

Woodworkers of the Southern Peninsula

By Laws, Policies & Procedures

The Woodworks of the Southern Peninsula By Laws, Policies & Procedures were adopted by the Members of the Club at the Annual General Meeting dated 13 August 2025.

It was noted that this is a living document and may from time to time be updated. Updates altering this document will be based on the changing requirements of the Club and any updates to Statutory Laws or Acts and must first be endorsed by the Committee.

Members will be notified of any updates via the Club Newsletter.

Any feedback is to be provided in writing via email to:

The Secretary wosp3939@gmail.com

Association Purposes

The purpose of the Woodworkers of the Southern Peninsula is to:

- Provide a safe friendly and well-equipped environment for its members,
- Arrange skill sharing sessions for members to meet and enjoy their woodworking hobbies
- Engage in community projects including Toy Making for distribution to the kindergartens and underprivileged children of the Mornington Peninsula

Acknowledgements

WoSP would like to acknowledge the following organisations for their support:

- Bendigo Bank
- Bunnings Rosebud
- Rye Beach Op Shop
- Bakers Delight - Rye
- Men's Shed Association (the club obtains public liability insurance against 3rd party claims, through an affiliation with the Men's Shed Association.)

Context

The Woodworkers of the Southern Peninsula By Laws, Policies & Procedures (WoSP By Laws) are guidelines produced in conjunction with the Model Rules for an Incorporated Association (Consumer Affairs Victoria – Association Incorporation Reform Act 2012) (MRIA)

The WoSP By Laws do not contravene the MRIA

These Bylaws are intended to provide key organisational information and guidelines and to promote a Duty of Care and Safety for the welfare and wellbeing of all members.

By Laws, Rules and Regulations

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- B. Club Awards
- C. Health & Safety – Serious Incident Process
- D. WoSP Shop Hours

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- i. Membership Form - Update
- ii. Medical Form
- iii. Induction Booklet - Update
- iv. Member Survey - Develop
- v. Incident Report - Update
- vi. New Equipment Purchase Request - Update
- vii. Project Request Form – Update
- viii. Position Descriptions
 - a. Session Leader - update
 - b. WoSP Shop Manager – Develop
 - c. Maintenance Officer
 - d. Project Manager - Develop
 - e. Newsletter Editor

Note: These items are in the process of being updated or developed

1. Role of the Committee

- 1.1. The role of the Committee of Management (COM) is to ensure that all members of the Association (WoSP) comply with the MRIA and that the purpose of WoSP is adhered to while effectively managing the Business of WoSP.
- 1.2. The COM reserves the right to adjudicate in the best interests of the club on any matters not specifically covered by the MRIA and WoSP By-Laws.
- 1.3. A COM member or former COM member must not make improper use of their position or gain an advantage for themselves or any other person or to cause detriment to WoSP.
- 1.4. Following due consideration and discussion, the COM shall have the power to Approve/Decline any new application for membership.
- 1.5. The COM may take disciplinary action against a member who has committed a breach of the MRIA and WoSP By-Laws, or practised, counselled or sanctioned any conduct, in the opinion of the COM, is unbecoming, unfair, or contrary to the interests of WoSP. Following due process disciplinary action taken may result in; formal reprimand, suspension of membership rights for a specified period or expulsion as a member of WoSP.
- 1.6. Any COM member who is biased against or in favour of a matter before the COM relating to a Membership, Discipline or Grievance process shall not take part determining the outcome.
- 1.7. The COM has the power to develop By-Laws, Policies and Procedures to assist with the business and management of WoSP and can amend, or rescind information as the occasion may require. The By-Laws Policies and Procedures may be amended by a resolution passed at a meeting of the COM, of which notice setting out the proposed amendment has been given to the COM members not less than 28 days (28) prior to the meeting.
- 1.8. The COM will communicate with members about forward planning, strategic acquisitions and initiatives. The COM will encourage member input and feedback, formally or informally.
- 1.9. COM members will ensure they discharge their duties with reasonable care, due diligence and in good faith in the best interests of WoSP.
- 1.10. COM Structure:
 - Club President Vice President Secretary
 - Treasurer 6 x Regular Member positions
 - The COM shall meet on the second Tuesday of each month and requires a quorum to be valid; a quorum is a majority of Com Members in present. When voting on an item each com Member has one vote with the exception of the President who may use a second vote to break a tied outcome
 - Committee Members are required to advise the Committee of any extended absence from the club and scheduled meetings providing commencement and end dates. Delegation of role or other commitments can then be discussed and where appropriate a delegate appointed for the duration.
 - Attendees as invited may include: Maintenance Officer, Toys Rep, Shop Rep, Newsletter Editor or other.
 - Reports can also be submitted to the Secretary for discussion with the Chair for inclusion on the current Agenda as deemed appropriate.

1.11. Term of Office

- Term of Office is the period from one AGM to the AGM in the following year.
- After General Business at the AGM all COM Positions are declared Vacant
- Nominations are received and elections held.
- The COM can appoint a member to a position that is not filled at the AGM or becomes vacant.

1.12. An Annual General Meeting (AGM) is held after the end of the Financial Year (usually in August). A quorum is required and is identified as at least 10 % of members entitled to vote being present this includes Proxies. Notice of an AGM must be provided at least 21 days prior to the meeting. Prescribed Agenda Items include but are not limited to; Previous AGM Minutes, Annual Report on Club Activities, Financial Report, Confirm/Vary Fees, Elect members of the Committee.

1.13. Non-Committee Team Members –Positions in the WoSP Team that are appointed by the COM to oversee processes and undertake certain tasks can include but is not limited to: Session Leaders, Maintenance Officer, Project Officer, Toy Makers Rep, Shop Rep and Newsletter Editor. These positions can be undertaken as an additional responsibility of a Com Members.

2. Membership

2.1. Membership is available to anyone who is interested in working with wood. There are three categories for membership:

- Full – over 18, fully paid fees, with voting rights & full workshop access.
- Associate – over 18 with reduced annual fee, no voting rights and limited workshop access.
- Honorary – People/Organisations representatives who support the club e.g. Bunnings, Bendigo Bank, Dulux etc. They do not pay fees or have access to workshop but are invited to social events.

2.2. There are three fees payable for a full member, a once-off Joining fee, an annual fee and a session fee. Joining fee is paid only once upon joining the club. The annual fee is for a period of 12 months, starting July 1st each year. The Session fee is payable each time a member attends a designated workshop session. For current fees please see [Appendix A – Membership Fees and Session Timetable](#)

2.3. To join an Application form must be completed, this form includes the WoSP Terms and Conditions. To be considered for membership, applicants must accept the terms and conditions of the club. [See Attachment i - Membership Form](#)

2.4. All new applications need to be endorsed by the COM and noted in the minutes. The COM will advise the applicant of its decision and the Induction program.

2.5. Upon Acceptance as a member by the COM the applicant is required to pay the Joining and Annual Fees and complete a Medical Form – [See Attachment ii – Medical Form](#). The form is kept secure and only used in an emergency. This form needs to be updated regularly and a reminder will go out with the annual membership reminder.

2.6. All new members will be given a Booklet – [See Attachment iii - Induction Booklet](#), a Name badge and Membership Card. They will be required to undertake a Safety Training Session prior to attending any scheduled workshops as well as access to the Safe Working Procedures.

2.7. An Eligible member has access to the resources of the club and can be nominated to a position on the committee and has the right to participate in any ballot being undertaken.

- 2.8. Membership will be suspended if Annual Fees are outstanding. A suspended member is not covered by insurance and will not be able to participate in workshop activities; in addition, they will be unable to vote during any ballot while suspended.
- 2.9. Members are not required to bring their own tools but they are encouraged to supply their own safety protection. Any tools or safety protection should be fit for purpose and in good working order as judged by the Session Leader.
- 2.10. Occasionally COM may distribute a survey. The COM would be seeking information and feedback on the needs of members. [See Attachment iv – Member Survey](#)
- 2.11. The club has WoSP monogrammed clothing for sale to members. Refer to shop facilities.
- 2.12. Treat all members and guests fairly, equally and with respect and courtesy without physical or verbal harassment.
- 2.13. Report any inappropriate behaviour of a member to the Session Leader or COM.
- 2.14. Club Awards - There are four different awards presented to club members as follows:
- 10 Year Badge – Awarded to a member upon attaining 10 years of continuous Membership
 - 20 Year Badge – Awarded to a member upon attaining 20 years of continuous Membership
 - Member of the Year – Awarded to a member based on set criteria
 - Life Member - Awarded to a member based on set criteria
- For more information and Criteria [see Appendix B – Club Awards](#)
- 2.15. Cessation of Membership is defined as:
- Formally written resignation from the club
 - Annual Membership fees are more than 12 months in arrears and member has been provided with advice of arrears.
 - Expulsion by Committee as a result of complaints or discipline measures
 - Committee advised of death of valid member

3. Health & Safety

- 3.1. Health & Safety is a shared responsibility amongst members. Safe Working Practices (SWP) have been prepared to establish a Duty of Care and promote a workshop that is safe for all members. Members should familiarise themselves with the SWPs and refer to Session Leaders for guidance or support.
- 3.2. Visitors - The Session Leader is to be advised of any visitors. Visitors are not allowed in the workshop area unless appropriately supervised and are not to use any equipment unless they are qualified repairers attending the workshop to undertake approved and scheduled equipment repairs
- 3.3. All injuries sustained by a club member must be reported immediately to the Session Leader and COM.
- 3.4. He/ She may make a safety incident report in the safety book for remedial action.
- 3.5. Serious Incidents happen, follow directions of Session Leader, be alert for hazards as a result of the incident, report anything of concern to the Session Leader, follow the serious incident guidelines, these are posted in the First Aid area in the workshop and on the notice board at the sign in desk. [See Appendix C - Health & Safety - Serious Incident Guidelines and Attachment v-Incident Report](#)

- 3.6. A first Aid kit, Medical Report cabinet, and a cardiac defibrillator are located in the shower area adjacent to the toilets. The Session Leader has the key to the Medical Report Cabinet. There are also First Aid Comfort Kits. These are suitcases with items to assist in keeping an injured person comfortable. The Items are kept in a Suitcase under the Medical Report Cabinet clearly marked as First Aid Comfort Items.
- 3.7. All new members must complete an induction/ safety program covering each piece of equipment available in the workshop.
- 3.8. If any hazards are identified please notify the Session Leader who will raise it with the COM.
- 3.9. Session Leaders are there to provide advice, so when uncertain about what to do, involve the Session Leader.
- 3.10. All members should be on the lookout for unsafe practices and diplomatically alert the Session Leader.
- 3.11. It is requested that members have their own eye protection, dust mask and ear muffs and are strongly encouraged to wear their Personal Protection Equipment (PPE) while working in the workshop.
- 3.12. Think and plan before using equipment. Pausing to plan your cuts and movements can help save fingers and wood. If there is any doubt at all the onus is on members to ask before proceeding.
- 3.13. Keep a clean work area. A messy and cluttered work area is an accident waiting to happen. Always clear accumulated waste and replace tools no longer in use.
- 3.14. Avoid distractions. Pay close attention to every action, particularly repetitious ones. Any distractions can result in contact with a blade. Do not take your eyes off a moving blade until it has come to rest. Do not distract others while working.
- 3.15. Don't rush. Take a breath and a break when you feel rushed or frustrated. Dangerous mistakes may occur when you rush or take shortcuts.
- 3.16. Don't force your work, 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.
- 3.17. Protect yourself. Wear appropriate Personal Protective Equipment (PPE). Keep your hands well away from cutting surfaces by using push sticks, and purpose-built jigs. Make sure the tools designed safety features remain in place.
- 3.18. Wear appropriate clothing. Loose clothing, long hair and jewellery can catch on moving tools causing personal injury.
- 3.19. No alcohol or drugs. Alcohol and drugs (including some prescription drugs) will impair movements, clear thinking and concentration.
 - Alcohol is not permitted within club premises
 - Any member found to be under the influence of any illicit drugs will be requested to leave the premises and the matter referred to the COM for appropriate action. It is the Members' responsibility to self-regulate any prescribed drug use and to advise Session Leaders of any potential issues.

4. Privacy

Personal information is collected from you at the time of joining. This information is used to manage your membership and enable us to contact your next of kin if required.

Your information is stored on the membership database and may be changed by you as required. The medical information form you complete is sealed and only made available to medical personnel during a medical emergency. The Session Leader has the key to the container with the medical information forms.

This practice is in line with the Australian Privacy Principles contained in the Privacy Act 1988 (the Privacy Act.) A copy of the Australian Privacy Principles may be obtained from the website of the Office of the Australian Information Commission at www.oaic.gov.au

5. Security

A Security Alarm and video system is installed with video surveillance both outside and inside the club premises. The Video recordings are not monitored. Unless video footage is required an automatic wiping of footage is programmed. This system has been put in place to deter vandalism, theft and support members in relation to personal safety.

In line with standard practice signage is posted advising of video recording.

6. Workshop Sessions

There are 10 Workshop Sessions. The Sessions Timetable may be reorganised or changed by the COM depending on demand and availability of Session Leaders. The current Session Timetable is posted on the notice board at the sign in desk.

A fee is set by the COM and is payable for each session by all members to cover the costs of running the session. See Appendix A – Membership Fees and Session Timetable

- 6.1. Each Day is broken up into two Sessions and are defined as 1) Morning Session from 9.00 am – 12.00 noon and 2) Afternoon session from 1.00pm – 4.00pm.- [See Appendix A – Membership Fees and Session Timetable](#)
- 6.2. A Session Fee is payable for each session or part thereof that a member may attend.
- 6.3. Session Closures - No sessions will be run on public holidays as per the Gazetted Victorian Government public holiday list. In addition, the Club will be closed during the annual Christmas Season with dates being advised in November. The COM may also cancel individual sessions due to expected low participant numbers during holiday periods such as easter and long weekends.

7. Session Leaders

- 7.1. Session Leaders are appointed by the club COM. The strength of the club is in its Session Leaders. The COM seek experienced members for the role which requires them to guide attendees, encourage them to mix and ensure the Clubs equipment is used in line with Safety guidelines. [See Attachment viii - Position Description, item a - Session Leader](#)
- 7.2. A Session Leader should only be responsible for one session per week on a full time basis. However, an occasion may arise where a substitute Session Leader may be considered for a temporary role to relieve where the nominal occupant is absent due to holidays or illness.
- 7.3. A Session Leader is required to advise the COM as soon as possible of any intended absence from their Sessions and advise of a return date. If possible the Session Leader should recommend a substitute to the COM.

- 7.4. The COM will discuss and evaluate suitability of the recommended substitute. The suitability of the person should also be discussed with the current members / attendees of the session if time permits. After this evaluation the COM should make the appointment and ensure the selected person is equipped to undertake the role. In the case of an emergency substitute is required the COM may appoint a person who has previously been appointed as a Substitute Session Leader.
- 7.5. The appointment of a person should not create any possible conflict of interest.
- 7.6. Replacement - The cessation of a Session Leader will occur if the session leader decides to submit their resignation in writing to the COM. A permanent replacement will be appointed by the COM.
- 7.7. A Session Leader may also be replaced if the COM deems that the behaviour of the person is unsatisfactory for the held position. The COM will evaluate the evidence and may council the leader. The COM will then inform the occupant of their removal in writing giving the reasons for removal.

8. Workshop Practices

- 8.1. All members are **required to sign in and out of each session** in the daily attendance book located in the foyer.
- 8.2. Each session must have a Session Leader plus a minimum of two members in attendance for the session to proceed. As a matter of courtesy members should alert the Session Leader of their arrival and departure.
- 8.3. A Deputy Session Leader may be nominated by the Session Leader if necessary, this delegation is not a permanent position and will be effective for that session only.
- 8.4. New members should alert the Session Leader of their status and should not proceed with a task without discussing what they would like to achieve.
- 8.5. When using any equipment for the first time, the member must engage with the Session Leader to ensure safe working practice is understood.
- 8.6. Any inappropriate or unsafe behaviour of any member should be brought to the attention of the Session Leader for immediate action and support where needed. If necessary, the incident will be brought to the attention of the COM. Continued inappropriate or unsafe behaviour will be considered by the COM with appropriate action taken which may include disciplinary measures, including but not limited to suspension or revocation of membership in accordance with the grievance and disciplinary procedures set out in the MRIA.
- 8.7. Members may select an unoccupied workbench for their session by placing their possessions on the bench. Bench space is limited, sharing of bench space is encouraged. Workhorses are available if there is insufficient table space. No painting on benches without a drop sheet.
- 8.8. All workspaces and machines should be cleaned after each use. Brooms, dustpans and Vacuums are available for use. It is unfair to the person to use dirty equipment.
- 8.9. Waste wood and offcuts must be placed in the appropriate bins provided. At the end of each session bins are to be emptied. Move any timber offcuts to the firewood container adjacent to the car park gate.
- 8.10. All tools are to be returned to its allocated storage space.
- 8.11. Only designated dust extractor gates must remain open. All other dust extractor gates are to be closed unless the attached machinery is being used.

- 8.12. Should maintenance be required on any tools or equipment, report it to the Session Leader and document it in the maintenance book with relevant information.
- 8.13. Club owned Wood-turning chisels and lathe tools should be sharpened only by Session Leaders or under direct supervision of the session leader.
- 8.14. Although not a requirement you may want to use your own tools at the workshop. They must be in good order and fit for purpose.
- 8.15. If you feel any machine is not functioning properly you must immediately switch it off and report it to the Session Leader.
- 8.16. Once a machine is confirmed to be faulty or out of order the Session Leader will tag and lock off the equipment appropriately and update the maintenance book for further action and/or notify the Maintenance Officer immediately if necessary.

9. Workshop Maintenance

Each Monday morning club members meet to clean, sharpen and maintain workshop equipment and tools. The club is indebted to these people and your cooperation with them is essential. All club members are encouraged to attend and help with maintenance.

- If you find a machine out of order notify the Session Leader.
- If you feel any machine is not functioning properly you must immediately switch it off and report it to the Session Leader.
- Once a machine is confirmed to be faulty or out of order the session leader will update the maintenance book for further action. The Session Leader will switch off the machine and tag appropriately.
- If there is a delay in repairing a piece of equipment it will be tagged to that effect until it is back in service.

10. New Equipment

The COM aims to provide safe, sharp & accurate equipment. Consequently, it has introduced a purchasing form, this form can be used at any time to request the purchase of equipment. A form needs to be completed which requires a description of any new or replacement equipment needed with justification of purchase and costing including installation impacts. Signatures of the proposer, seconder & the president are required, it is then submitted to the COM for consideration. [See Attachment vi - New Equipment Purchase Request](#)

- 10.1. Call for Equipment Suggestions - On occasion the COM would like to know what members feel the club should purchase. A Call for Equipment Suggestions Form will be circulated via the Club newsletter. A list is developed and items are discussed at a COM meeting where a decision is made on what to purchase from the list. The decision is based on cost, workshop space and current need. The outcome is communicated via the Club Newsletter. This process is undertaken at the discretion of the COM and does not replace the formal request for equipment.

11. WoSP Shop

The Club currently runs a shop that is open to both club members and the public. The shop sells WoSP branded apparel, wood and woodworking supplies at or near cost to members and public. The shop also sells Surplus items made and donated by Club members. Any profit raised through the sale of items is used to maintain club equipment.

The Shop is Run by a Club appointed person with opening hours negotiated with the appointed person and the COM. – [See Appendix D -WoSP Shop Hours and Attachment viii - Position Description, item b- WoSP Shop Manager.](#)

12. Projects

From time to time the Club is approached to assist members of the public or other organisations with a specific woodworking project.

A Project Officer is appointed by the COM and is responsible for reviewing all requests. The Project Officer evaluates if the request is appropriate for the club to undertake, providing the COM with details, resources required including any specific skills and costs involved and recommendations. The COM will consider the recommendations from the Project officer and endorse as appropriate. [See Attachment viii – Project Request Form](#)

13. Toy Making Sessions

WoSP makes toys to donate to local charity organisations for distribution to disadvantaged children of the Southern Peninsula. Any Club Member is welcome to participate in the Toy Making sessions.

A leader for the Toy Making Session is appointed by the COM and reports to the COM monthly Meetings to keep the COM updated on progress, requirements and concerns. [See Attachment viii - Position Description, item a- Session Leader.](#)

Each Year a proposed list of the type of toys and the number of each toy to be made is developed by the Toy Makers Leader in consultation with the toy makers, the list is based on previous lists, feedback from the Charities, the number of attendees and their particular skills set. The Proposed list is submitted to the COM by the February Meeting for consideration and endorsement.

Currently the Toy Making Session is every Wednesday. As the Toy Makers make toys for Charity the session fee is waived for attendees of the Toy Making Sessions only.

Donations are sourced to cover Materials used in the making of toys. Where items need to be purchased a request needs to be submitted to the COM for endorsement and purchase.

14. Volunteering

Volunteers are required to assist with the following:

- Bunnings BBQ - assists with the club's finances for running costs and purchasing equipment etc.
- Monday Maintenance - help keep the workshop in a safe, clean and operational condition
- Committee of Management (COM) – Ensures the ongoing viability of the club in line with the MRIA.
- Toy Making Session –help make a difference to disadvantaged children in the local community via local charities.
- Maintenance Officer/s – oversees the maintenance of equipment in line with operating guidelines to ensure the safety of members. [See Attachment viii - Position Description, item c – Maintenance Officer](#)
- Projects: - Opportunity to assist with promotional opportunities for the community in general. [See Attachment viii - Position Description, item d - Project Manager](#)
- Shop – provides members and the community in general to purchase some woodworking supplies
- Session Leaders –Coordinate sessions and provide members with assistance and guidance
- Newsletter Editor – The newsletter keeps members up to date with information about the club and provides helpful tips and information for members. [See Attachment viii - Position Description, item e – Newsletter Editor.](#)

Appendix A: Membership Fees and Session Timetable

1. All fees are to be monitored and set by the COM.
2. Any increase to fees will be considered and endorsed by the COM and put to the AGM for endorsement by members.
3. The COM will determine implementation and timing of any fee increase (Usually but not restricted to 1 July of any year).
4. Reasonable notice is to be provided in relation to any increase in fees. The current fees for **30 June 2024 - 30 June 2025** are:
 - The Joining fee per member \$100
 - The annual fee for full membership \$70
 - Associate member Annual Fee \$10
 - Session Fee \$5

NOTE:

- Each Day is broken up into two Sessions and are defined as 1) Morning Session from 9.00 am – 12.00 noon and 2) Afternoon session from 1.00pm – 4.00pm.
- A Session Fee is payable for each session or part thereof that a member may attend.

Session Timetable 2024-2025

Day	Time	Session Theme
Monday	AM	Maintenance
	PM	Shop Projects
Tuesday	AM	General Woodworking
	PM	General Woodworking
Wednesday	AM	Toy Making
	PM	Toy Making
Thursday	AM	Beginners Woodturning
	PM	Carpentry, Woodturning, General Woodworking
Friday	AM	Wood Turning General Woodworking
	PM	Closed
Saturday	AM	General Woodworking
	PM	Closed
Sunday	Closed	

Appendix B: Club Awards

1. 10 Year Badge

To be eligible to receive the 10 Year Badge a member must be a fully paid financial member for 10 consecutive years.

2. 20 Year Badge

To be eligible to receive the 20 Year Badge a member must be a fully paid financial member for 20 consecutive years.

3. WOSP Club Member of the Year

The following criteria should be considered when a member is nominating another member for the award. It is not expected that the member will meet all of these criteria. The nominator must provide to the Committee President a written summary of why the nominee should receive the award no later than the June Meeting of the Committee. On receipt of the nomination the Committee will consider the proposal. If the majority of the Committee agree, the Award will be announced at the AGM.

If a Committee Member is nominated, he/she must exclude themselves from the meeting when it is discussed and/or voted upon.

If no nominations are received then no Award will be presented. If more than one nomination is received the Committee will vote as to who will receive the award, the vote must be unanimous. The Committee is not required to publish their reasons for either selecting or rejecting a nomination.

Criteria

1. A current financial member of the Club for at least two years.
2. Work for the Club, either on or off site
3. Participate in fund raising activities (BBQ's, project work or other activities)
4. Assist with the running of sessions.
5. Assist with training of members, either informally or formally.
6. Participate in social activities.
7. Helping to organise and/or run social activities.
8. Is a good ambassador for the Club.
9. Assisting with the maintenance activities.
10. Sets a good example for others by:
 - a. Complying with Health and Safety requirements at all times
 - b. Cleaning of equipment and facilities at the end of each session
 - c. Safe use of tools and equipment
 - d. Cleaning and returning all Hand Tools, etc to correct storage positions
 - e. Complying with all Club Rules and Regulations
 - f. Reporting of faulty equipment in a timely manner
 - g. Respectful and courteous to fellow members and visitors

Appendix B: Club Awards - Continued

4. WOSP Life Membership

Life membership is an honour bestowed on individual club members who's exceptional, loyal and outstanding service and contribution has provided a measurable benefit to the club over an extended period of time. Life membership should retain its prestige and not be awarded easily.

The nominator must provide to the Committee President a written summary of why the nominee should receive the award no later than the June meeting of the Committee. On receipt of the nomination the Committee will consider the proposal. If the nomination has the unanimous approval of the Committee, the President will recommend the nomination to the members at the next AGM. If 75% of members vote in favour, the nominee will be granted the Award.

If a Committee Member is nominated, he/she must exclude themselves from the meeting when it is discussed and/or voted upon.

If no nominations are received then no Award will be presented. If more than one nomination is received the Committee will vote as to who will receive the award, the vote must be unanimous. The Committee is not required to publish their reasons for either selecting or rejecting a nomination.

Life membership should not be considered as a competitive matter and nominees must be considered individually and on their personal attributes and achievements and not in comparison to others. Granting life membership is a balancing exercise. Criteria are provided as guidance but it is the overall contribution of the nominee that must be evaluated. There is necessarily some subjectivity in the granting of life membership and nominee's strengths against the various criteria will vary.

Criteria

1. Minimum 10 years concurrent club membership.
2. Minimum 8 years in specific roles that contribute to the benefit of the club. These may include but are not restricted to: service on the committee, session leader, fund raising activities and promotion of the club.
3. Must be a good ambassador for the club.
4. Provided valued leadership around the club and considered a role model.
5. Reflects dedication to the values of the club.
6. Must be a current financial member of the club.

Appendix C: Health & Safety- Serious Incident Process

In case of a serious accident or emergency stay calm, ensure hazards are identified, eliminated or cordoned off.

If able (Unless injured) the Session Leader should oversee the incident.

Evacuate area if necessary

Call Triple Zero (000) from a safe location and follow their instructions. Have at least one member stay with the casualty at all times.

An operator will ask if you need Police, Fire or Ambulance.

And then ask for your location information.

Our address is Vern Wright Reserve, 66B Elizabeth Avenue, Capel Sound.

If possible, send someone to the Elizabeth Avenue entrance to direct the emergency service to the club.

Emergency Medical information is locked in the Medical Report Cabinet. The Session Leader has a key. If necessary, obtain the Emergency Medical sheet for the person injured. This can provide critical information when calling 000 and be given to the Ambulance on arrival.

As soon as practical:

Notify the Club President or if unavailable the Vice President or next delegated official.

The President or other notified Official will contact next of kin of any injured person.

An Incident Report will need to be completed – [See Attachment vi- Incident Report](#)

Appendix D – WoSP Shop Hours

Current details for WoSP Shop for 2024 -2025 are:

Manager: Dennis Connor
Days: Friday and Saturday
Hours: 9.00 am – 12.00 noon

Attachments List

Attachments are forms /documents readily available on our website at

- I. Membership Form - Update
- II. Medical Form
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 - e. Newsletter Editor - Develop

Note

These items are in the process of being updated or developed.

The list of attachments, although identified for reference purposes only in this document, do not form part of this document. They are located on the WoSP website at: Wosp.com.au