



ANNUAL REPORT

2023/24





.....	1
Chairman’s Message	5
Operational Overview	6
Governance	7
Continuous Disclosure	7
Constitution	7
Constitution and Associated Documents - Reviews	8
Communication:	8
Capacity Building and Diversity – Staged Approach	8
Strategic and Operational Planning – [2019/20 to 2023/24]	8
Financial Planning	9
Financial Reporting	9
Community Projects and Activities	9
Members Volunteered Hours	9
Public Events – Special Programs	10
.....	10
Shed Co-ordination and Project Management	10
Financial Planning	12
Membership	12
Life Memberships Awards	12
Pride of Workmanship Awards	12
In Memoriam	12
Work Safety and Health	13
Asset Stocktake	13
Testing and Tagging of Electrical Equipment	13
Annual Equipment Use – Competency Certification	13
Emergency/Duress System	13
Mezzanine Floor	14
Donations - Equipment, Hand Tools, Timber, Steel and Consumables	14
Disposal of Equipment and Hand Tools	14
Shed Operational Enhancements	14
Southern Metropolitan Zone Meeting	14
Community Men’s Shed Inc.	15
Community Projects and Activities	15
Projects:	15

Number of items built and/or projects commissioned.....	15
Members Personal Projects.....	16
Activities with Community Groups	16
Shed Open Day – Sunday March 24.....	16
City of Cockburn RSL sub-branch	17
Other:.....	17
Seminars, Tool-Box Discussions and Guest Speakers	17
Visits by	18
Shed’s External Endorsements.....	18
Approved Centrelink Organisation.....	18
People with Disability – Activity Provider.....	18
Department of Justice – Community and Youth Justice.....	18
Work Experience	18
Building a Strong Community Sector Project.....	19
Shed’s Community Support.....	19
Information Technology – Computing Requirements	19
Comprehensive Insurance Renewal.....	19
Property, Plant and Equipment.....	19
Shed Memberships.....	19
Relationships	19
Advisors	20
Appendix 1:.....	21
General	21
Meetings.....	21
Key Operating Information	21
Detail of formal meetings and other activities.....	22
Appendix 2:.....	22
Financial Reporting.....	22
Compliance	22
Australian Charities and Not-for profits Commission.....	22
Goods and Services Tax [GST] Concessions	22
Endorsed Designated Gift Recipient [DGR] and Charitable Collections Licence [WA].....	23
Superannuation	23
Banking	23
Financial Accounting and Reporting.....	23
Appendix 3.....	23
Value Added Contributions	23
Appendix 4.....	25
Strategic Plan 2024-2027	25
Operational Plan	28
Appendix 5.1	28
Financial Assessment – 2023/24	28
Trove Financial Statement.....	29
Self-assessment Audits- 2023/24.....	30
Australian Taxation Office [ATO].....	30

Australian Charities and Not-for profit Commission	30
Men's Sheds of WA – What Makes a Thriving Shed.....	30
City of Cockburn – Shed Co-ordination Donation	30
Appendix 5.2	30
Notes To and Forming Part of the Financial Statements for the Year Ended June 30, 2024	30
Not a Reporting Entity.....	30
Management Committee Report Year Ended 30 June 2024.....	31
Principal Activities.....	31
Significant Changes.....	31
Operating Result.....	31
Income/Expenditure.....	31
Accounting Practices	31
Employees.....	33
Management and Sub-committee Members	33
Property, Plant and Equipment	33
Events Occurring after Balance Date	33
Lease Commitments	33
Appendix 5.3.....	34
Financial Statements – 2023/24.....	34
Appendix 5.4	35
Budget Estimates 2024 - 25	35
Appendix 5.5	36
Donation and Grant Partnerships – Acknowledgements.....	36
Appendix 6 - Shed Management	36
Other Appointed Positions.....	36
Appendix 7 – Oberthur Primary School Letter	39
Appendix 8 – Shed Schematic.....	40
Appendix 9 - Shed Poem	41



Chairman's Message

As with any organisation, years pass with a mix of successes and failures, greeting new people and the passing of familiar faces, of expansion and contraction. This Shed is no exception.

FY 2023-2024 saw the passing of several long-standing members, including inaugural members of the Shed when it was situated in Wattleup. While this is sad news, we have also seen many new members who have joined and become part of the Shed membership.

July 2023 commenced with the coordinator resigning after 12 months in the position. I stepped briefly into the role until a new person could be found. Due to the funding for the position, which comes from the City of Cockburn, we were unable to advertise the position for any longer than the funding expiry date of 30th September 2024. This restricted the length of the contract we could offer. We eventually, after a couple of false starts, managed to attract our current coordinator Mark, an ex-FIFO worker with a boilermaker background who has settled into the role well.

July was also a month for good news, as we managed to renew our lease for the current premises under the same conditions as previously, for the next 5 years. We now have sole occupancy of the building until 2028. A work experience student from the local Waldorf school attended for 2 weeks in September 2023 and the placement was well received by members, the student and the school. His mother was so pleased that she cooked a very large paella as morning tea in thanks for what we did (an aside to this is that we have been asked to provide another 2-week placement in September 2024).

Courses were run throughout the year as facilitators and space allowed. Examples of the more successful were the basic home maintenance course, run for the Cockburn Seniors Centre women, the resin making course run for the CWA ladies and a 1 day make a coffee table event for the local first responders.

The Rotary Spring Fair attendance has now become an annual event, and 2023 saw us at our usual spot selling our wares and promoting the Shed in general. This day generates approximately \$1000 for the Shed each year is a space where our profile is put on show for potential new members.

The AGM in October 2023 was well attended, and new committee members were voted in. It was pleasing to note that all positions were filled by volunteers, with no need for anyone to be enticed to apply.

I attended the annual Men's Shed Conference in November, and the major take away from that was a study conducted by Curtin University about the value of sheds. This is the first empirical evidence of the difference we make, and the report will be used to enhance any funding request. We have also made it available to anyone who asks for more information on the subject.

In early December, we had our first break-in at these premises. While it was disappointing, the only item to be removed from the Shed was a small quad bike that was donated to us for restoration. It was considered not to be worth our time and effort to get this restored, so we would have gladly given it to the perpetrators of the crime if they had only asked!

The Christmas Dinner was held at the Last Drop Hotel and was a success by all accounts. The meal was tasty and well-priced, and several raffles and prizes added to the festive nature of the evening.

2024 started with revised opening hours and these have worked well. Hours are now standardised throughout our working week at 8am to 2 pm Mon-Thur.

The funding request for the Co-ordinator salary was required to be submitted to the city and after many weeks of preparation, which included letters of support, financial statements and a detailed description of what is the Shed's reason for being, the substantial package was submitted to the City of Cockburn in June 2024.

The Cockburn Community Men's Shed is well known throughout WA for its good governance and without a paid coordinator I strongly believe that we would not be in the envious position that we are in. The coordinator role is integral to the management of the shed as well as providing feedback to the Executive regarding members wants, needs and attitudes. The members in this shed are eager to be in the shed, reluctant to leave and enthusiastic when asked to volunteer for events, due in no small part to the coordinator and the role he plays in achieving a harmonious safe space.

One of our ongoing situations is the access to the mezzanine floor area. Currently we are not permitted to access the area for any purpose as there was never a certificate of occupancy issued for that part of the

building by the City of Cockburn. Correspondence between ourselves and the City of Cockburn (the building owner) have been protracted and so far, has not resulted in any resolution that allows us to use this area. We continue to negotiate with the city on this matter and will keep pursuing any avenue available to us to get access to the space. We had hoped to be running training and workshops in that area by now, so the restriction on using it is now impacting on our ability to provide services to members of the Shed and the public. As the area is visible to all members using the shed, the lack of useability of this space must have a negative impact on those members who have heightened levels of anxiety.

We have been successful during this financial year in obtaining several grants, thanks mainly to the efforts of our secretary, who continues to work "above and beyond". These grants have assisted in the annual open day, construction of additions to the shed footprint, purchase of new machines and equipment, toolbox talks by various professionals and a mental health breakfast. The additions to the machine shop have allowed the members to construct several large pieces for various Cockburn residents and businesses. Other parts of this report contain more details and photos but suffice to say that our reputation for outstanding work continues to grow, and as we are now able to construct more elaborate items, hopefully this will continue.

While the construction and repair of items is what the members do, the management and the various Shed committees understand that we need to stay true to our primary mission, which is to increase the physical and mental health of the members. All decisions taken by the management of the Shed have this ethos in mind and as part of that, we regularly have guest speakers attend and provide information on areas of interest. Talks relating to financial planning, estate and wills planning, healthy eating and exercise regimes for older men were all received well by members, with many seeking additional time with the speakers and/or their organisation.

We continue to grow as a shed, in numbers, experience and reputation. Hopefully we can continue that to 2025 and beyond.

And finally, I would like to acknowledge the significant financial support that we receive from the City of Cockburn in terms of our lease on the building, the payment for services to the building and for the ongoing funding for the coordinator position. We would not be in the position financially and reputation-wise that we are without this assistance.

Michael Murphy

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 sixth year at 2 Sullivan Street, Cockburn Central, we embarked enthusiastically to finalise our second established three-year Strategic Plan to take the Shed to a fully operational level. To achieve this, it included the initial following key elements:

Ensuring there was a strong 'TEAM' environment by -

- ❑ Maintaining strong membership communication
- ❑ Enhancing the Shed's corporate governance and transparency platforms
- ❑ Providing financial stability by –
 - Maintaining/increasing membership – Increased from 119 to 125 (as of June 30, 2023). This is an increase of 5%.
 - Retaining existing funding [carried forward 2022/23] and gaining further funding [2023/24] which enabled \$58691 to be carried forward with approximately \$50000 committed to on-going shed co-ordination operations and proposed Shed enhancements.
 - Undertaking community projects/activities
 - Procuring donations, sponsorships, and fundraising
- ❑ Ensuring Shed operations – community based - were enhanced by –
 - Providing a safe and friendly environment to come together, work on personal and community projects as well as participating in various social and hands-on activities.
 - Having structured operational components, activities and diversity which assisted and influence the health and well-being of members.
 - Management being pro-active – forward thinking and planning strategically, operationally and financially.
 - Continuing 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 members chose to use.
- Providing heightened information on key issues which impacts the members.

Details of what has been achieved over the past five years is contained at Appendix 3.

Governance

The Shed has continued to maintain a high standard of governance and transparency ensuring that the Shed did or does not come under notice for non-compliance or any other matter. During the last reporting period the Shed has:

- maintained high functioning Management and Work Safety and Health Committees together with delegated Project Facilitators associated with significant projects and activities.
- had its annual audit undertaken [financial reporting presented fairly] as well as reporting and acceptance by the Australian Charities and Not-for-profit Commission regarding legislative compliance.

In addition to the general governance which the executive and management committee continually exercise and undertake comprehensive reviews to determine to the extent to which the Shed is compliant with the finalisation of the major projects as outlined in the original management plans, donation and grant conditions. It is pleasing to note that all obligations were fulfilled.

Further, as detailed below the Constitution and associated documents were reviewed. This was coupled with the review of operational documentation [amendments and development of new procedures etc] to ensure legislative and operational compliance.

Men’s Sheds of WA Study – Titled - ‘What Makes a Thriving Shed’ undertaken by Curtin University.

The Shed participated in the Study which was conducted over 18 months

The comprehensive report provided a good demonstration and acknowledgement of Men’s Sheds worthiness. Further it concluded that there are eight [8] key principles embodied in a thriving Shed. The determined principles were –

Good and supported leadership activities	Good governance	Diverse membership	Diverse
Shed Factors partnerships	Mateship	Team psychological safety	Strong

A review of these principles based upon how our Shed operates was undertaken and it was concluded that all were fully met and achieved at a high standard. Our Shed was one of several that achieved this outcome.

The Australian Taxation Office and Australian Charities and Not-for-profit Commission required organisations including the Shed to undertake self-audits to ensure that statutory obligations were met. Detail is provided at Appendix 5.1.

Continuous Disclosure

One of the Shed’s key principles is continuous disclosure [transparency] 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 safety and health minutes and other communications, as well as the Chairman and/or Shed Co-ordinator’s newsletters and messages.

Constitution

The Shed Executive and committees continuously remain strategically 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 included:

- 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 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

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

To ensure that the Constitution continued to be effective it was resolved on June 13, 2023, by the Management Committee that recommended changes be put to members by way of a 'Special Resolution' at the General Meeting on August 8. This was undertaken, and all recommended changes endorsed. Approval from Dept. of Mines, Industry Regulation and Safety – Associations and Charities Branch was sought and given effective from October 18, 2023.

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
- Chairman's and Shed Co-ordinator's newsletters and special notices.

For General information, see Appendix 1 and for Financial Reporting Information see Appendix 2.

Capacity Building and Diversity – Staged Approach

In June 2019, the Executive and management committee together with members developed and endorsed the initial three [3] year Strategic Plan - 2019/20 to 2021/22 then in 2022 the second three [3] year Strategic Plan 2022/2024. This was coupled with budget formulation and endorsement 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 five years were reported upon each year. For the details for all the years please see Appendix 3.

All are justifiably proud of what has been achieved with much more to come.

Strategic and Operational Planning – [2019/20 to 2023/24]

The Management Executive continually undertook reviews of the past and current strategic and operational plans to ensure that the Shed remained focussed on what had been agreed. Both the strategic and operational plans for 2023/24 were endorsed by the Management Committee and circulated to all members as well as being tabled at the 2023 AGM.

To achieve these excellent project outcomes the Executive and Management Committee sought to maintain strong governance and transparency to:

- ensure accomplishments were carefully planned, designed, costed, budgeted and monitored,
- appoint individual project/job/activity facilitators and teams with delegated authority,
- have appropriate approvals sought as and when required, and

- Work Safety and Health Committee working co-operatively to ensure all statutory requirements were met particularly achieving one minor incident, no near misses, accidents or exposures to any hazard. There were some first aid treatments [band-aids] administered for small cuts and abrasions.

This was accomplished by the efforts of all who are to be commended.

Further, as all major plans had been accomplished a comprehensive review of the forthcoming 3-year Strategic Plan 2024/27 [Appendix 4] was translated yearly into an Operating Plan – Priority Activities [Appendix 4] including associated income and expenditure budgets commenced in February 2024 and presented and endorsed in June. Appendix 5.4.

To achieve these excellent outcomes the Executive and Management Committee maintain strong governance to successfully plan, finance and deliver programs and activities that ensure a continual focus on remaining efficient, effective, and resilient.

Financial Planning

It is pleasing to note the financial planning [2023/24] translated into budget estimates that proved to be invaluable in that it was successfully used to maintain financial stability including application for grants which were fulfilled as well as enabling other equipment to be purchased ahead of what had been planned. We are most appreciative of the grants, 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 Meetings. In addition to the above the Shed completed a comprehensive review [June 2024] to determine the way forward over the next three years.

Financial Reporting

Comprehensive detail is provided at Appendix 2 which relates to -

- Compliance, ABN, TFN, ACN-f-p-C, GST, Endorsed Designated Gift Recipient [DGR] And Charitable collections Licensee [WA], Banking, Financial accounting and reporting.

This is supported by the following detail -

- A 5.1 - Financial Assessment - 2022/23 – Trove Consulting
- A 5.2 – Financial and Self-assessment Audits
- A 5.3 - Management Committee Report – Notes to the Financial Statements
- A 5.4 - Financial Statement – 2023/24
- A 5.5 - Budget Estimates -2024/25
- A 5.6 - Donation/Grant acknowledgements

Community Projects and Activities

The Shed has continued to demonstrate its social responsibility and has been again 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 assisted has been overwhelmingly positive.

Based upon a conservative estimate of hours [3600] the community involvement by Shed members saw an increase of approximately 300 hours, a 9% increase over last year 2022/23. For details of what has been undertaken over the past six years please refer to Appendix 3.



Members Volunteered Hours

The Shed would not be in the position it is today without significant sacrifice by members who willingly volunteered their time to ensure that the Shed is the best it can be. The volunteered hours have this year again increased, brought about by upgraded 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 external willingness 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 6000 hours compared to 5800 hours in 2022/23 – an increase of just over 3.5%. Appendix 3 provides more detail.

Another significant contribution is that most of the upgrading, installations, repair and maintenance of the Shed's assets were undertaken by suitably qualified and /or skilled members and for this we are indebted as it saves considerable expenditure which can be redirected.

Public Events – Special Programs

The Shed again conducted at the Shed special programs of various durations up to 4 weeks which were as follows:

- DIY – Basic Home Maintenance Program for Women [October 16 – November 8]

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.

- Cutting Boards – preparation and resining [October 25 – November 15]

Ten women participated and overwhelming enjoyed the event. This has led to two more events being scheduled before the end of this financial year.

- Creative Wellness for First Responders – Police, Ambulance and Fire Brigade Personnel

Several one-day events with five and six respectively attending where small timber items were produced.

- Christmas Trees – Cockburn Recycling

The trees were made from recycled pallet timber which was cut by Shed members. Just prior to Christmas [November 26] 14 members from the public together with the support of Shed members constructed the Christmas trees designed by participants.

Unfortunately requested additional special projects [past and current] could not be conducted due to use of the Mezzanine Floor not permitted.

- Mental Health Breakfast – Theme 'Ipsy Wispy Spider' [June 18]

Attended by over 70 consisting of members and their partners, other organisations and community members.

The event comprised of a talk by MSWA Chaplin Richard Mc Allister, followed by breakfast and ongoing discussions and some games. The theme and message use were well received as it clearly related to various aspects of mental health. Thank you, Richard.



Shed Co-ordination and Project Management

This year has once again been significant, which seems to have been a recurring theme over the last few years despite that there has been several changed Shed Co-ordinators this year. Further, the changing requirements placed on the Shed by federal, state and/or local government statutory changes were challenging but were more than adequately dealt with.

Again, all are grateful for the efficient and effective day to day functioning of the Shed due to the efforts due largely to the significant contributions by the Shed's Chairman [Michael Murphy] and Jack Bernardi [Deputy Chairman]. Also, thanks to the Executive, Management Committee members, Shed Co-ordinator, project facilitators and members. The Shed's reputation within the community and amongst other Men's Sheds continues to be recognised as being well run, efficient and effective. Our sincere thanks to all.

The key to this, as appreciated by the Executive, members, the public and significant others is having a paid Co-ordinator.

The continued strong held view is that a paid Co-ordinator, who also undertakes the project management role, creates substantial benefits to both members and stakeholders which are many, varied and well

documented in various documents. The continued strong held view is that a paid Co-ordinator, who also undertakes the project management role, creates substantial benefits to both members and stakeholders which are many, varied and 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. Further donation approval by the City of Cockburn was given on August 13, 2024, to enable the Shed to continue having a paid Co-ordinator (contractor) until September 30, 2027.

We sincerely thank the City of Cockburn for their continued support. 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.

We continued to engage with the local community in several areas and constructed projects for local schools, various sporting clubs, Lions and Rotary clubs, the RSL, aged care facilities and general members of the public with examples detailed below. Again, more projects over one hundred were completed. A brief sample of what was achieved are:

<ul style="list-style-type: none"> • Children’s play area • Lending libraries [3] • Mailboxes [2] for primary school • Outdoor table tennis table • Outdoor chess set • Nativity scenes [2] • Christmas Sleigh • Display table for the Cockburn Seniors Centre • Morning tea wheeled cart • Pitching moulds • Storage Boxes • Peg leg 	<ul style="list-style-type: none"> • Toy library • Double seats and benches • Playground boat • Mud kitchens • Play tunnel • Bookcases • Restored school playground equipment • Dolls houses • Furniture refurbishments and repairs • Fire Brigade Helmets – Converted to donation boxes • Flowerbox displays - Dogs • Refurbished community storage trailer
---	--

Photos



Throughout the year, we again hosted members of the public who are under work orders for such things as unpaid fines. This has been co-ordinated through the WA Justice Department and the people who attended assisted with gardening duties, general cleaning of the Shed area and sorting and stacking of donated wood. We have had continued interest in what the ‘Shed’ stands for and activities undertaken and as such we have had five Sheds visit as well as many other groups etc.

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.

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 grants, 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 Meetings.

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 [2022/23] were formulated and prioritised and those deemed as essential and high priority were all acquired. More detail is provided in Appendix 5.5 under donations, grants and fundraising. Later: The budget estimates for 2023/24 were endorsed at the July 11 Management Committee meeting and presented to members at the August 8 General Meeting.

Membership

As stated earlier current membership is 125[June 30], a 5% increase. Membership does not include those persons [agency paid employees] who support people with a disability, despite making significant contribution to the Shed. Also, not included are our three [3] Shed Fellows and thirty-five [35] Associate Members who undertook special projects.

The Shed considers it is worthy to again acknowledge the way people with disability, their support worker and/or carer have been accepted and seamlessly integrated. All are thanked for their contribution. With the previously approved extended operating hours - 26 to 30 hours each week provided greater flexibility and welcomed by members demonstrated use.

On June 11, the Management Committee endorsed as from July 1, 2024, the annual membership fee for 2024/25 be increased from \$120 to \$130 due to much higher insurance, consumable and general costs.

Life Memberships Awards

Life Membership is conferred on a member who has rendered distinguished or special service to the 'Shed'. The used criterion but not limited to length of service, performed outstanding meritorious roles, undertook internal projects/activities as well as associated "Shed" community service undertaken during their term of membership.

2023 - Awards were presented at the AGM on October 3, 2023, to:

- Ken Spurling and Mark Downing

2022 - Regarding these awards these were presented in late October 2023 to:

- Peter Hodgson, and Ross Jasper as both were previously unavailable.

Pride of Workmanship Awards

We are pleased that our long-time supporters the Rotary Club of Cockburn joined with us again to further award Pride of Workmanship. These are presented as close to the Shed's incorporation date – February 7. This award is given in recognition of Shed members who have made a significant difference to the Shed, either with a major contribution to a specific project, or for taking on and assisting with many smaller projects, but over a longer period. The Shed members who received the award have given their time freely for the benefit of the Shed and the other members and without any expectation of reward. The Award covers all aspects of work performance and ethics, inclusive of quality and quantity of output, customer service, safety, initiative, and sense of responsibility.

The Pride of Workmanship Award also enables the Shed to achieve one of the goals of the Shed, which is to enhance the self-esteem of the members through job satisfaction. Further, it publicly recognises members for this dedication and contribution to both the Shed and the community at large. It is planned to make this an annual award.

Each recipient received a certificate, as well as a \$50 voucher from Bunnings as a small token of appreciation.

On February 6, Geoff Webb, long time Shed member, lifetime award recipient and Rotary ambassador presented the awards to:

Brian Cummins

Jack Bernardi

Charlie Llewellyn

Marko Sekizovic.

In Memoriam

During the year three of our esteemed members passed away who participated in activities with a vision to make it a better place, which they did. Thank you -

Work Safety and Health

The Management Committee resolved the restructure of the Committee and as a result, membership nominations were called. Appointments were endorsed at the General Meeting held on August 8. The Shed has continued to maintain a high standard of well-being, safety and health within the Shed and other activities undertaken.

One minor incident was recorded but **No** major accidents or exposures this year. Review of the minor accident resulted in several operating procedures being modified to avoid a recurrence. This outstanding achievement has resulted in a significant way by having an appointed Shed Co-ordinator/Project Manager who oversees a structured training approach in conjunction with WS&H Committee. This is coupled with having comprehensive functional policies, operating procedures and strengthened by appointment of Job Facilitators with delegated authority. All are highly skilled and competent members. In addition, this is complimented by individual machine use competency testing on induction and again each January coupled with regular equipment, tool inspections and maintenance. Toolbox discussions were provided on key operational, health and well-being subjects. Appendix 4 provides this detail.

It is worthy of note that the Shed has not lodged any claims since inception [2013] particularly relevant since moving into the new Shed in June 2018 with major and minor works undertaken. Coupled with an increase of membership from 30 to 125 plus 33 Associate members who participated in specific workshops. Regular simulated evacuation exercises [8] based upon an incident/accident or duress emergency were conducted throughout the year.

Asset Stocktake

On January 2, the annual stocktake was undertaken which resulted in ensuring all assets were independently numbered and catalogued. Also, an assessment of each piece was undertaken with regarding to its current use, purpose and condition as well as considered replacement date to facilitate future budget planning.

Testing and Tagging of Electrical Equipment

On January 2 all electrical equipment, appliances, and cords were rechecked, tagged, catalogued and accounted for as determined in accordance with regulatory requirements. Further, any additional and/or repaired equipment that required testing was conducted as and when required throughout the year. For the latter together with required maintenance we are most appreciative of the work undertaken by our electricians.

Annual Equipment Use – Competency Certification

To ensure member competency [insurance and ‘Shed’ annual renewal requirement] on their nominated pieces of equipment, renewal competency certification and sign off commenced on January 2. No equipment is permitted to be used until certification has been completed.

- First Aid Training – August 18 - 10 participated - all qualified.
- May 24 - 10 participated - all qualified.
- First Aid Ready – February 21 and 22 – 48 participated
- Fire Extinguishers - Use Instruction. 30 participated conducted by two members of the South Coogee Volunteer Fire Brigade.

Emergency/Duress System

Our Shed through the efforts of Ken Spurling developed a comprehensive duress/emergency equipment shut down and siren [alarm] system connected to the power board system. Many Sheds who have witnessed and/or heard of the system sought detail to enable evaluation and installation. With co-operation of the Melville Community Men’s Shed [Bruce Wright], Ken Spurling had all the documentation including electrical drawings [CAD] and componentry lists redone. The provision of the revised documentation is greatly appreciated.

The revisions have been provided to the Sheds who sought a copy and are available to others who may want to pursue possible installation.

- Emergency/Duress Control – Random mock evacuations [8] 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 was conducted and co-ordinated by the Shed Co-ordinator/Chief Warden in conjunction with wardens and members.

Mezzanine Floor

Whilst all the key functional items, that is lift, stairs, balustrading and air-conditioning were completed and approved, the Cockburn City Council have determined that use had to stop and the determined statutory requirements complied with to enable access and use of the floor:

Prior to the initial use of the floor the Shed pursued its high level of governance and put in place all the required legislative and operating procedures.

The Executive has continuously worked with the Council to seek a resolution as it was/has significantly disrupted the Shed's functionality in particular the health and wellbeing of members as well as the activities provided to the community. By way of seeking a resolution the Council advised that when funding was available [budget 2024/25] a consultant would be engaged.

Donations - Equipment, Hand Tools, Timber, Steel and Consumables

The 'Shed' wishes to sincerely thank all persons who donated any item/s noted above, it is greatly appreciated. The provision of these items has allowed the 'Shed' to provide services etc at minimal cost which translates into increased community benefits. It is estimated that approximately 75% of all items produced came from donated and recycled products – alternative use.

Disposal of Equipment and Hand Tools

Where possible as an alternative use the 'Shed' sells equipment and hand tools at a minimal price with the remainder offered to members, other 'Sheds' or charity groups including an organisation in the Philippines. This also includes that donated by members of the public.

Shed Operational Enhancements

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

- Michael Murphy [Chairman] and Jack Bernardi [Deputy Chairman] for their efforts to ensure the Shed continues to maintain stability and effectiveness.
- Jack Bernardi, Scott Cavanagh, Marko Nadilo and David Wright who managed the maintenance of equipment particularly the machine workshop.
- Mark Downing and team - Metal Workshop for all the steel fabrication and 'jobbing' projects/tasks associated with the lift, stairs, balustrading and air-conditioning.
- Garry Underwood for the on-going planning together with Ken Spurling and David Wright with the upgrading, and redesign of the electrical functions within the 'Shed'. Also, the maintenance/repairs/testing of Shed lighting, power, equipment and tools.
- Ken Spurling and David Wright for their continuous electrical Shed upgrades, maintenance of equipment, tools testing and repair maintenance
- Peter Pardini for the continuous maintenance of gardens and lawn area and establishment of a vegetable garden
- Brian Cummins and Peter Pardini for the maintenance and cleanliness of internal facilities
- Bevan Dellar for his secretarial work and other volunteer hours to achieve grant funding and finalisation of projects.
- Charlie Llewellyn overseeing the use of the wood lathes, training and instruction.
- Bill Goor, Ian Marriner, Tim McGie and Milan Romcevic for undertaking the planning and execution of many manufactured and repaired items.
- Kim Gray for overseeing the resin training for members and associate members.

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 activities offered to members and the community.

Southern Metropolitan Zone Meeting

The annual meeting was held on Wednesday April 17 at Melville Community Men's Shed with five members attending with much shared and learnt by participants. This included three workable items picked up by us, which were subsequently introduced.

Community Men's Shed Inc.

Discussion and assistance were provided to –

- Kalbarri – Advice regarding the strategies associated with the acquisition and fit-out of their new shed.
- Bullsbrook - Prospective members who sought to establish a Shed at Bullsbrook visited and were provided with an overview of how, what and where our Shed had been able to progress since the initiative to build a new shed. This also included the provision of governance, operations, continued dialogue and assistance. Since then, it progressed to where an inaugural meeting was held on Wednesday July 3 and the Bullsbrook Community Men's Shed was formally established. This meeting was chaired by our Chairman Michael Murphy.

We congratulate the Shed on its establishment and look forward to hearing more about their achievements.

- Pride Shed – Advice on required actions etc to establish their new Shed.
- Other Sheds sought detail on our Sheds governance and operational functionality.

Members took the opportunity to visit many Sheds throughout the State as well as the eastern states. Similarly, we had visiting members from within the State, eastern states and overseas. Much was learnt from the visitations as is appreciated each Shed is independent and operate in accordance what best suits their community environment, but most importantly members.

Overseas Aid – Philippines.

The Shed formed a strong partnership with Barangay Community Services Group, Majayjay, Laguna with the Shed providing much needed particularly hand equipment and tools [donated]. This has/is enabling them to undertake more repairs and maintenance activity which has as reported added greatly to their quality of life. The link is strengthened by visitation by one of our members Gary Clark.

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 all benefit. For this financial year, this includes:

Projects:

One of the great virtues of the 'Shed' is it undertakes almost anything and everything which helps all to stay socially connected, mentally challenged and actively engaged in the community. It is also a key to living a long and healthy life.

With the provision of more workshop space, equipment and members, the number of projects undertaken has increased increase substantially despite many of the Shed's facilities being upgraded during operating hours. More than 100 were undertaken and the undermentioned is a sample of what has been constructed, repaired, or refurbished:

- One-off tasks e.g., upgrade, repair of furniture and other products
- Welding – Repair and maintenance of equipment
- Machining various replacement components
- Assistance with the clean-up of deceased estates

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 consider 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.

The estimated net value of these projects this year is 3300 hours with an estimated value of \$165,000 for 2022/23, compared to 2425 hours with an estimated value of \$121,250 for 2021/22.

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.

Members Personal Projects

As many members have stated one of the key elements can be when joining is that I can learn additional things such as repair something that has been broken before, that I can make something – bread board- and more. This helps to keep my mind active and engaged with ongoing projects and activities in the wider world.

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, approximately 1000 hours, is between \$30,000 - \$40,000 for 2022/23 compared to 850 hours with an estimated value of \$25,000 to \$34,000 for 2021/22.

Activities with Community Groups

<ul style="list-style-type: none"> • Shed Open Day – March 24. Supported by ten co-hosts. • City of Cockburn - many and varied. • WA Woodcarvers Association Inc. • Volunteers Breakfast • Jandakot Lions Club Inc • Atwell Lions Club Inc. • Repair Café Cockburn • South Coogee Volunteer Bush Fire Brigade • Cockburn State Emergency Service Unit • Oberthur Primary School • Lakelands Senior High School • Waldorf School • Treeby Primary School • Goodstart Early Learning Centre • Bletchley Park Primary School • Pineview Primary School • AGIS Retirement Village • Melville Arts Centre 	<ul style="list-style-type: none"> • South Coogee Beach Community Group • Villa Dalmacia • Native ARC WA [Wetlands Centre] • City of Cockburn – RSL sub-branch • Cockburn Seniors Centre • Play Factory • Kalbarri Men’s Shed Association Inc • Bullsbrook Community Men’s Shed Inc • Melville Community Men’s Shed • Pride Shed • Cockburn Rotary Club • Clean-up of deceased estates etc. • Wellbeing and Health promotional seminars • Conducted four community sausage sizzles on behalf of Bunnings, namely – <ul style="list-style-type: none"> ○ Christmas ○ Father’s Day ○ Mother’s Day ○ Easter celebration
--	---

As an example of what the Shed members have provided, please see Appendix 7 from Oberthur Primary School.

Shed Open Day – Sunday March 24

This was the third ‘Open Day’ the Shed organised since locating at Sullivan Street. We were blessed with a bright and sunny day. It is estimated that more than 500 people attended.

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

- Chopping boards of various sizes and composition
- Wooden turned bowls.
- Garden Seats and Chairs
- 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 having sausage sizzle together with tea, coffee and cake stalls. Several raffles and were conducted, and silent auctions and we thank all who provided excellent items. There was even a full-size Dalek that provided thrills for the children!

The day generated just over \$6,000 for the Shed, which was an excellent result.

Also, our sincere gratitude to our ten co-hosts as well as Men’s Shed WA for facilitating our grant. We also extend our sincere thanks to our sponsors Trove Group, Fortitude Wealth Partners, and Cockburn Integrated Health and donors who provided excellent raffle prizes.

Also, thanks to all, more than 50 members contribution prior to and on the day ensuring an excellent outcome. that everything ran smoothly

A review was again undertaken, and lessons learnt will further assist with pre-planning which has commenced. We are confident that when run again on Sunday March 23, 2025, it will be more successful.



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.

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 which the member chooses to use.
- instruction/induction on the various pieces of new equipment/tool provided within any of the four workshops.

Further enhanced training/instruction was provided associated with:

- Wood turning
- Wood-work – general
- Welding
- Metal lathe use
- Paints and solvents use
- Use of equipment and hand tools

Thanks to all qualified and/or skilled members who have continued to assist others as and when required to learn new skills or enhance them in other areas listed above. Your contributions are appreciated and has greatly assisted in ensuring there has been no major accidents only one minor incident and small cuts/lacerations requiring a band aid.

- Emergency/Duress Control – Random mock evacuations [6] 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 was conducted and co-ordinated by the Shed Co-ordinator/Chief Warden in conjunction with wardens and members.

Ten members received accredited First Aid training and all qualified. The training was provided by SETS. Together with other members who have qualified enables the Shed to always have a qualified First Aider on-site. Consideration is being given to conducting 'First Aid Ready' instruction for members in the forthcoming year.

Seminars, Tool-Box Discussions and Guest Speakers

Continued to provide to members and others as a minimum six sessions each year on identified key areas to further enhance knowledge, particularly changing of circumstances, health and wellbeing.

Nine toolbox discussions were provided in the following areas:

- Personal financial and lifestyle planning – replacing fear with freedom.
- Legal – Estate Planning - Wills [changed circumstances], Enduring Power of Attorney and Enduring Guardianship
- Mental Health – Dementia and Alzheimer's
- Audiology – Hearing tests and general discussion
- Demonstrations at Wandi Woodcarvers and Wandi Wood Turners sheds

In addition, discussion etc was had on:

- New and changes to Operating Procedures [5].

- Paint and varnish.
- Equipment and tool use – rights and wrongs.
- Shed – New equipment, tools and enhancements etc – use and new techniques.
- New members – self introductions.
- Visiting Shed members – considered uniqueness of their Shed.
- Facilitated discussion with other Shed members on information sought/shared.
- Discussion and videos shown on –
 - Cost of accidents
 - Changes to WorkSafe legislation

Visits by

- Members of other Men’s Sheds – local, interstate and overseas
- David Scaife MLA, Member for Cockburn
- Logan Howlett JP Mayor, City of Cockburn
- Tony Brun – Chief Executive Officer, City of Cockburn
- Various senior staff from City of Cockburn
- Three [3] City of Cockburn Councillors
- Men’s Sheds of WA – Chairman, Senior Project Officer, Regional Health Co-ordinator and Chaplin
- Lions Clubs – Atwell and Jandakot
- Wandi Woodcarvers and Wandi Wood Turners
- Various Schools
- Cockburn Senior Citizens
- Many members of the public seeking assistance

Shed’s External Endorsements

Approved Centrelink Organisation

The Shed was approved in June 2019 as a non-for-profit-organisation as a ‘Work for The Dole’ 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. Currently the ‘Shed’ has four active members who make a positive contribution.

As there had been a recent incident at a different Shed regarding people with disability becoming members clarity was sought with respect to each Shed’s legal and operational responsibilities. As our ‘Shed’ was recognised as having members with a disability who attend with a support worker, our associated membership assessment guidelines together with check lists and comprehensive induction, was shared with other Sheds. After external review, it was considered that the ‘Shed’s’ process was of a high order.

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 an as required 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 400 hours again this year provided by the Fremantle Adult Community Corrections Service. The service and contribution are appreciated. It is indeed a pleasure to support the program, and we look forward to the continued partnership.

Work Experience

The Shed hosted a student from Waldorf School, Bibra Lake who partook in work experience. This was not only a great for the student but also members who provided a variety of skills, experiences and knowledge. Approval has been provided for the work experience program to continue in the forthcoming year.

Building a Strong Community Sector Project

As stated in the Chairman's message that there was a study conducted by Curtin University about the value of Sheds.

The results were presented and published with copy available on request.

This was the first empirical evidence of the difference we make, and the report will be used to enhance any Shed funding requests

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

The 'Shed' more than met all the criteria and was one of only a few to achieve this outcome. We are justifiably proud of this achievement which we considered is through having strong governance including leadership.

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.

It was determined on self-assessment that the Shed's computer/systems security required some enhancements which were carried out.

Comprehensive Insurance Renewal

Prior to the Shed's policy expiring an independent review was undertaken to ensure that the Shed members, equipment, activities etc. were adequately covered. It was concluded that the past and the proposed current policies offered [public liability and assets] 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 2 to verify what had been recorded electronically and is continually updated [acquisitions, sales or write offs]. All the Shed's property plant and equipment are adequately insured. Currently valued more than \$500,000.

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 advice, support and 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.

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 advisors 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/policy enhancements] - [Legal]
- Training – [First Aid]
- Work Safety and Health – [previously Occupational Safety and Health]
- Medical - Health and Wellbeing
- Mental Health
- Optometry and Audiology
- Personal Financial and Lifestyle Planning
- Facebook, Webpage, and use of Cloud facilities [Information Technology]
- Disability and associated services including NDIS.

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.

Appendices

Appendix 1:

General

Meetings

The Shed's management and work safety and health committees have continued to meet monthly except for October and January. 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.

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, or newsletters.

Due to the finalisation of all significant projects and Shed operations, structure of the Work Safety and Health committee was reviewed and in accordance with the Management Committee's resolution a new committee structure was established. The new committee were elected at the General Meeting [August 8] with details contained in the Work Safety and Health report on page 11.

Key Operating Information

Registered Name:	Cockburn Community Men's Shed Inc.
Address:	2 Sullivan Street Cockburn Central WA 6164
Telephone No: [Mobile]	0422 92 0948.
E-mail Address:	coord@ccmshed.org.au
Website	ccmshed.org.au
ABN:	26 171 535 893 Active from March 26, 2014
Tax File No.	349 061 685
Registered Charity	Endorsed October 23,2020
Deductible Gift Recipient [DGR]	Endorsed October 23,2020
GST Concessions	Endorsed October 23,2020, approved by ATO effective - January 1, 2021.
Constitution:	Initial approval March 9,2015 Amended. Ver. 5 – October 18, 2023.
Date Established:	April 4, 2013
Date of Incorporation:	February 7, 2014
Certificate of Incorporation:	Registration No. A1017559Z
Charitable Collections Licence-WA	No: 21804 Expiry Date: When either party terminates licence.
Bank:	Westpac BSB: 036 - 019 Acc. No. 204024.
Insurance:	
Type of Policy	Australian Men's Shed Association Men's Shed Insurance
Insurer	Chubb
Policy No.	933997884
Description of Cover	Public Liability \$40,000,000
	Products Liability \$40,000,000
Expiry Date	February 28, 2025
Type of Policy	Industrial Risks
Insurer	CGU Insurance
Policy No.	OIR 1200843
Description of Cover	Assets \$500,000
	Burglary \$30,000
Expiry Date	February 28, 2025

Deed of Lease: City of Cockburn [Lessor]	ID LSE 17/0016, Contract.
	Cockburn Community Men's Shed Inc. [Lessee]
	2 Sullivan Street Cockburn Central Portion of Reserve 12243
	Lettable area 2131 M2
	Commencement of Lease July 11, 2018
	Initial Term 5 years - expired July 10,2023
	Extension approved April 3,2023
	5 years – expiry July 10,2028
	Rent Peppercorn per annum.
	Rates Exemption - approved to June 30,2028
	Public Liability Insurance \$40,000,000
Memberships:	Australian Men's Shed Assoc. Expires May 2025
	Men's Shed WA Assoc. Expires June 2025

Detail of formal meetings and other activities

- ❑ Annual General Meeting [2023/24] – October 4, 2023
- ❑ Management Committee Meetings – 10
- ❑ General Meetings – 2 August 8, 2023, and February 6, 2024
- ❑ Work Safety and Health – 10
 - 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 [Mezzanine Floor] – 10
- ❑ Presentations – 5
- ❑ Shed Open Day – Sunday March 24, 2024
- ❑ Bunnings [3] – Father's Day, Easter and Christmas Sausage Sizzle free events
- ❑ Sausage Sizzles [Fund raising] - 3.
- ❑ Rotary Spring Fair – Sunday October 29, 2023
- ❑ External Organisations visits at the Shed – 5
- ❑ Members camping excursions - 4.
- ❑ Zone Meeting Attendance - 4
- ❑ External Shed Members - Visitation – 25
- ❑ External Visitations – Other Shed's, Displays/Exhibitions, Key Areas of Interest.

Appendix 2:

Financial Reporting

Compliance

The Shed's financial report is a special purpose financial report prepared to satisfy the reporting requirements of the Australian Charities Not-for-profits Commission 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.

Australian Charities and Not-for profits Commission

As the Shed is a Registered Charity, we were required to report [Annual Information Statement] no later than December 31 which was undertaken and was found to be compliant. No direct reporting is required regarding the Shed's Western Australian Charitable Collections Licence as it takes into consideration dual reporting.

Goods and Services Tax [GST] Concessions

As the Shed is registered to receive 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] enable the Shed to receive gifts [money and/or property], contributions or from any eligible fund-raising event. Defined categories enable donations to be claimed as a tax deduction.

It is a registration requirement that the Shed submit an annual financial report no later than December 31 to the Australian Charities and Not-for-profit Commission [ACNC]. As stated above the report was submitted and accepted.

Superannuation

In accordance with the changed legislation relating to superannuation contribution payments to engaged independent contractors [contract of service] it was determined that there was a requirement to pay this to our Shed Co-ordinator. With the assistance of the 'Shed's' Financial Advisor all matters related to accrued and future payments have been rectified.

Banking

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

Financial Accounting and Reporting

The Shed utilises MYOB on-line accounting software to enable 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.

Schematic overview of Shed operations is at Appendix 8.

Appendix 3

Value Added Contributions

Community Service – Projects and Activities

	Hours		\$ value @\$50/hr	
2019/20	1500		\$ 75,000	
2020/21	2100		\$ 105,000	
2021/22	2425		\$ 121,250	
2022/23	3300	9325	\$ 165,000	\$ 466,250
2023/24	3600		\$ 180,000	
	Total	12925		\$646,250

Members Volunteering including Shed Enhancements.

	Hours		\$ value @\$50/hr	
2019/20	4200		\$ 210,000	
2020/21	5155		\$ 258,000	
2021/22	5650		\$ 282,500	
2022/23	5800		\$ 290,000	
2023/24	6000		\$ 300,000	
	Total	26805		\$ 1,340,500

Members Personal Projects

	Hours		\$ Value @ \$40/hr	
2019/20	500		\$ 20,000	
2020/21	670		\$ 26,800	
2021/22	850		\$ 34,000	
2022/23	1000	3020	\$ 40,000	
2023/24	1100		\$ 44,000	

		Total	4120		\$ 164,800
City of Cockburn – Shed Co-ordination Grants					
2018/19	\$	18,600			
2019/20	\$	30,000			
2020/21	\$	36,000		\$84,600	
2021/22	\$	42,462			
2022/23	\$	54,854			
2023/24	\$	58,036		\$155,352	
				Total	\$239,952

Internal Rate of Return [IRR] on Investment.

Community Service – Projects and Activities

2018 -2024	\$646,250 divided by \$239,952	2.7
2021/22 – 23/24	\$466250 divided by \$155352	3
Overall IRR	\$646250, \$1340500 and \$164800 (\$2151550)	9

Members Volunteering including Shed Enhancements.

	\$1,340,500 divided by \$239,952	5.6
2021/22 – 23/24	\$872500 divided by \$155352	5.6

2 Sullivan Street – Added value to asset. *

Shed’s contribution:

	Financial	2018 – 2024	2021/22 - 24
Additional registered assets		\$173,000	\$135,900
In-kind			
External/Internal improvement/maintenance. [estimated]		\$130,000	\$50,000
	Total	\$303,000	\$185,900

IRR 2018 -24 Added value to asset [\$303000] * verses donations {\$239392} # 1.27

Shed’s Assets - Insured Value.

- June 2018 \$50,000
- June 2024 \$525,000 Increase 10.5 times

Advisor/Consultancy [Pro-bono]

Currently the ‘Shed’ has eleven professional Advisors/Consultants who have greatly assisted with key issues which have arisen since the new shed was commissioned in 2018 and it is estimated that more than 500 hours has been provided with an estimated value of - \$120,000 [\$250ph]

Grants

Over the past five [5] years the Shed has been successful in receiving grants to the value of \$164,000 and one of the key elements the Funders acknowledged was the overall support provided by the City of Cockburn.

Membership

June 2018 - new Shed and facilities opened

June 2021 - 90

June 2023 - 119

June 2024 - 125 Increase - 6 [5% increase]

Appendix 4

Strategic Plan 2024-2027

Key Performance Indicator	Performance Target	Base Line	Annual Objective	Three Year Objective
<p>1 Governance</p>	<p>Maintain: Five core principles and three core standards:</p> <p><i>Principles:</i> Accountability, Leadership, Integrity, Stewardship and Transparency</p> <p><i>Standards:</i> Processes, Activities and Relationships</p>	<p>Ensure that the governance of the Shed does not fall below required regulatory requirements and standards</p>	<p>Continue to improve the governance of the Shed according to current best practice.</p>	<p>Have no adverse findings on the Shed governance from any of the auditing and/or regulatory bodies for the 3-year period.</p>
<p>2 Financial Compliance and Stability.</p>	<p>Meet and comply with the Australian Charities and Not-for-profit Commission’s six standards.</p> <p>Maintain effective budgeting and accounting systems and processes.</p> <p>Secure sufficient funds to meet asset acquisition and consumables costs.</p> <p>Ensure legislative and operational compliance including reporting.</p>	<p>Satisfy all regulations regarding financial management of a not-for-profit organisation.</p> <p>Maintain an adequate balance of funds to ensure that the Shed does not fall into insolvency</p>	<p>Provide all stakeholders and members with a high standard of financial management, as determined by regulators and auditors.</p>	<p>Having maintained a high standard of financial governance and financial stability ensuring that the Shed did –</p> <ul style="list-style-type: none"> • not come under notice for noncompliance or any other matter. • Maintain financial stability ensuring all needs were adequately met. • Provide a positive internal rate of return [IRR] on the funding provided by various organisations.

<p>3 Membership</p>	<p>Continue to grow the membership to the level that can safely be accommodated in the Shed. Continue with efforts to diversify the membership, especially with regard to military veterans and people with disability.</p> <p>Retain long term members (3+ years)</p> <p>Create opportunities for members to improve their physical, mental well-being, knowledge and skills.</p>	<p>Maintain membership numbers at a safe level given the infrastructure available.</p>	<p>Increase the membership diversity to a level where at least 5% of the membership identify as veteran and people with a disability.</p>	<p>Long term member numbers have steadily increased from the base line number.</p>
<p>4 Work Safety and Health</p>	<p>Maintain strong WS&H ethics, through the Management and WS&H Committees.</p> <p>Ensure that -</p> <ul style="list-style-type: none"> • Legislative and operational requirements are fully met. • incident/accident/exposure rates are minimised to the highest practical extent. • all required instructions and training are carried out. • equipment inspections and maintenance are carried out on a regular basis. 	<p>Minimise the risk to members by providing:</p> <ul style="list-style-type: none"> • PPE • Correct and timely training • Annual recurrency training • Regular talks by invited professionals. • Opportunities for increased knowledge of WH&S • Skills and knowledge development. 	<p>Provide at least five invited guests to speak on WH&S matters.</p> <p>Provide at least four mock evacuations.</p> <p>Document weekly maintenance program.</p>	<p>Have zero serious accidents in the Shed, by continuous improvement and review of procedures and standards, and ensure that the Shed did not come under notice for non-compliance from any regulatory body.</p>
<p>5 Community Service. Volunteering, projects and activities.</p>	<p>Continue to provide as far as practicable requested services regarding projects and activities, while remaining true to the underlying reason for being. I.e. the physical and mental health of the members.</p> <p>Maintain a high level of customer satisfaction from all organisations and individuals that interact with the Shed.</p>	<p>Continue to engage positively with members of the local community, as well as organisations, particularly the not-for-profit organisations within the City of Cockburn.</p>	<p>Volunteer for at least five events throughout the year. This could include Bunnings charity events, mental health days at the Shed, assisting other sheds with knowledge or expertise etc.</p>	<p>Continue to build on the reputation to enhance the standing of the Shed in the community</p>
<p>6 Strong Partnerships</p>	<p>Continue to provide services to other priority and disadvantaged groups–</p> <ul style="list-style-type: none"> • Agencies e.g. Dept of Justice, Disabilities, Centrelink; and • Organisations particularly not-for-profit • Schools • Other Men’s Sheds 	<p>Ensure that established and future partnerships are sustainable, services are of quality and achievements continually built particularly within the City of Cockburn.</p>	<p>Retain at least the number of effective partnerships from previous years (18).</p>	<p>Continue to build on the partnership base as well as maintaining good relations with the current.</p>

7 Membership Accomplishments	Facilitate members undertaking - <ul style="list-style-type: none"> • personal projects • volunteering at community events • community engagement at the Shed provision of Overseas Aid	Ensure that all members volunteer for at least one event per year. Encourage participation in out of hours courses run by the Shed. (E.G. basic home maintenance course)	As per the base line	Ensure that all the determined accomplishments were of quality and documented goals were met.
8 Value Added Contributions	Continue to add assets which contribute to the value of the Shed - <ul style="list-style-type: none"> • Fixed assets which increase the value to the City of Cockburn • Removable assets which enhance the members, experience. • Undertake agreed maintenance on behalf of City of Cockburn for issues less than \$1000. • 	Acquire assets as required and which the Shed has the ability to purchase. Undertake maintenance for both the 'Shed' and City of Cockburn.	Same as base line.	That the 'Shed' has demonstrated that the performance target has been met and that there has been a significant increase in value to both the 'Shed's' and City of Cockburn's assets.
9 Shed Capacity and Capability	Pursue the approval to use the mezzanine floor to facilitate growth, diversity and flexibility. Pursue the extension of the Shed, both within the existing footprint and with a land extension.	Continue pursuit of approval for use of the mezzanine floor and for Shed extensions	Finalise Mezzanine Floor use approval. Undertake feasibility studies to determine extension of current footprint.	Have a workable solution that meets current and future needs.
10 Advisors [professional]	Seek support through guidance, suggestions, and conclusions to reach solutions through reason and interaction.	Maintain and utilise current advisors [pro-bono] and seek others as and when required to enable the best advice/outcomes that can be achieved.	Same as baseline.	Ensure that the best possible outcomes have been achieved by utilising professional advisors.

Note:

Whilst all the broad performance targets and base lines have been established all will be supported by specific strategies. These strategies will be consistently monitored and/or modified ensuring that the annual and three-year objectives are met.

Priority Actions – 2024/2025

A total of ten major proposed priority actions have been identified, these being:

1. Continue 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. Seek donation funding approval from City of Cockburn for three [3] funding 2024 – 27 for shed co-ordination. – Approved August 13, 2024.
 3. If 2 above approved continue to more than meet the nine [9] key performance indicators [*] identified by the City of Cockburn to ensure 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.
- | | | | |
|------------------------------------|------------------------|---|--|
| * Governance | Membership | Financial Stability | Activities/Options |
| Community Projects and Activities | Work Safety and Health | Nominated Priority Groups – Disadvantaged [Community Support] | Seminars, Toolbox Discussions and Guest Speakers |
| the Shed's Capacity and Capability | | | Increasing |
4. Continue to be financially viable by pursuing sponsorships, grants and/or donations including pro-bono work [labour and material] to enable the Shed to maintain financial resilience facilitating greater capability to be stronger, well positioned to provide a greater overall impact.
 5. Continue to further the principle of the strategic plan that is '*Building Capacity and Diversity*' facilitating the continued growth of the Shed including but not limited to -
 - Mezzanine floor – finalising approval to utilise as an amenities/craft etc area.
 - Review the Shed's footprint with action to increase overall capacity and flexibility,
 - Enhancement of Shed facilities and operating conditions with the:
 - Extending patio and installation of blinds and lighting
 - acquiring additional equipment and hand tools
 6. Continue to undertake and maintain 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. This currently has been nil each year since inception.
 7. 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 Men's Sheds and organisations
 - Undertaking joint projects/tuition at the Shed with organisations, schools etc as well individuals
 8. Continue to provide heightened information on key areas particularly health and well-being associated with members:
 9. Continue to provide and/or facilitate the delivery/access to learning and/or development opportunities for members and/or significant others.
 10. Continue to provide an increased service and contribution to the Cockburn community.

Appendix 5.1

Financial Assessment – 2023/24

An independent financial assessment for 2022/23 [See below] 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 for 2023/24 was signed off in September 2024. Copy of that assessment will be tabled at the AGM and made available on request.



☎ 08 9324 2600
✉ admin@trovegroup.com.au

Level 2, 245 Hay Street Subiaco WA 6008
PO Box 8880 Subiaco East WA 6008
T 08 9324 2600

15 September 2023

Cockburn Community Men's Shed Inc
2 Sullivan Street
Cockburn WA 6164

Cockburn Community Men's Shed Inc (CCMS)
30 June 2023 Financial Statements

Changes to the WA Charities and Licencing Reforms mean that, effective 1 July 2020 licenced charities such as CCMS no longer submit annual statements or provide copies of financial statements to WA Consumer Protection. Licenced charities must now report annually to the Australian Charities and Not-for-profits Commission (ACNC).

Under the ACNC guidelines charities classified as "small" must:

- prepare a Financial Report but no audit or review is required unless the charities governing documents require it to submit financial statements.
- submit an Annual Information Statement (online) by 31 December each year. This online statement is a questionnaire about operations, programs and finances.

CCMS has annual revenue less than \$250,000 and accordingly is classified by ACNC as 'small', therefore no audit or review of their financial statements is required.

Whilst I have not completed an audit of the CCMS financial statements for the year ended 30 June 2023 I make the following general comments:

- The officers of Cockburn Community Men's Shed Inc are responsible for the preparation of special purpose financial statements.
- I have undertaken an examination of the financial statements. This includes a review of the accounting records kept by the organisation and a comparison of the accounts presented with those records. The procedures undertaken do not provide all of the evidence that would be required in an audit conducted with Australian Standards of Assurance Engagements issued by the Auditing and Assurance Standards Board, and consequently I do not express an audit opinion with reference to those Standards.
- In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the licensee has:
 1. Failed to keep complete and accurate accounting records setting out the money and goods collected or received for a charitable purpose and particulars of the manner in which those monies and goods have been dealt with; or
 2. Failed to prepare accounts in accordance with the accounting records.

There are no other matters that have come to my attention.

Trove Advisory Group Pty Ltd (ABN 45 808 990 263). Liability limited by a scheme approved under Professional Standards Legislation.

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 2022/23 was accepted. It is noted all requirements under the Associations Incorporations WA Act (1987) and Charitable Collections Act (1946), Regulations (1947) for 2022/23 were fully met and reported to the Department of Mines, Industry Regulation and Safety via the Australian Charities and Not-for profit Commission.

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 Australian Charities and Not-for profit Commission guidelines is classified as 'small' and no audit or financial statements is required, however the Shed resolved as good governance as noted above an independent financial assessment was undertaken.

Self-assessment Audits- 2023/24

To ensure that organisations including the Shed meet their statutory obligations the following self-audits were requested. The Shed undertook each one as requested with the outcomes/required actions tabled at respective Management Committee meetings.

Australian Taxation Office [ATO]

- Partnerships – nil. No conflicts of interest.
- Tax exemption – not applicable. Registered charity.

Australian Charities and Not-for profit Commission

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. The Commission required the 'Shed' to undertake self-evaluations in the following areas –

- Governance Standards [6]
- Governance Principles [8]
- GST and DGR status
- Personal Conflicts of Interests

The pre-determined criteria for all the above were met.

Regarding - Security of Computer/Digital Systems it was determined that several minor areas required attention which were attended to.

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.

Men's Sheds of WA – What Makes a Thriving Shed

The Shed participated in the study in which eight key factors were assessed in which all were met and was one of several who met all the key factors. For further detail please see page 7.

City of Cockburn – Shed Co-ordination Donation

As part of the Shed's accountability process regarding the City's donation since the new Shed was commissioned a detailed report has been provided each year on all the nominated past and proposed key performance indicators. Details are available on request.

It is pleasing note that again this year as in the past the Shed has been able to more than meet the determined key performance indicators.

Appendix 5.2

Notes To and Forming Part of the Financial Statements for the Year Ended June 30, 2024

The Management Committee has determined that the Cockburn Community Men's Shed Inc. is not a reporting entity and that this special financial report should be prepared in accordance with accounting practices outlined in the Notes to and Forming Part of the Financial Statements.

In the opinion of the Management Committee, the Financial Report as set out:

1. Presents the financial position of Cockburn Community Men's Shed Inc. as of June 30, 2024, and its performance for the year ending on that date; and
2. At the date of this statement there are reasonable grounds to believe that Cockburn Community Men's Shed Inc. shall be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Management Committee on July 16 and is signed on their behalf by:

M Murphy

Chairman

July 25, 2024.

Not a Reporting Entity

Mr Mark Hill CPA
Director, Trove Group,
PO Box 8350,
Subiaco East 6008

Dear Mark

We, the Management Committee of Cockburn Community Men's Shed Inc. [the Shed] make the following representations in connection with the examination of the financial statements for the year ended June 30, 2024. We acknowledge the Treasurer is responsible for the preparation of the financial report in accordance with Accounting Standards, the provisions of the Australian Charities and Not-for-profits Commission (ACNC) and other mandatory professional reporting and statutory requirements.

The Management Committee has determined that the Shed is not a Reporting Entity, and we confirm as the Management Committee, having conducted appropriate procedures, to the best of our knowledge and belief:

There has been no fraud or irregularities involving management who have a significant role in the system of internal control or that could have a material effect on the financial statements.

We have made available to you all our books of account and supporting documentation including all minutes of Annual General Meeting [2023], General and Management Committee Meetings and additional pertinent financial data for 2023/24.

The Shed has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance. There have been no communications concerning non-compliance with requirements of regulatory authorities with respect to financial or other matters.

We have no plans or intentions that may materially affect the carrying value or classification of liabilities reflected in the financial statements.

The Shed has assets and there are no liens or encumbrances been placed upon them.

There are no known material commitments and contingencies [liabilities], including pending or threatened lawsuits and un-asserted claims, except as noted in the financial statements.

We understand you are relying on these statements from the Management Committee in forming your audit opinion on the financial statements.

This statement is made in accordance with a resolution of the Management Committee on July 16 and is signed on their behalf by:

M Murphy

Chairman

July 27, 2024

Management Committee Report Year Ended 30 June 2024

The Management Committee members submit the financial report of Cockburn Community Men's Shed Inc. for the financial year ending June 30, 2024.

GENERAL INFORMATION

Date Established: April 4, 2013

Constitution: Initial approved March 9, 2015 Amended Ver. 4 – October 18, 2023

Date of Incorporation: February 7, 2014

Certificate of Incorporation: Registration No. A1017559Z

Principal Activities

The principal activities of Cockburn Community Men's Shed Inc. over the past 12 months have been those associated with members well-being and community contribution in accordance with the Association's [the Shed] Objects. These are detailed in the Shed's Annual Report.

Significant Changes

No significant change in any activities occurring throughout the year.

Operating Result

The excess of funds from membership and activities amounted to \$22627.

Income/Expenditure

Where the Shed receives specific grants and/or donations as to its prescribed use or when a donation is significant the Management Committee determines its use and is accounted for accordingly.

Accounting Practices

Special Purpose Financial Report

This financial report is a special purpose financial report prepared to satisfy the financial reporting requirements of the Australian Charities and Not-for-profits Commission and Charitable Collections Act WA (1946) and the Shed's corporate governance. The Management Committee has determined that the Shed is not a reporting entity. The financial statements have been drawn up in accordance with the provisions of the Constitution of Cockburn Community Men's Shed Inc. [the Shed] and applicable Accounting Standards. These have been prepared in accordance with historical cost from the records of the Shed and the accounting practices are consistent with those of the previous year.

(a) Donations and Fundraising Income

Donations and fundraising monies received, by their nature can be recognised only when they are recorded in the books. Such items as donations are brought to account on a cash basis or where they are received other than in cash, when ownership passes to the Shed.

(b) Cash

Cash for the purposes of the Balance Sheet includes cash on hand, at bank and deposit.

(c) ABN Registration

The Association was registered [ABN 26 171 535 893] with the Australian Taxation Office [ATO] as an Australian Business on March 26,2014.

(d) Taxation – TFN: 349 061 685

The Association is exempt from income tax under the provision of sub-division 50.B of the Income Tax Assessment Act 1997, as amended.

Because of Federal Legislation proclamations related to Men's Sheds the Shed amended its Constitution to avail itself of:

[e] Goods and Services Tax [GST] - Endorsed October 23,2020, effective from January 1, 2021.

[f] Deductible Gift Recipient [DGR] - Endorsed October 23,2020

[g] Registered Charity - Endorsed October 23,2020

[f] Charitable Collections Licence - WA No: 21804 Expiry Date - when licence terminated.

[g] Deed of Lease:

City of Cockburn [Lessor] ID LSE 17/0016, Contract.

Cockburn Community Men's Shed Inc. [Lessee]

2 Sullivan Street Cockburn Central - Portion of Reserve 12243 - Lettable area 2131 M2

Commencement of Lease July 11, 2023, Initial Term 5 years - expires July 10,2028

Further Term 5 years Rent \$1 per annum Public Liability Insurance \$20,000,000

(e) Non-Current Assets and Depreciation

Not applicable.

Cash at Bank

For the purposes of the Balance Sheet cash includes cash on hand, at bank, and deposit- all stated at nominal value.

Term Deposits

Nil

General Account \$42282

City of Cockburn Donation 2023/24 \$1711

July – September 2024 \$14176

Petty Cash \$ 522

GST Recoup – April – June Credit \$129

Accrued Superannuation - April – June Liability (\$1169)

It should be noted that Management Committee members themselves paid for most of the Shed's administrative costs as and when they were incurred.

Donation, Grant Applications and Acquittals

All grant applications and acquittals were all carried out in accordance with their specified guidelines and essential criteria. These were:

- Cockburn City Council - Shed Co-ordination
- Lotterywest – Equipment Purchases
- Men's Sheds of WA – Open Day
- Men's Sheds of WA – Mental Health Breakfast
- Australian Men's Sheds Assoc. [NSDP] – First Aid Training

Bad Debts and Provision for Doubtful debts

There are no known bad debts and the provision for doubtful debts of nil in the Management Committee's opinion is adequate.

Record Keeping

The keeping of financial records and presentation of reports to members is using the software package MYOB. Apart from normal accounting standards the Shed has also during the year established operating procedures with respect to electronic funds transfer [EFT] and non-cash – Westpac merchant banking facilities.

Each of the Shed's bank and grant statements are duly reconciled and detail provided in printed form throughout the year at each Management Committee meeting. Each original and reconciled bank statement is sighted, duly signed, and dated by both the Chairman and Treasurer.

Employees

The Shed has no employees.

Contract of Service

The Shed has one 'Contract of Service' - Independent Contractors, the Shed Co-ordinator.

Management and Sub-committee Members

In accordance with Associations Incorporation Act no committee member received any remuneration except for any incurred out of pocket expense.

Property, Plant and Equipment

The Shed does not own any property or plant but does have some equipment as recorded in the Assets/ Equipment Register. A major stocktake was undertaken in January 2024 with each piece being given a unique identifying number [adhesive sticker] and recorded electronically which is continually updated [acquisitions, sales or write offs].

Insurance

The Shed is insured Australian Men's Shed Association Men's Shed Insurance Policy

Insurer: Chubb Policy No. 933997884

Description of Cover: Public Liability \$40,000,000 Products Liability \$40,000,000

Expiry Date: February 28, 2025

Type of Policy: Industrial Risks Insurer: CGU Insurance Policy No: OIR 1200843

Description of Cover: Assets \$500,000 Burglary \$30,000

Expiry Date: February 28, 2025

Contingencies

The Shed has no known contingent or undetermined liabilities or unrecorded obligations of a material amount at reporting date.

Events Occurring after Balance Date

The Shed has no known events, nor any other fact/s been discovered since July 1, 2023 that may influence the Association's reports.

Related and/or Affiliated Bodies.

The Shed has no related and/or affiliated bodies.

Lease Commitments

The Shed has a lease commitment with the City of Cockburn namely its premises located at 2 Sullivan Street Cockburn which expires on July 11, 2028, with an option of a further 5-year term.

Legal Matters

The Shed has no legal matters outstanding nor any requiring attention.

Financial Statements – 2023/24

INCOME			
Opening Balance [Brought Forward]-July 1, 2023.			\$ 30,500
<i>Donations</i>			
Cockburn City Council - Shed Co-ordination - 2023/24		\$ 43,860	
July – September - 2024		\$ 14,176	\$ 58,036
Lotterywest –	Equipment	\$ 12,500	
	Men’s Sheds of WA [Open Day]	\$ 5,000	
	Men’s Sheds of WA [Mental Health]	\$ 500	
	Aust Men’s Shed Assoc. [NSDP] [First Aid Training]	\$ 3,900	\$ 21,900
<i>Fundraising</i>			
	Project Sales	\$ 14,474	
	Sale of Materials	\$ 7,272	
	Open Day – Sponsorships/Sales	\$ 6,071	
	Sausage Sizzles	\$ 6,573	
	General	\$ 3,927	
	Spring Fair	\$ 720	
	Resin Course	\$ 1,100	\$ 40,137
<i>General</i>			
	Membership Fees – 2023/24	\$ 12,170	
	2024/25	\$ 5,750	
Donations – General		\$ 5,120	
Miscellaneous		\$ 820	\$ 23,860
Total Income			\$ 174,433
GST [@ June 30, 2024] Refund \$129			
EXPENDITURE			
<i>Donation</i>			
	Cockburn City Council - Shed Co-ordination	\$ 41,605	
	Office Expense	\$ 3,380	\$ 44,985
<i>Grants</i>			
	Lotterywest – Equipment	\$ 12,500	
	Men’s Sheds of WA [Open Day]	\$ 5,000	
	Men’s Sheds of WA [Mental Health Day]	\$ 476	
	Aust Men’s Shed Assoc. [NSDP] [First Aid Training]	\$ 3,900	\$ 21,876
<i>Shed Workshops - Upgrades etc.</i>			
	Equipment Purchases	\$ 5,718	
	Equipment - Maintenance	\$ 4,086	
	Shed - Maintenance	\$ 5,014	
	Material	\$ 7,757	
	Consumables	\$ 2,175	\$ 24,750
<i>Events</i>			
	Open Day	\$ 376	
	Training - Resin Course	\$ 1,204	\$ 1,580
<i>General</i>			
	Insurance	\$ 4,883	\$ 4,883
	Superannuation - 2022/23	\$ 4,852	
	2023/24	\$ 4,866	\$ 9,718
	Miscellaneous	\$ 3,820	\$ 3,820
Membership		\$ 109	
	Bank Fees	\$ 304	\$ 413.00
	Sausage Sizzle	\$ 1,836	
	Training	\$ 1,881	\$ 3,717
Total Expense			\$ 115,742
Balance Sheet @ June 30, 2024,			
Solutions One Account			\$ 42,282
Donation – City of Cockburn [Shed Co-ordination] 2023/24 [Oct – June]		\$ 1,711	
2024 [July – September]		\$ 14,176	
Petty Cash		\$ 522	\$ 58,691
Accrued Superannuation [April – June 2024] – Liability [\$1169]			
Summary	Income \$174433		
	Expense \$115742		
	Difference \$58691		

Budget Estimates 2024 - 25

Income			
	Estimated Cash @ Bank – July 1, 2024 (General)	\$	44,700
	Shed Co-ordination – Donation carried forward [July – Sept]	\$	14,200 \$ 58,900
	Donation [2024/25 – October 1 – September 30]		
	City of Cockburn - Shed -Co-ordinator	\$	56,500
	Superannuation	\$	6,500 \$ 63,000
	▪ Grants		
	Workshop Patio [AMSA]	\$	8,000
	Patio Extension and Blinds [MS of WA]	\$	5,000
	Open Day [MS of WA]	\$	5,000
	Equipment [TBD]	\$	6,000
	Men’s Health - Breakfast Sponsorships/Donations	\$	500 \$ 24,500
	Open Day	\$	1,500
	General	\$	5,000 \$ 6,500
	Membership [40 [average] x \$130]	\$	5,200 \$ 5,200
Fundraising [Net]			
	Projects and Product Sales	\$	10,000
	Sale of Miscellaneous Items	\$	6,000
	Sausage Sizzles [3]	\$	4,500
	Rotary Spring Fair [Products etc]	\$	1,500
	Open Day [Products/Food/ Raffle]	\$	5,000
	Tea/coffee etc [net]	\$	2,000 \$ 29,000
			TOTAL INCOME \$ 187,100
Expense			
	Item carried forward Shed Co-ordination – July - Sept 30,2024	\$	14,200 \$ 14,200
	Shed Co-ordination - October 1, 2024 - September 30, 2025]		
	October 2024 – June 2025 #	\$	41,800
	Superannuation October 2024 – June 2025 #	\$	4,800 \$ 46,600
	Office Administration – General/Telephone/Internet/MYOB	\$	4,300 \$ 4,300
	Grants		
	Workshop Patio (AMSA)	\$	8,000
	Patio Extension and Blinds (MS of WA)	\$	5,000
	Open Day [MS of WA]	\$	5,000
	Equipment	\$	6,000
	Men’s Health - Breakfast	\$	500 \$ 24,500
	Shed Improvements		
	Patio Extension and Blinds	\$	7,500
	Workshop Patio	\$	9,000 \$ 16,500
	Workshops		
	Materials	\$	10,000
	Consumables	\$	5,000
	Workshops - General	\$	4,000
	Equipment – Servicing/Maintenance	\$	5,000
	Maintenance – Floor Refurbishment/General/Electrical	\$	8,000 \$ 32,000
	Open Day	\$	6,000 \$ 6,000
General			
	Insurance [Members etc] [120 x \$55]	\$	6,600
	Memberships – AMSA & WAMSA	\$	500
	Bank and Square Charges	\$	500
	Training/Instruction	\$	3,000
	PPE, First Aid, Kitchen etc/Garden	\$	5,000 \$ 15,600
			TOTAL EXPENDITURE \$ 159,700
Summary:			
	Income \$187.1		
	Expense \$159.7		
[Shed Co-ordination# C/Fwd [Oct – June \$14.7 & \$1.7 = \$16.4] Other \$11.0 Excess \$27.4			

Appendix 5.5

Donation and Grant Partnerships – Acknowledgements

The Executive and members sincerely thank all who provided grant funding as well as assistance which is greatly appreciated. All off the funding together with significant contributions by members have made this possible. However, it is the outcomes which this funding [increased capacity] and members output to further the 'Shed's' excellent community contribution. Notwithstanding this it has also enable members to learn and/or upskill on the equipment purchased.

Donation

- City of Cockburn - \$56,000 -Shed Co-ordination

Grant Providers

- Lotterywest \$12,500 - Equipment

Drum Sander MIG Welder Pedestal Bench Linisher Electric Forklift

The 'Shed' contributed further \$3,500 [funds] as well as \$3,900 in-kind support.

- Men's Sheds of WA \$5,000 - Open Day Conducted by the 'Shed' and ten co-hosts.

Provision of marques, chairs and tables Event co-ordination

The 'Shed' contributed a further \$17,700 in-kind support.

- Aust. Men's Sheds Assoc. – National Shed Development Program - \$3,900

First Aid Training – Certification [8 members] First Aid Ready Instruction [46 members]

- Men's Sheds of WA - Small Grants Program \$500 - Mental Health and Wellbeing Breakfast

Total funds provided \$21,900.00

Appendix 6 - Shed Management

Management Committee Executive

- Chairman – Michael Murphy Expires 2024
- Deputy Chairman – Jack Bernardi Expires 2024
- Secretary - Bevan Dellar Expires 2025
- Treasurer – Niranjan Saripudi Expires 2024

Management Committee

- Gil Tyack, Ian Williamson, Marko Sekizovic Expires 2024
- Mark Downey, Garry Underwood, Geoff Webb, Bill Goor Expires 2025

Non-voting appointments

- Shed Co-ordinator/Project Manager – Mark Hennings.
- City of Cockburn – David Keefe Julie McDonald [Proxy]
- Rotary Club of Cockburn – Geoff Webb

Work Safety and Health Committee

- Chair Garry Underwood
- Chairman Michael Murphy [Automatic appointment]
- Secretary Bevan Dellar
- Shed Co-ordinator/Project Manager Mark Hemmings [Non-voting]
- Representatives
Mark Downey Joe Dobson Bill Goor Joe Dobson Marko Nadilo Jack Bernardi
Proxy; Ian Marriner

Other Appointed 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 – Michele Hodgson
- Optometry and Audiology – Specsavers Spearwood
- Personal Financial & Lifestyle Planning – Fortitude Wealth Partners
- Estate Planning – Equity Trustees

Shed Co-ordinator/Project Manager and Chief Warden

- Mark Hemmings and Terry Burford



OBERTHUR PRIMARY SCHOOL
An Independent Public School

+61 8 9237 6700

Oberthur.PS@education.wa.edu.au

Nicholls Crescent, Bull Creek
Western Australia 6149

To Whom it May Concern

Cockburn Men's shed have been an integral and essential part in the set up and continuation of our Boy's Shed located on our school grounds at Oberthur Primary School, in Bull Creek.



The Boys Shed was established in 2016 with a rotation of three members of the Cockburn Men's Shed visiting for two, 2-hour sessions a week. The men worked with various Year 5 and Year 6 boys on practical tasks. These practical tasks fell into three categories:-

School Based Projects - bat boxes, play equipment, signage, classroom clocks etc.

Community Projects - Community Library boxes, wooden outdoor roleplay equipment (outdoor kitchen).

Individual Student Projects - chess boards, Billy carts, solar powered boats.

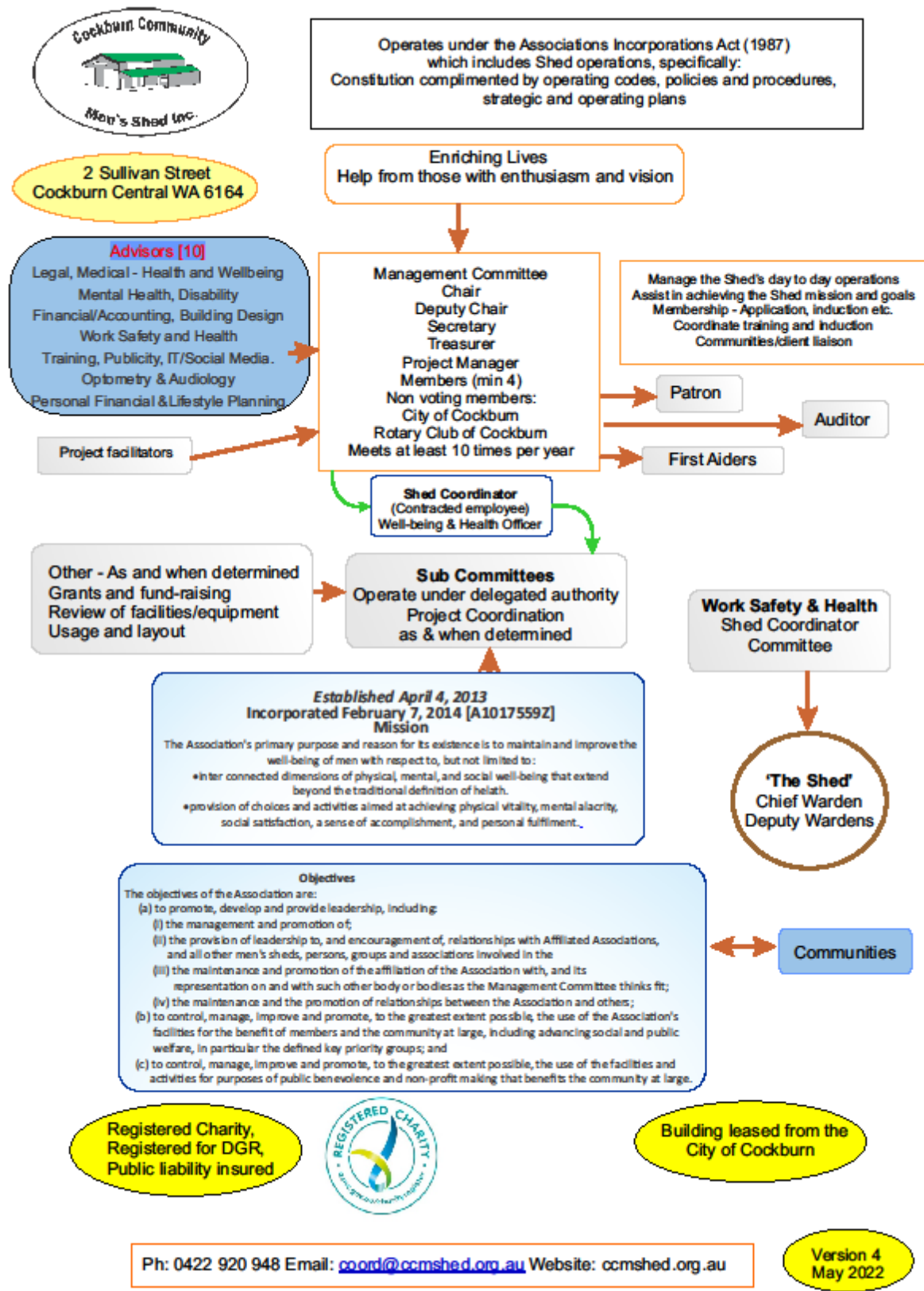
The Oberthur Boys Shed did not just tackle practical skills for our boys but the men in our shed acted as a father or grandfather figure for our children who needed that male role model for one reason or another. These gentlemen acted as mentors - they talked to the boys, motivated them to learn, ask questions and contribute to society.

Our Boys Shed has now been growing and thriving for eight years and we have had over 25 boys through the program. The Cockburn Men's Shed have one member still visiting and supporting in a weekly program, others continue to help and provide support when needed. For example, Boys have visited the Cockburn Shed on three different occasions The Men's Shed have come to our school and lent us resources to perform with, in our assembly item (a fully functioning Dalek).

We continue to work closely with Cockburn Men's Shed and hope to do so for many years to come.

Kind Regards

Helen Taylor and Ray Throssell
(Oberthur Boys' Shed Coordinators)



Corel Draw Flow Chart V4

The Shed

*The days of yore have now passed,
The sands of time fall in the glass
Sweat and strain to make ends meet
Are memories of farm and street*

*Now retired and at loose end
The children have grown, for themselves to fend
So, what to do with this time to spare,
Perhaps new people are waiting there.*

*This seems unlikely but it is true
But where to find those favoured few,
That make projects from steel and wood,
Will I fit in, of course you could.*

*Worldly experienced men are these,
From the reaches of the seven seas,
They attend and help when time permits
And drink a cup of comradeship.*

*Such a place these men did make
To say good morning, their hands to shake,
Friendships made and caring given
For others welfare they have striven.*

*Men of stature, robust and strong
There are infirm members who come along
Age is no barrier, come and start
Become a part, be not apart*

*A decent group of men are these
That help with some of Cockburn's needs,
Backed by donation and funds raised,
Cockburn Men's Shed is justly praised.*

Written by 'Anony Mouse.'