

Port Fairy Men's Shed Inc.

NEWSLETTER

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PO Box 34 Port Fairy VIC 3284 President: Ralph Leutton 5568-1747
<http://members.aussiebroadband.com.au/pfmensshed/>

Affiliated with the Australian Men's Shed Association

Message from the President

On behalf of the Committee of Management for the Port Fairy Men's Shed, may I wish you and all of your loved ones a truly happy and prosperous Christmas season? It is at this time of year when friends and family come closely into focus and we realise how great it is to be surrounded by friends and relatives.

However, not all of us have that opportunity and it is the fellowship of the Shed that can become very important to some people at this time. As the Port Fairy Men's Shed is an important community asset, I would encourage all who are members or who have friends who need a place to just sit and have a chat, to take advantage of the facility.

The Shed has been quite active lately with the Port Fairy Show as a busy time when kids became the focus in the "Kits for Kids" workshop in the Shed. The number of introductions from members of other Men's Shed and enquiries about membership was also encouraging.

Your Committee of Management is actively working to make sure the Shed is the type of venue for you to use for whatever project you may have; would like to suggest; or just a place to have a coffee. Please make sure you use it.

I would also like to let you know that in the New Year the Committee will be adopting a key focus area for each meeting. Looking at things such as the tools and equipment in the shed, our budget planning process and the way we are communicating. If you have any ideas or suggestions, please let us know.

One thing that we would like to consider is that we hold an ordinary General Meeting of members around mid-year for a social event and a chance to report what is happening and to get your feedback.



I look forward to working with you in the New Year.

Ralph Leutton

Maintenance of public spaces

The PFMS has recently received a letter from Tony Fitzgerald regarding the maintenance of public spaces in Port Fairy. Tony, a long term resident of Port Fairy, expressed his dismay at the relatively poor level of

upkeep of some of our town's public spaces and is seeking involvement by various community groups and service clubs to assist the Moyne Shire Council in sprucing up public places in and around Port Fairy. It is a matter he has also taken up with the Moyne Shire Council's CEO, David Madden.

The Committee has given in-principle support to Tony's suggestion of public involvement to assist the Moyne Shire in the maintenance of public spaces. However, it was felt that the activities of PFMS members were more internally focused and therefore the Committee could not commit as an organisation to this cause. However, the Committee agreed to seek individual volunteers via this Newsletter. Any member who wants to volunteer their services can contact Tony FitzGerald directly on 5568 1263 or 0439 570 304.

Proposed "Shed Crawl"

Vice-President, Don Stephens, has suggested and offered to organise a "Shed Crawl" whereby Shed members have a day out to visit other Men's Sheds in the region. Apart from the social benefits of such a trip it will also be a good learning experience. If enough members take up the offer there would be a need to hire a bus for the day trip. Anyone interested in going on a trip should contact Don on 5568-2153.

Project guidelines and requests

As there has been some uncertainty surrounding the process to initiate a project in the Shed a **Project Guidelines** information sheet has been included with this Newsletter to advise members on the preferred procedure for raising new projects. A **Project Request Form** has also been included.

Whereas Shed members are encouraged to bring their personal projects to the Shed, the Committee requires some oversight on what work is being conducted in the Shed to ensure compliance with OHS requirements, suitability of equipment to complete the project and any associated costs. As indicated in the President's report the Committee wants members to use their Shed so please follow the simple guidelines.

Members are also encouraged to bring in projects from other community groups / individuals. Under these circumstances prior completion of the Project Request Form is essential. Project forms can be submitted to VP (Projects), **Don Stephens**.



We Serve

Auspiced by the Port Fairy-Belfast Lions Club

Upcoming activities

Christmas Party

The focus for December will be the annual Christmas Party scheduled for Friday 16th December from 6.30pm. Cost will be \$15 covering a two-course meal (BYO drinks). Partners and friends are welcome to attend. Prior booking is essential. Catering for the party is being organised by VP **Jack Smits**.

Please mark the sheet in the Shed foyer to signify your intention to attend the Xmas Party or email Harry Bracegirdle (harry.bracegirdle@bigpond.com) advising on the number of attendees.

Moyneyana Festival Float

The Men's Shed has again committed to entering a float in the annual Moyneyana Festival Parade on New Year's Eve.



Assembly and coordination of the float will be handled by President, **Ralph Leutton**, who is seeking willing volunteers to help with the building of the float and manning it during the parade. If you can lend a hand then contact Ralph on 5568-1747 or 0418 731 129 as construction will have to commence soon so that the float is finished on time.

Moyneyana Kids' Activity Day

The Shed will again assist the Moyneyana Festival this summer by conducting toy making sessions during the kids' activity day in January (date to be advised). This means that we have lots of work to do to assemble the kits so your help is needed urgently. Much of the toy-making work has been amiably carried by **Robbie Blackmore** who would certainly welcome some assistance to build the wooden toy kits. If you can lend a hand then please contact our VP (Projects) **Don Stephens** on 5568-2153. The bulk of the work for this will have to be completed in December so we will be very busy on this important project.

Recent activity and the lack of available kits meant that we had to decline an invitation to run toy making sessions the Anglican Church's Strawberry Fete in November so this highlights the need to assist Robbie on this popular activity.

Show Day activities at the Shed

The Men's Shed was "open for inspection" during the recent Port Fairy Show Day and by all accounts there was great interest in the Shed and the toy kit making activities offered by those "shedders" on duty. We also took the opportunity to hold a raffle for the salt & pepper shakers and the potato and onion box that were made by **Denis Lemke**. The raffle has raised \$78

to date and tickets will also be sold at the Xmas Party before finally drawing the winners on the night.

Commissioning of a new website

The Committee has approved the commissioning of a new website for the PFMS. This has become necessary because of space limitations on the current site.

Secretary, **Harry Bracegirdle**, is working with *WordsWorth Communicating* who will help set-up and host the site. The proposed new site will be more user-friendly with drop-down menus to help navigation. It will also have a dedicated URL (Internet address) to make finding us on the Internet a little easier. Details on the new site will be emailed to those members who have computers, once the site has been established.

New water tank

Keith Bunge is seeking quotes for the installation of a compact water tank (around 5,000 litres) to directly service the kitchen / toilet areas of the Shed. Although the present water supply is drawn from the tanks at the back of the Show Society's Watts Pavilion this is occasionally topped up with town water to ensure adequate supplies during the "Folky" weekend which makes it less than ideal for a decent cup of tea! An isolated tank, relying solely on rain water from our roof should help keep our tap water pristine.

Key Committee roles

Following the recent AGM the Committee of Management is settling down into a new year, the second under the new structure that was introduced in 2010.

The role of the President is to be a focal point of contact for the PFMS and to preside over meetings but also ensures that other Committee members carry out their respective duties.

The roles of the two Vice-Presidents are important to the operations of the Shed in that they are responsible for Property & Equipment and Projects. **Jack Smits** is VP in charge of **Property & Equipment**. He oversees the buildings and the equipment in the Shed, particularly in regard to equipment purchases, general maintenance and, importantly, all occupational, health & safety matters.

Don Stephens is the VP in charge of **Projects** and he is charged with keeping tabs on the projects undertaken in the Shed, especially those by external clients.

Denis Lemke, as **Operations Manager** is charged with the day-to-day operations of the Shed to make sure everything is kept "ship-shape", clean and in good order. If you have any issues about Shed Operations then please feel free to contact either of the VPs, Denis or President Ralph directly.





1. All requests for jobs / projects from external Clients should be submitted with full details on the **Project / Work Request Form** (see sample overleaf).
2. All projects are to be initially assessed by the Projects Sub-Committee for suitability and compliance with the **Guidelines for Work undertaken by the Port Fairy Men's Shed** (refer Guidelines published on the website: <http://members.aussiebroadband.com.au/pfmensshed/>)
3. No job request is to be accepted, or any commitment made to a Client, until the job has been assessed by the **Projects Sub-Committee** and it has approved the job, carried out an assessment of materials required and calculated an indicative cost.
4. No job should be commenced until the Client has been informed of indicative costs and has agreed, in writing on the **Project Acceptance Form**, to accepting all material costs (and other costs as appropriate) on completion of the work.
5. In some circumstances, where the costs may be excessive (e.g. in excess of \$100) the client may be requested to make a preliminary payment as deemed suitable by the Projects Sub-Committee.
6. There should be full cost recovery on all jobs, including overheads and GST, to ensure that the PFMS funds are not used indiscriminately or used to subsidise a job unless the Committee of Management agrees, in special circumstances, to waive all or part of the costs.
7. When a job has been accepted, a **Project Leader** may be appointed to oversee all aspects of the job. The Project Leader does not necessarily have to be a member of the Project Sub-Committee.
8. A **Project / Job Card** must be raised for every job on which all materials and other costs are to be recorded. The Job Card should record all details about the job which will be used by the Project Sub-Committee to determine final costs to be invoiced.
9. Where it is required to purchase materials for a designated job or project these must be placed on an **official purchase order** (PO) to be raised and authorised (signed) by the **Stores / Purchasing Officer** who will then ensure all details (incl. PO number) is recorded on the Project / Job Card.
10. Where appropriate, an allowance for overheads is to be added by the **Stores / Purchasing Officer** to the final cost for each job. This is to cover incidental costs not directly recorded on the Project / Job Card to cover wear and tear on tools and machinery, the cost of consumables (drill bits, welding rods, etc.) and other indirect costs incurred on the project.
11. If the scope of a job changes or additional work is required that was not included in the original specification or anticipated in the initial assessment then, in order to avoid excessive over-run of costs, the project should be reassessed and all costs recalculated. In these circumstances the Project Sub-Committee should re-assess the job and inform the Client of any potential cost increases before continuing with the project and ordering any further good for the project.
12. It is preferable that a Client provides the materials for a job or project rather than the materials being purchased by the PFMS. However, it is accepted that some incidental costs will arise that will have to be bought by the PFMS and charged back to the Client.
13. In some circumstances, and with the Client's approval, goods may be purchased against the Client's account with a Supplier.
14. Once a job has been completed, the Project Sub-Committee or Stores / Purchasing Officer are to inform the Treasurer of the final cost to be billed to the Client. The Treasurer will then raise an invoice for such charges including GST that must be charged on all charges levied. All transactions are to be recorded by the Treasurer in the PFMS Accounts.

PORT FAIRY MEN'S SHED

Project / Work Request Form

Date:

Client / Name *(person making the request)*:

Position held in Organisation:

Name of Organisation you represent:

Address:.....

Phone: Fax:

Email address:

Briefly describe the project / work required including its purpose / intended use

(the Project Committee will discuss the project further with your representative)

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

What goods / materials will be required?

.....

Is there a time frame when you would like this project completed by?

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Please note:

1. The Port Fairy Men's Shed (PFMS) has specific Guidelines setting out the scope of work or job undertaken by the Men's Shed on behalf of an external entity or person ("the Client"). A copy of the Guidelines is available upon request.
2. The Committee will use the Guidelines as a test of whether the proposed Project / Work fit the general aims and objectives of the PFMS. The Committee has the authority to reject a request for work if it judges that it does not meet the Guidelines. However, the Committee retains the power and discretion to be flexible where the best interests of the PFMS and the community can be upheld.
3. All materials and costs associated with the project are to be met by the organization requesting the project.
4. You will receive a response to this request when the Committee has had an opportunity to assess the Men's Shed member's availability for the project.

Thank you for your enquiry.

Please forward your request to: **Don Stephens** (Vice-President - Projects)
Port Fairy Men's Shed
PO Box 34, Port Fairy, VIC. 3284