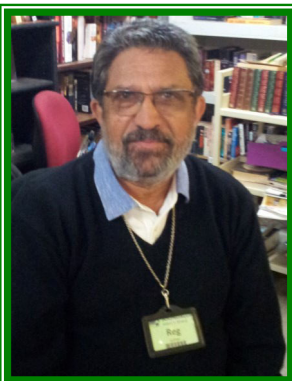




# Joondalup Mens Shed Bench Press

## December 2019

Editor Merv Pearce



### ***Presidents Report***

December comes as a close to the calendar year and the hope for the New Year, with all the hustle and bustle to prepare for the festive season in

anticipation of the celebrations that must surely come with Christmas, that day that holds all time together. Family and friends are the corner stone of these celebrations. Our thoughts go out to those in need and those who endeavour to serve the community life, our Men and Women who serve the fire services fighting the incessant fires and the trail of destruction that it lays in its wake. Natural disasters have no preferences of status or distinction of what it destroys. At this time let us remember all those affected by the loss of homes, valuables, lives and the safety of their environment and all those brave people of the Fire services.

The JMS is evolving into an organization that has a wide acceptance in the community and is recognized for all the community projects that assist in making this community, that we are members of, better for all those who are integral part of it. We continue to personify our motto and contribute to the wellbeing of our members. The safety of our members, within the shed premise, is our highest priority and the Committee and members must always strive to ensure that. Training becomes the corner stone of this endeavour and we must assist all our members to be prepared for the ever demanding need for excellence. As we venture into the realm of commercial enterprise to balance our books for the future we must not lose sight of "Blokes helping Blokes" and being there for each other. The reality of our new home is just a year away and we must put all our efforts in preparing for making our new premises a worthy project. The contribution of all the members assisting in the planning is noteworthy, from the vision of the JMS home, the drafting of plans, the preparation of documents and

making viable decisions to make it all possible; a big Thank you.

The mangers, the supervisors, those who make toys, those who paint, those who work in the metal workshop, those who volunteer for the sausage sizzles, those who help in various chores in the shed clean-up, those who are always willing to give a helping hand where it is most needed and those who always give advice to keep us honest, a very big thank you. It makes coming to the shed a very pleasurable experience.

I would also take this opportunity to extend my gratitude to all the members of the Committee, without whose help and sound advice it would be impossible to manage the day to day affairs of the shed. The dedication of each is exemplary in the service they are willing to perform.

Our gratitude to the education department for their hospitality and their continuous generosity in the facilities that have been accorded to us during our long period of tenancy. We would also like to thank the City of Joondalup, who have made it possible for the reality of a new home. A few challenges are still on the horizon but we can always count on the generosity of kind advice and guidance to surmount them. To numerate all those who have helped we would need a lot of space, so suffice it to say Thank you to all.

**"Christmas is a necessity. There has to be at least one day of the year to remind us that we're here for something else besides ourselves". Eric Severeid**

**A Very Happy Christmas**

Reg Luther



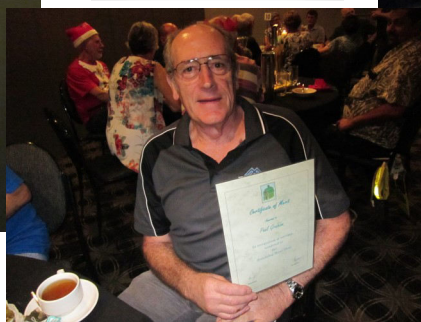


# Christmas Luncheon

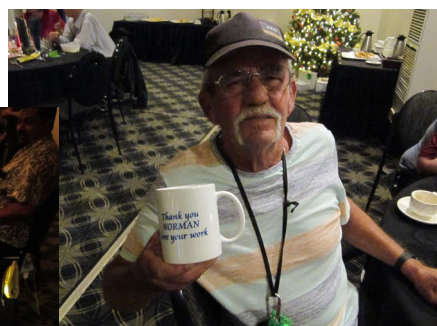
Wednesday 4th December saw 80 shedders and partners celebrating Christmas with a luncheon at the Woodvale Reception Centre. The lunch was excellent and the decor in the room was to be commended. Congratulations and a hearty thanks to Ron and Eva Slavin for organizing the show, it was a real treat and enjoyed by all who attended.



Dave Fiorini won the raffle which was a Christmas hamper.



Paul Graham was presented with a certificate of recognition for services rendered to the shed.



Norm Lake was presented with a mug for his work keeping the social area clean and tidy.



# Shed Activities and Projects



There is always stock needed for market sales. Tool boxes are a popular item. Graham Smith putting the finishing touches to one of them.



I thought I would try something new and use up some of the pallets in the compound. This is a utility tray, seven have been made and two already sold.



Seven blokes volunteered last Tuesday 17th December to help unload two machines which were donated to the shed. The City of Joondalup kindly allowed us to store them at the Winton Road site. There was a lot of pushing, pulling, lifting and grunting to get the machines into position. The volunteers pictured from left are Phil Zocolli, Stephan Raczowski, Norm Jones, Merv Pearce, Rob Morgan, Bernie Egan and Mel Heaton.



# CAR BOOT SALE

## LAST SUNDAY OF EACH MONTH

### 8AM - 2PM MACGREGOR DRIVE PADBURY



# SAUSAGE SIZZLE

ALL PROCEEDS GO TO

## JOONDALUP MENS SHED

**Site Fees: \$10 per car - \$15 Car & Trailer - Bookings: E-Mail: [bazfitz49@gmail.com](mailto:bazfitz49@gmail.com)**

GOLD COIN entry for Buyers

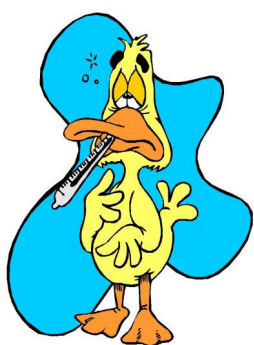
## We have cancelled the Car Boot Sale for December and January

as the December one falls 2 days after xmas and the January one falls on the 26th which is Australia day. We will resume our efforts to get the markets going again on February 23rd.

Regards John Spence



Pictures of the November Car boot Sale. Unfortunately buyers were not forthcoming and some of the vendors left the site early.



A word from the Welfare Officers. Brian Abbott and I welcome the company and support of no less a figure than the highly qualified person of Christopher Drury, to our team.

The three of us intend to play a more significant role than has been the case in the past. We need to advise members that we are NOT permitted to place the names of members who are unwell in the Bench Press as the confidentiality laws restrict this.

We DO need to be advised if possible when one of our "own" are ailing, as we do care about them and would welcome the opportunity to show our concern, and hopefully pay them a visit if possible.

John Summerfield

“ Before you complain - have  
you volunteered yet?”

# January Birthday Celebrations



Mark Bennet	Reg Luther
Hedley Bond	Colin Mellows
Mark Brayshaw	Robert Morgan
John Chapman	Tony Robson
Mike Corrigan	John Rourke
Chris Firms	John Rowsell
Bob Heasman	Keith Savage
Gerald Hollinshead	Neil Winzer
Ed Jolley	Marcela Faithful
Perry King	Margaret Pierce

*Birthday greetings  
to you all*

## New Members

Mieczyslaw Berezowski

Wim Van Winsen

A hearty welcome to the shed gents, we hope that you join in the activities with our members and all that the shed offers socially and in the work shop.



## Caring for our fellow Members

Should you hear about any of our fellow shedders being ill, experiencing the loss of a loved one or you haven't seen them at the shed for an extended period, please inform our Welfare Officer John Summerfield. John will make enquiries and visit if necessary and keep Shedders informed.

John Summerfield Mob. 0432 032 461 email [sumtrade@iprimus.com.au](mailto:sumtrade@iprimus.com.au)

## Attendance Statistics for November 2019 Compiled by Ian Mc Callum

Period	Week Start	Week End	Mon.	Tue.	Wed.	Thurs.	Fri.	Sat.	Sun.	Weekly Total	
Week 1	01-11-19	03-11-19	xxxx	xxxx	xxxx	xxxx	19	2	0	21	1 visitor
Week 2	04-11-19	10-11-19	23	44	41	41	26	2	0	177	2 visitors
Week 3	11-11-19	17-11-19	23	49	43	34	23	2	0	174	
Week 4	18-11-19	24-11-19	28	52	41	33	18	2	0	174	
Week 5	25-11-19	30-11-19	25	55	39	33	17	0	xxxx	169	
<b>Total</b>			99	200	164	141	103	8	0		
Working Days	21										
<b>Weekly Average</b>			24.75	50.00	41	35.25	20.6	2		715	
<b>Total for the Month</b>			715								
Men per day			34.6								
Sat. 2nd	10 Ladies	Sat 9th	6 Ladies								
				Sat. 23rd 6 Ladies							

*When signing your name in the attendance register please print your name clearly and make sure that you are signing under the correct date on the page.*

The total number of  
members  
as at December 2019

**182**

**14 Associate members**

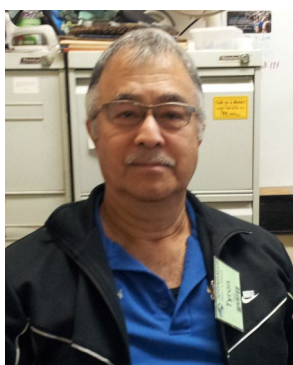


# Hats Off



**TO**

***Tyron Paul***



Tyron had a family commitment recently and was unable to attend the shed. On this particular day, Tyron who resides at Caramah drove to Joondalup to pick up the bread and then to the shed to deliver to the shedders.

That is true dedication. We all enjoy the daily delivery of bread to the shed and that is really appreciated. Thank you Tyron.



## ***Coming Farmers Markets***



**Stirling Markets**  
**Sunday 22nd December**

# **Sausage sizzles**

**Volunteers will be required for the coming sausage sizzles.**

Why not join the happy team of sizzlers, we seem to have the same group of blokes who do it every time. If you are a new member you would be most welcome to have a go. What better way to meet other shedders and get to know them. And this does not exclude longer standing shedders, give it a go chaps. The sizzle is run in two hour shifts so it doesn't take much out of your day.



***Bunnings Joondalup***  
**2020**

**Friday 3rd January**  
**Saturday 24th January**



Thank you to all you blokes who have volunteered to help with the sausage sizzles throughout the year. We have the opportunities to run many more at Bunnings next year.

*Crawford MacLennan*

# The Shed On Holidays

PLEASE BE ADVISED THAT THE SHED WILL BE CLOSED FROM TUESDAY 24TH DECEMBER UNTIL MONDAY 1ST JANUARY INCLUSIVE.

OPEN FOR BUSINESS AGAIN THURSDAY 2ND JANUARY 2020

## RECYCLING

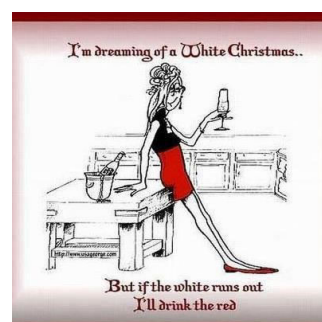
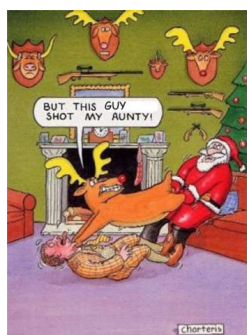
The State Government will be introducing deposits on cans and plastic bottles next year and there will be a return of ten cents per item on these containers at venues to be announced. This could be a good source of income for the shed. In anticipation of this a receptacle has been installed in the social room to receive such items. So as from January 1st don't throw your containers in the Shire recycling bin, bring them in and place them in the shed receptacle, they will be gratefully accepted. Michael Robinson has taken the initiative of organizing this project.



## OOPS WE MADE A MISTAKE

In the November issue of the Bench Press on page 7 it was stated that the age span of members was youngest member 18 to the oldest member 85.

It was quickly pointed out by Trevor Thackray that the oldest member is 92, and that member of course is Trevor. Humble apologies for the oversight Trevor.





# Standard Operating Procedures for the Joondalup Men's Shed (Inc.)

For the information and guidance of all shedders (Continued)

## Final Installment

### Appendix J.

#### JOONDALUP MEN'S SHED (INC)

#### APPLICATION FOR MEMBERSHIP

##### 1. APPLICATION FOR MEMBERSHIP

NEW MEMBERSHIP ☐ RENEWING ☐

##### 2. PERSONAL DETAILS

I hereby apply for membership of the JMS. I have read, understood, acknowledge and agree to this application and the declaration over leaf. I have signed that declaration and this application.

NAME:.....

.....

ADDRESS:.....

.....POSTCODE:.....

PHONE:.....

MOBILE:.....

EMAIL: .....DATE OF BIRTH: .../.../.....

##### 3. EMERGENCY CONTACT

NAME:

.....RELATIONSHIP:.....

ADDRESS:.....

POSTCODE:.....

PHONE:

WORK:.....HOME:.....

MOBILE:.....

VEHICLE REGISTRATION .....

##### 4. MEDICAL DETAILS

Do you have or have you had any medical condition or disability (eg. Physical, intellectual, psychiatric or behavioral) that *may* affect your

efficiency as a Member, your safety and/or the safety of others.

☐ YES ☐ NO

If YES, you will be required to submit with this application a Medical Review Form (Attached)

**5. DECLARATION** I have read, understood, acknowledge and agree to this application and the declaration including conditions of membership over leaf. I warrant that all information provided is true and correct.

SIGNATURE: ..... DATE: .....

**6. LEGAL GUARDIAN CONSENT** (IN RESPECT TO AN APPLICANT WHERE INFORMED CONSENT CANNOT BE PROVIDED). I have read, understood, acknowledge and agree to this application and the declaration and conditions of membership over leaf and I personally consent to the declaration and application for membership of the applicant.

SIGNATURE: .....

NAME: ..... DATE: .....

## 7. NOMINATION OF APPLICANT FOR MEMBERSHIP:

PROPOSED BY: ..... SECONDED BY: .....

Signature: ..... Signature: .....

Date: ..... Date: .....

## 8. OFFICE USE ONLY

Date Application received ...../...../..... Amount paid: \$.....

**NOTE: (Full Year: \$70 / 9 x Months \$52.50 / 6 x Months \$35 / 3 x Months \$17.50 )**

Receipt No: .....

Accepted/Rejected by JMS Management Committee Date ...../...../.....

Paid to Date: 30 / 06 / 20\_\_

## JMS MEMBERSHIP DECLARATION

1. **"JMS"** for the purposes of this membership application and declaration means the Joondalup Men's Shed Incorporated, its members and where the context so permits, its officers, servants and/or agents.
2. If accepted I will be a member of the JMS for the period to which the attached Application relates.



3. **This document cannot be amended.** If I do amend it my application will be null and void and it cannot be accepted by the JMS.
4. **Insurance** is in place that provides limited cover to me whilst I am performing or participating in any authorized or recognized JMS activity. (*For insurance details contact the JMS.*) I can, in my own interests, seek and obtain personal insurance over and above the cover provided by the JMS.
5. **The JMS Rules of Association** is a contract between me and the JMS. I will be bound by it and any By-Laws made under it. It is necessary and reasonable for promoting the JMS. For the avoidance of doubt, I acknowledge and agree to comply with the Rules of Association and By-Laws of the JMS if my application is accepted.
6. **Warning:** Some activities conducted by the JMS can be inherently dangerous. Serious accidents can happen which may result in me being injured or even killed. I have voluntarily read and understood this warning and accept and assume the inherent risks in participating in those activities.
7. **Exclusion of Liability:** Except where provided or required by law and such cannot be excluded, I agree that it is a term of my membership (if accepted) that the JMS is absolved from all liability however arising from injury or damage however caused (whether fatal or otherwise) arising out of my membership and/or participation in any JMS activity. I acknowledge that the services and benefits I receive under my membership are "recreational services" as defined under the *Trade Practices Act 1974*. Where I am a consumer, as defined by any relevant law, certain terms and rights may be implied into a contract for the supply of goods or services for my benefit. I acknowledge that these terms and rights, and any liability of the JMS flowing from them, are expressly excluded, restricted or modified by these membership terms and conditions.
8. **Release and Indemnity:** In consideration of the JMS accepting my application for membership I:
  - (a) release and forever discharge the JMS from all Claims that I may have or may have had but for this release arising from or in connection with my membership and/or participation in any JMS activity; and
  - (b) indemnify and hold harmless the JMS to the extent permitted by law in respect of any Claim by any person including but not only another Member of the JMS arising as a result of or in connection with my membership and/or participation in any JMS activity. In this **clause 8 "Claims"** means and includes any action, suit, proceeding, claim, demand, damage, penalty, cost or expense however arising but does not include a claim in respect of any action, suit, etc made by any person entitled to make a claim under a relevant JMS insurance policy or under the JMS Rules of Association or any By-Laws.

## CONDITIONS

- 1 **Fitness to Participate:** I declare that I am and must continue to be medically and physically fit and able to participate in any JMS activity within my range of abilities. I am not and must not be a danger to myself or to the health and safety of others or disruptive to the enjoyment of and participation in JMS activities by other members. I will Immediately notify the JMS in writing of any change to my fitness and ability to participate. I understand and accept that the JMS will continue to rely upon this declaration as evidence of my fitness and ability to participate. I acknowledge that if I have or have had any medical condition or disability (eg. physical, intellectual, psychiatric or behavioral) that *may* affect my efficiency as a Member, my safety and/or the safety of the others I am required to submit with this application a Medical Review Form completed by a medical practitioner. Further, I acknowledge that the JMS may in its reasonable discretion require me to provide a Medical Review Form completed by a medical practitioner even if I have declared that I do not have or have not had a medical condition or disability.
- 2 **Supervision and/or Care:** I understand that the JMS does not provide and is not responsible for individual supervision of and/or care for its members beyond its duty of care responsibilities required by the law. I acknowledge and agree that if I require personal supervision and/or care to enable me to participate in JMS activities then I will be responsible for arranging such supervision and/or care by a suitably qualified and experienced carer under whose supervision and care I will remain at all times whilst at the JMS. I further acknowledge and declare that in these circumstances my personal carer will at all times be responsible for my safety and behavior to the extent that my safety and behavior are my responsibility and that my carer fully understands and accepts that responsibility.
- 3 **Medical Treatment:** I consent to receiving any medical treatment that the JMS considers necessary or desirable during a JMS activity. I also agree to reimburse the JMS for any costs or expenses incurred in providing me with medical treatment.
- 4 **Privacy:** I understand that the information I have provided overleaf is necessary for the objects of the JMS. I acknowledge and agree that the information will remain confidential to the JMS Committee of Management and will only be used for the objects of the JMS and to provide me with membership services. I understand that I will be able to access my information through the Secretary of the JMS. If the information is not provided my membership application may be rejected.
- 5 **Alcohol and Drugs:** I acknowledge that the JMS is an illicit drug and tobacco free environment. Alcohol consumption will only

be according to the prevailing Shed Rules and at the discretion of the on-duty Shed Supervisor, either of which may declare a total ban. Excessive alcohol consumption will not be tolerated.

- 6 **Rules and Procedures:** I have read the attached Summary of JMS Rules and Procedures and acknowledge that I will comply with those Rules and Procedures.

## SUMMARY OF JOONDALUP MEN'S SHED RULES & PROCEDURES

Following is a brief summary of things you **must** know and understand to gain maximum benefit from the JMS.

JMS Standard Operating Procedures provide a comprehensive reference to all matters surrounding the operation of the JMS and are readily available at the shed for perusal.

We hope you enjoy the JMS and we welcome your input and ideas.

### Administrative Matters

The JMS is an incorporated society bound by the Acts Incorporations Act and Regulations (1987)  
The JMS has an Executive Committee consisting of a President, Vice President, Treasurer, Secretary, Shed Manager and non-executive committee members.  
All decisions and representations related to the running of the JMS **MUST** be approved by the JMS Committee.  
No person should seek or accept gifts or donations or make statements (oral or written) on behalf of the JMS unless that person is a member of the Executive Committee or has received prior approval from the JMS executive.  
Protocols and procedures exist for all administrative matters and must be adhered to in the interest of professionalism. (Please check the SOP's in doubt.)

### Conduct of Shedders

All shedders are expected to abide by reasonable standards of conduct and must not bring discredit on the shed.  
You do: **not** smoke, **not** drink alcohol, **not** take illicit drugs, **not** act inappropriately around school students or visitors and **not** bully others or show disrespect.

### Emergency Procedures

Contingency plans are outlined in the SOPs for such things as fire, bomb threat, chemical spills, gas leaks and dangerous intruders. Evacuation routes are posted on notice boards. You are expected to familiarise yourself with emergency procedures and comply with the directions of the Shed Supervisor.

### Housekeeping

Shedders are expected to assist in maintaining the shed in a safe, clean and tidy condition, to wash cups and other utensils, empty rubbish and keep appliances such as 'fridge, microwave etc. clean. **Remember: the JMS does not have cleaners or others to run around after you!**

### Personal Projects

Shedders may work on personal projects but permission must be obtained from the Shed Supervisor or committee to ensure such projects do not disrupt others or the shed's operation.

Shedders are expected to supply their own materials for personal projects. Where JMS materials are used, these must be replenished or paid for by obtaining a receipt from the Treasurer or Supervisor.

### Safety and Security

**The Shed Supervisor's word is law** in all matters relating to safety and security. Grievance procedures exist under the JMS Constitution if you don't agree or you may discuss concerns with a JMS Committee member.

Appropriate clothing and footwear must be worn in the shed; this includes close-toed shoes (preferably steel caps if you have them) no loose clothing that may get caught in machinery.

Appropriate safety equipment must be worn for the particular task being undertaken. Stop and assess what you



need before commencing work. (Eye protection, ear muffs, welding helmet, gloves, facemask, aprons etc.)

**Before** using dangerous equipment you must have passed the JMS accreditation process.

To enter workshop areas, every shedder must be a financial member and have undergone the JMS Basic Induction Process as a minimum requirement.

**Name badges MUST be worn at all times when in the shed.**

On entering the shed, shedders and visitors must sign the register at reception and sign out when leaving. (This is essential for your security and safety)

On finishing work, clean and put away tools, turn off machinery, remove rubbish and debris and sweep up. Do not leave materials or unfinished projects to clutter up the work area.

**Remember to take time to browse through the full list of protocols and procedures. This document is entitled; Standard Operating Procedures for the Joondalup Men's Shed (Inc.)**

## Health and Medical *(Optional)*

Name.....

(first name)

(Surname)

Address:.....

D.O.B...../...../.....

**Emergency Contact Phone No's.**

**Relationship to you.**

1. ....

.....

2. ....

.....

3. ....

.....

**Dr's. or Specialists.**

Name. .... Contact Phone No. ....

**Medical conditions**

.....

.....

.....

**Blood Group (if known)** .....

**Allergies:**

.....

.....

.....

**Any Other information that may be of assistance in an emergency:**

.....  
 .....  
 .....  
**Date.** ..... / ..... / .....

**Signed.** .....

**Note:** The JMS may in its reasonable discretion require you to provide a Medical Review Form completed by a medical practitioner even if you have declared that you do not have or have not had any medical condition or disability.

## PREVIOUS WORK EXPERIENCE / OCCUPATION

In order to assist the JMS, could you please provide details of your previous work experience / occupation: ie:

Trade / Profession: .....

Training Courses completed (ie: First Aid, Chef etc)

.....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....

Other information you may believe may be of assistance to the JMS:

.....  
 .....  
 .....  
 .....

## Induction

**All Shedders must complete this Basic Induction BEFORE using any machinery.**

**The Joondalup Men's Shed, Padbury** is open from approximately 7:00am till 3:00pm each weekday (regardless of school holidays). It is **not** open on weekends.

A rostered **JMS Shed Supervisor** runs the shed on a day-to-day basis. **They** will make the major decisions about how the shed runs on that day. Consistency will be achieved by all Shed Supervisors



leaving. In the event of a building emergency requiring evacuation, this record will be used to identify those in the building at that time. All members are to pay a facility fee of **\$2** per day. Please place money in the **safe** provided.

**All Sheddors MUST wear their ID card when on the premises.** Visitors will be issued with a visitor's card - these are provided at the front desk.

**Minimum dress standards apply.** Every Shedder must wear at least closed-in shoes, shorts and a short sleeved shirt. The use of certain items of equipment may require you to wear more extensive or special protective clothing, ear protection, safety glasses, etc. These requirements will be detailed in the accreditation training for each item.

All Sheddors are reminded of the rules regarding **Drugs, Alcohol, Smoking and General Behavior** as per the **JMS Rules of Association** and agreed on the membership form.

**Tea and coffee** facilities are provided in the central meeting room.

All shedders are responsible for the security of any belongings they may bring to the Shed.

**A building layout** is displayed on the lounge notice board for your information.

**Toilet facilities** are available as shown on the building layout.

**Fire Extinguishers** are provided at locations indicated on the building layout.

**First Aid kits** are located in the vehicle workshop and in the lounge area. **All** first aid matters are to be directed through the on-duty Shed Supervisor.

**Emergency phone numbers** are on the notice board at the front entry desk.

**Fire Hose Reels** are located around the buildings as shown on the building layout.

**Emergency exits** are signed in each workshop – these must be kept free of any obstruction.

A designated **Muster Area** is located as per the plan on the front desk notice board. If there is a need to evacuate the Shed (e.g. in case of fire) you should alert others near you, shut off any working equipment and move quickly to the external **Muster Area**.

**Emergency Stop Buttons** are located in most work areas in the shed. Pushing any of the buttons shuts off all the 3 phase and overhead power in the associated room(s). The lighting circuit will NOT be interrupted. If you see or hear a problem that seems machinery related you should immediately press a red button in that area. Once pressed the buttons lock in and require a key to reset them. This will only be done by the **on-duty Shed Supervisor** after the cause of the incident is clear and any danger removed.

All shedders have a "**Duty of Care**" to each other. If you see a hazard you must take all reasonable steps to warn others, report it to the **on-duty Shed Supervisor** and ensure that warning signs are put in place or other appropriate action taken. Details of the problem or incident will be logged by the Shed Supervisor.

Sheddors who want to use "**High Risk**" **equipment** must participate in accreditation training on the item. Their accreditation will be recorded on a database to be accessed by the **on-duty Shed Supervisor**, if required. Hand tools such as hammers, saws, files, etc. are not considered high risk but care still needs to be taken with these types of items.

The Shed Supervisor will keep a record of specialist advisers in the use of any particularly complex

machinery.

Any equipment found to be faulty, such that it should not be used, is to be reported to the Shed Supervisor who will tag the item with an “**OUT OF SERVICE**” sign, log the fault and arrange repairs. Any equipment marked in this way **MUST NOT BE USED**.

An **inflammable substances** cabinet is located in a machine shop storeroom. Material Safety Data Sheets (MSDS) are available for all contained materials. See notice board.

It is expected that you will leave work areas and machinery neat & tidy and better than you found them, if possible.

General rubbish should be placed in the bins provided. Large waste material should be placed in the Skip bins behind the buildings, as shown on the Building Plan. All rubbish that can be crushed (like cardboard cartons) should be done so before disposing.

Any disputes between Sheddors are to be resolved using the **Dispute Resolution Process** prescribed in the **JMS Rules of Association** (which is recommended reading).

**Sheddors Name** ..... **Signature** .....

**Date**    /    /

**Induction by** ..... **Signature** .....

**Date**    /    /

## Appendix K.

JOONDALUP MEN’S SHED (Inc.) "Blokes building Better Communities."

### **EXIT Advice (for a member leaving the organization).**

**To** .....

**of** .....

You are hereby advised that you must return all physical property and delete any electronic files belonging to Joondalup Men’s Shed (inc) that you may have in your possession. This includes any ID tags, keys, forms, notes, membership lists, asset lists, etc.

You must also remove any personal items that you may have brought to the JMS site, as soon as possible. If requested, we will assist you with the removal but items not removed by: . . . . .  
 . . . . . may be disposed of by JMS.

You are further advised that you must not use your previous membership of Joondalup Men’s



Shed (inc) for personal gain or influence.

Signed ..... / /

(Executive Committee Member)

*This is the final inclusion of the Standard Operating Procedures*

