

Richmond Valley Woodcrafters Club Inc

Member's Information Booklet

Workshop Location: Summerland House Farm 253 Wardell Road Alstonville 2477

Email: rvwoodies@gmail.com

Workshop Location: Summerland House Farm 253 Wardell Road Alstonville 2477

Workshop Hours: Tuesday, Wednesday, Friday, Saturday 9.00 am to 3.00 pm (approximately)
Thursday is available for planned activities such as demonstrations, training, etc

Note: Fridays are restricted to wood carvers only - no other activities

Meetings: are held at the workshop on the third Sunday of each month.

The meetings commence at 10.00 am.

Membership: Joining Fee is paid once, when a person joins the club.

Membership Fee is an annual fee due 1st July (discounted for part year)

Workshop Fee is paid each time a member uses the workshop

These fees are set at the AGM and are detailed on the Application for Membership

'Our Story' The first meeting held to set up the Richmond Valley Woodcrafters Club Inc. was held in February 2007 with 16 members joining the club. The club approached the HWNS and was given access to the old Dairy as a temporary workshop. Members contributed lots of time towards the renovation of both the dairy and the historic Watt Cottage. The club received donations of money, equipment, tools and timber from club members as well as many community members.

During 2008 - 10 the club held 3 major raffles and a monster garage sale to raise funds for the construction of our workshop. Members donated 12 timber prizes for each raffle and included a wide range of high quality items such as, a rocking chair, a rocking horse, coffee/hall tables, bandsaw boxes, intarsia works, turned bowls and vases. Members sold tickets individually and at shopping centres in Alstonville, Lismore, Ballina and Casino and raised over \$18,000 in total. The garage sale was certainly a monster and we raised over \$11,000. These funds made it possible for the club to continue with the construction of the workshop until some of the grant funding became available.

Construction of our workshop commenced in June 2009 with the concrete slab, the steel frame and the roof installed by contractors. The construction of the wall frames; the installation of the windows and external sheeting completed by club members and by November the workshop was up to lock up stage. The internal electrical wiring installed; the internal wall sheeting; the 160 m underground 3 phase power lines were laid from the meter box on the eastern side of the water park to the workshop; internal and external wall painting; fixing wall and ceiling sheeting in the kitchen and bathroom plus the tiling and painting; the guttering and storm water installed and connected to the HWNS main storage tank; all by club members. Several tasks including the kitchen cupboards, bathroom floor seal, the cornices/joints in the kitchen and bathroom, installation of the meter board and power connection and roof painting were completed by contractors. The workshop was officially opened by Mr. Don Page the Member for Ballina, on 23rd May 2010.

During 2010 a group of club members undertook a major project to construct a large extension to the Gift Shop. This extension almost doubled the floor space available for displays. The construction of the club's timber store was commenced in October and completed in December 2010; the front entry-display area was completed in January 2011, the back veranda including the dust extraction enclosure was completed by April 2011. The ducting for the dust extraction system was installed by early July 2011 in time for the celebration to mark the completion of construction of the workshop held on the 28th July 2011. Mr. Don Page again joined us to officially mark the occasion.

Early in 2014 a major part of the front verandah was enclosed to create a multipurpose area that is used for Club Meetings, for morning tea and lunch on most days and to house part of the Club's Library. The Club's new website was completed in August 2014. Late in 2016 the website was moved to a new hosting site and was completely redesigned. During 2017/18 LED lighting, a water tank and pressure pump were installed, the dust extraction ducting was upgraded, solar panels were installed and the rear verandah was enclosed.

Richmond Valley Woodcrafters Club Inc

Member's Information Booklet

The club has received a great deal of support from other organizations, local businesses and community members during the construction of the workshop. But without the dedication and determination of many members, the workshop would not exist as it does today.

Workshop Supervision: Each day the workshop is open there is at least 1 (usually 2) supervisors on duty. Their role is: to check that equipment is operating correctly; to supervise members while using tools and equipment; to conduct OH & S induction for new members or on additional equipment for current members; to assist members to develop further skills; to show visitors around the workshop; to check that the power is switched off and the workshop and timber store are locked securely at the end of the day.

Workshop Access: Members can access the workshop Tuesday, Wednesday, and Saturday for general, hobby-related woodworking activities. Thursdays are reserved for planned activities such as demonstrations and training. Fridays are for woodcarving only, (noise and dust free), no other activities are permitted on Fridays.

General hobby-related woodworking activities by members are strictly limited to projects for their own personal use and for hobby craft purposes. No commercial woodworking activities are to be carried out in the workshop at any time. Commercial (for profit/private enterprise) activities would contravene the club's responsibilities as an Incorporated Association. Any commercial-related activities will be investigated by the committee (see code of conduct policy).

OH & S: All members must complete the induction training on each machine prior to using it. It is the responsibility of the member to organize with the supervisor to complete the induction training. Each member must sign for each machine on his/her Individual O H & S Register sheet (kept in the top drawer below the sign on book), get the supervisor to sign his/her sheet and to enter the date for the machine on the O H & S register (above the sign on book). This training provides basic operation and safe working procedures for each machine. Ask the supervisor for assistance until you develop confidence and competence on each machine. Refer to the Induction and Competency Training and Assessment Policy.

Emergency Evacuation: The Evacuation routes and the Assembly Area are displayed on the wall near both emergency exit doors. The most important issue for members is that the siren cannot be heard inside our workshop especially with machines operating. The procedure is that someone from the nursery will inform us of the emergency. Members must leave the workshop immediately and move to the assembly point in the main car park, at the end of the covered walkway adjacent to the cafe entrance near the big fig tree. The supervisor (with the assistance of other members) must make sure there is no one left in the workshop (timber store, kitchen or bathroom); switch off the power at the isolation switch near the exit door and take the attendance book to the assembly point. It is extremely important that all members sign ON and OFF any time you are at the workshop, even if it is only for a short visit. Finding a member who has gone home without signing off presents a major problem in an emergency. Refer to the Emergencies, Accidents, Incidents and Near Misses Policy.

Insurance Cover: Members are covered by Third Party Insurance if injured by another person. However, members are not covered by our insurance if they injure themselves. If this insurance is required a member would have to take out his/her own personal insurance cover. Non members are not covered by our insurance and are not to use the workshop.

Club Shirts, caps and pockets are available for members to purchase a club shirt with the club logo and your name embroidered on the pocket. We have 3 shirt styles available so you will need to nominate the type of shirt and the size required. We also have a club cap and a pocket that can be sewn onto a dust coat or apron. It is recommended that all members wear a club shirt at club events.

Library: The club also has an extensive library of books and CDs on a wide range of subjects and these are available to all members. Please make sure the borrower's card is completed for each book and left in the plastic box on the library shelf.

Tea and Coffee: Tea, coffee, milk and sugar are available at the workshop to use during the day. Members are asked to put \$2 per day into the container so supplies can be maintained.

Richmond Valley Woodcrafters Club Inc

Member's Information Booklet

Timber: The club has a good supply of a range of timber species available for members to purchase for personal, hobby-related projects only. No wood is to be purchased for commercial (for profit/private enterprise) activities or projects. This also precludes the purchase of wood for commercial activities conducted elsewhere. A price list is displayed on the notice board above the sign on book. These prices are approximately $\frac{1}{3}$ of the normal retail price. The club cannot provide credit to members, so timber purchases must be on the basis of 'No money No timber'. Non members are not able to purchase timber from the club.

MDF and Treated Pine (all types) **and second hand timber** (including painted timber) are banned from use in the workshop as our shavings and sawdust go into the large bin at the end of the timber store, which the HWNS uses to make compost. We cannot take any risks that might contaminate any part of their site. Refer to Timber and Timber Products Policy.

Parking: One disabled parking space is designated in front of the workshop alongside the path. All other vehicles are to be parked in the main car park, to avoid damage due to lawn mowing etc. A member is permitted to unload onto the front verandah then move the vehicle immediately.

Smoking: The HWNS has implemented a Smoke Free Policy which covers the whole site, including the Club's workshop and surrounding areas. Any RVWC member, who wishes to smoke while attending the workshop, must do so outside the HWNS site boundaries. Refer to the Smoking, Alcohol, Drugs and Medical Conditions Policy.

Communication with Members: The Club Newsletter is available on the website and is sent to all members who have provided an email address. Members without email are should contact another member for updates.

Website: The club's website can be accessed at www.rvwc.com.au Members can view or download the Club Newsletters; the Club Calendar; the Member's Information Booklet; the Club's Constitution; Code of Conduct Documents; O H & S Documents, Forms and Links to Show Entries, Woodworking Suppliers, etc.

Expert Tutors and Training Days: The club organises demonstrations or training days by visiting expert woodcraftsmen and club members to focus on skill development in specialized areas eg. Wood turning, dovetail boxes, timber finishing, etc. A small cost for participants may be levied to be paid at registration.

Club Visits: The club has organized interclub visits for members from the Tweed Valley Woodcraft Association, the Yamba Men's Shed and the Clarence Valley Woodcrafters Club. We encourage members to join in on these days where many great ideas are exchanged in a very friendly social environment. These are great social days.

Club Newsletters: are emailed to members and are available on the Club's Website.

BBQs at Bunnings in Ballina are conducted on allotted days by members. These additional funds are used to purchase a range of new, high quality machines.

Club Projects: The club takes on a range of projects for other organizations that rely on the assistance of members to complete them. Some projects are donated to other organizations and some raise additional funds for the club. These projects help members to develop new skills, get to know other members and have a good time.

Timber Collection and Milling: The club is offered trees, logs and timber of various sizes and quantities on a regular basis. Where ever possible we try to accept the offer and collect the timber. Help from members is required to collect and move the timber into our timber store, sometimes at short notice.

Displays and Demonstrations to support other organizations: Our club continues to support Summerland House Farm and its events as well as a number of organizations in the local area.