommittee.

The By-laws and Membership Handbook set out the general requirements that members shall meet in terms of his or her personal safety and the safety of others at RDWS. The safety requirements applicable to machines for which competency training is a pre-requisite to operation are set out in the machinery instruction sheet provided to trainees and explained during the delivery of training.

Some safety information is also explained at a new member induction.

If there is an occasion where a member operates a machine or uses a tool in an unsafe manner, or a potentially unsafe manner, the By-laws describe how this is resolved. Procedures P5 and P7 may also apply.

RDWS shall have a M&SSC. Matters dealt with by the M&SSC shall be minuted in its meeting minutes. Meetings are generally monthly. The Chair of the M&SSC is also a member of the Management Committee (MC) and elevates matters to that committee on an as required basis at each MC meeting.

The duties of the M&SSC are focussed on keeping machinery and equipment in operating condition, and safe operation of machinery. Duties of the subcommittee include:

- a) ensuring that machinery is maintained in operating condition by performing routine maintenance, and arranging repair of any equipment damage,

- b) participation in incident and investigation reporting process,
- c) liaising with Captain Woody on condition of machinery,
- d) arranging for sharpening of bandsaw and Woodmizer blades, or purchase of new blades,
- e) reporting to the Management Committee,
- f) assessing whether new equipment ought to be purchased, or whether existing equipment should be replaced with new equipment, and providing reasoning, cost and recommendation to the Management Committee,
- g) maintaining machinery usage logbooks located adjacent to machines,
- h) checking that new equipment or equipment that is modified, is installed or modified and set up so that it operates properly.

An annual test and tag exercise applies to all single phase 240 volt or 3 phase powered machines. The M&SSC administers this exercise and a test and tag register is maintained.

Where equipment is damaged or for some other reason should not be operated a tag out process is used to notify members not to use that equipment. The tag is removed when the equipment has been made operational again. The M&SSC administers this process.

Apart from closed footwear the two most important items of Personal Protective Equipment at RDWS are eye protection and hearing protection. Where wearing of these items are prescribed as being mandatory, members shall use PPE that complies with the following:

Eye Protection means the following Medium Impact Protectors that comply with AS/NZS 1337 - Eye Protectors for Industrial Applications, namely:-

- (i) Eyeshield - an article that incorporates a transparent visor supported in front of the face to shield the eyes;
- (ii) Faceshield - an article that incorporates a transparent visor supported in front of the face to shield the eyes, face, forehead and front of the neck;
- (iii) Wide Vision Goggles - an eye protector fitting the contour of the face and held in position by an adjustable headband, being an eye protector in which the lens or lenses extend over the full width of the face, affording a large field of vision. Also includes coverall goggles designed to fit over prescription spectacles;
- (iv) Hood - an article that completely covers the head, neck and a portion of the shoulders, and which incorporates eye protection.  
protection;
- (v) Wide-vision spectacles - safety spectacles incorporating lens or lenses and permanently attached sideshields that follow the contours of the front and side of the area of the eyes.

Hearing Protection means a Hearing Protector that complies with AS/NZS 1270 and which provides adequate and appropriate hearing protection to the user in the particular circumstances where the wearer is exposed to noise.

## **P4 USE OF MACHINERY AND EQUIPMENT**

Machines which can only be operated by members deemed competent as per Procedure P2 are accompanied by a machine use register. When a member uses one of these machines he or she shall fill out the machine use register after use.

Some machinery is fitted with a lock which while in place prevents operation of that machine. If a member who has been deemed competent to operate such a locked machine wishes to use it he or she shall ask Captain Woody to unlock the machine, then re-lock it immediately after use. For these machines the machine use register requires signing by both the member and Captain Woody.

Where members use machines and tools for which competency training is not required, members shall use those machines and tools as intended by the manufacturer and in accordance with any additional RDWS requirements.

## **P5 INCIDENT REPORTING AND INVESTIGATION**

When an incident occurs where

- a) RDWS assets are damaged or a person is injured ( excluding first aid treatable injury), or
- b) there was potential for asset damage or serious injury to a person ( a near miss)

the incident shall be reported and investigated.

The RDWS Incident and Investigation Report Form shall be used to document this process.

The person(s) involved in the incident shall if possible notify Captain Woody or a member of the Management Committee of the incident as soon as possible after the incident. As soon as practicable after the incident the person involved in the incident shall be provided an Incident and Investigation Report form to complete Part A, with assistance if required. The completed Part A shall be given to the chairman of the Machinery and Safety Subcommittee ( M&SSC) or the President. An investigator will be nominated to conduct an investigation as soon as practicable, and complete Part B of the Incident and Investigation Report form.

The completed report shall be tabled and discussed at the next M&SSC meeting, with any actions to reduce the likelihood of a re-occurrence of the incident minuted and acted upon, if not already acted upon.

The President will publish information about the incident in the weekly bulletin and announce it at weekly morning teas, so that other members are aware of what happened and be informed on what to do or not do to avoid such an incident in future.

The Report and its outcome will then be discussed at the next Management Committee meeting to identify if any further action is required.

## **P6 FIRST AID AND INJURY RESPONSE**

RDWS shall endeavour to maintain a number of members who hold current first aid certificates ( first aid officers). RDWS generally pays for first aid training where members volunteer and are selected to become first aiders.

Where a member suffers a first aid treatable injury when a first aid officer is present that member will render first aid to the member who suffered the injury.

When a member suffers a first aid treatable injury on a day when no first aid officer is present, that member or a fellow member who volunteers to assist may administer the first aid required.

The first aid injury and any treatment shall be recorded in the first aid log book located inside the main first aid cabinet.

RDWS shall maintain an appropriately stocked primary first aid supplies cabinet.

First aid officers are responsible for administration of the first aid report form, first aid logbook and using the first aid supplies restock form

If a member suffers an injury that is not first aid treatable at RDWS the member may elect to leave the premises and attend a medical practice of their choice. Otherwise ring 000.

Any injury sustained that is more severe than a first aid treatable injury shall be reported immediately to the President of RDWS by phone, text, email or in person, and be recorded on the subsequent incident and investigation report form.

## **P7 CAPTAIN WOODY**

RDWS has a position called Captain Woody which is filled by volunteer members, and which is central to safe, harmonious and productive activities on the workshop floors.

The duties of Captain Woody, as authorised by the Management Committee, include:

- a) unless he or she has delegated this function to another member on the day, being responsible for security when closing for the day – checking that doors and gates are closed and locked and windows shut,

- b) being available to assist members who have any questions in relation to use of machinery,
- c) giving advice or direction to a member to remedy any incorrect operation of machinery or tool
- d) directing a member to cease work where that member is operating a machine or tool or performing an activity that is unsafe or potentially unsafe
- e) performing or assisting with incident reporting and investigation
- f) tagging out a damaged machine, or a machine that is not operating properly, and reporting the tag out to the M&SSC,
- g) when a member wishes to use a machine that is kept locked, and has current competency to use that machine, to unlock the machine, relock it after use and jointly sign the machine usage sheet,
- h) when a member wishes to use a tool kept in the store, to unlock the store, sign out the tool where applicable, ensure the tool is returned after use, signed back in where applicable, and to lock the store,
- i) whilst always maintaining his or her personal safety as a priority, intervening if any member behaves in a manner which does not align with behaviour standards expected of them or as set out in the Rules and By-laws, to try de-escalate and resolve the situation, and to subsequently inform the President, Vice-President or Secretary of the incident ( if circumstances dictate, fetch another member or members to assist),
- j) if there is an occurrence where a person ( member or non-member) should not be on the premises, to request that person to leave the premises, and to subsequently inform the President, Vice-President or Secretary of the event and circumstances surrounding it,
- k) if informed by a member that equipment is missing, damaged or not working properly ensure the loss or damage is reported to the M&SSC,
- l) act as the fire warden.

Note that the duties listed in (b), (c), (d), (e), (f), (j), (k), (l) and (m) are not exclusive to Captain Woody. In the interest of member safety and avoiding machine damage other members may, and in certain circumstances should, perform those same duties, in accordance with the Rules, By-laws and Membership Booklet.

Members to fill the role of Captain Woody shall be volunteers and be selected by the Management Committee, keeping in mind the duties expected of them.

When the RDWS premises are open, at least one Captain Woody shall be in attendance.

Captain Woody is authorised by the Management Committee to enter or remain at the RDWS premises without the requirement for another Member to be present.

## **P8 PURCHASING, SERVICES AND SUPPLIERS**

Service providers include telephone, internet, electricity, waste collection, grounds mowing and internal cleaning. The Management Committee will decide which organisations provide these services. Periodic changes may be made where an equivalent service can be provided at a lower cost, a provider cancels their service, or if other issues arise with a particular service provider.

Suppliers of machinery, parts and consumables shall be selected taking the following into consideration:

- Availability of the product RDWS is looking for
- Delivery time
- Price
- Service support where relevant
- Quality of the product offered by a supplier

Where members make purchases on behalf of RDWS they should not purchase anything for RDWS without the prior approval from the President or his/her appointed representative, or if the proposed expenditure warrants, without approval of the Management Committee.

Items purchased with prior approval costed at over \$50.00 and less than \$300 must be written in the order book and a copy of the order is to be attached to receipts and placed in office drawer for the Treasurer to process. Reimbursement for these amounts will be paid by EFT by the Treasurer.

Purchased items under \$50.00 are not written in order book but must have a receipt to receive reimbursement. Receipts must list the item/items and be handed to President with the purchasing member's name clearly written on the receipt. After the President has counter signed the receipt it will be passed on to the Assistant Treasurer for reimbursement in cash. The Assistant Treasurer will record the details of all cash transactions.

Any purchases valued at more than \$300 shall only be made after approval of the Management Committee is provided. To permit the Management Committee to form a view on the proposed purchase, the member who is seeking approval for the purchase shall first provide to the Management Committee details of the item(s) proposed to be purchased, information about quotes sought and received, proposed supplier and price, and, if the Management Committee is not already informed as to the reason why RDWS should make the proposed purchase, then that information is to be also supplied.

## **P9 WOODCRAFT SALES – COMMISSION**

At various times RDWS will facilitate and manage the sale of member made woodcraft items at RDWS events, the main one being the annual Redcliffe Show. RDWS will deduct from the sale price, and retain, an amount being a sales commission. The Management Committee sets the commission percentage. At sales events a list of member's sales shall be kept which forms the basis for calculating the total commission amount retained by RDWS.

## **P10 KEYS**

All keys at RDWS shall be numbered. A key safe shall be used to house all keys except a master key. There shall be a master key which opens the main building, the external gates, the store, the office and the key safe. The key safe shall be kept locked.

The Master Key and individual keys for all of the above are all registered keys and must be signed for when issued. Registration resides with Peninsular Lock & Key, and duplication can only be requested by members who are current signatories with Peninsular Lock & Key.

Possession of a master key is limited to members authorised by the Management Committee. The key safe shall be kept locked. RDWS shall maintain a register of which members hold keys.

## **P11 OBLIGATIONS TO GOVERNMENT & STATUTORY BODIES**

RDWS has ongoing obligations to local, state and federal governments.

### Local Government – City of Moreton Bay

RDWS is bound by a community lease with the City of Moreton Bay for RDWS to occupy the Oxley Avenue property and buildings. RDWS is obligated to comply with the lease conditions, which on a day to day basis include:

- a) performing maintenance and repairs to those items for which RDWS is responsible,
- b) following City of Moreton Bay submission and approval processes when changes or additions to buildings and other infrastructure, or new signage are proposed, and
- c) providing access to City of Moreton Bay's staff and contractors to carry out periodic fire checks, electrical checks, termite checks, building condition inspections and any other activities that the City of Moreton is responsible for under the community lease.

RDWS and The City of Moreton Bay must renegotiate a new community lease each time the 5 year lease comes to an end.

### State Government

As an association incorporated in Queensland, RDWS is registered with the Office of Fair Trading (OFT). RDWS is also registered by OFT as a charity in Qld. The periodic obligation that RDWS has to OFT is to advise OFT of any change to holders of the positions of President, Secretary and Treasurer, and any change to bank accounts. RDWS can provide such advice to OFT by filling in a hard copy form downloaded from the OFT website and paying a fee by credit card, or directly online (for free).

Note that where prior to 2024 RDWS was obliged to provide to OFT an Annual Report, that obligation no longer exists because of RDWS's registration with the Australian Charity and Not for Profit Commission (ACNC).

## Australian Government

Since 2024 RDWS has periodic obligations to two Australian Government agencies: Australian Charity and Not for Profit Commission (ACNC) and the Australian Taxation Office (ATO).

1. ACNC: RDWS is registered with ACNC, and so must submit an annual information statement (AIS). This is a free online process. To carry out the AIS online the Secretary must be listed by ACNC as Secretary and have his or her own log-in to ACNC. Any new Secretary will need another account holder to help him or her be put into the ACNC system, or the ACNC telephone help line is very useful. Alternatively the President, Vice-President or Treasurer could submit the AIS, provided that they have a log-in. The ACNC website is a good source of information.
2. ATO: Because RDWS is registered with ACNC it does not have to routinely submit an annual tax return (which since the 2023 – 2024 year is a mandatory obligation of all incorporated associations and not-for-profits UNLESS they are registered with ACNC). Instead it shall perform a tax exemption self review each year. It is due 31 October each year, unless extended. The ATO self review guide is a must read so the member doing the self review is prepared prior to undertaking the self review. The self review can be done two ways. The first way is online by any committee member who has a “strong” MYgov ID ( now called MyID). A standard ID won’t work. The second way is over the phone. This method requires an ATO reference number which is on the annual reminder letter that presumably the ATO will continue to mail out, or otherwise contact the ATO to get a reference number.

Since 2024 RDWS also holds Deductible Gift Recipient ( DGR) status with the ATO. There are certain situations when RDWS has to provide information to the ATO re DGR. Notifiable information is generally related to any changes RDWS’s status as a registered charity which could lead to revocation of its DGR status. The DGR material on the ATO website is the definitive guide.

## **P12 ACCREDITATION OF ASSESSORS**

RDWS maintains a cohort of accredited assessors who can deliver competency training and assess competency of machine operation.

When a member intends to become an assessor, the process is as follows. He or she will deliver competency training for the machinery for which he or she wishes to become an assessor, in the presence of two already accredited assessors. When those accredited assessors are of the view that the member wishing to become an assessor is competent in delivering competency training and marking tests, they will advise the member that he or she is competent and is now accredited assessor. The new assessor’s name is added to the list of RDWS accredited assessors, for the relevant machine. The member may need to deliver training more than once before being accredited as an assessor.

An assessor must deliver competency training at least once every 3 years. If more than 3 years elapses from the date when the assessor last delivered training, he or she is no longer an accredited assessor and his or her name is removed from the list of accredited assessors.

## **P13 ANNUAL WOODCRAFT COMPETITION**

RDWS arranges and runs an annual woodcraft competition, usually in conjunction with the Redcliffe Show.

Competition entries are received from current members and may also be received from woodcrafters who are not members of RDWS.

A Woodcraft Head Steward shall be appointed each year, and shall work in conjunction with the Redcliffe AH&I Society Show Sub Committee. The Head Steward along with the RDWS Show Sub Committee is responsible for coordinating all aspects of the RDWS Show display. In regard to the competition, they are responsible for:

- a) organising external judges
- b) confirming sponsors
- c) updating competition details in the Show Booklet and Entry Form,
- d) setting up the competition for the year in the RDWS Database.
- e) providing information to the Redcliffe AH&I Society for publication,
- f) arranging stewards to accept entries and entry forms at the Showgrounds prior to the judging,
- g) checking that entry data is entered correctly in various categories and classes,
- h) ensuring scoring computers and programs are working and scribes are assigned to work with the judges,
- i) monitoring the competition judging process, and ensuring scoring data is uploaded correctly
- j) producing competition results and preparing prize certificates for display,
- k) organising the distribution of prizes and judges' comments to all competitors, and
- l) organising the updating of the inscriptions of all relevant trophy boards.

The competition entries shall fall into three competition levels: novice, intermediate and advanced. The classes are defined as follows:

Level	Definition
Novice	An RDWS member who has never won a prize in the category entered in any previous RDWS woodcraft competition. A novice entrant securing 1 <sup>st</sup> prize will for the next competition progress to Intermediate or Advanced level, depending on the score obtained.
Intermediate	An RDWS member who has scored an aggregate of 400 or more points with an entry in that category at a previous RDWS

Level	Definition
	competition. An intermediate securing 1 <sup>st</sup> prize in the Intermediate section will for the next competition progress to Advanced level.
Advanced	An RDWS member who has scored an aggregate of 600 or more points with an entry in the category at a previous competition or they have progressed from Novice or Intermediate. In addition any external entrant (ie not an RDWS member) will be entered in the Advanced level.

RDWS has several categories into which entries may be made, with those categories representing the type of woodcraft activity used to create an entry.

The categories are:

Category	Class	Description
A	1	Turning – laminated and/or decorative pegged item
A	2	Turning – bowl or platter over 200mm diameter
A	3	Turning – bowl or platter 200mm diameter or less
A	4	Turning – lidded bowl or lidded container
A	5	Turning – vase or hollow vessel
B	6	Carving – high or low relief or carved sculpture with or without turned features
C	7	Box making – lidded box or container not featuring turning as a major component
C	9	Furniture making
D	8	Scrollwork
E	10	Musical Instrument
F	11	Pyrography – any article featuring pyrography
Open	12	Multiple skills – any item featuring 2 or more woodcraft skills
Open	13	Any wooded article

The judges will score entries using the scoring criteria set out below and loaded into the RDWS excel based scoring record. The judges' decisions are final.

The judging and scoring criteria are:

Criteria	Description	Points
Design	Proportion and perspective, line, centre of interest, suitability of purpose, choice of material, aesthetic appeal, artistic appeal and original design concept.	100
Workmanship and Technique	Evidence of good tool technique, clean edges and corners, accuracy, consistent thicknesses, matching surfaces, grain alignment, tool marks, pick outs.	100
Degree of difficulty	Actual degree of difficulty, use of advanced or non-standard techniques, complexity.	100
Finish	Absence of sanding marks, even finish, dust free, good feel and texture appropriate for the entry.	100

Criteria	Description	Points
		Total 400

The judges will score each entry based on a range of poor to excellent for each of the four judging elements and those scores will each be converted to a numerical score between 0 and 100 for the purpose of determining place getters.

The awards and certificates presented are:

1. The two highest scoring entries in classes 1 to 13 shall be awarded the Grand Champion Award and the Society Members Award (external entrants are excluded from this award).
2. Provided there are sufficient entries, certificates will be awarded to the following entries in each class:

Advanced – 1 <sup>st</sup>
Intermediate – 1 <sup>st</sup>
Novice – 1 <sup>st</sup>
Open (Classes 12 & 13) – 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>

3. The Vicmarc shield is awarded to the RDWS member whose entries receive the highest aggregate of points across all classes, with points awarded as follows: 1<sup>st</sup> place in a class 3 points, 2<sup>nd</sup> place in a class 2 points, third place in a class 1 point.
4. Any member who wins the Vicmarc shield 3 times over an unlimited period of time shall be presented with a small replica of the Vicmarc shield in recognition of the achievement. A member may qualify for a second replica if he or she subsequently wins the Vicmarc Shield 3 more times, and so on. Such replica will include a small plate inscribed "*In recognition of winning the Vicmarc shield on 3 occasions*" including the member name and the relevant years.

The annual woodcraft competition entry conditions are:

- a) entries close at 4pm on the Sunday prior to the Redcliffe Show. No entries are accepted after 4pm,
- b) entry fee is \$2.00 per entry,
- c) stewards will be in attendance between 1pm and 4pm to the Sunday prior to the Redcliffe Show to accept entries and entry forms,
- d) a competition entry shall not have been entered in any previous RDWS woodcraft competition,
- e) up to two entries per person are permitted in each class,
- f) a competition entry must be original unaided work created solely by the competitor within 2 years prior to the closing date. An entry is considered not to be the unaided work of the competitor if another person has performed any work on the entry.

- g) A competitor submits an entry at his or her own risk. RDWS shall have no liability if an entry is damaged or lost.
- h) Each entry shall be entered into a category which reflects the majority of the work performed to create the entry. For example, a turned item will be entered into the turning category.
- i) Following the competition entries can be collected at 4.00pm on the Sunday of the Redcliffe Show, or later from RDWS premises,
- j) By participating in the Woodcraft Competition entrants give their permission for their entries to be photographed, and images may be used in RDWS publications.

RDWS may also run a High School Woodcraft competition at the Redcliffe Show. Entries will be accepted from students at any high school (grades 7 to 12) which has already been assigned by RDWS as a participating school. Entries will be assigned to 2 Classes:

1. Class 15 – Years 7 to 9
2. Class 16 – Years 10 to 12

Prize winners will be selected by a judging and scoring system nominated by RDWS, which is separate from the main woodcraft competition judging. Judging will be performed by two of the main competition judges.

*Further References: Document 054 – Show Competition Manual*

*Redcliffe Show Competition Booklets (Open & High School)*

## P14 ASSET REGISTER

RDWS shall maintain an asset register. The asset register shall include all items that the Management Committee decides must be included.

The primary purposes of the asset register are to:

1. maintain an up to date list of assets, which could be required in the circumstances of an audit by a statutory body or in the event of an insurance claim, and which constitutes the definitive list of current RDWS assets,
2. manage annual electrical Test & Tagging of relevant assets.

Where new equipment is purchased, it shall be entered into the asset register database, where it will be assigned an Asset Item No. Where Test and Tag is required it will be assigned a Barcode Number & Tag. Where surplus or redundant equipment is disposed of, that equipment shall be marked for deletion from the asset register database on the following June 30.

The asset register shall record the following information:

1. item description, model, serial number, barcode number as appropriate,
2. the given item number,
3. date of Purchase,

4. purchase price,
5. where item was purchased from
6. current value based upon a depreciation formula approved by the management committee and calculated on an annual basis, and
7. disposal date, if applicable.

Note: The asset register is not used in any Australian Tax Office context.

*Further Reference: Document 053 – Asset Register Manual*

## **APPENDIX A – POSITION DESCRIPTIONS**

In addition to the management committee RDWS has a number of positions needed to operate the Association efficiently and to put the procedures into use. Position Descriptions are maintained for these positions. The list of position descriptions includes:

- President
- Vice-President
- Secretary
- Treasurer
- Committee members
- Assistant Treasurer
- IT Admin officer
- New Membership Coordinator
- Membership Officer – Records
- Machine Competency Record Keeper
- Training Coordinator
- Welfare Officer
- Asset Register and Test and Tag Officer
- Woodcraft Competition Organiser
- Captain Woody
- Redwood Editor
- Redcliffe Show Convenor(s)

## **APPENDIX B FORMS & MANUALS**

To support the procedures RDWS maintains up to date forms and manuals. These are kept in electronic format, with copies printed and used as required.