



# ***ANNUAL REPORT***

## ***2021/22***

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## Chair's Message

Welcome to the reporting on another successful year which again highlights the many happenings in and around the Shed despite the disruptions caused by COVID. This has been particularly relevant to the non-completion of several of our key 'Capacity and Diversity Building' projects. Again, all can be justifiably proud of what has been achieved over the past four years since the Shed opened, particularly the last three since settling in the first year. Detail is conveyed further in this report.

It is noted with regret that our long-standing Chairman Peter Hodgson resigned in March. All are sincerely indebted for his significant contribution in progressing, finalising and opening of our new Shed in June 2018. Further, under his leadership and guidance the Shed has grown in every way and is recognised as one of the most effective Sheds in Western Australia. This is particularly relevant to the fulfillment of the three year [2019-22] strategic plan. For all this Peter a sincere big THANK YOU.

Also, we say thank you to Jill Zumach [Shed Fellow] who recently retired [November 2021] who since the inception played a major role in initiating and finalising the development then seeing to fruition the opening of our new special Shed. Coupled with this Jill has continuously represented the City of Cockburn on our Management Committee and her overall contribution in assisting to make the Shed what it is today is immeasurable.

Despite disruptions etc. the Shed has continued to maintain and in the majority been able to increase its contribution to members and the Cockburn community. Details are provided within this report.

Again, it must be re-stated our sincere gratitude to the City of Cockburn for its donation contribution towards Shed co-ordination. Having a paid Co-ordinator has enabled the Shed to be one of the best for what has been achieved speaks for itself and as such the envy of many. This could not have been achieved without the leadership and much more by Michael Murphy Shed Co-ordinator for over the past 3 years who will be finishing on July 17. Thank you and no doubt this will not be the last we see of him. We welcome Kevin de Mamiel as the new Co-ordinator.

From a strategic planning 'Capacity building and diversity' point of view - detailed within the report page 5 – what was planned and achieved over the past three years has been to say the least been of the highest order. I am equally confident that this will be further enhanced with every step the Shed takes as it continues to move forward. This has not been possible without the drive, enthusiasm and comradeship coupled with great teamwork and bonding on no matter what has or is taking place, which is 'A1'. To all, you are congratulated and from community feed-back it is well deserved.

I would like to express my sincere appreciation, as well as members to the Management, Work Safety and Health Committees, project managers and activity facilitators who ensured all excellent outcomes which have been of a high order, despite some setbacks.

Lastly, I would like to personally give a very big thank you to Bevan Dellar, Secretary, without his hard work and dedication this Shed would not be as well placed as it is, he is truly an unsung hero, well done Bevan and thank you for all your help and guidance.

Finally, we are looking forward to 2022/23 being the year of consolidation and finalising of all the major and minor uncompleted tasks.

*Chris Holliday*

Chris Holliday  
Chairperson

## Operational Overview

The Executive would like to again congratulate all for the substantial outstanding progress and achievements this financial year. At the beginning of this, our fourth year at 2 Sullivan Street, Cockburn Central, we embarked upon an enthusiastic program to take the Shed to 'the next level'. This has included the following key elements:

Ensuring there is a strong 'TEAM' environment [T= Together E=Everyone A=Achieves M= More]

- ❑ Maintaining strong membership communication
- ❑ Enhancing the Sheds corporate governance platform
- ❑ Maintaining financial stability by –
  - Maintaining/increasing membership – Increased from 95 to 109 (as of June 30, 2022). This is more than a 14.7% increase.
  - Retaining existing funding [carried forward 2020/21] and gaining further funding [2021/22] – Carried forward \$109633.43 with \$79290 committed to on-going and/or proposed projects.
  - Undertaking community projects/activities
  - Procuring donations, sponsorships, and fundraising
- ❑ Ensuring Shed operations – community based - are enhanced by –
  - Providing a safe and friendly environment to come together, work on personal and community projects and participate in various social and hands-on activities.
  - Having structured operational components, activities and diversity which assists and influences the health and well-being of members.
  - Management being pro-active – forward thinking and planning both operationally and financially.
  - Continued member involvement/consultation, providing increased functionality.
  - Increasing capacity and diversity – Member, community, and partnership involvement.
  - Ensuring all remain safe and healthy - Shed co-ordination and effectiveness.
  - Ensuring all are inducted, instructed, and trained on all equipment and tools that can then be used.
  - Providing heightened information on key issues which does and/or impact upon members.

Details of what has been achieved over the past three years is contained within these pages., and the following was undertaken this reporting year:

### Communication:

Comprehensive agendas, minutes and associated material of all meetings together with stipulated required actions were provided to members. Those meetings included:

- Management committee
- Work safety and health committee and inspections
- General meetings
- Strategic, operational, project/activity and financial planning.
- Project, event and activity management

Comprehensive minutes and notes associated with all other meetings and/or working notes were circulated to members.

Also, of equal importance these were complemented by:

- Toolbox discussion on identified items of interest undertaken by either guest speakers and/or members
- Daily stop-work morning tea breaks – excellent chatter sessions
- Shed Co-ordinator's weekly newsletters and special notices.

## Capacity Building and Diversity –Staged Approach

In June 2019, the Executive and management committee together with members developed and endorsed a three [3] year Strategic Plan -2019/20 to 2021/22. This was coupled with budget formulation and endorsement Note 1 [#] for each financial year providing the basis, focus and structure to sustain good management, including the pursuit of additional funds [e.g., donations, grants, sponsorships and other sources]. This was further complimented by purchased and/or donated equipment, tools, material, consumables as well as pro-bono personal expertise and time. These were identified as the cornerstone to move forward with purpose to achieve meaningful outcomes. The outcomes for the previous two years were reported upon each year. The following is an extract of the initial plan together with associated comment as to the finalisation of the plans.

All are justly proud of the outcomes to-date together with their anticipated completion by the end of December 2022.

### Note: 1

#### Strategic Planning – 3 years [2019/20 to 2021/22]

##### Capacity Building and Diversity - Sought Accomplishments

1. Finalise design, manufacture, install Emergency/Duress system to enable:
  - Emergency/duress boards both internal and external localities [6]
  - Immediate shut down of all power connected equipment
2. Increase storage capacity
  - Purchase/ install 3 x 20foot sea containers and two infills
  - Construct/install racking for the two infills
  - Purchase/install shelving in the three containers
3. Increase operational capacity
  - Redesign all workshops [3] layouts
  - Purchase/install workshop patio and blinds
  - Purchase/acquire additional equipment and power tools
  - Purchase additional fitting not listed elsewhere
  - Addition workbenches inc. three 'All Ability' hydraulic tables – material
4. Mezzanine Floor – Enable access and use
  - Installation – Mezzanine Floor
  - Lift                      Stairs                      Balustrading                      Power and lighting
  - Furniture and floor covering                      Equipment
5. Install Solar Power Panels
6. Upgrade Electric Power Boards – Design/construct/install
  - Internal
  - External
7. Design/construct external Refurbishment Booth – Material/Equipment/Power
8. Information Technology enhancements/installation – hardware and software
9. Upgrade Dust Extraction System
  - Design [External]
  - Increase capacity to enable
  - Small single dust extraction units to be disposed of
  - Wood lathes to be connected to enable dust to be extracted
  - Additional pieces of equipment to be attached as and when acquired
10. Maintain strong governance to successfully finance, plan and deliver but not limited to the Shed's capacity including facilities, equipment, programs and activities that would ensure a continual focus on remaining efficient, effective, and resilient. Programs where appropriate to include but not limited to men's health and well-being.

**Note:** To achieve the best possible outcomes for each Management Committee sought to:

- ensure accomplishments were carefully planned, designed, costed, budgeted and monitored,
- appoint individual Project Managers and teams with delegated authority,
- have appropriate approvals sought as and when required, and
- Work [previously Occupational] Safety and Health Committee working co-operatively to ensure all legislative requirements are met particularly achieving NO incidents, near misses, accidents or exposures to any hazard.

# **Budget formulation and endorsement** – For comprehensive detail of income and expenditure for 2021/22 please see pages 25 and 26 of this annual report. It will be noted that the ‘Shed’ more than fulfilled what was being sought.

Later: The budget for 2022/23 was endorsed by the Management Committee at its July 13 meeting.

### Asset Stocktake and Electrical Equipment Testing and Tagging

In early January, the annual stocktake was undertaken which resulted in all assets being independently numbered and catalogued. In addition, all electrical equipment, appliances, and cords were checked, tagged, and catalogued in accordance with regulatory requirements. Further, any additional and/or repaired equipment that required testing was conducted as and when required. For the latter we are most appreciative of this work being undertaken by Ken, Garry, and Ivan.

### Community Projects and Activities

The Shed has continued to demonstrate its social responsibility and has been actively engaged in community projects. All members who attend the Shed are encouraged to assist with these projects and the feedback received from those who we have been assisted has been overwhelmingly positive.

Based upon a conservative estimate of hours [2425] the community involvement of the Shed has increased by approximately 10.2% over last year 2020/21. Please see major achievements detail.

### Members Volunteered Hours

The Shed would not be in the position it is today without significant sacrifice by members who willingly volunteer their time to ensure that the Shed is the best it can be. The volunteered hours have this year again increased brought about by continuing to upgrade Shed facilities, increased activity [members and external] and training of existing and new members on equipment and tools. Further, there continues to be more significant requests from the public for assistance to undertake small jobs e.g., restoration etc. due to insufficient staff or the high cost asked to do the task. In this regard the executive wish to acknowledge the contribution which is estimated to be in the order of 5650 hours compared to 5155 hours in 2021/22 – an increase of just over 9.6%.

Another significant contribution is that most of the upgrading, installations, repair and maintenance of all the Shed’s assets are undertaken by suitably qualified and /or skilled members and for this we are indebted to you as it saves considerable expenditure which can be directed to other requirements.

### Public Events

The Shed conducts at either the shed or at a requested location events of various durations up to 4 weeks which were as follows:

- COVID 19 – Events Project

Brought together various members of the family to undertake the construction of native bee houses. Shed members pre-constructed the houses with fathers and sons, mothers and daughters or combinations of both who spent time constructing the houses. It was a successful event in that everyone had fun and went away with something that could be used.

- **DIY – Basic Home Maintenance Program for Women**

Eight women participated in this very popular program conducted at the Shed. A letter of commendation was received regarding the high standard and practicality of program. Further all those associated with the planning and execution, in particular Mike Murphy, were thanked for their contribution.

### Shed Co-ordination including Project Management

Again, all are appreciative of the efficient and effective day to day functioning of the Shed due to the efforts of both Mike and Marc for which it can be said they go well beyond of what is sought from them. Also, our thanks to Scott for his assistance. The Shed's reputation within the community is recognised as being well run and efficient. Our sincere thanks to you all.

The key to this, as appreciated by the Executive, members, the public and significant others is having the same Co-ordinator. Approval was given on August 12 for year 2 [21/22] with a review of key performance indicators [kpis] prior to the commencement of this forthcoming year 2022/23. To further facilitate Shed co-ordination a 'Donation' endorsement application was submitted to the City of Cockburn [June 24] for funding for the forthcoming year [October 1 – September 30]. Within the request was sought the endorsement of increasing the number of operational hours of the Shed by a further 4 hours to 26 hours in FY 22/23 and then to 30 hours during FY 23/24

The continued held strong view is that a paid Co-ordinator creates benefits to both members and stakeholders that are many and varied and, as they have been well documented in various documents. Suffice to say is that the dollar amount paid is more than recouped in many ways, some easy to assess but more difficult to quantify. For this the Executive and all members sincerely thank the City of Cockburn for their continued support, it is appreciated. This funding, as acknowledged, will enable the Shed not only to expand its role but further enhance the community work it undertakes within the City.

### Shed Co-ordinator and Project Manager Report.

This year has once again been tumultuous, which seems to have been a recurring theme over the last few years due to the COVID pandemic and the changing requirements placed on the members by state and/or local government regulations. The extent to which this has impacted is detailed below.

The Shed began the financial year open but with a face mask mandate. We then oscillated for a while between being open without masks being required, closed completely for a short time and then open but with masks required again. Then there was a time when vaccination status was important, and we have finished the financial year with virtually no restrictions at all.

As at the end of June 2022, there are 109 members. Unfortunately, we have had several Shed members pass away during this year, including two foundation members.

Member activities and operations have been restricted this financial year due to COVID requirements, especially in relation to outside events, but we still managed bus trips to the York including a visit their Shed as well as Donald May's Heritage House where the Estey organ donated and restored by long time shed member Michael Manning was viewed, There were also bus trips to the Dowerin Field Day in August, Dardanup Heritage Farm in October and to Bunbury Shed which were visited as part of these excursions. Members have also taken it upon themselves to visit other Sheds while visiting and/or holidaying around the state and country.

We conducted several projects for members of the public over this financial year, but the number of these was also limited due to COVID restrictions. Several planned events needed to be amended or cancelled at short notice when the COVID requirements were amended. Events that we did manage to conduct successfully were:

- Make an insect house

- A basic home maintenance course, specifically for women
- Build a bird house for the Melville Cares Group
- Beehouse Making – Meralinga School
- Soap making demonstration
- Basic resin course (Current)

We have also provided volunteers and equipment to make bee houses at a local pre-school.

Events that we have been part of throughout the year not reported elsewhere:

- Bunnings Father's Day
- BBQ demonstration at Kitchen Warehouse in August
- Men's Sheds of WA long lunch in September
- Volunteers Breakfast – Acknowledgements – City of Cockburn and Shed
- Wellbeing and Health promotional seminars

Internal projects to enhance the Shed members experience continue. Members have constructed an extensive shelving system for the office area, so we are now able to display items that we have for sale. We are progressing with access to our mezzanine floor and our outside storage area has been increased with the addition of several undercover areas.

We are engaged with the local community in several areas. We have constructed projects for local schools, Lions clubs, Rotary clubs, RSL, aged care facilities and general members of the public. Again, these projects have been restricted due to COVID, but a sample of what we have achieved are:

- Santa sleigh for the Jandakot Lions Club
- Bar benches for the Cockburn RSL sub-branch
- Display table for the Cockburn Seniors Centre
- Lip balm holders for a local business
- Ice cream cart for an aged care facility
- Stand-alone door in a frame for a local high school drama club

This is just a sample of the over twenty-five projects we have completed this year despite the COVID restrictions.

Throughout the year, once a week, we have hosted members of the public who are under work orders for such things as unpaid fines. This has been coordinated through the WA Justice Department and the people who attend assist with gardening duties, general cleaning of the Shed area and sorting and stacking of donated wood. We hope to extend the range of duties and activities that these people undertake to enhance their skills and knowledge during the next financial year, pending grant funding.

From August 2021 for a 12-week period, we hosted two young ladies from the West Australian Institute of Training, who were conducting research on our demographic for a Social Science degree. They spoke to the members about various aspects of the growing older process and at the completion of the 12 weeks, they had enough material to complete their studies.

We have been fortunate to obtain grants for projects, the most significant of which was funding for a lift. Once installed, we will then have the use of our mezzanine floor, which is currently unused due to lack of suitable access. Along with the lift funding, grants have enabled us to run a successful open day, purchase new equipment for both the metal and woodwork areas of the Shed, and purchase a new computer for the office. The coming financial year will hopefully see the completion of the lift and stairs to the mezzanine, which will give the members additional space for what we currently envisage as a quiet area.

Our long-time Chairman, Peter Hodgson, resigned in March 2022 and I will be stepping down from the coordinator role in July 2022, so 2023 will see several changes in personnel. However, while this Shed



continues to evolve and while we may increase the size of the membership, our basic tenets of providing a safe space for men of all backgrounds and ages remain.

Mike Murphy  
Co-ordinator

## Governance

### Enhanced Corporate Governance Platform

One of the key tasks has been the bringing together all the Shed's corporate memory using Office 365 instead of having it scattered [e.g., Shed legislative compliance and operational detail, secretarial, financial, membership, assets etc] at different locations and using different platforms. By having all the memory in one place it became seamless plus as the executive and coordinator change the information and history remains in the one place.

In addition to the general governance which the executive and management committee continually exercise, it undertook a comprehensive review to determine to the extent to which the Shed was compliant with respect to the 'Fulfillment of original management plan considerations – August 2015'. It is pleasing to note that all were fulfilled.

### Continuous Disclosure

One of the Shed's principles is continuous disclosure about actual and/or potentially disclosable matters or events as and when they arise to enable members to make informed decisions or provide feedback. All major matters related to policy and/or operating procedures are referred to a management committee meeting for resolution and action. Members are kept informed by comprehensive management and work [occupational] safety and health minutes and other communications, as well as the Shed Co-ordinator's newsletters and messages.

### Constitution

The Shed continues to remain strategic and focused on the key elements of its constitutional objectives, vision and values which translates into continuing positive outcomes in the best interests of members and significant others. These outcomes include:

- Safeguarding rights through strong advocacy and consultation;
- Promoting equality by way of inclusion to enable individual needs to be better met.
- Enhancing quality of life [all aspects] and promoting independence.
- Assisting the further development and sustainability of an individual's and/or family's capacity.
- Developing and maintaining strong and sustainable collaborative partnerships.
- Advancing knowledge, in the pursuit of change and good practice.
- Encouraging action on issues that affect members and others that are systemic.
- Acquiring funds and donations to provide for, but not limited to, needs such as major enhancements, equipment tools, programs, services, and amenities.

As in the past, to achieve the best outcomes the Shed has continued to use a wide range of strategies, actions, and support to effectively meet each identified need by taking an enthusiastic and pro-active approach.

## Constitution and Associated Documents - Reviews

Continuous reviews of the constitution and associated documents [Legislation, Codes, Policies, Operating Procedures/Forms – Financial, Work Safety and Health -2021 [previously Occupational Safety & Health], General, Agreements and Memorandum of Understandings] was undertaken. Consequential amendments as well as policy and operating procedures were considered and endorsed which has enabled the Shed to better meet its governance obligations. It should be noted that the daily operation of the Shed has not been impeded by any of the changes.

The Federal legislative changes relating to Deductible Gift Recipient [DGR], and Goods and Services Tax [GST] endorsed by the Australian Taxation Office [ATO] which became effective from October 2020. The Shed now as a registered charity and endorsed Designated Gift Recipient [GST exempt], has enabled the consequential benefits to be derived.

## Strategic [2021 -23] and Operational Plans [2021/22]

The management executive undertook a review of the past strategic and operational plans to ensure that the Shed remained focussed on what had been agreed to. It was determined that the plans for 2020/21 were more than adequately met to the extent they could be due to COVID-19 restrictions and consequential delays such as equipment and material availability etc. As such the management committee is committed to supporting and engaging with members, appointed Shed advisors as well as the Cockburn City Council and the Cockburn community. Both the strategic plan for 2021-2023 and the operational plan for 2021/22 were endorsed at the July 13 management committee meeting and circulated to all members as well as being tabled at the 2021 AGM.

Regarding the past Strategic and Operating Plans, it was recommended and endorsed that both be extended to end of June 2023. This should see the finalisation of all what was initially planned to be achieved. This is outlined in the endorsed documents by the Management Committee – July 13 titled “Proposed Priority Actions – 2022/23” together with the priority actions and associated ‘Outcomes/Achievements for 2021/22’ which are detailed below.

Further, it was agreed that all known major requirements should be accomplished that a comprehensive review of the forthcoming Strategic Plan [3 year] and translated yearly into an Operating Plan as well as associated income and expenditure budgets be commenced in March 2023 and presented for endorsement in June.

## Major Defined Priority Actions and Associated Outcomes – 2021/22

A total of eleven priority actions were identified through the Shed’s strategic and operating planning processes. These are, as follows, together with associated comment as to the outcomes.

1. Continue strong governance to successfully plan and deliver programs that will ensure a continual focus on remaining efficient, effective, and resilient. The programs where appropriate to include but not limited to men’s health and wellbeing.

[Strong governance has continued which is outlined in the KPI report. Regarding men’s health and well-being supported by the appointed of additional Advisors \[2\] as well as increasing the scope and coverage associated with Medical namely Health and Wellbeing, Further, the Shed has an appointed an active Well-being and Health Officer. Please see the attached flow chart at page 29.](#)

2. Make application to Cockburn City Council to increase the Shed Co-ordinators hours by four hours per week for FY 2021/2022, followed by a further by four hours for FY 2022/2023. This is to facilitate the increasing growth in membership and its cultural diversity as well supporting the needs of the members It will further enable the provision and/or facilitation of a range of engaging and supportive community activities and/or services within the City of Cockburn.

[Council approved the above noted increase on August 12, 2021.](#)

3. Continue to be financially viable by pursuing sponsorships, grants and/or donations including pro-bono work [labour and material] to enable the Shed to be self-supporting and maintain financial resilience facilitating greater capability to be stronger, well positioned to provide a greater overall impact.

In all of the above noted areas were accessed which enabled the Shed to remain financially viable both in the immediate and forthcoming year, in particular.

4. Continue to finalise the initial three-year strategic plan [2019 – 2022- page 5 refers] ‘Capacity Building and Diversity’ which included finalisation of:
  - 4.1 Mezzanine floor fit out – Lift, stairs, balustrading, electrics and furniture,
  - 4.2 Electrical power distribution board upgrade – Increase capacity including additional equipment, circuit breakers, power outlets,
  - 4.3 Dust extraction and electrical systems replacement/upgrade – Current extraction system overloaded furthering health and safety issue.

Due to COVID and the shortage of materials etc. finalisation of 4.1 and 4.2 has not been possible however, work commenced late May with anticipated completion by end of September 2022. Regarding 4.3 engineering assessment has been completed, Council approval in principle provided and request for a grant from Lotterywest submitted. In addition, a review of the operating area will be undertaken as the changed system will allow an increase in operational area enabling additional equipment to be installed in the workshop.

5. Execute Sponsorship Business Plan to secure as a minimum five sponsors related to the acquisition of material [timber, steel, paint, varnishers etc] and equipment consumables.

Due to the economic situation this was not possible, however in the majority of instances the ‘Shed’ was able to obtain purchases at trade discount.

6. Continue to undertake a high standard of work safety and health practices to ensure the Shed’s excellent record in minimising near misses, incidents, accidents, and exposure to hazardous substances is maintained.

The Shed has continued to maintain its excellent practices with **NO** recorded accidents.

7. Further community engagement and participation, increasing the number of partnerships and/or enhanced collaborations to translate into greater use of the Shed and its facilities.

This has overall remained constant due to the impact that COVID has had on the community at large.

8. Continue to provide heightened information on key areas associated with members health and well-being and other as determined.

This has continued and action taken to ensure that the outcomes being sought were achieved. Please also comment made in item 1.

9. Continue to provide and/or facilitate the delivery/access to learning opportunities in particular health and well-being associated with members and/or significant others.

Training was provided in eight [8] key areas throughout the year. In addition, whilst all of these were undertaken in groups extra training was undertaken on a one-to-one basis as and when required.

10. Undertake feasibility study regarding installation of air-conditioning on mezzanine floor.

Engineering feasibility study undertaken, and recommendations accepted and quotations for installation sought. Application for a grant to assist with the funding has been lodged with Lotterywest and the outcome is awaited.

11. Retain current membership but progress towards increasing by 10% - 95 to 109.

## Proposed Priority Actions – 2022/2023

At the July 13 Management Committee meeting it was resolved that the priority actions listed below be endorsed.

A total of nine major priority actions were identified, these being:

1. Continue strong governance to successfully plan and deliver programs that will ensure a continual focus on remaining efficient, effective, and resilient. Programs where appropriate to include but not limited to men’s health and well-being.

2. Continue to more than meet the ten [10] key performance indicators identified by the City of Cockburn to ensure to enable continued donation to assist with the annual costs of co-ordination and administration in overseeing the Shed's operations and services within the Cockburn community.
3. Continue to be financially viable by pursuing sponsorships, grants and/or donations including pro-bono work [labour and material] to enable the Shed to be self-supporting and maintain financial resilience facilitating greater capability to be stronger, well positioned to provide a greater overall impact.
4. Finalise the initial three-year strategic plan [2019 – 2022 - page 5 refers] '*Capacity Building and Diversity*' projects which have to the largest extent been delayed due to COVID and subsequent non-availability of equipment and materials.
  - Mezzanine floor fit out – Lift, stairs, balustrading, electrics and furniture,
  - Electrical power distribution board upgrade – Increase capacity including additional equipment, circuit breakers, power outlets,
  - Dust extraction system replacement – Current system overloaded furthering a health and safety issue.
  - Electrical systems upgrade in particular on the Mezzanine Floor and the Machine Workshop where dust extraction unit is installed.

Further enhancement of Shed facilities and operating conditions with the:

- installation of evaporative air-conditioning on the Mezzanine Floor
  - acquiring additional equipment and hand tools
  - purchase of new computer and software.
5. Continue to undertake a high standard of work safety and health practices to ensure the Shed's excellent record, in minimising near misses, incidents, accidents, and exposure to hazardous substances is maintained. This currently has been nil reported accidents each year since inception.
  6. Further community engagement and participation by increasing the number of partnerships and/or enhanced collaborations to translate into greater use of the Shed and its facilities. This to be achieved by for example but not limited to by those tentatively approved:
    - Mental Health Week Breakfast – Wednesday October 12. Hosted by the Shed together with co-hosts
    - Shed Tours by various groups etc – Dates as determined after all Shed upgrades have been completed
    - Shed Open Day – Sunday March 26 - Hosted by the Shed together with co-hosts and sponsors
    - Guest speakers on key items etc as requested by members
    - External visitations to various organisations
    - Undertaking joint projects/tuition at the Shed with organisations, schools etc as well individuals
  7. Continue to provide heightened information on key areas particularly health and well-being associated with members:
  8. Continue to provide and/or facilitate the delivery/access to learning and/or development opportunities for members and/or significant others.
  9. Continue to provide an increased service to the Cockburn community.

## Financial Planning

Throughout the financial year the Shed has been able to maintain its strong financial position. All proposed expenditure was met and further purchases that were identified were able to be acquired. We are most appreciative of the grant, donations and sponsorships received, funding from community projects [members efforts], open day, sausage sizzles and Spring Fair. The financial position is constantly monitored and reported upon by the Executive at each Management Committee and General Meeting.

In conjunction with the above-mentioned a review of the Shed's financial management and planning was undertaken by way of consultation with the Executive as well as the Shed's key operational workshop members. The initial income and expenditure budget estimates/items [2021/22] were formulated and prioritised and those deemed as essential and high priority were all acquired. More detail is provided in the Treasurer's report under donations, grants and fundraising. **Later:** The budget estimates for 2022/23 were endorsed at the July 13 Management Committee meeting and presented to members at the August 9 General Meeting.

## Membership

As stated earlier current membership is 109 [June 30] when adjusted to equivalent to full time [EFT] membership is equivalent to 103 an 8.5% increase. Due to COVID we saw membership and interest increase over the last two months. Membership does not include those persons [agency paid employees] who support people with a disability. Both make significant contributions to the Shed.

The Shed considers it is worthy to again acknowledge the way people with disability their support and/or care have been accepted and seamlessly integrated. All are thanked for their contribution.

With the ever-increasing membership the Executive has determined, subject to financial support, to extend the Shed operating hours. Initially it is planned to extend the operating hours by 4 hours each week commencing in October 2022. Later: As stated earlier the Cockburn City Council have increased their donation funding to provide for the additional hours.

## Shed – Organisational Recognition Shirt

The opportunity was taken when the previous shirts were all sold to review the shirt type as well as replace the logo with the one currently approved. The new shirt was introduced in May and well accepted by all.

## Membership Fee - 2022/23

As noted previously the membership fee for 2021/22 was not increased. On May 10, the Management Committee endorsed as from July 1, 2022, the annual membership fee be increased from \$100 to \$110 due to higher insurance, consumable and general costs in particular over the past two years.

## Highlights

To ensure the Shed had remained true to its constitutional objects, vision, and values, required some measure of success. This was done by measuring the achievements, actions, and subsequent outcomes throughout the year.

One of the strategic objectives for the Shed was to strive towards becoming self-funded as well as providing programs and equipment to meet the needs of the members as well as the community. The Shed was opened in June 2018, and it has taken some time to fully equip the Shed with all the required items that were deemed desirable by the members. This was followed by a period of training and instruction to meeting legislative as well as insurance requirements. This has been ongoing with substantial additional pieces of equipment; work benches and capital items being acquired through grant funding donations and sponsorships. Details are as follows:

### **Shed - Capital [Property] Enhancements including Fit-outs.**

Unfortunately, as advised earlier the planned finalisation of Shed enhancements have been delayed due, in the main, to COVID, however some progress has been made as detailed below.

- Mezzanine Floor - Installation of the lift, stairs and balustrading as well as upgrading of lighting and power outlets.

Lift acquired with installation to commence in early July. The slab was laid in May together with the required framework constructed and erected in June. Regarding the stairs and balustrading all the required components have been received thanks to the support provided by Austal Ships and City of Cockburn. Work and installation of these components has commenced with anticipated completion late August.

We are sincerely indebted to member Scott for his untiring past and continuing effort and additional time to project manage the major planning, material acquisitions, associated manufacture and installation of the various components

What use/activities are to be undertaken on the floor is yet to be finalised.

- Upgrading and installation of the electrical power boards

Work on the construction of the new internal board has commenced with installation etc anticipated to be completed during September which will provide improve functionality as well as growth. The Cockburn City Council upgraded the main external power board to better cater for previous increased use as well as that proposed for the future. Thanks to member Garry for the projects management including planning and installation planning

- Machine Workshop - Upgrading of the electrical system outlets in the in conjunction with the:
- Upgrading, increasing capacity and utilisation of the Shed's dust extraction system, that is, add addition equipment as well as transfer individual stand-alone systems.

A grant application for the purchase/installation of the system was submitted to Lotterywest [June] and the outcome is anticipated to be September/October.

Our thanks to member Chris for this project's management.

- Mezzanine Floor Planning - Installation of evaporative air-conditioning.

Initial planning discussions have been had and it is anticipated that all should be finalised by early November.

### **Equipment Acquisitions and Installation**

- Sherwood wood turning lathe.
- Workshop workbenches [wood and metal] including electric/hydraulic 'all-ability' benches.
- Constructed steel framed and timber internal display shelving
- Construction of timber and metal framed meeting room and patio tables
- Patio at the end of a storage container
- Anvil
- Computer

### **Hand Tools -Acquisitions**

- Battery operated hand tools associated with wood working - e.g., sanders, routers.
- Variety of batteries, chargers, and electrical hand tools.

### **Shed Operational Enhancements**

Thanks to all members who used their skills and knowledge to achieve the significant outcomes which has significantly contributed to the Shed's functionality and wellbeing. In particular members are sincerely grateful to:

- Scott Cavanagh who has managed the overall planning, construction and installation of the lift, stairs and balustrading. Also, for the continuous maintenance of equipment in particular the machine workshop. Metal Workshop for all the major steel fabrication associated with the lift, stairs and balustrading.
- Garry Underwood for the on-going current maintenance, redesign, planning, construction and installation of the electrical power boards as well electrical upgrades and maintenance
- Ken Spurling for his continuous electrical Shed upgrades, maintenance, equipment, tools testing and repair maintenance
- Peter Pardini for the continuous maintenance of gardens and lawn area and establishment of a vegetable garden
- Chris Holliday for the planning and project management of the proposed upgrading of the dust extraction system
- Brian Cummins for the maintenance and cleanliness of internal facilities
- Milan Romcevic for the planning and manufacture of many pieces of requested specialised pieces of furniture
- Bevan Dellar for project management, acquisition and installation of the evaporative air-conditioning for the mezzanine floor

- Kim Gray for overseeing the installation of a shelving system in the office area that is used to display items that are for sale.

Also, our thanks to the City of Cockburn – City Facilities Manager – Property and Assets for the assistance and advice provided to enable a smoother transition to the Shed’s continuing new and upgrading of facilities. As stated earlier, all of this has further facilitated continued financial net worth as well as adding to the variety of what is offered to members and the community.

## Community Projects and Activities

It is considered that the Shed has and will continue to demonstrate its social responsibilities on behalf of the community by undertaking activities and projects where they benefit. For this financial year, this includes:

### Projects:

With the provision of more workshop space, equipment and members, the number of projects undertaken has increased by at least 20%. The undermentioned are examples of what has been constructed, repaired, or refurbished:

- Bonsai Display Tables
- Welding – Repair and maintenance of equipment
- Machining various replacement components
- Assistance with the clean-up of deceased estates

The Shed has been involved in many one-off tasks e.g., upgrade, repair of furniture and other products.

### **Number of items built and/or projects commissioned.**

With respect to the number of items being built and/or projects commissioned not all are recorded in detail for the following reasons:

- It does not reflect the effort, because second-hand material is used extensively; nor
- does it take into account the time for design work as and when required; nor
- the length of time taken to prepare/finish items being constructed, repaired and/or painted. This time can vary, from one to over 30 hours.

Members remain adamant that they do not want this Shed to be run as a business workshop. This is also against the main tenet of the Men’s Shed movement, which is the mental and physical health of men. This in no way detracts from the members strong commitment to governance, accountability, and safety to ensure that all operations are efficient, effective, and safe. The members are also passionate about opportunities to learn new skills and in giving back to the community.

**Note: Wherever it was practicable to do so, use was made of recycled/donated material and consumables.**

A significant number of members have availed themselves of the facilities to manufacture, repair etc. many items for themselves, family, and friends. The estimated net value of these projects this year is between \$25,000 - \$30,000 and for 2020/21 \$20,000 - \$25,000 and for 2019/20 \$15,000 – \$20,000].

The number and value of community projects that Shed members have undertaken have increased during this year based upon a conservative estimate of hours [2425] invested at \$30 - \$40 per hour the Shed as a minimum provided services to the value of \$72,500 - \$90,000. This is compared to an estimated net value of approximately for 2020/21 2200 hours \$66000 - \$88000 and for 2019/20 1750 hours \$52,500 - \$70,000.

All the above achievements have resulted in an increase of approximately 25% over last year 2019/20.

### Activities with Community Groups

- Shed Open Day – April 18. Supported by ten co-hosts
- Assisted with Oberthur Primary School Boys Shed - teaching basic DIY skills
- Nido Primary School - teaching basic DIY skills
- Success Primary School - teaching basic DIY skills
- Goodstart Early Learning Centre
- Cockburn Toy Library
- City of Cockburn - many and varied
- City of Cockburn – RSL sub-branch
- Cockburn Bowling Club
- Lakelands Senior High School
- Brightwater Retirement Village
- Jandakot Lions
- Jandakot Primary School
- South Coogee Community Group
- South Coogee Beach Community Group
- Villa Dalmacia
- RAAFA - Bullcreek
- Spearwood Primary School
- Cockburn Rotary Club
- Native ARC WA [Animal Rescue Centre]
- Australian Institute of Workplace Training
- Assisted with the clean-up of deceased estates etc.

### **Shed Open Day – Sunday April 18**

This was the first 'Open Day' the Shed organised since locating in Cockburn Central. There were plans to run an open day event in 2020 but the Covid restrictions at the time were too restrictive. The Sunday that this year's event was run was still impacted by some restrictions, but the day went ahead and was successful.

The Shed members started making/creating a variety of for the open day 3 months prior. On the day approximately fifty items were sold which included but not limited to:

- Chopping boards of various sizes and composition
- Small ceremonial "Game of Thrones" axes
- Wooden turned bowls.
- Small metal fishing boat
- Bird houses.
- Metal bottle openers made from old railway spikes.
- Coffee table.

Members and their partners contributed plants, cakes and bric-a-brac as well as a sausage sizzle BBQ and tea, coffee and cake stall.

There were Shed tours, woodturning demonstrations and one member showed how to make small tin soldiers. There was even a full-size Dalek that provided thrills for the children!

The day generated just under \$5,000 for the Shed, which we consider to be an excellent result for the first year this was run.

Also, our sincere gratitude to our ten [10] co-hosts as well as Men's Shed WA for facilitating our grant. We also extend our sincere thanks to our sponsors Trove Group and Taylor Smart - Lawyers & Notaries.



A review was undertaken, and lessons learnt and together with pre-planning already commenced we are confident that when run again on Sunday March 26, 2023, it will be more successful.

## Other:

### Induction/Familiarisation/Training

All members and support persons receive:

- comprehensive safety induction prior to any activity being undertaken in the Shed.
- re-induction/familiarisation on each piece of equipment including specialised hand tools they choose to use.
- instruction/induction on the various pieces of new equipment/tool provided within any of the four workshops.

Further enhanced training/instruction has been provided associated with:

- Wood turning
- Wood-work – general
- Welding
- Metal lathe use
- Paints and solvents use.

In addition to this qualified and/or skilled members have continued to assist others as and when required to learn new skills or enhance them in other areas listed above. All are thanked for their contributions.

Further, a thank you to the following for conducting specialised training:

Ross Jasper - Woodturning

Steve Riley – Metal lathe operation

Kim Gray – Use of Resin

Jack Bernardi – Use of paints, varnishers etc

Mark Downey – Welding and fabrication

- Basic First Aid including use of the Defibrillator.
- Emergency/Duress Control – Random mock evacuations [5] were conducted to ensure all members, trade-persons and/or visitors became familiar with the procedures as well as identifying any required actions and rectifying them. This is conducted and co-ordinated by the Shed Co-ordinator in conjunction with wardens and members.

Eight members received refresher First Aid – CPR - training provided by SETS and then qualified. Several other members also qualified externally to the Shed.

### City of Cockburn RSL sub-branch

The Shed has continued to work co-operatively with the sub-branch on associated projects and activities. This included conducting the Shed's own Remembrance and Anzac services as well as attending on February 19, 2022, the commemorative service acknowledging the bombing of Darwin eighty years ago – February 19, 1943

### Toolbox Discussions were held on the following

- Estate Planning and Record Keeping
- Personal and Lifestyle Planning
- Mental Health
- Cockburn Integrated Health Services
- Sail On Inc. - Establishment
- City of Cockburn – RYDE Program – Motor vehicle driving tuition
- Paint applications – equipment maintenance
- Equipment and tool use – rights and wrongs.
- Shed – New equipment, tools and enhancements etc – use and new techniques.

## Other Shed Activities

- Cooking demonstrations [2]
- Resin demonstration including the covering of the meeting room table
- Soap Making
- Shed Sausage Sizzles [3]
- Sundowner – Shed [1]
- Christmas Sundowner
- Rotary Spring Fair
- Raffles

## Sponsored Events

- Christmas tree building
- Bee house construction

## Visits by

- Members of other Men’s Sheds – local, interstate and overseas
- Josh Wilson MP, Member for Fremantle
- David Scaife MLA, Member for Cockburn
- Logan Howlett JP Mayor, City of Cockburn
- Philip Eva -Councillor City of Cockburn
- Tony Brun – Chief Executive Officer, City of Cockburn
- Men’s Sheds of WA – Chairman, Senior Project Officer and Regional Health Co-ordinator
- Lions Clubs – Atwell and Jandakot
- WA Guild of Woodturners

## Shed’s External Endorsements

### Approved Centrelink Organisation

The Shed was approved in early June 2019 as a non-for-profit-organisation as a ‘Work for The Dole’ [WFTD] voluntary activity provider and has actively participated with excellent outcomes.

### People with Disability – Activity Provider

The Shed continues to work closely with organisations that support people with disability which in the majority align with the National Disability Insurance Scheme [NDIS] programs. Those who choose to become members participate and undertake activities of their choice. They are assisted by support workers.

### Department of Justice – Community and Youth Justice

The partnership facilitates the completion of community work hours ordered by the Courts and is carried out on a weekly basis by assisting with, for example, general clean-ups, disposal of material and sawdust from extraction units and other tasks as determined.

We would like to acknowledge the continued support in the vicinity of 450 hours this year [360 hours 2019/20] provided by the Fremantle Adult Community Corrections Service. The service and contribution are appreciated.

### Australian Institute of Workplace Training [AIWT] – Community Services

The Shed has provided an opportunity and assistance for two students AIWT to learn additional skills [minimum of 120 hours each] that will enable them to work in roles within community services, case management or social housing sectors. This could involve managing, co-ordinating and/or delivering person centred services to individuals, groups, or communities.

### Industry and Commercial Assistance

The Executive expresses their sincere gratitude to all who have assisted by way of professional service, advice, donation of time in kind in the order of 120 hours, material, and consumables.

### Building a Strong Community Sector Project

The Shed because of its prominence within the community was asked to participate in this research project conducted by Professor Peter McEvoy, Principal Investigator, Curtin University.

The key topics covered were:

- Governance – organisational control, operations and mechanisms
- Networks/relationships
- Community contributions – types, extent
- Members – categories
- Communication – members, public at large
- Funding – sources, financial stability
- Access -days, hours of operation

It is anticipated the results will be published and/or presented in a variety of forums.

### Shed's Community Support

It cannot be more strongly expressed to all members, a big enough thank you for your personal efforts and contributions as it relates to the recipients of community projects/activities as well as individuals and families. These efforts have provided excellent outcomes including enhancement of the Shed's place within the Cockburn community.

### Information Technology – Computing Requirements

The Shed continued to extend its computing and communication platforms e.g., Facebook and the Shed webpage. In addition, a new computer with upgraded software was purchased with assistance with funding from P & N Bank. The acquisition has enabled greater software flexibility use

### Work Safety and Health

In November 2021, the Occupational Safety and Health Act and Regulations name was amended to be Work Safety and Health. In addition, changes including new, and amendments were proclaimed which the Shed undertook to the extent that was required.

The Work Safety and Health committee has continued to play a significant role in insuring that the Shed operated efficiently and effectively, and that any matter requiring attention was dealt with promptly. Further reviews of policies and operating procedures continued. Inspections of all aspects of the Shed's operations including status of previous required actions are carried.

It is again pleasing to note that there was no near misses, incidents, accidents, or exposure to hazardous substances were reported throughout the year. There were several first aid instances requiring a band aid or two. For this, all members are thanked once again for their due diligence to accomplish this achievement.

All new members and carers where appropriate together with contractors and significant others are fully briefed including demonstration of the use of the system is provided before undertaking any activity in the Shed.

The emergency/duress system was tested monthly, and five [5] mock evacuations conducted.

### Comprehensive Insurance Renewal

Prior to the Shed's policy expiring, two independent reviews were undertaken to ensure that the Shed members, equipment, activities etc. were adequately covered. It was concluded that the past and the proposed current policies by AMSA were satisfactory. AMSA was the recommended insurer and approved.

### Property, Plant and Equipment

The Shed does not own any property but does have equipment as recorded in the assets register. Stocktake was undertaken on January 4 to verify what had been recorded electronically and is continually updated [acquisitions, sales or write offs]. Each piece of electrical equipment is tagged and tested, and details recorded. This is undertaken in accordance with legislative requirements, and when a purchased

and/or donated piece of equipment is received during the year. All the Shed's property plant and equipment are adequately insured.

### **Shed Memberships**

- Australian Men's Shed Association [AMSA]
- Men's Shed's WA [MSWA]

Membership to the above noted organisations has, as in the past, continued to provide the Shed with ability to network and assist in influencing others to achieve, further and better outcomes.

### **Relationships**

The Shed, through the management committee has recognised that no single entity can satisfactorily deliver on all challenges and that the best results can only be accomplished through local relationships, the sharing of knowledge and good practices. As such, the Shed thanks those who assisted in further enhancing support to our constituents.

In addition, the Shed is indebted to many individuals who have also assisted by provision of their wisdom, knowledge, time and energy to enhance the Shed's progress. From all this the Shed has a reputation within the community as being well run and efficient. We look forward to the continued sustainability and strengthening of all our partnerships so that the Shed can continually achieve greater benefits by the synergy created.

## **Women's Shed Movement WA – Proposed Use of Shed Facilities**

An initial meeting was held on Tuesday August 31 instigated by City of Cockburn with representatives from Community Development, Women's Shed Movement of WA which formal sought use of the shed and its facilities including equipment. If agreed, this would have been the first Women's Shed in WA. Discussed were possible several types of 'Use of Facilities' agreements.

The strong view that was held by the Shed that it would be very diligent in the planning to ensure that not only would it be successful, but the Shed would not be compromised in any way. Following meetings and discussions consultation was held with the 'Shed's' legal adviser to assist in providing the best operational [Shed's needs, no disruption etc], legislative, legal and insurance coverage as well as the fulfilment of the 'Shed's' lease obligations. It was concluded after discussion that formulation and formalising of a 'Venue Hire Agreement' would provide compliance with the Shed's Deed of Lease Agreement in particular clause 28 – Occasional Hiring. Further, was the consideration that the Shed's initial lease term expired July 10, 2023. Also, the overall duration of use by the Women's Shed Movement WA was not known. Most importantly any required actions had to be in accordance with the Shed's strong governance.

The various documented options were presented at meetings and discussed to achieve the best possible outcomes for all, but most importantly to ensure overall compliance and that neither party was left exposed. After much consultation, the final draft document 'Venue Hire Agreement' was presented and discussed, which was then presented and discussed by the Women's Shed Movement WA with respect to acceptance and endorsement. However, on March 3 advice was received that the 'Venue Hire Agreement' terms offered were rejected and that they did wish to proceed with an agreement.

## **Acknowledgements**

### **Foundation Members**

A plaque was placed in the office acknowledging and honouring the following members who established the 'Shed' on April 14, 2013:

Ross Heseltine	Michael Manning	Neil Harrison	Donald Watson
Peter Pardini	Geoff Webb	Paul Hogan	Marino Giumelli
Harold [Sam] Denic	David Jones	John Smith	Denis Platts
Albert Rowland	Michael Staines		

### **Life Membership and Shed Fellows**

It is with pleasure that the Shed presented life membership to:

- Gary Clark
- Bevan Dellar

Non-member Jill Zumach was made Shed Fellow.

All were highly commended for their outstanding contribution through energy, knowledge, and wisdom that they brought to the Shed.

Congratulations and sincere thanks all for your contribution to make the Shed what it is.

### **Donation/Grant Funding**

The Shed's Executive and members sincerely thank all grant funding providers as listed below. The funds provided have and will continue to significantly enhance the Shed's operational efficiency and effectiveness.

- City of Cockburn – Shed Co-ordination
- Men's Sheds of WA – Open Day
- Trove Group and Taylor Smart – Open Day
- P & N Bank Community Grant – Computer upgrade

### **Donation/Grant Funding Applications -2022/23**

The following applications have been submitted and their outcomes awaited:

- *Donation*
  - City of Cockburn – Shed Co-ordination [Approved August 11, 2022]
- *Grants*
  - Mental Health Commission – Host Mental Health Breakfast – October 12 [Unsuccessful]
  - Lotterywest – Upgrading of Dust Extraction Facilities

### **Partnerships and Sponsors**

We have seen what partnership and sponsorship strength can bring to the Shed's overall well-being, particularly that associated with its key projects and activities. Having sound principles has also contributed to:

- Commitment to improve social and cultural outcomes.
- Collaboration
- Mutual trust and respect coupled with openness and transparency.
- Recognition of the value that collective contributions can make.
- Continuity of commitment that make projects and/or activities more sustainable.

The Executive and members wish to acknowledge everyone and thank all for their contributions that takes many different forms and the difference together you have helped us make.

### **Advisors**

The Shed retained its previous nine advisers but added another two who have assisted with advice in the following areas. This has enabled the Shed to continue maintain and enhance its high level of governance.

- Installations – lift, stairs, balustrading, building redesign. [Building Design]
- Accounting – Legislative and ATO changes, MYOB - [Financial and Accounting]
- Constitution and operations [venue hire agreement/employment] - [Legal]
- Training – [Training]
- Workplace Safety and Health – [previously Occupational Safety and Health]
- Medical - Health and wellbeing, COVID, and Defibrillator use – [Medical]
- Mental Health
- Optometry and Audiology
- Personal Financial and Lifestyle Planning
- Facebook, Webpage, and use of Cloud facilities [Information Technology]

- Disability [Disability and associated services including NDIS]

The advice particularly this year was again significant because of redevelopment and changes regarding the major works brought about in the main by COVID well as the project's degree of complexity. Further, as well as some legislative changes. These in particular has enabled significant enhancements in these areas. Notwithstanding this we are again indebted to all for providing more and deeper knowledge in all areas where needed, which enabled greater richness to the outcomes being sought. We look forward to your continued support to help us make a collective difference.

## Appendix 1 - General Reporting Information

### Meetings

The Shed's management and work safety and health committees have continued to meet monthly except for January and February. The management committee comprises the Shed's executive office bearers and members of the general membership as determined by the Constitution. Those committee members are elected at the annual general meeting. Also, the work safety and health committee are elected at the annual general meeting in accordance with the Constitution.

The role of the management committee is to research, advise and consult as widely as is practicable on any issues and/or make recommendations requiring decision at general, extraordinary or the annual general meetings. Matters dealt with by the management committee have been reported to all members by way of circulated minutes, e-mails, d newsletters.

Despite COVID disrupting activities and/or curtailed the executive Shed Co-ordinator continued to progress items despite this to ensure continuity as far as practicable.

Detail of formal meetings and other activities is as follows:

- ❑ Annual General Meeting – October 5, 2021
- ❑ Management Committee Meetings – 10
  - Special Meeting – January - COVID
- ❑ General Meetings – 2                    August 2021 and February 2022
- ❑ Work Safety and Health – 9
  - Sub-Committee
    - Finance [General Income & Expenditure Budgeting] - 3
- ❑ Consultations, Briefings - 6
- ❑ Attendance – Meetings/presentations at organisations, which the Shed has an affiliation - 7.
- ❑ Exhibitions – 1
- ❑ Project Meetings – 8
- ❑ Presentations – 5
- ❑ Shed Open Day – 1
- ❑ Sausage Sizzles - 3
- ❑ Rotary Spring Fair
- ❑ External Organisations visits at the Shed - 3.
- ❑ External Shed Members - Visitation – 3

### ❑ **Compliance**

The Shed's financial report is a special purpose financial report prepared to satisfy the reporting requirements of the Associations Incorporations WA Act (1987) and Charitable Collections Act (1946), Regulations (1947). The Management committee has determined that the Shed is not a reporting entity. In addition, the Shed was compliant with its own Financial Compliance and Public Fundraising Code, which includes reporting of the Shed's accounting practices, financial reconciliation and statement preparation [based on historical costs] in accordance with Australian Accounting Standards.

#### **Registered Australian Business [ABN]**

The Shed is registered with the Australian Taxation Office [ATO] as an Australian Business [ABN 21 902 498 771] effective from February 7, 2014.

#### **Tax File Number – TFN 349 061 685**

##### • **Australian Charities and Not-for profits Commission**

As the Shed became a Registered Charity it is now required to report [Annual Information Statement] no later than December 31 each year. No direct reporting is required regarding the Shed's Western Australian Charitable Collections Licence as it takes into consideration dual reporting.

Reviews of codes, policies and operating procedures continue to be undertaken which resulted in several new policies as well as others being amended to meet changing needs.

#### **Banking**

The Shed operates one [1] Westpac 'Community Solutions One Account'.

#### **Financial Accounting and Reporting**

The Shed uses MYOB on-line accounting software which enables it to maintain efficient and effective financial management including reporting.

The Shed's income and expenditure as well as its overall financial position is reported at each Management committee and General Meetings [2] and for the financial year at the AGM.

In addition, the Executive conducts Budget meetings together with key area of expertise and project co-ordinators. This enables reporting to Shed members on progress as well as formulate and/or change requirements e.g., new and replacement equipment, major works/projects and activities

These are then submitted to the Management committee for consideration, and endorsement.

#### **Goods and Services Tax [GST] Concessions**

As the Shed is registered to received concessions this is reported at each Management Committee meeting as well as quarterly to the ATO.

#### **Endorsed Designated Gift Recipient [DGR] and Charitable Collections Licence [WA]**

The above endorsements [charitable law] enables the Shed to receive gifts [money and/or property], contributions or from any eligible fund-raising event.

As a registration requirement that the Shed shall submit an annual financial report to the Australian Charities and Not-for-profit Commission [ACNC].



□ **Financial Statements – 2021/22**

**INCOME - as of June 30, 2022**

<b>Opening Balance [Brought Forward]-July 1, 2021,</b>	\$ 0	\$ 0
<b>General</b>	29629	
- <b>Petty Cash</b>	714	
- <b>Donation</b> Cockburn City Council - Shed Co-ordination	6900	
- <b>Grants</b> WA Govt – Election Commitment [Lift]	71390	
Stocklands – Good2Give [Training]	1000	<b>109633</b>

**2021/22**

**Diversity and Capacity Building**

<b>Donation</b> City of Cockburn – Shed Co-ordination	39429 #	
- Office Expense	3033	
<b>Grant</b> Men’s Sheds of WA [Open Day]	4478	<b>46940</b>

**Fundraising**

Project Sales	8321	<b>26862</b>
Sale of Materials	5919	
Sales – Misc.	3981	
Open Day - Sales \$4953		
- Sponsorship \$800	5753	
Sausage Sizzles	2100	
Spring Fair	788	

**General**

Membership Fees – 21/22	6242	<b>13900</b>
Membership Fees – 22/23	5300	
Shed Shirts	1530	
Resin Course	600	
Petty Cash	228	

**Total Income \$197335**

**GST Recoup [ATO] April – June 2022 \$918**

**Donations:** The Shed wishes to acknowledge and thank all who donated equipment, consumables including timber, metal and other usable items e.g., nuts, bolts, screws etc.

**EXPENDITURE – as at June 30, 2022**

<b>Grants</b>	\$	\$
Cockburn City Council - Shed Co-ordination	38125	
Office Expense	3797	
WA Govt – Election Commitment [Lift]	68635	
Stocklands – Good2Give [Training]	1000	
Men’s Sheds of WA [Open Day]	4478	<b>116035</b>
<b>General</b>		
Insurance	3870	
Training	800	
Miscellaneous [Sundries]	1658	
‘Shed’ shirts	2014	
Bank Fees	258	<b>8600</b>
<b>Shed – Workshops</b>		
Materials purchased	8780	
Consumables	1126	
Shed/Equipment Maintenance	2694	
Dust Extraction – Engineering Drawings	2600	<b>15200</b>

**Total Expense \$139835**

## Summary

Income \$197335

Expense \$139835

Cash @ Bank – June 30, 2022, \$57100

Committed [#] and proposed expenditure [*] 2022/23	\$0
• #Shed co-ordination – City of Cockburn funding to Sept.30; 2022	10046
• # Lift -final payment	6500
• #Stairs and balustrading	1000
• #Electric Power Switchboard Upgrade	12000
• *Dust Extraction	69000
• *Evaporative Airconditioning – Mezzanine Floor	14000
	<b>\$112546</b>

### For full detail please see Balance Sheet, Income and Expenditure statement

Notes to and forming part of the financial statements for the Shed 'a not for profit' association for the year ended June 30, 2022, together with the Management Committee's Report and letter provided to the Auditor are available to members on request. This includes all detail associated with each grant.

It should be noted the Shed has been able to more than adequately meet all of its financial commitments and/or requests that have been asked of it. Further, at the time this report was prepared the Shed remains solvent.

#### □ Audit – 2021/22

An independent financial assessment was conducted by Mark Hill CPA and, it was determined that the financial reporting of the Shed was presented fairly and in accordance with all requirements. The Assessment Report was signed off on September 20. Copy of that assessment will be made available to members on request.

It is noted that all requirements under the Associations Incorporations WA Act (1987) and Charitable Collections Act (1946), Regulations (1947) for 2020/21 were fully met as reported to the Department of Mines, Industry Regulation and Safety.

Further, as the Shed is a Registered Charity, endorsed on October 23, 2020, it is required to provide an Annual Information Statement to the Australian Charities and Not-for profit Commission which is to be submitted each year prior to December 31. The report for 2020/21 was accepted.

The Shed wishes to acknowledge and appreciates Mark Hill's (CPA) contribution once again by undertaking a review of our financial statements and no matters came to his attention.

Note: The Shed under ACNC guidelines is classified as 'small' and no audit or financial statements is required, however the Shed resolved as good governance to have them reviewed.

#### □ Financial Planning - 2021/22

It is pleasing to note that the financial planning translated into budget estimates proved to be invaluable in that it was successfully used to apply for grants which were fulfilled as well as enabling other equipment to be purchased ahead of what had been planned.

In addition to the above the Shed completed a comprehensive review to determine the way forward over the next two years which entails but not limited to:

- Income projections from current sources as well as new opportunities including corporate sponsorship, new projects, partnerships, sponsorships, grants and other sources
- Expenditure projections based on current activity, together with the possible new projects as well as determining what new and/or replacement facilities and equipment.
- Copy of the revised and approved budget estimates for 2022/23 has been circulated to members and is also available on request.

## Appendix 3 - Key Operating Information

<b>Registered Name:</b>	Cockburn Community Men's Shed Inc.	
<b>Address:</b>	2 Sullivan Street Cockburn Central WA 6164	
<b>Telephone No: [Mobile]</b>	0422 92 0948	
<b>E-mail Address:</b>	coord@ccmShed.org.au	
<b>Website</b>	ccmshed.org.au	
<b>ABN:</b>	26 171 535 893	Active from March 26, 2014
<b>Tax File No.</b>	TFN 349 061 685	
<b>Registered Charity</b>	Endorsed October 23,2020	
<b>Deductible Gift Recipient [DGR]</b>	Endorsed October 23,2020	
<b>GST Concessions</b>	Endorsed October 23,2020, approved by the ATO effective from January 1, 2021.	
<b>Constitution:</b>	Initial approved March 9,2015 Amened. Ver. 3 – October22, 2020	
<b>Date Established:</b>	April 4, 2013	
<b>Date of Incorporation:</b>	February 7, 2014	
<b>Certificate of Incorporation:</b>	Registration No. A1017559Z	
<b>Charitable Collections Licence-WA</b>	No: 21804 Expiry Date: When licence is terminated by either party.	
<b>Bank:</b>	Westpac BSB: 036 - 019 Acc. No. 204024.	
<b>Insurance:</b>		
	<b>Type of Policy</b>	Australian Men's Shed Association Men's Shed Insurance
	<b>Insurer</b>	Chubb
	<b>Policy No.</b>	933997884
	<b>Description of Cover</b>	Public Liability \$40,000,000
		Products Liability \$40,000,000
	<b>Expiry Date</b>	February 28, 2023
	<b>Type of Policy</b>	Industrial Risks
	<b>Insurer</b>	CGU Insurance
	<b>Policy No.</b>	OIR 1200843
	<b>Description of Cover</b>	Assets \$300,000
		Burglary \$30,000
	<b>Expiry Date</b>	February 28, 2023
<b>Deed of Lease:</b>	<b>City of Cockburn [Lessor]</b>	ID LSE 17/0016, Contract.
	<b>Cockburn Community Men's Shed Inc. [Lessee]</b>	
	<b>2 Sullivan Street Cockburn Central</b>	Portion of Reserve 12243
	<b>Lettable area</b>	2131 M2
	<b>Commencement of Lease</b>	July 11, 2018
	<b>Initial Term</b>	5 years - expires July 10,2023
	<b>Further Term</b>	5 years
	<b>Rent</b>	\$1 per annum.
	<b>Public Liability Insurance</b>	\$40,000,000
<b>Memberships:</b>	<b>Australian Men's Shed Assoc.</b>	100987 Expires May 2023
	<b>Men's Shed WA Assoc.</b>	Expires June 2023

**Management Committee Executive**

- Chairperson – Peter Hodgson [Resigned April 2022] Chris Holliday [Appointed]
- Deputy Chairperson – Chris Holliday [appointed Chairperson March] Kim Grey [Appointed]
- Secretary - Bevan Dellar
- Treasurer – Niranjan Saripudi
- Project Manager – Michael Murphy

**Management Committee**

- Gary Clark
- Mark Downey
- Chris Decke
- Scott Cavanagh
- Brian Cummins
- Bert Rowlands

**Non-voting appointments**

- City of Cockburn – Jill Zumach [Retired] and David Keefe [Appointed November 2021]  
Julie McDonald [Proxy]
- Rotary Club of Cockburn – Geoff Webb

**Work Safety and Health Committee** [previously Occupational Safety and Health]

- Chair Chris Holliday
- Secretary Bevan Dellar
- Project Manager Michael Murphy
- Shed Co-ordinator Michael Murphy [Automatic appointment]
- Wellbeing and Health Officer Michael Murphy
- Management Committee Representative – Gary Clark
- Representatives
  - Scott Cavanagh
  - Michael Manning
  - Mark Downey
  - Gary Underwood
  - Graham Stevens
  - Terry Burford

**Other Nominated Positions**

- **Patron** Logan Howlett JP
- **Auditor** Mark Hill CPA

**Advisors**

Legal – Taylor Smart - Lawyers & Notaries  
Financial & Accounting – Trove Group  
Building Design – Vernon Design Group  
Work Safety & Health – SETS Enterprises Pty Ltd  
Training - SETS Enterprises Pty Ltd  
Medical & Wellbeing – Cockburn Integrated Health  
Mental Health – The MoMENTum Revolution  
Disability – Michaele Hodgson  
Optometry and Audiology – Specsavers Spearwood  
Personal Financial & Lifestyle Planning – Fortitude Wealth Partners

**Shed Co-ordinators and Chief Wardens**

- Michael Murphy
- Marc Dimmick



Operates under the Associations Incorporations Act (1987) which includes Shed operations, specifically: Constitution complimented by operating codes, policies and procedures, strategic and operating plans

2 Sullivan Street  
Cockburn Central WA 6164

Enriching Lives  
Help from those with enthusiasm and vision

**Advisors [10]**  
Legal, Medical - Health and Wellbeing  
Mental Health, Disability  
Financial/Accounting, Building Design  
Work Safety and Health  
Training, Publicity, IT/Social Media.  
Optometry & Audiology  
Personal Financial & Lifestyle Planning

**Management Committee**  
Chair  
Deputy Chair  
Secretary  
Treasurer  
Project Manager  
Members (min 4)  
Non voting members:  
City of Cockburn  
Rotary Club of Cockburn  
Meets at least 10 times per year

Manage the Shed's day to day operations  
Assist in achieving the Shed mission and goals  
Membership - Application, induction etc.  
Coordinate training and induction  
Communities/client liaison

Project facilitators

Patron

Auditor

First Aiders

**Shed Coordinator**  
(Contracted employee)  
Well-being & Health Officer

Other - As and when determined  
Grants and fund-raising  
Review of facilities/equipment  
Usage and layout

**Sub Committees**  
Operate under delegated authority  
Project Coordination  
as & when determined

**Work Safety & Health**  
Shed Coordinator  
Committee

*Established April 4, 2013*  
*Incorporated February 7, 2014 [A1017559Z]*  
**Mission**  
The Association's primary purpose and reason for its existence is to maintain and improve the well-being of men with respect to, but not limited to:  
•inter connected dimensions of physical, mental, and social well-being that extend beyond the traditional definition of health.  
•provision of choices and activities aimed at achieving physical vitality, mental alacrity, social satisfaction, a sense of accomplishment, and personal fulfilment.

**'The Shed'**  
Chief Warden  
Deputy Wardens

**Objectives**  
The objectives of the Association are:  
(a) to promote, develop and provide leadership, including:  
(i) the management and promotion of;  
(ii) the provision of leadership to, and encouragement of, relationships with Affiliated Associations, and all other men's sheds, persons, groups and associations involved in the  
(iii) the maintenance and promotion of the affiliation of the Association with, and its representation on and with such other body or bodies as the Management Committee thinks fit;  
(iv) the maintenance and the promotion of relationships between the Association and others;  
(b) to control, manage, improve and promote, to the greatest extent possible, the use of the Association's facilities for the benefit of members and the community at large, including advancing social and public welfare, in particular the defined key priority groups; and  
(c) to control, manage, improve and promote, to the greatest extent possible, the use of the facilities and activities for purposes of public benevolence and non-profit making that benefits the community at large.

Communities

Registered Charity,  
Registered for DGR,  
Public liability insured



Building leased from the  
City of Cockburn

Ph: 0422 920 948 Email: [coord@ccmshed.org.au](mailto:coord@ccmshed.org.au) Website: [ccmshed.org.au](http://ccmshed.org.au)

Version 4  
May 2022

Coral Draw Flow Chart V4