



# MEMBERS HANDBOOK

September 2019

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## Purpose

The KDWC Member's Handbook has been prepared as a reference for both new and current members of the Knox and District Woodworking Club (the **Club**). The Club is a **Not-for-Profit Community Organisation**, incorporated in Victoria and was established over 30 years ago. The Club shares the property at 45 Glenfern Road Ferntree Gully Vic 3156 with the owner, Knox City Council (Knox CC). Club membership varies between 160 and 200 persons and is open to both male and female members.

## Membership Criteria

### Club Membership

The Club warmly welcomes members wishing to further develop their own woodworking skills in a well-equipped, safe and welcoming environment. They will enjoy the company of others in a supportive atmosphere with others, sharing a common interest in woodcrafts.

- Adults over 16 years at their date of joining may become **General Members**.
- Adolescents aged 12 to 16 years may be accepted as **Junior Members** and may use the workshop under special conditions. (see Workshop)
- It is not a requirement that a new member bring their own tools, nor has any particular academic qualification, previous woodworking experience or proficiency.
- Members must provide their own **Personal Protection Equipment (PPE)** at their own cost.
- Club membership is for a maximum of 12 calendar months from September 1<sup>st</sup>. New members may join on a pro-rata fee basis, but only in their first term of membership.

- All new membership applications are approved by the **Club Committee** at their absolute discretion. The approval process is described in the **Club Constitution** available on the Club website.
- An applicant for membership will satisfy themselves with information presented in this Member's Handbook. They may then choose to lodge a **Membership Application Form**. Membership Application Forms will be accompanied by evidence of joining fee and appropriate membership fees paid by bank deposit. Application paperwork may be placed in the **Clubroom Drobox**. The Club prefers payment by bank deposit but will accept cash or personal cheque.
- An integral part of this application process is a personal undertaking from the applicant that he/she has read and understood each of the **Club Safety Awareness** documents.
- A member's joining date will be the Club's bank receipt date for full payment. If payment is made by cash or cheque into the Clubroom mailbox, the date of payment will be set by the Club Treasurer's absolute discretion.
- Once an applicant is approved for membership of the Club, they will be given a **Member Name Badge** and Club ID.  
*Note: Members must always ask questions of more experienced members when they encounter any situation in the workshop they are unsure of. It is recommended that the best way to become familiar with many of the Club's power tools, is to volunteer for Kidz Korner or Toy Makers. You will be made very welcome!*
- Member Name Badges must be worn at all times when attending the Club and when representing the Club at community events. It is recommended that members store their badges on the Clubroom A-Z badge-rack. The badge rack is located just inside the entrance to the Clubrooms.

- Members are encouraged to gain a **Working with Children Check** (WWC) as provided by the Department of Justice & Community Safety, Victoria. The WWC is a screening process for assessing or re-assessing people who work with children in Victoria. The Club requires all members representing the Club at community events and demonstrations interacting with children, to hold a current WWC on file.
- To apply or update your WWC, go to <https://www.workingwithchildren.vic.gov.au/>
- If you already hold a WWC but with another organisation, you must update your WWC profile to include the Club.
- The Club has stock items of KDWC monogrammed clothing for sale to members. Some items may be pre-ordered in special sizes and embroidered with a member's name.

### Membership Fees

- There is a published schedule of non-refundable membership fees and due dates. A fee schedule is available from the Club and on the Club's website.
- Members joining mid-year will pay the **Joining Fee** plus a pro-rata payment of a full annual fee.
- Members renewing in November, will incur a late fee of \$20. If a member fails to renew their membership by November 30<sup>th</sup> their membership of the Club will be cancelled. These members can re-apply to join the Club but under the same conditions as a new member.

### Club Affiliations

The Club is affiliated with The Council of Woodworking Clubs Inc.

The Club is not affiliated with the Australian Men's Shed Association (AMSA). While a great many of the Club's values are shared with the AMSA, the Club is uniquely independent and self-funded.

### Club sub-Groups

There are a number of Club sub-groups who choose to attend on a nominated day or evening as shown in the Club newsletter. However, the Club encourages members to attend on any day they choose. Many members attend socially; often at tea-breaks and lunchtime.

### Key-Holder

Members must familiarise themselves with the person acting as the **Key-Holder (KH)** for the day. This is displayed at the Clubroom entrance. Members must follow the directions of the KH at all times and accept his decisions as final. Some machines are secured by locks to prevent use until the KH is asked to use them. The KH is required to be sure the member requesting access "knows what they are doing" safely and the workpiece is suited to the machine requested. **When a member has finished using a secured machine, they must lock it again and must not hand it over to another member.**

### Daily Attendance

All members must sign the **Daily Attendance Book** immediately on arrival. It is compulsory to wear a current Name Badge, both as a courtesy to other members and to show the KH that you are a financial Club member. Club premises are open for members each day plus three (3) nights; except Sunday and Public Holidays. Club opening hours are also published in the Club's monthly newsletter.

# Workshop and Clubroom

## Workshop

Members entering all workshop areas must wear their Personal Protection Equipment (PPE). Junior Members aged 12 to 16 must always be accompanied in the workshop by a financial member to supervise their safe working practices.

The Club Workshop is composed of four separate areas. Each is connected to a ducted commercial scale dust extraction system which is vented outside. The main four workshop areas and machinery within, are –

[Main workshop](#) – thicknesser, jointer, band-saws, cabinet saws, drill-presses, scroll saws and a docking saw.

[Woodturning room](#) – woodturning lathes

[Sanding room](#) – sanders, router tables and mitre saws

[Preparation room](#) – new semi-enclosed area for projects creating significant dust and shavings.

There are 4 additional rooms used for storage. These are wood storage (for use and sale), kidz-korner assembly, rocking horse makers and toy store - paint shop.

## Workshop Etiquette

There are a number of Club Workshop rules for members to follow. These must be observed as a safety measure and as a courtesy to others. These are ...

- Members may select an unoccupied workbench for their session by placing their possessions on the bench.
- Secured machines must be re-locked immediately after use.



- All Club tools and accessories must be returned to their proper storage place after use.
- Saw-bench blades must be lowered below the tabletop and all angle adjustments returned to either zero or 90deg
- Waste wood must be placed in one of the bins provided and offcuts removed from the workspace.
- Dust extractor gates must be closed when work is finished to reduce load on the dust extractor.
- Members should vacuum or sweep up their waste in readiness for the next user.
- Compressed air is not used to clean dust from machines, tables and floors, except for the final clean of the day due the airborne dust it creates.

## Machine Maintenance

The Club tries to do all its own maintenance through a few skilled members. Co-operation with these key people is essential. If a machine is out of service, it will be “wearing” a swing-tag to that effect until it is back in service. If you feel that any machine is not functioning properly you must immediately switch it off and report it to the KH who may need to tag-it as out-of-service.

## Clubrooms

The main Clubroom and communications whiteboard are the focal point of the Club. It has several moveable workbenches for members to work by hand on their projects. When members have finished at a workbench, they must leave the bench and floor completely cleaned. The Clubroom has tables and chairs for use at breaks, lunch time and also has member’s toilets. The Clubroom layout can be changed to suit social functions and meetings. It also has an extensive “shadow

board” of hand tools and clamps plus a number of locked cupboards used for tool storage by sub-Groups. There is a library of woodworking books, magazines and a personal computer for use of members. Books may be borrowed from the Library by making an entry in the **Borrowing Book** when borrowing or returning an item. There is an outside (non-smoking) el-Fresco deck for use of members.

### Kitchen and Catering

The Club provides free tea, coffee, milk and sugar for its members. along with crockery, cutlery and disposable cups. Appliances include a refrigerator, microwave and pie-warmer.

Member’s own food in the refrigerator must be clearly labelled. It is expected that members keep the kitchen clean and tidy and wash all dishes at the close of each day. There is one committee member charged with maintaining kitchen supplies and arranging catering for Club functions. There is also a tea-towel laundry roster.

### Working Bees

\_The Club is required to maintain the premises in good order and condition. There are around 4 or 5 working bees held each year, usually on a Saturday. On that day, the Club is closed for woodworking activities. Each working bee covers general cleaning and other tasks such as painting and repairs. \_It is a requirement that each able-bodied member attend at least one working bee per year.

### Committee Room

The Committee Room opens off the main Clubroom and is kept locked when not in use. Members are not permitted in this room without the presence of a committee member or the duty KH for privacy and security reasons.

## Committee Meetings

The Club committee meets formally each month. There is also a General members meeting each second month and all members are encouraged to attend for the activities and attractions offered. All meeting dates are listed in the Club Newsletter.

## Waste Management

There are a number of waste streams for the Club to manage.

- a) A commercial skip-bin. This is a paid service so minimising the contents of this skip is to the Club's advantage.
- b) Members must sort their workshop waste into the three steel drums provided. They are Sawdust/Sweepings , MDF/Treated Pine and Timber Offcuts
- c) The main dust extractor takes sawdust, shavings and floor sweepings into large plastic bags for donation.
- d) There are color-coded wheelie bins for general Clubroom waste. One is for recycling and the other for landfill. Members must sort waste into these bins.

## Club Administration

### Car Parking

The Knox City Council is the Club's landlord and has priority parking on-site. They ask that no member park inside the property boundary, except for vehicles displaying a disabled badge.

- a) Disabled Parking – The marked disabled parking area for up to 3 vehicles is inside the front gate and to the right.
- b) Club member vehicles may enter the property to load or unload bulky or heavy items but must not be left unattended.

- c) There are 6-8 parking places immediately outside the main gates. Cars must not block the footpath. There is further parking around the sports oval next door.

## Insurance

The Club has Public Liability Insurance against 3<sup>rd</sup> party claims arranged by the Council of Woodworking Clubs Inc.

It is summarised this way:

***“This policy covers the Club, its members and anyone working under direction or supervision of the Club in the event of Personal Injury or Property Damage to anyone (or anything) not belonging to the Club”.***

It is unlikely that Club members or their possessions will qualify as 3<sup>rd</sup> party claimants under the Club’s Public Liability Insurance policy.

It is therefore the sole responsibility of each member to consider their own insurance needs according to their personal circumstances.

## Club Constitution

Under the legal rules of incorporation, the Club is required to operate under a formal Club Constitution. This document can be viewed on the Club website at [www.knoxwoodies.org.au/committee](http://www.knoxwoodies.org.au/committee)

## Newsletter INGRAINED

The Club publishes its monthly newsletter, **Ingrained**. The most current copy of the newsletter can be downloaded from [www.knoxwoodies.org.au/current](http://www.knoxwoodies.org.au/current) ; previous editions back to 1988 can be downloaded from [www.knoxwoodies.org.au/archive](http://www.knoxwoodies.org.au/archive) Contributions to the newsletter are most welcome and should be emailed no later than 3<sup>rd</sup> week in the prior month to [news@knoxwoodies.org.au](mailto:news@knoxwoodies.org.au)

## Community Activities

### *Kidz Korner*

The Club makes wooden toy kits for children of school age to assemble. These kits require only basic tools such as hammer, nails, screwdriver and glue. Club members are encouraged to improve their woodworking skills by helping to make parts for these kits and volunteer to attend community events assisting children and parents to make a finished toy. Examples of community events are fêtes, toy libraries, Scouts and school holiday activities.

### *Toy Making*

The Club makes and decorates several hundred finished toys for annual donation near Christmas. An annual presentation night is conducted for worthy charities.

### *Club Projects*

The Club is often approached to make, design, duplicate or repair wooden articles by the general public. Projects are undertaken selectively, allocated to volunteers and invoiced as a source of Club fund-raising.

## Commercial Enterprises

The Club is a Not-for-Profit organisation serving the community through the services of its volunteers and fund-raising activities. The Club does not offer services and equipment to members engaged in commercial activities for personal profit.

## Privacy Policy

The Club is committed to providing quality services to you. This policy outlines our obligations to you in how we manage your Personal Information.

We have adopted the **Australian Privacy Principles** (APPs) contained in the Privacy Act 1988 (the Privacy Act). These principles govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at [www.aaic.gov.au](http://www.aaic.gov.au)

### What is Personal Information and why do we collect it?

Personal Information is defined as *actual information or opinion that can identify an individual*. Examples of Personal Information we collect include, name, addresses, email and phone numbers. This Personal Information can be obtained from your Club membership application and also in the ordinary course of communication with you. We do not source or sell any member's personal information to 3<sup>rd</sup> parties. The Club cannot offer a guarantee of website links offered or the privacy policy of third parties members may engage.

We collect your Personal Information for the sole purpose of providing our services to you. We may use your Personal Information for secondary purposes, but these will be closely related to the primary purpose. These circumstances are where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

## Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinion, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information. The Club does not set out to collect such sensitive information from you, or about you.

Sensitive information coming into our possession will only be used:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

## Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure
- Where required or authorised by law.

## Third Parties

The Club's intention is to collect Personal Information, only from you.

## Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure. When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify it. However,

most of the Personal Information is or will be stored in files which will be kept by us for a minimum of 7 years.

### Access to your Personal Information

You may access your Personal Information we hold about you to update and/or correct it. If you wish to access your Personal Information, please contact us in writing. In order to protect your Personal Information we may require identification from you before releasing the requested information.

### Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records.

### Policy Updates

This Policy may change from time to time and is available on our website.

### Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at [secretary@knoxwoodies.org.au](mailto:secretary@knoxwoodies.org.au) or (03)9759 4849

## SAFETY

### Personal Safety

Personal safety of all Club members and visitors on-site is of critical importance to the Club. It is a top-down mission enforced by the Club Committee through to all members and all Club activities.

Safety commences with all new members signing an undertaking to have read, understood and accepted the information in the **Club**



**Safety Awareness** documents. Members must wear their Personal Protection Equipment (PPE) before entering the Club workshop. There are a limited number of PPE items available from the Club but should not become an expectation. There are safety posters displayed around the Club. Members are required to heed the advice presented and embodied in the Club's Safety Top-10.

### Safety Top-10

1. **Think Before You Cut** - The most powerful tool in the shop is your brain - use it. Pausing to plan your cuts and movements can help save fingers and wood.
2. **Keep a Clean Shop** - A messy and cluttered shop is an accident waiting to happen. You should not be avoiding accumulated waste and idle tools left lying around your work space.
3. **Avoid Distractions** - Pay close attention to every action, in particular repetitious ones. If you are distracted by a TV, radio or a visitor, this can cause you to come in contact with a blade. Do not take your eyes off a moving blade until it comes to rest.
4. **Don't Rush** - Take a breath and a break when you feel rushed or frustrated. Mistakes happen when you rush or take short cuts.
5. **Don't Force It** - If the blade is resisting the cut more than usual, **stop and find the cause**. Forcing your work into a sticking blade may drive your work out of alignment and cause a kickback.
6. **Protect Yourself** - Wear appropriate Personal Protection Equipment (PPE). Safety glasses, earplugs and dust-masks should always be worn in the workshop. Keep your hands well away from cutting surfaces by using push sticks and purpose built jigs. Make sure the tool's designed safety features remain in place.
7. **Let the Tool Stop** - Give the power tool time to come to a full stop. A spinning blade nearly stopped will still damage you.

8. **Dust and Fumes** - Airborne dust and fumes are fire risks and long-term breathing hazards. Correctly installed and operating exhaust systems are an essential part of every workshop.
9. **Wear Appropriate Clothing** - Loose clothing, long hair and jewellery can catch on moving tools causing personal injury.
10. **No Alcohol or Drugs** - Alcohol and drugs (incl. some prescription drugs) will impair movements, clear thinking and concentration. No impaired person should be around operating workshop tools.

All unsafe work practices witnessed by members must be cautioned against immediately and advised to the KH. All injuries sustained by a Club member, must be reported immediately to the KH. He will make a Safety Incident Report in the Safety Book for remedial action.

### First Aid

A first aid kit and a cardiac defibrillator are located in the Clubroom, just outside the Committee Room door.

### Instruction and Training

The Club is not an accredited body to offer formal woodworking qualifications. The Club does not offer classes or instructions in woodworking.

## FAQ – Frequently Asked Questions

*I am already a Woodworker. Do I need to do the Club Safety Awareness program?*

Yes. This is because power tools can be setup differently than expected and the Club is passionate about your personal safety. It is also a requirement of the Club's Public Liability Insurance for all new members to have participated in the Club Safety Awareness Program.

*Does the Club have PPE items I can borrow?*

The Club has a limited number of PPE items for members to use.

*Can I borrow Club equipment?*

No you cannot. This is because nobody wants the embarrassment of asking for it back or asking you to replace a lost or broken item.

*Does the Club sell timber to members?*

Yes indeed! The Club is lucky enough to have timber donated from time to time and sells to members as a fund-raiser. Members can ask the KH to enter the Timber Store to browse stock to make a purchase. Timber prices are marked, are extremely modest and no negotiation will be entered into.

*What is Club policy on members using recycled timber?*

Recycled timber will be inspected by the KH before being worked with the Club's power tools. Recycled timber can be contaminated with nails, paint or have hidden dirt and grit. The Club's thicknesser, and drum sander are secured machines and strictly reserved for fine finishing work. Cutters are expensive and will be damaged by contaminated recycled timber.

Hand-tools such as wire brushes, metal detectors, hand scrapers, heat guns, belt sanders or power planers can bring recycled timber up to a standard that will not damage the Club's equipment. If you are unsure, ask the KH.

*I already had a WWC when I joined the Club. Is this OK?*

Your WWC is only valid at KDWC if the Club is officially notified by the Department of Justice and Community Safety (Vic) or the equivalent body in another State.

*Can I enter the Committee Room?*

No entry is permitted to the committee room unless accompanied by a committee member or the duty KH.

*Can I use the Club Telephone?*

If you do not have your mobile phone with you and your call is time-critical, you may use the telephone on the wall outside the office entrance. International calls are not permitted.

*I can't think of something to make!*

We can! Why not volunteer to make Kidz Korner toy kits, even for one day. Instructions for your level of experience are always included! This is also a great way for new members to get started in woodworking.

*What is the average age of Club members?*

Around 30% are aged 45-65 and 40% are 65-85, so the majority just happen to be middle-aged and older. Safe to say there is a wealth of experience for you to tap into.

*Can I use the “consumables” from the store for my own projects?*

No. All consumables (nuts, bolts, nails, screws, glue etc.) are for internal Club use only.

*Can I borrow from the Club Library?*

Yes you can. Members must ask the KH for the borrowing book to sign for items borrowed.

*Can I smoke in the Clubroom or Workshop?*

No... Knox Woodies is a smoke-free site. All smokers must do so outside the Club boundary.

*What if I injure myself?*

Firstly, all injuries must be logged in the Safety Book by the duty KH. The Club does not condone anyone working alone with power tools so expects there will be another member nearby to assist. If the injury is minor, there is a First Aid kit with clean sterile dressings for you and your helper to attend to the injury.

**If the injury is severe, immediately call “000” for an ambulance.**

*Does the Club have evacuation procedures?*

At the time of writing, Knox City Council are expanding the site for themselves. We expect that they will soon establish a site evacuation plan and include the Club.

*Why do I need to sign-in each time, even for meetings I attend?*

Signing-in gives the Club valuable information about member attendance and trends. This is also useful for Club evacuation, event planning and legal reasons.

*What if I have a dispute with the Club or another member?*

The Club has recently implemented a new Constitution based upon Victorian Consumer Affairs model rules. This model includes the steps to follow in dispute resolution. A copy of the constitution is available from a committee member and also on the Club's website [www.knoxwoodies.org.au](http://www.knoxwoodies.org.au)

*Security cameras creep me out! Are they really needed?*

The Club decided some time ago to install cameras for a variety of reasons and in a variety of locations. They serve to identify persons making unauthorised adjustments to machinery, abusing equipment or taking timber and consumables without permission. Sad but true.

*Why do I have to wear a name badge?*

Not all of us have the knack of remembering names. Wearing a pinned badge maintains a friendlier atmosphere and is proof that the wearer is a paid-up member of the Club.

*Can I leave an unfinished project at the Club for next time?*

Not unless your project will be compromised by moving it e.g. glue not set. This rule is not necessarily for lack of space, but for Club liability in keeping it safe for you.

*Lost Property ... OMG, not another tape measure!*

Ask in the Club office for any lost property, though most tape measures and pencils do look alike!

*Visitor and Non-Members Rights.*

We proudly welcome visitors to the Club. They may be inquiring to join the club and want an inspection tour. Perhaps are asking if the Club is willing to make or repair an item ... a possible project for us.

All visitors should be welcomed by introduction to a committee member or the KH. Visitors and non-members must not operate Club power tools.

## Definitions

**ASMA** – Australian Men’s Shed Association ([www.mensshed.org](http://www.mensshed.org))

**APP** – Australian Privacy Principles under the Privacy Act 1988

**Club** - Knox and district Woodworkers Club Inc.

([www.knoxwoodies.org.au](http://www.knoxwoodies.org.au)) See also, “**KDWC**” and ‘**Woodies**’

**Club Committee** – Annually elected group of members acting as Club administrators

**Club Constitution** – a mandatory legal document following Vic. Consumer Affairs model rules.

**Club ID** – Unique identifying characters that a member keeps throughout a continuous Club membership.

**Club Newsletter** – “Ingrained” is the Club’s monthly newsletter.

**Clubroom Dropbox** – secured box in the Clubrooms used to deposit forms, notes and payments to the Club.

**Committee Member** – A General member, serving in any one of a number of annually elected positions.

**Committee Room** – The room opening off the main Clubroom.

**CWC** – Council of Woodwork Clubs Inc.

([www.councilwoodworkclubs.org](http://www.councilwoodworkclubs.org))

**Daily Attendance Book** – A diary style book for members to sign their names when attending the Clubrooms each day.

**DJCS** – Department of Justice and Community Safety, Victoria

([www.justice.vic.gov.au](http://www.justice.vic.gov.au))

**Incorporated Not-For-Profit Club** – A Club operating on a Not-For-Profit basis with a legal standing which is separate from its changing membership. ( [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au))

**General Member** – A financial member aged 16yrs and over.

**Ingrained** – The name of the Club’s monthly newsletter.

**Joining Fee** – A one-off fee levied on a new member.

**Junior Member** – A financial member aged 12 to 16 years

**KDWC** – Knox and District Woodworkers Club Inc.

**KH** - Key-Holder is a rostered Club member, authorised to unlock the front gate, the Clubrooms and woodworking machines.

**Knox CC** – Knox City Council

**Library** – Woodworking books and magazines on Clubroom shelves.

**Member Name Badge** – A name badge worn by a financial member.

**Membership Fees** – Prescribed payment for membership of the Club

**Membership Manager** - A Committee member responsible to maintain an accurate and timely register of all members and their personal information.

**PPE** - personal protection (safety) equipment.

**Privacy Act (1988)** – An act of the Australian Federal Govt.

<https://www.legislation.gov.au/Details/C2014C00076>

**Safety Awareness Procedures** – Club’s machine safety procedure documents.

**Safety Book** – A record keeping book kept in the committee room.

**Safety Incident Report** – A record of each safety incidents entered into the Safety Book by a Key Holder.

**Woodies** - Knox and District Woodworkers Club Inc.

**WCC** – Working with Children Check