General Member Information

Waverley Woodworkers Inc. ABN 458 367 522 81

Issued by the Committee • September 2026

Purpose

This information sets out the practical requirements for membership, safe and efficient use of the workshop, and participation in Club activities. It should be read alongside the General Workshop Rules, Code of Conduct, safeguarding requirements and machine-specific Standard Operating Procedures (SOPs). Compliance is a condition of using the Club rooms and equipment.

Welcome and Club culture

- The Club aims to provide a friendly, inclusive and supportive woodworking community where members can develop skills, share knowledge and enjoy making things.
- Treat other members and volunteers with courtesy and respect. Bullying, abuse, harassment and dismissive behaviour are not acceptable.
- Cooperate with other members and follow the Club's safety and operating requirements. Serious breaches may result in disciplinary action, including suspension or termination of membership.

Opening times and workshop access

- Current opening hours are listed on the Club website.
- A Member on Duty is present during every workshop session and oversees safe workshop and machine operation. Follow their reasonable safety instructions.
- Members must not operate machinery unless at least two members are present in the workshop.
- A tea break is encouraged during each session. During the break, dust extraction is normally switched off and the external door locked. Members may continue working provided at least two members remain in the workshop.
- Outside scheduled hours, follow the access and supervision requirements in the General Workshop Rules.

Safety and induction

- Before using the workshop, complete the Club induction and required machine instruction, read and comply with the General Workshop Rules and relevant SOPs, and sign the Health & Safety Induction Register.
- If you are unfamiliar with a machine or unsure how to use it safely, do not use it until you have spoken with the Member on Duty.
- Wear eye protection when operating machinery or when in the vicinity of operating machinery. Hearing protection is strongly encouraged whenever machinery is operating.
- Use a suitable dust mask or respirator in the sanding room and lathe room.
- Contain long hair and loose clothing and follow all machine-specific safety requirements.

Equipment use and faults

- Use Club tools and machinery correctly, only for their intended purpose and within their capabilities. Do not force material through machinery or use equipment in a way that could cause damage.
- After use, clean equipment as necessary and return it to its designated storage location.
- If equipment is faulty or damaged, stop using it, inform the Member on Duty, isolate or tag it where appropriate, and record the fault in the maintenance book.
- Never continue using equipment that you believe may be unsafe or damaged.
- Members may be charged for repair or replacement costs where equipment is damaged through inappropriate use or member action, following the Club's applicable process.

Club equipment and personal property

- Club tools and equipment must not be removed from the premises or borrowed for use elsewhere.
- Members are responsible for supplying their own timber and project consumables unless the Club specifically provides them.
- Personal items should be kept in a toolbox or suitable container and stored so they do not create a hazard.
- Items left at the Club are placed in lost property. Unclaimed items may eventually be disposed of or offered to other members.

Project storage and housekeeping

- Workshop storage is limited. Do not normally leave projects at the Club between sessions.
- A glued project may remain in clamps overnight only if it is clearly identified and the member will return at the beginning of the next session to collect it.
- Vacuum regularly, clean your work area and machinery after use, remove shavings and dust from the immediate area and floor, and return tools, jigs and equipment to their correct locations.
- If asked to assist with cleaning or housekeeping, do so promptly. Working bees may close the workshop to general woodworking.

Timber, materials and waste

- Members are responsible for ensuring that materials are suitable for the equipment being used. Damage caused by unsuitable materials may result in repair costs being charged to the member.
- MDF, particle board, plywood and suitable solid timber may be used.
- Treated pine and other chemically impregnated materials must not be brought into the workshop for machining.
- Do not machine logs or rough timber that cannot be held securely and safely using the available machinery and appropriate shims, sleds or jigs.
- Before machining reclaimed timber, remove paint, varnish, dirt and grit, check for embedded metal using the Club metal detector, and check moisture using the Club moisture meter.
- Place unwanted timber offcuts in the firewood bag or offcuts box near the thicknesser. Members may take offcuts from these locations for personal use.
- Members who generate a full bag of shavings should take the bag home for disposal where practical.

Club materials and supplies

- Club-owned timber is reserved for Club projects and must not be used for personal projects unless authorised by a Committee member.
- Where the Club offers timber for sale, payment must be made before the timber is used, by EFT or cash in the appropriate donations box.
- The Club provides selected shared resources, including saw blades, moisture meters, metal detectors, electronic angle finders, hand tools, jigs, machine cutting blades, sharpening of Club hand tools, sanding-machine sandpaper, and machine/equipment maintenance.

Club activities and member development

- Club meetings are generally held monthly, except in January. Meetings may include guest speakers, Club updates, equipment and project news, and member show-and-tell.
- The August meeting is typically the Annual General Meeting. Additional events are organised by the Committee from time to time.
- Members are welcome to participate in Special Interest Groups, including Box Making, Turning, Toy Group and Repair Day.
- Experienced members may offer skill-development sessions covering topics such as table making, complex joints, jig design and other specialist woodworking skills. Sessions are advertised through the newsletter and WhatsApp groups.
- Members are encouraged to support Club displays, festivals, community events and other activities through volunteering and suitable contributions.

Commercial work

- The workshop is intended for personal and Club projects. Do not use the workshop for commercial production of items for sale, profit or commercial orders.

- Occasional personal projects that may be sold, or items made for legitimate Club, charitable or community activities approved by the Committee, are not considered commercial production.

Member communications

- The Club communicates through its monthly newsletter, WhatsApp groups and website.
- Members may contribute articles, project information and photographs to the newsletter.
- Club WhatsApp groups include General Members, Toymakers, Tuesday Night, Duty Member and Committee. The Duty Member and Committee groups are restricted to the people responsible for those roles.
- All content posted in Club WhatsApp groups must be appropriate, respectful and consistent with Club values.
- Check the Club website regularly for current opening hours, member information, rules, policies, procedures, newsletters and other relevant documents.

Membership fees

- The membership year runs from 1 July to 30 June, with annual renewal fees payable in July.
- New members pay a joining fee and pro-rata annual membership.
- Members may choose an annual Gold Pass or pay the applicable session fee each time they attend for woodworking.
- The Gold Pass provides unlimited access to the Club, including machines and tools, for the relevant membership year.

Other facilities and services

- Members may borrow woodworking books and magazines from the Club library. Loans are intended to be short term so resources remain available to other members.
- The Club telephone is primarily for emergencies and for members of the public to contact the Club; it should not be used for personal calls.
- CCTV operates after hours for security purposes and may also be active during normal workshop sessions.

Getting the most from your membership

- Ask questions, share knowledge and take part in Club activities and skill-development opportunities.
- Whether experienced or new to woodworking, members are encouraged to contribute to a safe, supportive workshop and to enjoy developing their skills.