

CAIRNS AND DISTRICT WOODWORKERS GUILD INC



# HANDBOOK

16 Knight Street, Cairns

Email: [contactus@woodiescairns.org.au](mailto:contactus@woodiescairns.org.au)

Facebook: <https://www.facebook.com/CairnsWoodies>  
or Cairns & District Woodworkers Guild Inc

Website: [www.woodiescairns.org.au](http://www.woodiescairns.org.au)

<b>INDEX</b>	<b>PAGE</b>
<b>About the Guild</b> <ul style="list-style-type: none"> <li>- Overview</li> <li>- Guild Objectives</li> <li>- Committee</li> <li>- Contact Details</li> <li>- Workshop Hours</li> </ul>	<b>1 – 2</b>
<b>Guild History</b>	<b>3</b>
<b>Membership</b> <ul style="list-style-type: none"> <li>- Fees</li> <li>- Workshop Sign-in and Attendance Fee</li> <li>- Machinery Safety and Club Induction</li> <li>- Code of Conduct</li> </ul>	<b>4</b>
<b>Workshop and</b> <ul style="list-style-type: none"> <li>- Required PPE</li> <li>- Workshop Description</li> <li>- Waste Management</li> <li>- Cleaning / Maintenance / Working Bees</li> </ul>	<b>5 - 6</b>
<b>Clubhouse</b> <ul style="list-style-type: none"> <li>- Clubhouse Description</li> <li>- Club Meetings and AGM</li> </ul>	<b>7</b>
<b>Club Administration</b> <ul style="list-style-type: none"> <li>- Communication / Important Messages “Message Book”</li> <li>- Constitution</li> <li>- Fundraising, Sponsorship and Grants</li> <li>- Insurance</li> <li>-</li> </ul>	<b>8</b>
<b>Frequently asked Questions</b>	<b>9</b>
<b>What are some of the things I <u>cannot</u> do?</b> <b>Disclaimer, Acknowledgement</b>	<b>10</b>

# Welcome to the Cairns and District Woodworkers Guild

We hope that the information below will help you decide if the Guild is right for you. Please ask questions should you need clarification. We are all here to help you get the most out of the Guild.

Guild members come from different walks of life; builders, carpenters or self-taught and have a vast amount of knowledge and skill and are willing to share. So how do you learn the skills needed to woodwork? Well, the members will help you by passing their knowledge and skill to you in an informal process. Generally, you will work with one or two members to learn the basics.

Specialised groups have been formed in the past by members with like-minded interests to swap ideas and help with projects. These have included; toy making, box making and woodturning. You may have an idea for another group, if so, we encourage you to discuss your ideas and will assist wherever we can. If you have a skill that you would like to share let us know and we can assist in organising a workshop.

Being part of the Guild encompasses many aspects that you will participate in; the fun stuff; woodworking and social events and the day-to-day stuff; meetings, fundraising, maintenance, cleaning all these things keep the Guild open and safe. But also, and just as importantly a place where you can go to feel welcome, relax, sit have a coffee and a chat and build friendships.

## Guild Objectives

- a) To promote, foster and encourage interest in working in wood.
- b) For communication of ideas amongst people of similar interests
- c) To gain better knowledge of marketing and literature that is available in this area
- d) To organise and promote the work of the woodworker in the community and among young people in particular
- e) To be an organisation which will help to raise the standards and gain recognition for the fine work being done by woodworkers
- f) To foster awareness of the conservative use of our natural wood resources

**2021/2022  
Committee**

**President:** Linda Boagey  
**Vice President:** Monty Kleverlaan  
**Secretary:** Michael O'Halloran  
**Treasurer:** Andrew Kerr

- ❖ The committee meet to review and discuss club matters on behalf of the members.
- ❖ Club members are encouraged to provide input into these meetings through the committee secretary.
- ❖ The committee secretary will call for agenda items at least two weeks before the meeting date.
- ❖ Members will be emailed the minutes of the committee meetings.

**Contact Details**

**Address:** 16 Knight Street, Portsmith  
**Mobile:** 0498 862 781  
**Email:** [contactus@woodies.cairns.org.au](mailto:contactus@woodies.cairns.org.au)  
**Website:** [www.woodescairns.org.au](http://www.woodescairns.org.au)  
**Facebook:** Cairns and District Woodworkers Guild / @cairnswoodies

**Workshop  
Opening Days  
/Hours**

<b>Monday</b>	ARC Disabilities (9.00 – 12.00)
<b>Tuesday</b>	9.00 – 12.00
<b>Wednesday</b>	<b>TBA</b>
<b>Thursday</b>	Cootharinga Disabilities (9.00 – 12.00)
<b>Saturday</b>	9.00 – 12.00

- ❖ For safety one key holder & one member must be in attendance at all times when the Guild is open & machinery is being used.
- ❖ Should the key holder need to leave prior to the closing time you will be required to leave with them.
- ❖ The Guild may be open during other times on request and if key holders are available. Contact keyholders via the committee or bi-monthly meeting.

In the early 1980's Mr. Ray Rivers called a meeting for people interested in wood turning. The first meeting was held at his residence on Toohey Street Cairns with 12-15 men attending.

They continued to meet once a month at various places for approximately two years participating in and observing different types of woodworking activities.

During this time the group conducted several workshops inviting the community to attend. Two of the most successful were a workshop on woodturning green timber with a guest woodturner from the United States at the Cairns show grounds with 40 people attending, and later a workshop at the TAFE where 80 attended.

At this time the club was officially named the "Cairns and Districted Woodworkers Guild". Mr. Rivers retired from his President's position. Ruddy Moffet became the second President and held the monthly meeting at his residence Miles Street, Manoora for two years.

From these humble beginnings these dedicated woodworkers incorporated the club in 1996 and in 2001 the Guild was offered a building on Knight Street from the Cairns Regional Council where they could set up a permanent workshop.

In the early days the members accrued thousands of hours towards fundraising, and were also fortunate to be the recipient of generous grants from Cairns Regional Council, to equip the workshop with machines and tools required to ensure a safe and up-to-date workshop for members and the community. The Guild facilities are a source of pride to the members.

The Guild has now been operational for over 30 years this is quite an achievement in today's world, and demonstrates the value of being part of a club.

The Cairns Woodworkers Guild prides itself on giving to fellow members and the community. Great satisfaction comes from learning and sharing your skills in a supportive and friendly environment, and building enduring friendships while building your skills in a supportive social environment!

*"Learn, Share, Create"*

Giving back to the community is an important part of the Guild, supporting both ARC Disabilities and Cootharinga North Queensland on a weekly basis by providing the organisations clients a place of opportunity where they can design and build their own woodwork projects. The Guild provides the materials, and more importantly members deliver instruction and assistance to bring the project concept to reality. Each individual is generally very happy and express joy and satisfaction with their achievement.

We are committed to developing a skill base for all, especially our younger members. This is where the future of woodworking lies, and anyone interested in continuing the woodworking traditions have the tools, equipment, expertise and support they require to thrive.

The work continues to upgrading the building and equipment ensuring that the Guild provides a building and equipment are safe, up to date and inviting.

<b>Membership Fees</b>	<p><b>Adult membership:</b> \$80.00 (<i>Pensions discounts apply</i>)</p> <p><b>Student membership:</b> \$50.00 (12 - 18 years)</p> <p><i>A one-off induction fee is payable in conjunction with your annual fee: \$60.00</i></p>
<b>Workshop - Sign in and Attendance Fee</b>	<p>When attending the Guild, you must sign in/out on the Guild sign in book.</p> <p>A \$5.00 attendance fee is payable each time you visit the Guild and use equipment. An honour box is located by the sign in book.</p> <p>Consumables used which you didn't bring will also be paid for at time of use/attendance E.g., sandpaper, glues, lacquers, oils, hardware. Membership fees do not cover the use of electricity, consumables tea/coffee/biscuits. during your visits.</p> <p><b>Exemptions:</b> <i>If are working on a club project you will not be expected to pay the attendance fee and/or need to pay for consumables. Simply note your reason for non-payment in the attendance book. E.g., "on duty", "club work" (note the committee is to be advised via email of club work prior to starting the project).</i></p>
<b>Machinery Safety Induction</b>	<p>Your safety is our number one concern, seconded only by the safe and proper use of the machinery. The machinery safety induction is a compulsory part of the joining the Guild and can be done in stages for machines you wish to use for your project.</p> <p>All NEW members are required to be signed off, "competent", on each machine before being able to use it by oneself.</p> <p>The <i>initial induction session</i> will generally include 3/4 pieces of machinery of your choice and will take about 3 hours, this is usually done on a Saturday and has to be booked in. Other machine inductions can be booked with the workshop foreman once the initial session is completed.</p> <p>Please note assistance is always provided until you feel confident in using the machines unsupervised. However, some machines will require two people to complete a task.</p>
<b>Club Induction</b>	<p>The club induction includes a walk around the Guild and a coffee. We will show you where everything is; sign in and message books, toilets, kitchen, gallery, first aid box and process, fire evacuation map, bins (we have different bins for different rubbish).</p> <p>While having a coffee we run through the any questions you have regarding the general rules, code of conduct, calendar of events etc and importantly what you want to learn and make.</p>
<b>Code of Conduct</b>	<p>The Code sets out the responsibilities and standard of behaviour for members of the Cairns &amp; District Woodworkers Guild. It is not a comprehensive list but a broad framework to make appropriate and ethical decisions about their behaviour.</p> <p>A copy of the Code would have been emailed in your membership package. However, it is available in hard and soft copy on request. Please ensure you read the code of conduct in conjunction with the Guidelines.</p>

<b>Required PPE</b>	<p>Members working in the workshop area are required to wear Personal Protection Equipment (PPE).</p> <p><b>Minimum requirement:</b> covered shoes, safety glasses and appropriate clothing (not loose-fitting cloths).</p> <p><b>Other recommendations:</b> ear muffs/ear plugs, dust mask. Also remove jewellery, tie up long hair and follow all safety instructions. If you are working in the clubhouse PPE is not required.</p> <p>It is the responsibility of each member to ensure they have appropriate PPE for each task they are undertaking.</p>
---------------------	--

<b>Workshop Description</b>	<p><b>The Club Workshop has four separate areas.</b></p> <p><b>Machinery Room 1</b> – table saw, plane/ jointer, belt sander, disc sander, bobbin sander, circular sander, small circular saw.</p> <p><b>Machinery Room 2</b> – thicknesser, drill-presses and bandsaws x 3</p> <p><b>Woodturning room</b> – woodturning lathes</p> <p><b>Workbench Area (Open area)</b> – work benches, circular saw, and scroll saw.</p> <p>All machines are connected to the dust extraction system located beside the woodturning room.</p> <p>There are also several timber storage areas. There is a great variety of timber available for members to purchase and use. The formula for the cost is below if you need assistance speak to the key holder on duty.</p> <p><b>Measure timber, length width &amp; depth in centimeters and length in millimetres</b>  <b>Cost of timber per cubic metre: \$1500.00*</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Your Timber Size:</b></td> <td style="width: 35%;">300mm - 300mm - 20 mm</td> <td style="width: 35%;">1500 mm - 500mm - 20mm</td> </tr> <tr> <td><b>Formula:</b></td> <td><math>0.3 \times .3 \times .02 = .0018</math></td> <td><math>1.5 \times .5 \times .02 = 0.015</math></td> </tr> <tr> <td></td> <td><math>0.0018 \times 1500 = \\$2.71</math></td> <td><math>0.015 \times 1500 = \\$ 22.50</math></td> </tr> </table>	<b>Your Timber Size:</b>	300mm - 300mm - 20 mm	1500 mm - 500mm - 20mm	<b>Formula:</b>	$0.3 \times .3 \times .02 = .0018$	$1.5 \times .5 \times .02 = 0.015$		$0.0018 \times 1500 = \$2.71$	$0.015 \times 1500 = \$ 22.50$
<b>Your Timber Size:</b>	300mm - 300mm - 20 mm	1500 mm - 500mm - 20mm								
<b>Formula:</b>	$0.3 \times .3 \times .02 = .0018$	$1.5 \times .5 \times .02 = 0.015$								
	$0.0018 \times 1500 = \$2.71$	$0.015 \times 1500 = \$ 22.50$								

<b>Waste Management</b>	<p>There are a couple of waste streams for the Guild to manage.</p> <p>There are coded wheelie bins for waste; Wood scraps, Tin Cans, Recycle and General Rubbish. Members must sort their waste into the appropriate bin.</p> <p>The dust extractor takes sawdust, wood shavings and other floor sweepings into large plastic bags for donation.</p> <p>Unfortunately, there is no Council rubbish collection at the Guild so regular trips to the CRC Rubbish tip is required. Members will be asked on a by monthly basis to assist.</p>
-------------------------	---

**Cleaning  
Maintenance  
Working Bees**

Having a clean and tidy workshop and clubhouse is extremely important for the safety and comfort of members.

The Guild has cleaning equipment available to all members. If it is not there, not working, or you're not sure...just ask the Key Holder on duty.

**Workshop Cleaning:**

- ✓ Put away anything you have use; tools to consumables;
- ✓ Clean machinery you have used (dustpan/brushes, vacuums and air guns are available);
- ✓ Tidy the work bench so it is ready to the next member to use;

Things break, it's no biggie, report to key holder and write in the message book also if you notice or think something is missing or 'not quite right' let them know that as well.

We do have a cleaning roster, some are done by individuals on any day, and we do have a working bee day for bigger cleaning tasks. This will be posted on the notice board and you can choose which one you want to do.

**Workshop maintenance:** The Guild Maintenance facilitator will organise the maintenance days, this is a great opportunity to not only keep tools and machine in good working condition but learn how.

**Working Bees:** are held for making commission work, making products for the gallery, timber collection, timber processing and slabbing, off site milling of timber etc.

The dates for any of these activities will be information at the monthly meetings.

At the end of the day please help the Key Holder do final clean, tidy and lock up as this goes hand in hand with making your master piece. If everyone has cleaned up their own area, it really should only be a quick vacuuming/blowing of the floor/benches it the outdoor workshop area and a quick check in the clubhouse.

*“Many hands make light work and your assistance would be appreciated”*

<p><b>Clubhouse Description</b></p>	<p>We are very fortunate to have such a great clubhouse. We use it for club meetings, coffee/meal breaks, drawing up your project plans, research from the library books and magazines, and most importantly conversing with your woodworking colleagues.</p> <p>We provide; a cold-water dispenser, tea and coffee making facilities, along with tea, coffee &amp; biscuits. Soft drinks are for sale a \$1.50 each. We also have a refrigerator, oven, microwave kettle and toaster.</p> <p>We all need to pitch in to keep the kitchen and other areas clean and tidy. Which means washing your dishes, emptying the bin, putting things you have use away, keeping benches clear of random wood working items and tools. Be proactive, I you see something that needs doing just do it.</p> <p>It's also a <b>Gallery</b> to raise funds. We have working bees to create product and members can display and sell their work in the gallery with 15% of the sell price going to the Guild.</p> <p>Books and magazines may be borrowed and returned just fill in the <b>Borrowing Book</b>.</p> <p><b>Clubhouse cleaning:</b> There are only a few basic cleaning tasks to be done on a regular basis. e.g, lawn mowing, toilet / kitchen/clubhouse, clean fridges/freezers etc. An annual top to bottom clean will be arranged for the end of the year.</p> <p>We do have a cleaning roster, some are done by individuals on any day, and we do have a working bee day for bigger cleaning tasks. This will be posted on the notice board and you can choose which one you want to do.</p>
-------------------------------------	--

<p><b>Meetings - Club and Annual General</b></p>	<p>Club meetings are held bimonthly (from February) on the 3<sup>rd</sup> Saturday - 9.00 – 10.30 am. Members will be advised via email/noticeboard. <i>(Dates may change for public holidays).</i></p> <p>Morning tea is held after each meeting to chat and exchange ideas with your fellow woodworkers. Woodworking resumes after the meeting.</p> <p>As a member, we encourage you to attend the meetings to put forward your suggestions, concerns, votes, assistance and to be informed on what is happening.</p> <p>If you have any items for the agenda email to – <a href="mailto:contactus@woodiescairns.org.au">contactus@woodiescairns.org.au</a> or, you can raise them in the General Business section of the meeting agenda.</p> <p><i>We know it can be difficult sometimes, but as a member it is your right, and your responsibility to the Guild to attend as many meetings as possible.</i></p> <p>The <b>Annual General Meeting</b> (AGM) is announced towards the end of the financial year after the financial statement is available (June), the AGM is generally held in August.</p> <p>Nominations for new committee nominations can be emailed to the secretary no less than one week prior to the AGM or put forward on the day. Apologies can be emailed to the secretary prior to the AGM, and proxy forms are available.</p> <p><b>Please Note:</b> <i>If no new committee is selected the process to close the club will start.</i></p>
--	---

<p><b>Communication</b></p> <p><b>Important Messages “Message Book”</b></p>	<p>Our primary method of communicating with members is email or mail. We email out the agenda/minutes, updates, request for assistance etc. Information is also put on the Guild notice board.</p> <p>The message book is designed for two-way communication between members, keyholders and committee as all are coming and going at different times.</p> <p>It is to inform the relevant party that a machine is broken, parts are missing from equipment, consumables are running low (sandpaper to dishwashing liquid, tea, coffee and cleaning products etc), or you have a question.</p> <p>Tell key holder of the day and write in the message book which is kept beside the sign in book at the entry of the Guild.</p>
<p><b>Constitution</b></p>	<p>Under the legal rules of incorporation, the Club is required to operate under a formal Club Constitution.</p>
<p><b>Fundraising, Sponsorship and Grants</b></p> <p><i>“Teamwork makes the Dream work”</i></p>	<p>The Guild running costs are approximately \$12,000.00 - \$14000.00 per year. This includes, but not limited to: insurances, lease, electricity, water, machine maintenance and repair, facilities maintenance and repair, purchase and replacement of hand tools/equipment, woodwork and club consumables.</p> <p><i><b>*Your participation with helping out with fundraising is vital for the Guilds success</b></i></p> <p><b>There are four ways the Guild acquires funds:</b> membership/attendance fee, fundraising, sponsorship and grants.</p> <p><b>Membership/attendance fee and /Fundraising*.</b> These raise cash for the Guild which pays for the day to day running costs: insurances, lease, maintenance and repairs, purchase and replacement of hand tools/equipment, woodwork/club consumables etc. This is what keeps our doors open</p> <p>Fundraising activities include Sausage sizzles, markets, fairs, commission work. We are also looking the gallery and community classes.</p> <p><b>Sponsorship</b> can be cash, in-kind services or goods offered by independent organisations for benefits offer by the Guild. These are not gifts; the Guild will have to offer benefits to the organisations that add value and can be measured.</p> <p><b>Grants</b> are what allows us to purchase goods, hold events, provide training etc, however they <b>do not</b> cover day to day running costs.</p>
<p><b>Insurance</b></p>	<p>The Guild is the holder of public liability insurance. This covers financial members for damage or injury caused to others. Conditions and Limitations apply.</p> <p>The Guild does not cover members for self-inflicted injuries. The Guild recommends members seek their own Accident Insurance Policy to gain cover for injury caused whilst working in the Guild.</p> <p>The Guild cannot and does not take responsibility for the loss or damage to any property stored, brought or made on Guild premises or any other venue the Guild may attend from time to time.</p>

## Frequently asked Questions

<b>Can I use the Guild timber when I want to make something?</b>	<p>Absolutely, the timber stored at the Guild is for everyone to use. All timber is charged at a nominal rate, calculated per cubic metre.</p> <p>Check the notice board for the \$\$ rate and formula of how to calculate. If you are unsure the keyholder of the day can help you.</p> <p>Record what you paid for in the attendance book and place the \$\$ in the honour box or pay online (include your name and what it was for). Sorry, IOUs aren't accepted.</p> <p><i>Unfortunately, the Guild cannot be responsible for timber purchased left at the Guild if it goes missing. So, it is best to take it with you. If really necessary, you can label it with your name, date and paid - this still can't guarantee that someone else won't use it.</i></p>
<b>Does the Guild do work for the general public?</b>	<p>At times the Guild is approached to carry out work for people who want a special project built. The Committee will assess the work required and ensure resources are available to get a satisfactory outcome. They will then seek input of time and effort from members to complete these projects to ensure it benefits, promotes and raises funds for the Guild.</p>
<b>Can I bring my friend, family or non-member to visit?</b>	<p>Yes, we welcome and encourage you to bring your visitors to the Guild.</p> <p>There are a few rules that we need to follow when we have our friends or family visit to ensure everyone's safety:</p> <ul style="list-style-type: none"><li>- Ensure your visitor/s sign in to the attendance book</li><li>- When observing in the workshop or machine rooms PPE must be worn eg: a minimum is covered shoes and glasses</li><li>- Follow verbal and written safety protocols and club etiquette.</li><li>- Children must be supervised at all times</li></ul> <p><b>Please Note:</b> Due to safety protocols visitors can't use any tools or equipment or carry out any type of work pertaining to woodwork.</p>
<b>Can I borrow from the Club Library?</b>	<p>Yes, you can. Members must sign the borrowing book for items taken home.</p>
<b>Why do I need to sign-in</b>	<p>Signing-in is primarily for WHS in regards to fire evacuations. It also gives the Club valuable information about attendance and is useful event planning.</p>
<b>Guild Representations</b>	<p>Members are encouraged to attend functions of other woodworking clubs, schools and community groups representing the Guild. The Guild has club shirts and we encourage you to wear them when attending these events. Shirts can be purchased.</p> <p>Guild members are encouraged to enter woodwork competitions and to attend market days to display their woodworking talents and to sell their products.</p> <p>However, only the committee are permitted to make public statements.</p>

## What are some of the things I cannot do?

Yes, Guild resources are for all members to use and are the property of the Guild, not individuals. With the exception of purchased timber, no machinery, tools, equipment, etc are to be loaned or taken home.

### **Please do not:**

- Remove, tamper or modify any guarding on any machines
- Disassemble any machinery unless supervised by keyholder or maintenance members
- Deliberately damage machinery or property
- Borrow or remove any plant, equipment, tools or property belonging to the Guild from the premises.

### **Member Commercial or Cottage Industry Operations**

The Guild is a not-for-profit organisation and therefore, does not allow the manufacturing of goods for **commercial or cottage industry sale** on its premises and will not support members of such operation.

*We do however, allow members to sell their items in the Guild Gallery for a 15% commission fee.*

***Breaches as listed, but not limited to, will result in membership cancellation and liability to make restitution for loss by the person or persons.***

**Continue to Disclaimer page**

## Disclaimer

The Guild, its Management Committee and members take no responsibility whatsoever for any person not acting with due care and diligence in accordance with the guidelines, rules and safety recommendations as posted and the Constitution of the Guild either those existing and/or as amended and distributed to members from time to time.

Furthermore, the Guild, its Management Committee, members and guest take no responsibility for the completeness or accuracy of any information or ideas which may be shared, published or distributed in any way to any person in good faith, nor the reliance on, use of, or result of any applications for any pursuit whatsoever.

## Acknowledgement

Applications for membership will not be processed without this form being signed and returned.

I, \_\_\_\_\_ of \_\_\_\_\_  
Name Address

acknowledge that I have read and understand the information included in the **Membership form** and the **Guild handbook and Code of Conduct** as part of my membership and will abide with these and any other rules and guidelines, verbal or written given by members of the Management Committee, as part of my responsibility of being a valued member of this Guild.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Please submit this page with your membership form