



ANNUAL REPORT

2022/23

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Chairman's Message

The year 22/23 has been one of expansion for the Shed.

We concluded several major projects, which culminated in a "Finally Finished" Day celebration at the Shed in March 2023, attended by Shed members, City of Cockburn employees and councillors, Men's Sheds of WA (MSWA) representatives, and invited interested guests.

The projects that we finished have been listed elsewhere in this document so I will not go into detail, but it was the result, in some cases, of several years' work to get those projects finished. One exception is the mezzanine floor, which is an ongoing project as there are still some compliance requirements to be met before we can access that area. Many Shed members and advisors contributed to those projects which have now enhanced the operational capabilities of the Shed and Shed members. I do acknowledge the major contribution of Plumbers Inc., Austal Ships, the Dept of Communities (through the office of David Scaife MLA) and the City of Cockburn who assisted with those projects with significant contributions of cash, goods or hours of their time. Each individual project was managed by a Shed member who volunteered for that role, so a special thank you to Scott Cavanagh, Chris Holliday, Garry Underwood and Mark Downey for the many hours of work they put in for the benefit of all Shed members.

The Shed continues to interact with other local organisations, and this financial year we have delivered 2 resin courses, one for the local seniors' centre and one for Shed members, a mental health breakfast for members with invited guest speakers, a 2-day workshop for first responders, as well as constructing many items for local schools, retirement villages, and other establishments located within the City of Cockburn.

We attended the Rotary Fair in late October 2022 where we showcased our skills by having items for sale, as well as giving an opportunity for potential members to see what we are about.

The annual Christmas Dinner was held at one of the local taverns and all feedback on the event was positive, so much so that we have re-booked for December 2023.

In conjunction with Cockburn Rotary, we initiated a new Shed award, which we called a "Pride of Workmanship" award. This acknowledges Shed members for a contribution to the Shed above what is expected. There were 11 recipients of this award, the large number due to this being the first year of the award and the large number of projects that the Shed completed. We hope to make this an annual award, albeit with a smaller number of recipients.

The second of what has now become our annual Shed Open Day was held in March 2023. For the event we received grant funding from MSWA, as well as contributions in the form of vouchers, goods and cash from several local organisations. We raised over \$5,000 on the day, all of which has gone back into the Shed account for the benefit of members and community activities and projects.

We hosted a Men's Shed of WA (MSWA) zone meeting in April 2023, which was attended by 60+ Shed members from the southern metropolitan area. This Shed was the envy of many who attended, both for its equipment, the way it is organised and for the gourmet lunch that we provided.

That day and the other events we hold throughout the year would not be possible without the generous giving of time and expertise by the members of the Shed and I would like to acknowledge their ongoing commitment to make this Shed better each year.

This Shed continues to grow both in numbers, equipment, and most importantly, status in the community. We have almost daily visits from City of Cockburn locals who have heard of us and want something repaired, made or refurbished. We have done this without losing our primary *raison d'être*, the mental and physical wellbeing of men.

This year has been challenging for many established and new members and I know that the Shed makes a positive difference not only to the men who attend, but also to their partners, family and friends.

In closing, I would like to thank all those members who give continuously their time and expertise for the benefit of new members, people in the community, and other Sheds who seek assistance from us.

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

Ensuring there was a strong 'TEAM' environment by -

- ❑ Maintaining strong membership communication
- ❑ Enhancing the Shed's corporate governance platform
- ❑ Providing financial stability by –
 - Maintaining/increasing membership – Increased from 109 to 119 (as of June 30, 2023). This is an increase of 9.2%.
 - Retaining existing funding [carried forward 2021/22] and gaining further funding [2022/23] which enabled \$30952 to be carried forward with approximately \$25000 committed to on-going 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 influences 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 5, and the following was undertaken this reporting year.

Communication:

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

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

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

Also, of equal importance these were complemented by:

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

Capacity Building and Diversity – Staged Approach

In June 2019, the Executive and management committee together with members developed and endorsed a three [3] year Strategic Plan -2019/20 to 2021/22. This was coupled with budget formulation and endorsement 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 four years were reported upon each year. However, due to COVID and consequential delays the latter projects [four significant ones] completion were delayed with finalisation on most in March 2023.

Strategic and Operational Planning – [2019/20 to 2022/23]

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 2022/23 were endorsed by the management committee and circulated to all members as well as being tabled at the 2022 AGM. This included the previous plans being extended due to previous COVID restrictions and material and equipment availability. This would see the finalisation of all what had initially been planned to be achieved. It was determined that the plans for 2022/23 were more than adequately met. The Finally Finished Day confirmed this. Cockburn community.

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

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

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

It was determined in May 2023 that for the next year [2023/24] that it be a year of consolidation with all the smaller identified activities, tasks including some facilities being refurbished.

Further, as all major plans had been accomplished a comprehensive review of the forthcoming Strategic Plan [3 year] and translated yearly into an Operating Plan including associated income and expenditure budgets will commence in February 2024 and presented for endorsement in June.

To achieve excellent outcomes the Executive and Management Committee maintain strong governance to successfully plan, finance, and deliver but not limited to the Shed's capacity including facilities, equipment, programs and activities that ensured a continual focus on remaining efficient, effective, and resilient. Programs where appropriate to include but not limited to men's health and well-being.

Finally Finished Day – Tuesday March 7

In recognition of what had been achieved it was determined to show case and thank all by having this special event. Chairman Michael Murphy welcomed all and the asked long time Shed member and proud Jabirr Jabirr man Gary Clark to give Welcome to Country.

Chairman Mike then provided an overview of the special day's purpose and outlined what had transpired after four and a half years of extremely hard work and dedication by members and advisors together with many benefactors who made it possible for the Shed to finally complete its initial strategic plan. Details of this is shown Appendix 5 which includes initial funding, shed co-ordination, acquired assets/improvements, donation and grant funding.

In addition, detail of members volunteering, community service [projects and activities] and members personal projects. Further the Shed would not be what it is today without the backing and continual support of the City of Cockburn and Rotary Club of Cockburn. We are also very grateful for the time that our Advisors give us.

- Richard Vernon from Vernon Design Group, who assists with upgrades to the shed facilities
- Mark Hill from Trove Advisory Group, who assists with financial matters and auditing
- Glen Giles from Taylor Smart lawyers – legal and statutory matters

All have made significant contributions to the Shed in their respective areas of expertise, which enables the governance of this Shed to be the envy of every other shed in the world (personal opinion).

As a conclusion the final four major projects were officially commissioned, which were:

- New lift,
- Stairs and balustrading giving access to the mezzanine floor.
- Upgraded dust extraction unit, and
- Replacement of the original power supply switchboard with a much larger capacity unit.

All contributors are detailed in the Chairman's message.

Asset Stocktake and Electrical Equipment Testing and Tagging

In early January, the annual stocktake was undertaken which resulted in ensuring all assets were independently numbered and catalogued. In addition, all electrical equipment, appliances, and cords were checked, tagged,

catalogued and accounted for 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 we are most appreciative of the work undertaken by electricians Ken and Garry.

Community Projects and Activities

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

Based upon a conservative estimate of hours [3300] the community involvement of the Shed has increased by approximately 875 hours, a 36% increase over last year 2021/22.

Members Volunteered Hours

The Shed would not be in the position it is today without significant sacrifice by members who willingly volunteer their time to ensure that the Shed is the best it can be. The volunteered hours have this year again increased, brought about by 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 staff or the high cost asked to do the task. In this regard the Executive wish to acknowledge the contribution which is estimated to be in the order of 5890 hours compared to 5650 hours in 2021/22 – an increase of just over 3%.

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

Public Events – Special Programs

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

- DIY – Basic Home Maintenance Program for Women

Eight women participated in this very popular program conducted at the Shed. A letter of commendation was received regarding the high standard and practicality of program. Further all those associated with the planning and execution.

- Cutting Boards – preparation and resining

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 were held where all participated in producing small timber items. Continuing programs have been agreed and are being scheduled for the forthcoming year.

Governance

The Shed has continued to maintain a high standard of governance 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, continued to undertake comprehensive reviews to determine to the extent to which the Shed was compliant with the finalisation of the major projects as outlined in their original management plans, donation and grant conditions and . It is pleasing to note that all obligations were fulfilled.

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

Continuous Disclosure

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

Constitution

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

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

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

Constitution and Associated Documents - Reviews

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

The Federal legislative changes relating to Deductible Gift Recipient [DGR], and Goods and Services Tax [GST] endorsed by the Australian Taxation Office [ATO] enabled the Shed to become a registered charity and endorsed Designated Gift Recipient [GST exempt], which has assisted in achieving greater benefits.

To ensure that the Constitution continues to be effective a review commenced in May with the recommended changes circulated to members for consideration. Feedback was received and it was resolved on June 13 Management Committee meeting that the recommended changes be put to members by way of a 'Special Resolution' at the planned General Meeting on August 8. Note: This was undertaken, and the recommended changes endorsed. Currently awaiting approval to issue from Dept. of Mines, Industry Regulation and Safety – Associations and Charities Branch.

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 COVID and the changing requirements placed on the Shed by state and/or local government statutory changes.

Again, all are grateful for the efficient and effective day to day functioning of the Shed due to the efforts of the Executive, Management Committee members, Shed Co-ordinator, project facilitators and members. The Shed's reputation within the community is recognised as being well run and efficient. Our sincere thanks to all.

The key to this, as appreciated by the Executive, members, the public and significant others is having the same Co-ordinator. Donation approval by the City of Cockburn was given on August 12, 2022, to enable the Shed to continue with the paid co-ordinator (contractor). Contained within the approval was allowance to increase the number of operational hours by a further 4 hours from 26 to 30. Consequently, we have seen a significant increase in Shed output and subsequent contributions. We are most grateful for the increase.

The Shed began the financial year with operational restrictions in each of the workshops due to the four major projects partially way through or commencing together with required changes such as redefined equipment and work bench layouts. This necessitated new workbenches and modification as well as much electrical work due to the changed out electrical power board. The new board has been configured so that when any one of the duress emergency buttons are activated, power to all the equipment and dust extraction system shuts off automatically.

Members again availed themselves to outside events, including trips to York and the York Men's Shed, as well as Donald May's Heritage House for morning tea where a vintage pedal organ that was restored by long time Shed member Michael Manning, donated by our Shed to theirs was exhibited. There were also trips to Dowerin Field Day, Whiteman

Park, and SAS Barracks at Swanbourne. Members also took the opportunity to visit other Sheds while visiting and/or holidaying around the state or country.

Internal projects to enhance the Shed members experience continue. Members finalised the construction and fit out of the extensive shelving system in the office enabling the display of items that are for sale. We are continuing to progress approvals to access the mezzanine floor and increasing the outside undercover storage areas.

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. Due to almost no restrictions because of COVID, significantly more projects, (more than one hundred were completed. A brief sample of what was achieved are:

<ul style="list-style-type: none"> • Playground activity equipment – wooden, train and carriage and seated boat • Mailboxes [2] for primary school • Baseball pitching mounds. • Climbing frames • Display table for the Cockburn Seniors Centre • Morning tea wheeled cart and bus shelter for an aged care facility • Ice cream cart for RAAF 	<ul style="list-style-type: none"> • Ashes urns • Double seats • Mud kitchens • Play tunnel. • Bookcases • Baton holders – Employee recognition certificate holders • Lip balm holders for a local business • Flowerpot display stand on wheels
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This is just a sample of the projects we have completed this year despite restrictions due to four major capital items being installed.

Throughout the year, we again hosted members of the public who are under work orders for such things as unpaid fines. This has been coordinated through the WA Justice Department and the people who 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 the activities undertaken and as such we have had five groups visit as well as many others.

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.

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. For this the Executive and all members 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.

Proposed Priority Actions – 2023/24

At the June 10 Management Committee meeting it was resolved that the ten priority actions provide guidance for the forthcoming year focussing on consolidation.

1. Continue strong governance to successfully plan and deliver programs that will ensure a focus on remaining efficient, effective, and resilient, being always mindful of the Shed’s primary role in enhancing men’s physical and mental health.
2. Meet or exceed the ten [10] key performance indicators identified by the City of Cockburn to enable their continued donation to cover the annual cost of co-ordination and assist with the cost of administration in overseeing the Shed’s operations and services within the Cockburn community.
3. Continue to be vigilant with the financial accounts of the Shed, and pursue sponsorships, grants and/or donations (including pro-bono work of both labour and material) to work towards financial self-sufficiency.
4. Provide to the City of Cockburn annual reports regarding its approved donation funding towards meeting the annual Shed co-ordination and administration costs. The report for 2022/23 [second report of agreed three years] will detail the progress towards meeting specified key performance and those proposed for 2023/24.
5. Finalise second strategic plan [2023 - 2025] ‘*Building Capacity and Diversity*’ including but not limited to:

Completing the projects listed below, which include the finalisation of key major internal installations that have been carried forward due to COVID and subsequent non-availability of the equipment and materials.

- Tasks

- Mezzanine floor fit out – Lift, stairs, electrics and furniture,
- Electrical power distribution board upgrade – including additional equipment outlets, circuit breakers, power outlets,
- Dust extraction system – enhancing electronic controls within the Machine Workshop where dust extraction unit is installed.
- Upgrading of Emergency/Evacuation system on Mezzanine Floor associated with lift and stairs installations.
- Enhancement of north and south patios on containers
- Upgrading garden facilities.
- Enhancement of current Shed facilities and operating conditions by:
 - Continuing to work collaboratively with the City of Cockburn regarding the upgrading and/or maintenance of Council assets.
 - Commissioning of evaporative air-conditioning on the mezzanine floor.
 - Acquiring additional equipment and hand tools.
 - Manufacturing and installing new workbenches in the hand tool and machine workshops.
 - Redesigning and upgrading the hand tools storage store.
 - Upgrading the battery charging facilities for hand operated tools.
 - Establishing emergency evacuation procedures and training prior to the commissioning of the Mezzanine Floor.

- Deed of Lease

Currently the Shed a membership of 119. This has increased from the 30 members in June 2018 when the new Shed was opened – over a 300% increase. It is anticipated that maximum use of current facilities will be achieved within the next 2/3 years.

Current approved numbers for each defined area are:

Office - 75; Workshops Power Tools – 25; Metal – 15; Hand Tools - 23.

The above are all currently being re-assessed due to changes to layouts.

Mezzanine Floor – TBA, as all approvals regarding use are yet to be determined.

As additional alternative activities become available it is anticipated that these will attract maximum participation. Consequently, the Shed will seek:

- Approval to plan and execute increased capacity and activities by City of Cockburn giving permission to grant a lease to the second portion of land within Crown Land Title Volume 3151 and folio 370 Reserve 12243 being part Lot 73 on deposited plan, situated on 2 Sullivan Street, Cockburn Central.
- Corporate sponsorship to help facilitate the desired outcomes.

6. Shed Co-ordination

Seek further three-year renewal donation [2024/25 – 2026/27] from City of Cockburn Donations and Sponsorship program with respect to the continuity of day-to-day operational co-ordination. This donation will enable the Shed to continue operations that benefit not only the members but also the City's residents with whom we interact.

Further, in collaboration with the City of Cockburn's 'Shed' representative review the current nominated KPIs to ensure that the donation request for a further three years [2024/25 – 26/27] meets both the Shed's and Council's expectations.

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

7. Further community engagement [inclusiveness] and participation by increasing the number of partnerships and/or enhanced collaborations to enable greater use of the Shed and its facilities. This to be achieved by, for example, but not limited to:

- Mental Health Week Breakfast – October. Hosted by the Shed together with co-hosts.
- Rotary Spring Fair – Sunday October 29
- Shed Tours by various groups etc – Dates as determined after all Shed upgrades have been completed.
- Shed Open Day – Sunday March 24, 2024 - Hosted by the Shed together with co-hosts and sponsors.
- Guest speakers on key items etc as requested by members.

- External visitations to various organisations etc.
 - Undertaking joint projects/tuition at the Shed with organisations, schools etc as well individuals.
 - Operating Partnerships
 - Rotary Club of Cockburn
 - Dept of Justice – Community and Youth Justice – activity provider
 - Centrelink – approved service provider
 - Sail-on – Mental health and well-being of serving and/or ex-military service personnel.
 - Cockburn RSL sub-branch
 - Creative Wellness for First Responders – Police, Fire Brigade, and Ambulance Officers
 - People With Disability – activity provider - supported by accredited organisations.
 - City of Cockburn
 - Various not-for-profit organisations and schools – service provider
 - Other on request
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 to the Cockburn community.

Financial Planning

Throughout the financial year the Shed has been able to maintain its strong financial position. All proposed expenditure was met and further purchases that were identified were able to be acquired. We are most appreciative of the 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 the Treasurer's report 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 119 [June 30], a 9.7% increase. Membership does not include those persons [agency paid employees] who support people with a disability, despite both making significant contributions to the Shed.

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.

As stated earlier with the ever-increasing membership financial support, the Shed extended the operating hours by 4 hours [26 to 30] each week from October 2022.

On May 10, the Management Committee endorsed as from July 1, 2022, the annual membership fee for 2023/24 be increased from \$110 to \$120 due to much higher insurance, consumable and general costs.

Work Safety and Health

The Shed has continued to maintain a high standard of well-being, safety and health within the Shed and other activities undertaken.

The Shed recorded several minor incidents but **No** major accidents or exposures this year. This has been achieved by having an appointed Shed Co-ordinator/Project Manager who oversees a structured training approach in conjunction with a WS&H Committee, comprehensive policies, and operating procedures. This was further strengthened by having appointed Project Facilitators with delegated authority. All were highly skilled and competent members. In addition, this is complimented by individual machine use competency testing coupled with regular equipment, tool inspections and maintenance. Coupled with this the Shed has continued to provide a high level of training/ instruction with some

being provided by external expertise. In addition, Toolbox discussion was provided on key operational, health and well-being subjects.

It is worthy of note that the Shed has not lodged any claims since inception and particularly relevant since moving into the new empty Shed in June 2018 and the major and minor works undertaken coupled with an increase of membership from 30 to 119.

Regular evacuation exercises based upon an incident/accident or duress emergency were conducted throughout the year.

Highlights

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

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

Mezzanine Floor

All the key functional items, that is lift, stairs, balustrading and air-conditioning have been completed. However, the following are to be finalised to fulfill statutory requirements to enable access to the mezzanine floor:

- Inspection and assessment in accordance with Health [Public Buildings] Regulations by City of Cockburn - City's Developmental Compliance Officer
- Determination of floor utilisation [e.g., storage and suitable activities] due to partial height restrictions
- Provision of Occupancy Permit application together with Certificate of Compliance to be provided by an independent Building Surveyor

Further, the required amended Public Building Certificate will be issued after an approved Occupancy Certificate has been endorsed.

A reassessment of all other existing areas due to the installation the new capital items and redesign, relocation of equipment and installation of additional shelving and work benches also needs to be completed.

Equipment - Acquisitions and Installation

Replacements -

- Workshop workbenches [wood and metal]
- Upgraded equipment electrical outlets.
- Completed steel framed and timber internal display shelving.
- Garden shed paving and shelving.
- Patios and racking at the end of storage containers.

Hand Tools - Acquisitions

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

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 Chair] for their efforts to ensure the Shed continues to maintain stability and effectiveness.
- Scott Cavanagh who has managed the overall planning, construction and installation of the lift, stairs and balustrading. Also, for the continuous maintenance of equipment in particular the machine workshop.
- Mark Downing - Metal Workshop for all the major steel fabrication associated with the lift, stairs, balustrading and air-conditioning.

- Colin Lee - installation of the air-conditioning unit on the Mezzanine Floor.
- Garry Underwood for the on-going current maintenance, redesign, planning, construction and installation of the electrical power board.
- Ken Spurling for his continuous electrical Shed upgrades, maintenance, equipment, tools testing and repair maintenance
- Peter Pardini for the continuous maintenance of gardens and lawn area and establishment of a vegetable garden
- Chris Holliday for the planning and project management of the upgrading of the dust extraction system
- Brian Cummins and Peter Pardini for the maintenance and cleanliness of internal facilities
- Milan Romcevic for the planning and manufacture of many pieces of requested specialised pieces of furniture.
- Bevan Dellar for his secretarial work and other volunteer hours to achieve grant funding and finalisation of major installation projects.
- Charlie Llewellyn overseeing the use of the wood lathes, training and instruction.
- Kim Gray for overseeing the resin training for 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 what is offered to members and the community.

Pride of Workmanship Awards

We are pleased that our long-time supporters the Rotary Club of Cockburn joined with us to establish a further award that is Pride of Workmanship. This award is given in recognition of a Shed member who has 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 this 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.

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

Ken Spurling	Brian Ward	Mark Downey	Scott Cavanagh
Chris Holliday	Eugene White	Milan Romcevic	Allan Follington
Gary Underwood	David Jones	Michael Murphy	

Southern Metropolitan Zone Meeting - April 14

This was hosted by the Shed with excellent outcomes achieved with 54 shed members from various sheds attending including 3 from Men’s Sheds WA, 30 from other Sheds as well as 21 from our Shed. Variety of defined subjects together with guest speakers and product demonstration. This was coupled with an outline from each Shed as to current achievements as well as what they were working towards. Shed was commended by Trevor Gorey Men’s Shed of WA President on its hosting being extremely welcoming and for the meal that was prepared by Marko and his helpers. All thanked for its excellence.

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:

With the provision of more workshop space, equipment and members, the number of projects undertaken has increased 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

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 26. Supported by ten co-hosts. ● Treeby Primary School ● City of Cockburn - many and varied. ● Lakelands Senior High School ● AGIS Retirement Village ● Melville Arts Centre ● South Coogee Beach Community Group ● Villa Dalmacia ● Melville Men’s Shed ● Native ARC WA [Wetlands Centre] ● WA Woodcarvers Association Inc. ● Volunteers Breakfast 	<ul style="list-style-type: none"> ● Goodstart Early Learning Centre ● Campbell Primary School ● Bletchley Park Primary School ● City of Cockburn – RSL sub-branch ● Cockburn Seniors Centre ● RAAFA Club Bull Creek ● Play Factory ● Kardinya Baseball Club ● Kalbarri Men’s Shed Association Inc ● Cockburn Rotary Club ● Clean-up of deceased estates etc. ● Wellbeing and Health promotional seminars
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Shed Open Day – Sunday March 26

This was the second ‘Open Day’ the Shed organised since locating at Sullivan Street.

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

- Chopping boards of various sizes and composition
- Small ceremonial “Game of Thrones” axes
- Wooden turned bowls.
- 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 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 under \$5,000 for the Shed, which we consider to be 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 and Cockburn Integrated Health.

A review was undertaken, and lessons learnt will further assist with pre-planning which has commenced. We are confident that when run again on Sunday March 24, 2024, 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 they choose to use.
- instruction/induction on the various pieces of new equipment/tool provided within any of the four workshops.

Further enhanced training/instruction was provided associated with:

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

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

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

- Charlie Llewelin - Woodturning
- Kim Gray – Use of Resin
- Mark Downey – Welding and fabrication
- Emergency/Duress Control – Random mock evacuations [5] were conducted to ensure all members, trade-persons and/or visitors became familiar with the procedures as well as identifying any required actions and rectifying them. This is conducted and co-ordinated by the Shed Co-ordinator/Chief Warden in conjunction with wardens and members.
- Steve Riley – Metal lathe operation
- Jack Bernardi – Use of paints, varnishers etc

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 including financial and life planning.
- Legal – Wills [changed circumstances], Enduring Power of Attorney and Enduring Guardianship
- Mental Health – Alzheimer's
- Dementia
- Cancer Council
- Medical Services within Cockburn Central
- Men's Sheds of WA - Regional Health Co-ordination

In addition, sessions were conducted on:

- Paint and varnish
- Resin use

- Facilitation of Groups etc using Men's Sheds
- Equipment and tool use – rights and wrongs.
- Shed – New equipment, tools and enhancements etc – use and new techniques.
- Various City of Cockburn functions

Other Shed Activities

- Cooking demonstration
- Resin demonstration
- Shed Sausage Sizzles [3]
- Sundowner – Shed [1]
- Christmas Sundowner
- New Year's celebration
- Member hospitality Sundowners [3]
- Rotary Spring Fair
- Raffles
- Assisted with Bunnings Father's Day Sausage Sizzle [Thursday evening]

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
- Men's Sheds of WA – Chairman, Senior Project Officer and Regional Health Co-ordinator
- Lions Clubs – Atwell and Jandakot
- WA Guild of Woodturners

Shed's External Endorsements

Approved Centrelink Organisation

The Shed was approved in 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.

Department of Justice – Community and Youth Justice

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

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

It is indeed a pleasure to support the program.

We are most appreciative of their assistance and all Shed members who assist in this contribution can be justly proud of what they do.

We look forward to the continued partnership.

Industry and Commercial Assistance

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

Building a Strong Community Sector Project

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

The key topics covered were:

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

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

Shed's Community Support

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

Information Technology – Computing Requirements

The Shed continued to extend its computing and communication platforms e.g., Facebook and the Shed webpage. Having acquired the new computer with upgraded software has provide greater flexibility of use.

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 4 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.

Shed Memberships

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

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

Relationships

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

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

Donation/Grant Funding

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

- *Donations*
 - City of Cockburn – Shed Co-ordination
 - Trove Group and Cockburn Integrated Health – Open Day
- *Donation of Equipment*
 - Plummer's Industries – Electrical Power Switch Board
- *Grants*
 - Lotterywest – Upgrading of Dust Extraction Facilities
 - City of Cockburn – Small Events- Banners and 'A' Frames
 - Men's Sheds of WA – Open Day

Partnerships and Sponsors

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

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

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

Advisors

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

- Installations – lift, stairs, balustrading, building redesign. [Building Design]
- Accounting – Legislative and ATO changes, MYOB - [Financial and Accounting]
- Constitution and operations [venue hire agreement/employment/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 [Disability and associated services including NDIS]

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

Appendices

Appendix 1 - General Reporting Information

Meetings

The Shed's management and work safety and health committees have continued to meet monthly except for January and February. The management committee comprises the Shed's executive office bearers and members of the general membership as determined by the Constitution. Those committee members are elected at the annual general meeting. Also, the work safety and health committee were elected at the annual general meeting in accordance with the Constitution. Due to the finalisation of all significant projects and Shed operations structure of the committee is being reviewed and outcome determined at the General Meeting to be held on August 8.

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.

Detail of formal meetings and other activities is as follows:

- ❑ Annual General Meeting [2021/22] – October 4, 2022
- ❑ Management Committee Meetings – 8
- ❑ General Meetings – 2 August 2022 and February 2023
- ❑ Work Safety and Health – 5
 - Sub-Committee
 - Finance [General Income & Expenditure Budgeting] - 3
- ❑ Consultations, Briefings - 6
- ❑ Attendance – Meetings/presentations at organisations, which the Shed has an affiliation - 7.
- ❑ Exhibitions – 1
- ❑ Project Meetings – 8
- ❑ Presentations – 5
- ❑ Shed Open Day – 1
- ❑ Sausage Sizzles - 3
- ❑ Rotary Spring Fair
- ❑ External Organisations visits at the Shed – 5
- ❑ Host Zone Meeting - 1
- ❑ External Shed Members - Visitation – 25

Appendix 2 - Financial Reporting

Compliance

The Shed's financial report is a special purpose financial report prepared to satisfy the reporting requirements of the Associations Incorporations WA Act (1987) and Charitable Collections Act (1946), Regulations (1947). The Management committee has determined that the Shed is not a reporting entity.

In addition, the Shed was compliant with its own Financial Compliance and Public Fundraising Code, which includes reporting of the Shed's accounting practices, financial reconciliation and statement preparation [based on historical costs] in accordance with Australian Accounting Standards.

Registered Australian Business [ABN]

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

Tax File Number – TFN 349 061 685

Australian Charities and Not-for profits Commission

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

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

Banking

The Shed operates one 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.

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

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

Goods and Services Tax [GST] Concessions

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

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

The above endorsements [charitable law] enables the Shed to receive gifts [money and/or property], contributions or from any eligible fund-raising event. Defined categories enable donations to be claimed as a tax deduction.

As a registration requirement that the Shed must submit an annual financial report no later than December 31 to the Australian Charities and Not-for-profit Commission [ACNC].

City of Cockburn – Deed of Lease – Renewal of Term – July 2023 – July 2028

Renewal was sought on February 20 with comprehensive detail - summary of achievement since the initial deed of lease was initiated.

On April 3 advice was received that the City was delighted to accept the Shed's request to exercise its option under the Deed of Lease. Further the City wished to acknowledge the hard work and dedication that has been undertaken since the commencement of the lease.

The Executive and members wish to thank the City of Cockburn for their ongoing support by endorsing the requested extension.

Appendix 2.1

Financial Statements – 2022/23

<u>INCOME</u>	\$ 00	\$ 00
Opening Balance [Brought Forward]-July 1, 2022.		57100
Donation		
Cockburn City Council - Shed Co-ordination - 2022/23	41454	
- 2023/24	13400	54854
Grants		
Lotterywest – Dust extraction upgrade	55000	
City of Cockburn [Small Events]	3000	
Men’s Sheds of WA [Open Day]	4945	62945
Fundraising	Project Sales	7591
Sale of Materials	6293	
Open Day - Sales	3371	
Mental Health Promotion	600	
Sausage Sizzles	4152	
Spring Fair	1194	
Resin Course [Training]	1000	
Miscellaneous	3558	27687
General		
Membership Fees – 2022/23	8822	
- 2023/24	3600	
Donations – General	1155	
Rent/Hire	385	
‘Shed’ Shirt Sales	680	
Petty Cash	452	15094
<i>GST [July 1, 2022 – June 30, 2023] (\$6624, 2078)</i>		<i>(8702)</i>
	Total Income	\$209014

EXPENDITURE

	\$	\$
Donation		
Cockburn City Council - Shed Co-ordination	42406	
Office Expense	3460	45866
Grants		
Lotterywest – Dust extraction upgrade	55000	
City of Cockburn [Small Events]	3000	
Men’s Sheds of WA [Open Day]	4945	62945
Shed Upgrades		
Dust extraction upgrade	19117	
Mezzanine Floor		
Lift	5560	
Stairs and Balustrading	67	
Airconditioning	5084	
Electrical Power Board	494	30322
Events		
Small Events	22	
Open Day	429	
Mental Health – Day	587	
Finally Finished Day	2753	3791
General		
Insurance	4300	
Training [Resin]	1170	
Miscellaneous [Sundries]	1510	
‘Shed’ Shirts	709	
Membership	109	
Bank Fees	192	7990
Shed – Workshops etc.		
Equipment	11545	
Shed Maintenance	6359	
Materials purchased	8835	
Consumables - General	409	27148
	Total Expense	\$178062
Balance Sheet @ June 30, 2023,		\$ - c
Solutions One Account		16040.74
Donation – City of Cockburn [Shed Co-ordination] 2022/23 [October – June]		1059.63
	2023/24 [July – September]	13400.00
		[carried forward]
Petty Cash		451.55
	Total	\$30951.92
Summary		
Income	\$209014	
Expense	\$178062	\$30951.92

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

Notes to and forming part of the financial statements for the Shed ‘a not for profit’ association for the year ended June 30, 2023, together with the Management Committee’s Report and letter provided to the Auditor are available to members on request. This includes all detail associated with each grant.

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

Financial Stability

The Shed continues to maintain financial stability which was achieved by:

- increased Shed sponsorships, grants and/or donations including pro-bono work [labour and material] to enable the Shed to be financially viable.
- completing and thereby increasing the net worth of Shed facilities and equipment as follows:
 - # Mezzanine Floor Lift [\$80,900]
Stairs [\$19,000]
Balustrading [\$3,500]
Airconditioning [\$13,000]
 - # Dust Extraction System – Renewal [\$80,000]
 - # Electrical Power Board – Upgrade [\$19,00]
 - # Upgrading lighting and electrical facilities [\$15,000]
 - Acquisition - additional equipment and hand tools [\$10,500]
 - Acquisition - computer and software [\$1,500] Total \$242,400

To acknowledge the completion of all these major projects [#] which culminated in the finalising of the new Shed's initial strategic plan a 'Finally Finished Day' celebration and acknowledgements was held on Tuesday March 7 with more than one hundred [100] attending. Details are at page 6.

□ Audit [Financial Assessment]– 2022/23

An independent financial assessment was conducted by Mark Hill CPA and, it was determined that the financial reporting of the Shed was presented fairly and in accordance with all requirements. The Assessment Report was signed off on September 15. Copy of that assessment will be tabled at the AGM and made available to members on request. It is noted that all requirements under the Associations Incorporations WA Act (1987) and Charitable Collections Act (1946), Regulations (1947) for 2022/23 were fully met as reported to the Department of Mines, Industry Regulation and Safety.

Further, as the Shed is a Registered Charity, endorsed on October 23, 2020, it is required to provide an Annual Information Statement to the Australian Charities and Not-for profit Commission which is to be submitted each year prior to December 31. The report for 2021/22 was accepted.

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

Note: The Shed under ACNC guidelines is classified as 'small' and no audit or financial statements is required, however the Shed resolved as good governance as noted above an independent financial assessment was undertaken.

□ Financial Planning - 2022/23

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

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

- Income projections from current sources as well as new opportunities including corporate sponsorship, new projects, partnerships, sponsorships, grants and other sources.
- Expenditure projections based on current activity, together with the possible new projects as well as determining what new and/or replacement facilities and equipment.
- Copy of the revised and approved budget estimates for 2022/23 were circulated to members and is also available on request. The estimates are monitored and as and when required amended to meet changing needs and then reported on thereafter.

City of Cockburn - Shed Co-ordination

As part of the Shed's accountability regarding community donation funding provided by the City of Cockburn since opening of the new shed and to-date the Shed must report yearly on thirteen nominated key performance indicators past and future. Details are available on request.

It is pleasing to note that since inception the Shed has been able achieve and more on the established KPI's. All the details relating to the KPI's are contained within the report in their respective categories.

Budget Estimates 2023/24

	\$000.0	\$000.0
• Income		
• Cash @ Bank Brought Forward – July 1, 2023		
Includes : General	16.4	
: Co-ordination – carried forward [2022-23]	1.1	
: 13 weeks x 26 hrs X \$34.25 ph. [July – September]	13.4	
Sub-Total		30.9
• Donation		
• City of Cockburn		
• Shed -Co-ordinator – 37 weeks x 30 hrs x \$36.45 ph. [Sept – June]	39.8	
• 13 weeks [July – September]	14.6	
• Administration	3.6	
Sub-Total		58.0
• Grants		
• Men’s Shed of WA [Open Day]	5.0	
• Equipment [TBD]	9.0	
• AMSA – Training	3.6	
Sub-Total		15.6
• Sponsorships/Donations		
• Open Day	1.5	
• General	5.0	
Sub-Total		6.5
Membership [60 [average] x \$120]	7.2	7.2
Fundraising [Net]		
• Projects and Product Sales	8.0	
• Sale of Miscellaneous Items	3.0	
• Sausage Sizzles [3]	4.5	
• Rotary Spring Fair [Products etc]	1.5	
• Open Day [Products/Food/ Raffle]	5.0	
• Tea/coffee etc [net]	2.0	
Sub-Total		24.0
• Sale of ‘Shed’ Shirts [10 x \$40]	.4	.4
GST Recoups [April- June 2023]	1.0	1.0
Total		\$145.7

Budget Estimates 2023/24

Expense	\$000.0	\$000.0
Items Carried Forward - Approved 2022/23		
• Shed Co-ordination – Carried forward	1.1	
▪ July - September 30	13.4	
Sub-Total		14.5
Shed Co-ordination		
Co-ordinator October 1, 2023 - September 30, 2024]		
• 37 weeks x 30 hours x \$36.45 ph.	39.8	
• Office Administration	3.6	
• 13 weeks x 30 hours x \$36.45ph. [c/fwd.24/25]	14.6	
Sub-total		58.0
Shed Operating Expense [Excludes any external chargeable expense – recouped]		
• Materials and Consumables		
• Timber, Paint etc,	4.0	
• Hand Tool Workshop [Sanding discs etc]	3.0	
• PPE, First Aid	1.0	
• Kitchen/Toilets/General	1.5	
• Garden/Lawn etc	.8	
• Electrical [Upgrade/maintenance]	1.2	
• Metal Workshop [Steel/consumables etc]	6.0	
• Equipment - Maintenance /Servicing	5.0	
• Shed Upgrades – Workbenches, racking, patios	5.0	
• Maintenance - General	3.0	
• Miscellaneous [Consumables]	3.0	
Sub-total		33.5
General		
• Open Day	5.0	
• Insurance [Members etc] [110 x \$55]	6.0	
• Memberships – AMSA & WAMSA	.5	
• Bank and Square Charges	1.5	
• Training [First Aid etc]	5.6	
Sub-Total		18.6
Equipment etc		
• General – New/Replacements >\$3000	5.0	
• Hand Tools etc - Various Replacements <\$3000	4.0	
Sub-Total		9.0
Total		\$133.6

Summary

Income	\$145.7
Expense	\$133.6
Nett Surplus [Anticipated]	\$12.1

Appendix 3 - 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.	TFN 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 the ATO effective - January 1, 2021.		
Constitution:	Initial approval March 9,2015 Amended. Ver. 4 – October22, 2020		
Note:	Proposed amendments [version 5] were endorsed August 8 General Meeting and endorsed. Currently awaiting approval to issue from Dept. of Mines, Industry Regulation and Safety – Associations and Charities Branch.		
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 licence is terminated by either party.		
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, 2024	
	Type of Policy	Industrial Risks	
	Insurer	CGU Insurance	
	Policy No.	OIR 1200843	
	Description of Cover	Assets	\$300,000
		Burglary	\$30,000
	Expiry Date	February 28, 2024	
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	
	Further Term - Approved April 3,2023	5 years – expiry July 10,2028	
	Rent	Peppercorn per annum.	
	Rates	Exemption - approved to June 30,2023	
		Further exemptions - approval March23 from July 1, 2023, to July1, 2026	
	Public Liability Insurance	\$40,000,000	
Memberships:	Australian Men's Shed Assoc.	Expires May 2024	
	Men's Shed WA Assoc.	Expires June 2024	

Appendix 4 - Shed Management

Management Committee Executive

- Chairman – Michael Murphy Expires 2024
- Deputy Chairman – Jack Bernardi Expires 2024
- Secretary - Bevan Dellar Expires 2023
- Treasurer – Niranjan Saripudi Expires 2024

Management Committee

Gary Clark, Mark Downey, Brian Cummins, Geoff Webb Expires 2023

Gil Tyack, Ian Williamson, Marko Sekizovic, Chris Holliday [Resigned] Expires 2024

Non-voting appointments

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

Work Safety and Health Committee

- Chair Garry Underwood Chris Holliday [Resigned]
- Secretary Bevan Dellar
- Shed Co-ordinator/Project Manager Kevin de Mamiel [Non-voting]
- Wellbeing and Health Officer Michael Murphy
- Management Committee Representative – Gary Clark
- Representatives
Mark Downey Graham Stevens Terry Burford Ian Williamson Marko Sekizovic

Other Nominated Positions

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

Shed Co-ordinator/Project Manager and Chief Warden

- Kevin de Mamiel

• **Members Volunteering including Shed Enhancements.**

	<i>Hours</i>	<i>\$s Average \$50</i>
2019/20	4200	210000
2020/21	5155	258000
2021/22	5650	282500
2022/23	5800	290000
Total	19325	\$1040800

• **Community Service – Projects and Activities**

	<i>Hours</i>	<i>\$s Average \$50</i>
2019/20	1500	75000
2020/21	2100	105000
2021/22	2425	121250
2022/23	3300	165000
Total	9325	\$466,250

• **Members Personal Projects**

	<i>Hours</i>	<i>\$s Average \$30 -40</i>
2019/20	500	15 -20000
2020/21	670	20- 25000
2021/22	850	25 - 34000
2022/23	1000	30 - 40000
Total	2770	\$90 - 119000

• **Shed Assets**

Assessed insurance value \$300,000. [February 28, 2023]

This does not include cost of all associated functions relating to purchase/installation etc.

• **Shed Assets transferred to Cockburn City Council**

- **Purchased items with funding/acquisition facilitated by the Shed** **Value \$350,000**

To this can be added costs associated with planning, design, funding applications, fit out by members either in full or part.

• **Shed undertakes agreed maintenance on behalf of the City of Cockburn**

• **Shed General Improvements – internal**

Estimated value \$75,000

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 not consider the time for design work as and when required; nor
- the time taken to prepare/finish items being constructed, repaired and/or painted. This time can vary, from one to over 30 hours.

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

• **Shed Construction etc – Initial Funding [2018].**

○ City of Cockburn	\$846,000	
○ Lotterywest	\$484,000	Total \$1,330,000

• **Shed Co-ordination Funding**

○ City of Cockburn - Donations 2018 – 2023		Total \$149,500
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• **Grants**

Total \$223,000

• **Donations in Kind [Major Items]**

Total \$95,000

• **Advisors – Consultancy [Pro-Bono]**

	<i>Hours</i>	<i>\$s Average \$250 – 400</i>
Building Design etc, Finance and Accounting, Legal etc	300	Total \$75 – 120,000

Schematic Overview

