

KALAMUNDA MEN'S SHED INC.

NEWSLETTER

Issue No.4

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June 2009

Joint foundation sponsors: The Rotary Club of Kalamunda and the Forrestfield Community Bank

The Committee.



L to R: Eddie van Rijnswood-Publicity, Ray Maher-Secretary, Archie Graham-Treasurer, Richard Young-Data Management, Richard Gates-Chairman, Morris Pavlinovich-Social & Program, Ron Waddy-Outreach, Ian Allardyce-Health & Safety, Dave Buttress-Property & Equipment, Geoff Price-Membership and Elton Brown-Fundraising.

Introduction

For this issue we have managed to get all of the Committee of Management (CoM) together for the above photo so that members and friends can be acquainted with the composition of the team. The CoM is meeting every two weeks with the objective of enabling the commencement of operations asap.

Our sincere thanks are offered to retired Police Officer Wayne Bentley who, although he is not a member of KMS renders great assistance to the editor with his superior Photoshop skills and also by finishing each newsletter ready for distribution by creating the PDF file.

Dave Buttress and his small team of assistants have been incredibly busy painting and renovating the shed, collecting donated tools and equipment and making the first work bench.

To date, the KMS newsletters have only been distributed to those members who have given us their email addresses. We are still working on a mail out system for those without email and with a bit of luck this issue as well as the previous one will be posted to those who have been missing out.

Social Event

A Sundowner will be held at the shed on Friday 26th June 2009 between 3 and 5 pm. Please bring your own drinks and nibbles. Tea and coffee will be provided. This will be an opportunity for members and those interested in joining to observe the progress that has been made in making the shed ready for action as well as engaging socially with members.

Logo hunt

Members and friends are reminded that we are looking for a logo, this will be used on our stationery and it will also be incorporated into the newsletter banner. While on the topic of the newsletter, we welcome members' contributions, letters and ideas.

Fund raising

Our fundraising man, Elton Brown is currently busy with the preparation of a Lotterywest grant application. If successful, the money received will be used for fencing the site and for sign writing.

Know your committee:

Over the forth coming months, this section will give a brief profile of the KMS committee members.

Dave Buttress



Dave is shown above with a beautiful, brand new work bench he has constructed for the shed. Since the inception of KMS, Dave has been an enthusiastic and very energetic member of the interim and now the formal committee.

Dave and his family emigrated from England in 1971 and for quite some time worked in the mining industry in the state's northwest region. He then started his own business which involved timber recycling and patio construction. Prior to selling the business, Dave contemplated establishing a shed type workshop along similar lines as the Men's Shed movement. Insurance issues however put a stop to this plan.

His enthusiasm to start a shed was then redirected towards the establishment of KMS. He has been actively involved, along with the rest of the interim committee with the negotiations with the Shire of Kalamunda and the WA Police in order to secure the premises and to finalise the designs for the new fence between the Police area and our shed.

Dave's portfolio on the committee is Property and Equipment and he and his small team have co-ordinated the removal of rubbish from the shed, cleaning, painting and renovating. He has also been very successful in acquiring loads of donated tools and equipment.

Working bees

Within the next few weeks we will be endeavouring to conduct some working sessions to carry out such tasks as the construction of three more work benches as per Dave Buttress' design as well as preparing small projects in readiness for the initial stages of the shed's operation.

Briefing our local Members of Parliament

Chairman Richard Gates and Eddie van Rijnswood recently briefed John Day MP and Richard and Ray Maher met with Sharon Jackson our federal member to keep them informed about the progress of the shed's establishment.

IMPORTANT NOTICE

To date the previous issues of the newsletter have been distributed by email, which will remain our preferred mode of delivery. We will however try to send out this issue along with issue 3 by post.

Our mailing list has been created from the attendance list from the Inaugural Annual General meeting and this has created some problems in that some addresses given were not complete or not fully legible. To overcome this matter, persons wishing to receive the newsletter by post are requested contact Geoff Price, our Membership person with their correct postal address or email address if this has not been given before. Geoff's phone number is 9293 1687 or email address is geoffann@digisurf.net.au.

Policies and Procedures

This newsletter concludes with a copy of the KMS Policies and Procedures. This document outlines the objectives of the organisation and it also outlines the general rules under which we intend to operate for the mutual benefit of all members. Included here are some basic safety rules which have been designed to keep us all safe and to protect the equipment. This a "living" document which will adapt to our evolving circumstances.

KALAMUNDA MEN'S SHED (INC)

POLICIES AND PROCEDURES

Kalamunda Men's Shed Incorporated (KMS) is an organisation which is affiliated with the Australian Men's Shed Association, (AMSA).

The principal Aim of KMS is to promote wellbeing among men and the Objects are given below:

- Provide an environment where men can be creative and productive
- Provide the opportunity for men to associate and support each other
- Provide an environment where men's health issues can be raised and discussed
- Give men an opportunity to be valued in the community
- Promote wellbeing and understanding among men
- Expand men's educational and social networks
- Promote intergenerational, familial and cultural bonding

The governing rules of KMS are contained in the Rules of Association in the context of the Associations Incorporation Act (1987). Day to day activities within the shed are managed by its Policies and Procedures which are given below.

Policies and Procedures.

INTRODUCTION.

The purpose these Policies and Procedures (P.A.P) is to ensure that all activities and operations conducted within the Shed are carried out safely, effectively and in accordance with its aims and rules of association. These PAPs broadly deal with the Shed's operational requirements and are supported by specific instructions and rules as

determined by the committee and amended from time to time.

GENERAL.

1. Activities within the shed, involving tools and machines, are only to occur when a Shed Supervisor is in attendance.
2. Any request or instruction from the Shed Boss is to be complied with.
3. All members will sign the attendance book when visiting or utilising the Shed's facilities. Visitors will be signed in by members.
4. The shed's facilities and equipment shall be carefully used and any damage caused due to carelessness may result in the member causing the damage due to negligence being held responsible for the costs involved in repairing the damage.
5. Members will be encouraged to attend meetings, training sessions or briefings to be informed about new operating procedures or equipment use.
6. Any member will not interfere with any other member's tools, equipment or materials.
7. Members shall not use the Shed's resources in a wasteful manner.
8. Members shall at the completion of his working session clean up completely, return tools to their correct storage location, return machinery to its static state and assist in the general tidying of the Shed.
9. Member's tools are not to be left on the premises and must be taken away on leaving the shed.
10. Misconduct or anti-social behaviour can result in the member being directed to leave the premises losing his membership if such behaviour is persistent.
11. A record of all purchases for the operation and maintenance of the shed is to be kept.

12. Changes to the PAPs can only be made with the approval of the committee.

SAFETY.

1. All members will agree that the safety and wellbeing of members is of the highest priority.

2. Occupational Health & Safety (OH&S) requirements and any other statutory regulations are to be adhered to.

3. Members are to adhere to personal safety requirements including the wearing of closed-in footwear and no loose clothing. The use of eye and ear protection is a requirement when operating power tools and machinery.

4. Tools, equipment and machinery shall only be used on the condition that the operator has been assessed as competent to do so. Member's competency will be recorded in the membership records.

5. Equipment failures, breakage and accidents are to be reported to the Shed Supervisor immediately.

6. In the event of an accident or injury occurring, all activities and machines shall stop and first aid shall be rendered and the Shed Supervisor advised. The patient is to be taken to a doctor if this is deemed to be necessary or an ambulance called.

7. Any first aid given shall be recorded in the first aid book.

8. KMS buildings and its immediate surrounds are a designated no smoking area.

9. In case of fire, all activities and machinery shall stop, the fire brigade called and all occupants of the buildings shall move to the emergency muster point.

DRUGS AND ALCOHOL.

1. KMS members must be completely unaffected by alcohol, illegal drugs and prescription drugs that impair mental judgement, motor skills and the like when using tools, machinery or any other workshop equipment.

2. Illegal substances shall not be brought onto the premises.

3. Alcohol may be consumed in reasonable quantities within KMS non-workshop areas, on social occasions when approved by the Shed Supervisor or KMS Committee.

Contributions

Letters and contributions to the newsletter are most welcome and can be sent to the editor via the address given below or direct to:

Eddie at: bushfirevol@iinet.net.au

Contact details

Postal: The Secretary

Kalamunda Men's Shed Inc

PO Box 1359

KALAMUNDA WA 6926

Email:

kalamundamensshedsecretary@gmail.com

Web:

<http://sites.google.com/site/kalamundamensshed>

Physical address: Lot 56 Canning Road,

Kalamunda, (behind the Police station)

Entry from Mead Street, adjacent to the Jack Healy Centre.