

# Pilbara Community Men's Shed Business Case

15 April 2025

# Contents

1. INTRODUCTION .....	<b>Error! Bookmark not defined.</b>
2. BACKGROUND .....	4
3. BENEFITS AND OBJECTIVES .....	5
4. BUSINESS DISCRIPTION .....	6
5. PROJECT OVERVIEW AND IMPLEMENTATION.....	8
6. SWOT ANALYSIS.....	13
7. CAPITAL COSTS .....	14
8. BUDGET AND FUNDING .....	15
9. PROJECT APPROACH .....	16
10. RISK .....	17
11. APPENDICES .....	17



# 1. Introduction

The City of Karratha lies within the Pilbara region of Western Australia and is the largest city by population within that area. Karratha owes its thriving existence to the resources sector that surrounds it along with a substantial construction industry and the four industrial ports. The City succeeds on its trade industry and the people that make it up. The city and people are in constant motion, unless that is, they are retired or unemployed. Then, for many, life stands still, loses purpose and meaning, and no longer represents the city they believed in.

Men and women, of various cultures and backgrounds, in remote areas often face higher risks of social isolation, mental health issues, and difficulty accessing appropriate support services. This challenge in Karratha is compounded by the town's relative isolation and the transient nature of the workforce, which can make it difficult to establish strong, lasting social networks. The concept of a Men's Shed addresses these issues by providing a safe, welcoming space where men and women of various diversities and ages can gather, engage in activities, and receive stimulation and mental health support if needed.

The value and success of Men's Sheds is understood by the community, and it is through this Business Plan that we would like to introduce the Pilbara Community Men's Shed, to interested and supportive parties, and garner sufficient support to secure an ideal land site and establish the facility within the city boundaries.



## 2. Background

The first Men's Shed was established 32 years ago in Goolwa, South Australia, and today there are more than 1300 registered Men's Sheds throughout Australia. Despite a population of over 24000 with approximately 5% aged 60 and over, no formalized or registered Men's Shed exists in the City of Karratha. This scenario has been questioned and considered as far back as 2009 and several attempts have been made to establish a community facility. These have all failed for various reasons, leadership, expertise and financial support being the primary reasons.

This situation, according to the current committee, is untenable and needs to be addressed. Gary Fitzgerald, Ian Wutherstrom, Matthew Byrne and Lindsay Robinson believe that with the necessary support from the City of Karratha and the greater community therein, they have the skills, determination and understanding to not only establish a new Men's Shed but create an organization that will thrive and prosper over the years to come.

The benefits of Men's Sheds have been documented over many years by various established organizations and groups. The benefits to the Karratha Community will be expanded upon further in this document. The importance of this Business Plan and achieving the ambitions of these four men is to gain further financial support in the form of funding and donations, community support and a parcel of land on which the facility can be built and operate from.

These criteria will be discussed and explained in this document.



### 3. Benefits / Objectives

1. **Social Connection:** Men's Sheds offer a supportive environment where men (and women) can connect with others, reducing feelings of loneliness and isolation.
2. **Mental Health Support:** Participation in Men's Sheds has been linked to improved mental well-being, providing an avenue for members to discuss challenges and seek support.
3. **Skill Development:** Men's Sheds provide opportunities for members to learn new skills, share their expertise, and engage in meaningful activities, boosting self-esteem and confidence.
4. **Community Engagement:** Men's Sheds contribute to the fabric of local communities, fostering a sense of belonging and pride among participants.
5. **Resources:** Men's Sheds alleviate pressure on government resources by providing health and social security benefits.
6. Serves as an Activity hub for younger members of the community who would prefer to participate in meaningful pursuits.
7. Allows members of the community with limited resources and space to participate in activities of interest to them.



## 4. Business Description

The Pilbara Community Men's Shed Inc became a registered Incorporation on 24 June 2021, ABN 56958367642 and a not-for-profit association with an embedded Board of Management and Constitution (Annexure 1 attached).

### **Vision**

To create a vibrant, inclusive, and sustainable space where men and women can connect, develop friendships, share experiences, and improve their well-being through community-driven activities. The Men's Shed will serve as a hub for personal development, social engagement, and local community contribution.

### **Objective**

The objectives of which are to establish an environment in which the wellbeing of its members is secured in a sustainable way wherein they, both male and female of all ethnicities, can interact, share experiences, practice, develop and teach their respective skillsets in a happy and positive atmosphere.

### **Constitution**

Pilbara Community Men's Shed (PCMS) has a governing constitution and is attached. Consideration will be given to changing the name to Pilbara Community Shed after consultation with members and community stakeholders.

### **Financial Status**

The not-for-profit organization would not only rely on funding and donations but would look to become more self-supportive by providing services and products to the larger Karratha Community and bolster income over and above membership fees and fundraising. In so doing, create a purpose for its members but also add meaning to the community and not be seen as a drain or burden to that same community.

The Men's Shed will be suitably equipped and designed to accommodate the member's specific skills and needs and support the envisaged income streams above. The premises will also be large enough to not only provide a safe space wherein the members can work and socialize but also allow events to be hosted to promote the Men's Shed products or engage the community with courses and workshops and fundraising events.

### **Membership**

Current membership stands at 27 people who have paid the annual fee of \$50.00. Once the PCMS has a facility and is operational this will be raised to \$100.00 per annum.

The Men's Shed will initially cater for a membership of 100 people but envisage increasing this number to 200 in the next 5 years. It is therefore important to consider this expansion, within reason, to allow growth to occur without too much difficulty.

Membership is open to all men and women over the age of 18 years and will require submission and approval of an application and payment of a yearly membership fee of \$100.00 to those that fulfill the necessary criteria.

### **Daily Operation and Times**

The Men's Shed will operate under similar guidelines and principles as a regular business with set operating times and management.

It is proposed the shed will operate Monday to Friday from 09:00am to 04:00pm. Weekends will open as and when Talks, Workshops, Fundraisers etc. require.

The working and operating surroundings, which will cater for trades such as metalwork and woodwork, hobbies such as gardening and artwork, will be casual and fun but function in a disciplined and organized manner, always maintaining compliance and regulatory obligations. Safety will remain a priority to and for all that visit or attend the facility. Ambulant access will allow all to attend and participate.

### **Health and Safety**

The facility will operate under the guidance and requirements of Worksafe WA. Inductions will be mandatory for all members and suitable safety equipment is provided where necessary. Regular inspections and certification will form part of the operational SOP.

### **Member Activities**

#### Woodwork

The Wood Workshop will have sufficient equipment and tools to support the small DIY enthusiast or small projects. Overtime and sufficient demand, this may be built up to allow for bigger community projects to be tackled

#### Metal work

The Metal workshop will provide adequate equipment and tools to allow home DIY projects and smaller community projects. This too will expand its offering with the right demand.

#### Gardening

The land on which the shed is located will be of sufficient size to allow a garden of approximately 100sqm to be propagated, with room for expansion, should the need arise.

#### Social Room and Breakout Space

Movies/TV

Events

Social Gatherings

Markets

Talks and Workshops i.e. Mental Health Awareness

Coffee Mornings

Barbecue's

## 5. Project Overview & Implementation

The Men's Shed will be built within the City of Karratha, which is a Port City bolstered by extensive resources within the greater Pilbara Region.

### Stakeholders

- Pilbara Community Men's Shed Members
  - The men and women who participate in the Shed's activities will be key stakeholders in ensuring the success and growth of the initiative. The Committee, with counsel from its members will guide the design stages, procurement processes and approval thereof. They will form part of the PCG and drive the program and oversee the due diligence procedures.
- City of Karratha
  - The City of Karratha, which will be instrumental in providing support through grants, land allocation, and facilitating community engagement.
- Local Community
  - Local community groups, charities, and organizations will benefit from collaboration on projects and social initiatives.
- Local Consultants and Contractors
  - Local consultants and contractors that will provide services and construction (some in kind) that will assist the facility to be developed and compliant.
- Men's Shed Association
  - The Australian Men's Shed Association will provide valuable resources, guidelines, and expertise in setting up and running the shed.
- Local Business Community
  - Resources and construction industry relationships to be established and maintained to assist with funding, materials and expertise.

### Logic Model

#### Issue/Opportunity:

- Currently no operating Men's Shed facility near Town Centre.
- Dire need to create environment for community support.
- Strong Community Support for a Shed Facility.
- Create further programmes and activities for retired community.
- Improve knowledge and skills giving upliftment and esteem to individuals.
- Improve community and social integration.

#### Required Inputs:

- Financial resources incl Donations, Grants and Fundraising proceeds.
- Human Resources incl Volunteers, PCMS members and Tradespeople.
- Materials, tools and equipment for construction.



- Technical Expertise from Architects and Engineers (in kind) along with main and services contractors support (in kind).
- Community, Local Business, Stakeholder Groups, PCMS and Men's Sheds of WA support.
- Suitably situated, serviced and sized land.

#### Activities:

*The following activities will seek in-kind assistance and contributions.*

- Planning and design requiring architect, engineers, specialist consultants and members consultation.
- Funding will require engagement with state and local government departments, local business and organizations for grants and donations.
- Permitting and Lease to be obtained from CoK and local authorities.
- Construction of the shed, support services and infrastructure to be overseen by project team, PCMS members and construction company.
- Engagement with community and stakeholders around progress and developments.
- Preparation of an asset Maintenance Plan and an Operations Plan.

#### Outputs:

- Complete design for architectural plans, landscaping drawings and infrastructure works.
- Formulate a standard operating procedure.
- Determine extent and quantum of funds received or guaranteed.
- Secure all necessary permits and regulatory approvals.
- Complete the construction of the men's shed along with installation of all supporting infrastructure and services.
- Purchase a shed.
- Purchase or secure all equipment and machinery required for the shed as provided for in the design.
- Endorsements and letters of support from local stakeholder groups.
- Compose maintenance plan inclusive of reserve fund budget for repairs and services.

#### Outcomes:

- Create an environment suitable for men and women to engage in activities of interest along with self and shared development.
- Create safe environment that supports the activities of interest.
- Enhanced community engagement and cohesion.
- Growth in membership by providing a fit for purpose facility.
- Greater community interaction and support.
- Sustainable and well utilised workshop will support ongoing project and community initiatives.
- Improve social interaction and mental well-being between members.

- PCMS projects and programs gives the shed and its members a sense of purpose.

#### Impacts:

- Community Well-Being.
  - Personal Growth and Skills Development.
  - Local Economy boosted through PCMS projects and services.
- PCMS becomes a activity hub for community members with limited home facilities.

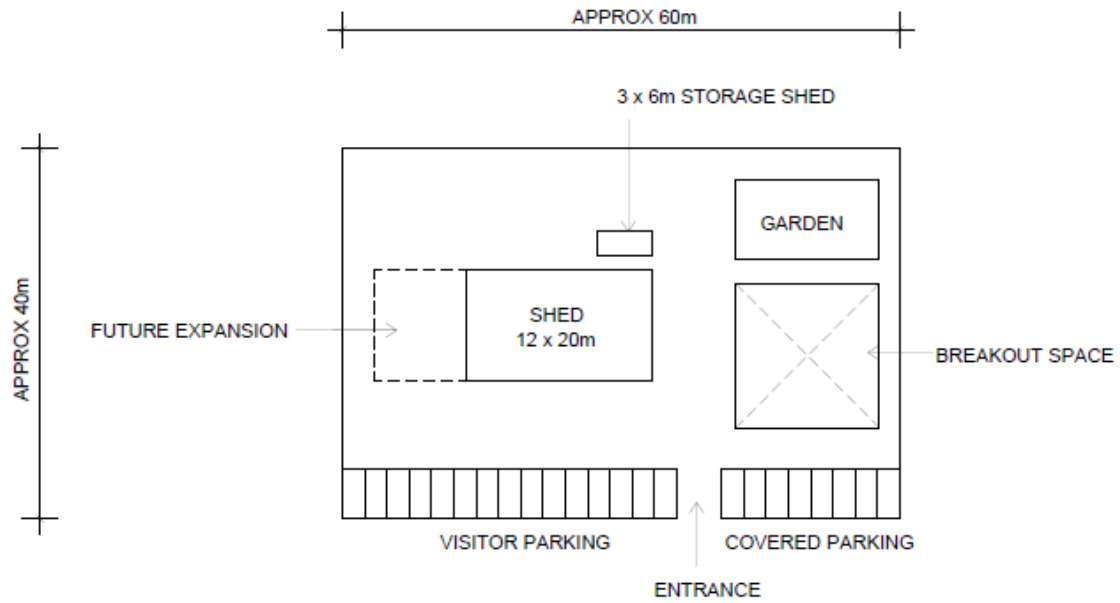
### **Site Considerations**

Selecting an appropriate location for the Men's Shed is critical to its success. Key considerations for the site include:

- Accessibility: The location should be easily accessible by public transport and within proximity to residential areas, particularly for men and women who may have limited mobility or transportation options.
- Safety and Security: The site must meet all relevant health and safety standards, providing a safe environment for members to work and socialize.
- Lot size: The site should have sufficient space to accommodate workspaces, storage, and social areas, planning and building compliance obligations, as well as potential for future expansion.
- Zoning and Land Use: The location must comply with local zoning regulations and be suitable for the operations of a Men's Shed.
- Services: Site to have suitable established services provided to boundary.
- Open Site: Green field site free of structures would be ideal.

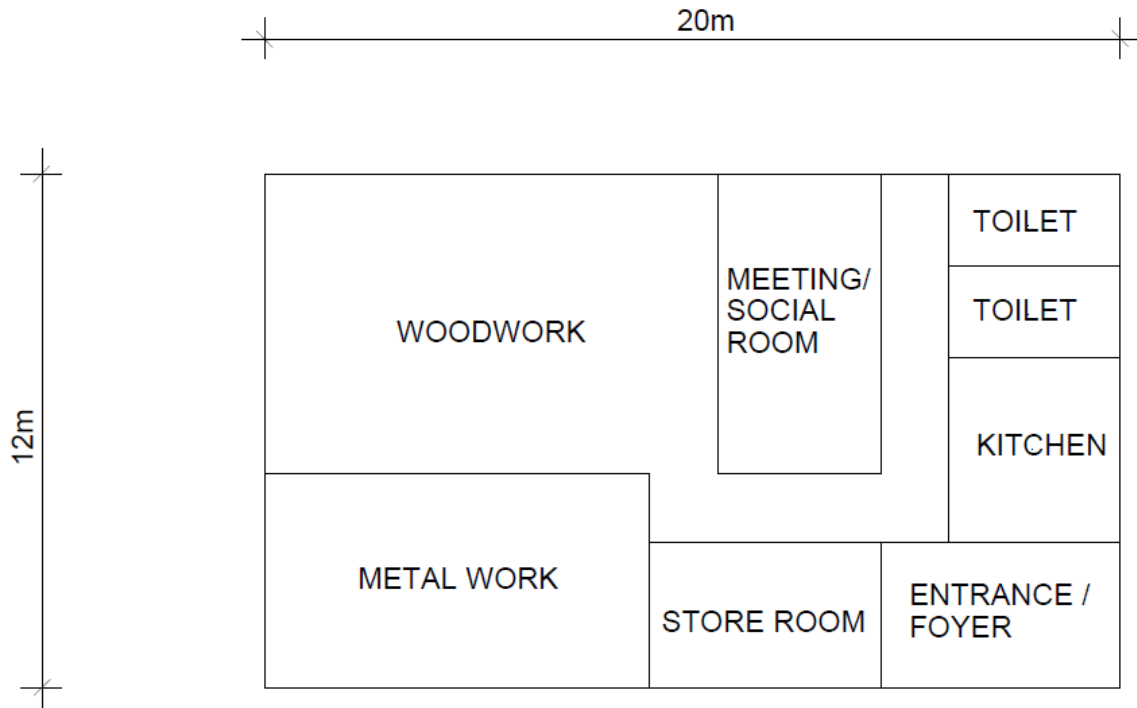
#### **1. Site Options**

- Negotiate for a land parcel of approximately 2400sqm
- Site to be readily accessible to cater for restricted mobility.
- The site is centrally located.
- Site to have direct access to utility services.
  - Water
  - Sewer
  - Electricity
  - Data network
  - Direct road access
- Site to be relatively flat and regular shape.
- Green fields site without existing structures.



## 2. Design

- Position a circa 12 x 20m shed, allowing for extension.
- Position a 3 x 6m storage shed.
- The shed design is to facilitate 2 workshop areas, clean room, storeroom, recreation/meeting room, toilet facilities.
- External common area to accommodate up to 50 people.
- Parking for 20 cars, including 6 covered bays.
- Secure perimeter.



### 3. Secure Funding

- Funds Required for the Project are \$1,139,000.00 for Capital Outlay.
- Funds Secured to date are \$100,000.00
- Funds still required \$1,039,000.00 to be sourced from,
  - Lottery West
  - Woodside

### 4. Shed Supplier

- Chairman with approach local suppliers for favorable terms.
- Shed will take 3 months to manufacture and 5 days to assemble.

### 5. Consultants

Ochre Project Services, an established Project Management Company, will put the design team together and manage and coordinate the design and planning process. City and Government regulations and guidelines to be strictly adhered too.

### 6. Contractors

Ochre Project Services will manage onboarding the contractors. Contractors known to support the initiative will be approached for favorable pricing, and where this is not possible, Ochre Project Services will tender trades or services the multiple contractors for best pricing.

## **7. Construction Program**

Ochre Project Services will provide a program once a concept design is completed and finalize dates once land and funding is secured. It is estimated that Pre-Construction Consultancy, Design and Planning would take 6 months with a construction program of 9 months.

## **8. Opening Date**

The planned opening date is 1 August 2026.





## 6. SWOT Analysis

### Strengths

Item	Description
Strong Leadership Team	Committed and Experienced Team
Substantial demand	No other facility in Karratha – Huge Interest
Community support	Community has strong belief this is long overdue
Business support	Local Business already supporting
Key location	To be determined
Men's Shed Association support	Australian Men's Shed have always given substantial guidance and advise.

### Weaknesses

Item	Description
Limited offerings	Limited at start until members give recommendations
Limited equipment	Follows on point above
Funding Sources	Seem substantial but still to be tested
Slow implementation	Shed will take some time to build itself up
Licenses	Unknown what would be required, if at all.
Approvals	Largely looking to CoK to support the processes

### Opportunities

Item	Description
Fund raising events	Various opportunities could add to revenue base
Expansion – Facility and Offering	Improved membership numbers would allow the Shed to grow and expand – improving sustainability
Marketing Events	Hosting educational and human-interest talks serves to market and further finance shed operations
Business partnerships	To be established but could possibly serve as service support to marine mechanical
Fund raising events	Markets/Sausage Sizzle further support income
Expansion – Facility and Offering	Membership and Shed expansion could provide further service offerings to the community

### Threats

Item	Description
Poor Attendance	Shed would need to draw interest and remain relevant
Small Membership	Membership needs to get to approximately 100 to remain viable
Declining Membership	If Shed does cater to the needs of its members and community
Leasehold conditions	Shed is a long-term initiative with a stable base
Weak income	Shed cannot rely on donations and grants alone – needs to become self-sustaining, to a large degree

## 7. Capital Costs (Estimate)

Description	Quantity	Cost (Estimate)
New 12 x 20m Shed	1	\$500,000.00
Building Costs	1	\$350,000.00
Services Costs	1	\$10,000.00
Landscaping Costs	1	\$50,000.00
Storage Container and Slab	1	\$10,000.00
Light Industry Machinery	1	\$75,000.00
Dust Extraction	1	\$20,000.00
Consultants	1	\$35,000.00
Motor Vehicle/Transport Costs	1	\$10,000.00
Equipment & Small Tools	1	\$30,000.00
TV and Audio	1	\$25,000.00
Furniture and Office Equipment	1	\$10,000.00
Computer and Printer	1	\$2,000.00
Fridge, Oven and Microwave	1	\$6,000.00
Small Appliances	1	\$1,500.00
Miscellaneous	1	\$5,000.00
<b>Total ex GST</b>		<b>\$1,139,000.00</b>

The table of estimate costs above is in no way accurate but based on similar shed requirements seen elsewhere. This schedule also uses a market related costs and has not allowed for in-kind contributions.

The capital costs will have to be defined closer to concept design and engagement with members and community stakeholders.

## 8. Budget and Funding

### Funding Strategy:

The funding strategy for the Men's Shed will be multifaceted, ensuring long-term sustainability and support. Sources of funding include:

- **Government Grants:** Federal, state, and local government grants will be pursued to support the initial capital investment and operational costs.
- **Corporate Sponsorship:** Local businesses will be approached for sponsorship and donations in exchange for recognition and potential opportunities for collaboration.
- **Membership Fees:** A low-cost membership fee will be introduced to generate ongoing revenue while ensuring accessibility for all men.
- **Fundraising:** Community fundraising efforts will be organized to support the Shed's activities, including events and auctions.
- **In-kind Contributions:** Donations of materials, equipment, and time from local businesses, community members, and volunteers will reduce operational costs.

### 2026/2027 Income and Expenditure (Estimate)

INCOME (Estimate)		EXPENDITURE (Estimate)	
Bank Interest	\$500.00	Administration	\$6,000.00
Fees	\$20,000.00	ATO -GST	\$3,500.00
Fundraising	\$2,300.00	Bank Fees	\$600.00
Miscellaneous	\$5,000.00	Compliance	\$600.00
Grants	\$30,000.00	Consumables	\$3,500.00
Donations	\$19,000.00	Equipment	\$300.00
Funding	\$42,000.00	Garden	\$500.00
Projects	\$5,000.00	Insurance	\$7,500.00
Sales	\$7,000.00	Machinery	\$3,500.00
Shed Services	\$3,000.00	Maintenance	\$5,000.00
Shed Shop	\$500.00	Meetings	\$1,200.00
		Membership	\$750.00
		Motor Vehicle	\$2,500.00
		Office Supplies	\$500.00
		Projects	\$2,500.00
		Shed Shop	\$500.00
		Social	\$1,200.00
		Supervision	\$20,000.00
		IT	\$1,000.00
		Tools - Purchase/Repair	\$3,000.00
		Utilities	\$3,600.00
Total	\$134,300.00	Total	\$67,750.00

The tables above are in no way accurate but serve only as considerations for budgets still to be established.

## 10. Project Approach

The Men's Shed will operate with the following key stages:

### 1. Phase 1 - Setup and Construction:

- Establish the physical premises and secure lease.
- Design development and approvals.
- Services applications.
- Tender negotiations and construction.
- Purchase equipment.
- Recruit initial members and volunteers.

### 2. Phase 2 - Launch and Engagement:

- Officially open the Men's Shed and begin regular programming.
- Focus on marketing, member recruitment, and community partnerships.
- Firm up demand and needs and build operations to suit.
- Focus on establishing consistent operations and schedules.

### 3. Phase 3 - Sustainability and Growth:

- As the Men's Shed establishes itself, efforts will be directed at expanding programs, increasing membership, and securing ongoing funding sources.

## 11. Risk

Potential risks to the Men's Shed project and proposed mitigation strategies include:

- **Financial Risk:**

Insufficient funding or revenue generation may be a challenge for direct construction and ongoing operation and maintenance. Mitigation involves diverse funding sources, including grants, sponsorships, and membership fees. Focus on membership growth and retention will only be possible if the facility remains relevant to the needs of the community and funding, community services income will only sustain if there is strong membership.

- **Low Membership Engagement:**

Strong membership is vital for the survival of the shed. Sufficient members and diversity within the facility would not only boost membership fee income but more importantly provide the staff required to run the service and product offerings along with the management thereof. If participation is lower than expected, increased marketing efforts and targeted outreach programs will be essential.

It is important that the members play a part in directing the Pilbara Community Men's Shed. Pre engagement meetings would be critical.

- **Health and Safety Risks:**

Proper health and safety protocols will be in place to mitigate risks related to the physical activities conducted in and around the shed. Independent authorities would need to be approached to assist with guidance and recommendations.





# APPENDICES

## Appendix A –

Pilbara Community Men's Shed Constitution



## CONTENTS

### **Part 1 – Preliminary**

Page 5

Name

Objects

Not for Profit

Definitions

### **Part 2 – Membership**

Page 6

Membership Qualifications

Classes of Membership

Nomination for Membership

Cessation of Membership

Members entitlements not transferable

Resignation of Membership

Register of Members Fess and subscriptions

Member's liabilities

Resolution of internal disputes

Disciplining of members

Right of appeal of disciplined member

### **Part 3 – The Board of Management**

Page 9

Powers of the Board of Management

Constitution and Membership

Election of Board Members

Secretary

Treasurer

Casual vacancies

Removal of member  
Meetings and quorum  
Appointment of Sub-Committees  
Voting and decisions

Page 12

**Part 4 -The Reference Group**

Powers  
Constitution and membership  
Appointment of Reference Group Members  
Casual Vacancies  
Removal of Member  
Meetings and quorum

Page 14

**Part 5 - General Meetings**

Annual general meetings – hold of  
Annual general meeting – calling of and business at  
Special general meetings – call of  
Notice procedure  
Presiding member  
Adjournment  
Making of decisions  
Special resolution  
Voting  
Appointment of proxies

**Page 6 – Miscellaneous**

Page 17

Insurance Funds –

Source funds

Management

Alteration of objects and rules

Common seal

Custody of books

Inspection of books

Service of notices

**Appendices**

Page 19

Application for membership of shed

Form of appointment of proxy



## **Part 1 – Preliminary**

### **Name**

1. The Association shall be known as The Pilbara Community's Men's Shed.

### **Objects**

2. The objects of the Shed are to advance the health and well-being of our members by providing a safe and happy environment where skilled and unskilled men can, in the company of other men,
  - a. Pursue hobbies, pastimes and interests
  - b. Learn new skills, practice and pass on old skills
  - c. Learn about their own and other men's health and well-being
  - d. By their efforts, contribute to their families, their friends, the Shed and their community
  - e. Mentor young men
  - f. The assets and income of the Shed shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the Shed except as bona fide compensation for services rendered or expenses incurred on behalf of the organization.

### **Not for Profit**

3. The Shed is a not-for-profit association and accordingly:
  - a. In the event of the Shed being wound up, any surplus assets remaining after the payments of the Shed's liabilities shall be transferred to another association incorporated under the Act, which is a deductible gift recipient for the purposes of any Commonwealth Taxation Act

### **Definitions**

4. In these rules:
  - a. The shed means, The Pilbara Community's Men's Shed
  - b. Commissioner means the Commissioner of the Office of Fair Trading.
  - c. Board member means a member of the Board of Management
  - d. Reference Group member means a member of the Reference Group of the Shed
  - e. Secretary means: (a) the person holding the office under these rules as Secretary of the Shed, or (b) if no such person holds that office – the public officer of the Shed
  - f. Special general meeting means a general meeting of the Shed other than an annual general meeting.
  - g. The Act means the Associations Incorporation Act 1987.
  - h. The Regulation means the Associations Incorporation Regulation 1988.
5. In these rules:
  - a. A reference to a function includes a reference to a power, authority and duty, and



- b. A reference to exercise of a function includes, if the function is a duty, a reference to the performance of the duty.
- 6. The provisions of the Interpretation Act 1987 apply to and in respect of these rules in the manner as those provisions would so apply if these rules were an instrument made under the Act.

## **Part 2 – Memberships**

### **Membership Qualifications**

- 7. Membership of the Shed is open to individual, agencies or organizations concerned with men's issues in our community who support the Shed objects as set out in Rule 2.
- 8. A member may be a natural person, an incorporated or unincorporated association, or an agency or department of government
- 9. A member must be nominated for membership of the Shed as provided by Rule 13. and must be approved for membership of the Shed by the Board of Management.

### **Classes of Membership**

- 10. Individual membership-open to natural person who do not represent a corporate member
- 11. Corporate membership- open to incorporated or unincorporated organizations, or to agencies or departments of government. A corporate member must nominate a natural person to vote on their behalf at Shed meetings. A corporate member may vary that appointment by written notice to the Secretary of the Shed
- 12. Sponsor membership-open to individuals or organizations who desire to sponsor the Shed or its activities

### **Nomination for membership**

- 13. A nomination for membership of the Shed:
  - a. Must be made by a member of the Shed in writing in the form set out in Appendix 1 to the rules, and
  - b. Must be lodged with the Secretary of the Shed.
- 14. As soon as practicable after receiving a nomination for membership, the Secretary must refer the nomination to the Board of Management which is to determine whether to approve or to reject the nomination.
- 15. As soon as practicable after the Board of Management makes that determination, the Secretary must:
  - a. Notify the nominee, in writing, that the Board of Management approved or rejected the nomination (whichever is applicable), and
  - b. If the Board of Management approved the nomination, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under these rules by a member as entrance fee and annual subscription.
- 16. The Secretary must, on payment by the nominee of the amounts referred to in Rule 15.b. within the period referred to in that provision, enter the nominee's name in the register of

members and, on the name being so entered, the nominee becomes a member of the Shed.

### **Cessation of Membership**

17. A person ceases to be a member of the Shed if the person:
  - a. Dies,
  - b. Resigns membership, or
  - c. Does not pay any monies due to the Shed for fees, subscriptions, or any other amount owing in respect of membership within 60 days of the due date for the payment or
  - d. Is expelled from the Shed.

### **Membership entitlements not transferable**

18. A right, privilege or obligation which a person has by reason of being a member of the Shed:
  - a. Is not capable of being transferred or transmitted to another person or organisation and
  - b. Terminates on cessation of the membership of that person or organisation.

### **Resignation of Membership**

19. A Member of the Shed is not entitled to resign that membership except in accordance with this rule.
20. A member of the Shed who has paid all amounts payable by the member to the Shed in respect of the member's membership may resign from membership of the Shed by first giving to the Secretary written notice of at least one month (or such other period as the Board of Management may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
21. If a member of the Shed ceases to be a member under Rule 20. And in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

### **Register of Members**

22. The Secretary of the Shed must establish and maintain a register of members of the Shed specifying:
  - a. The name and address of each member of the Shed,
  - b. The name and address of the nominated representative of a corporate member who may vote and receive notices on behalf of that member,
  - c. The date on which the member became a member
23. The register of members may be kept in electronic form.
24. The register of members must be kept at the principal place of administration of the Shed and must be open for inspection, free of charge, by any member of the Shed at any reasonable hour.
25. A member of the Shed may obtain a copy of any part of the register on payment of \$1 for each page copied or, if some other amount is determined by the Board of Management, that other amount.



### **Fees and Subscriptions**

26. A member of the Shed must, on admission to membership, pay to the Shed an entrance fee as determined by the Board of Management for the class of membership
27. The Board of Management shall set annual subscriptions for each class of membership which shall become due and payable on the 1<sup>st</sup> of July in each year
28. The Board of Management may vary the amount paid by a member in recognition of the member's special circumstances.

### **Members Liabilities**

29. The liability of a member of the shed to contribute towards the payment of the debts and liabilities of the Shed or the costs, charges and expenses of the winding up of the Shed is limited to the amount, if any, unpaid by the member in respect of membership of the Shed as required by Rules 26., 27., and 28.

### **Resolution of Internal Disputes**

30. Disputes between members (in their capacity as members) of the Shed, and disputes between members and the Shed, are to be referred to a Community Justice Centre for the mediation in accordance with the Community Justice Centres Act 11983
31. At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

### **Discipling of Members**

32. A complaint may be made to the Board of Management by any member that a member of the Shed:
  - a. Has persistently refused or neglected to comply with a provision or provisions of these rules, or
  - b. Has persistently and wilfully acted in a manner prejudicial to the interests of the Shed.
33. On receiving such a complaint, the Board of Management:
  - a. Must cause notice of the complaint to be served on the member concerned, and
  - b. Must give the member at least 14 days from the time the notice is served within which to make submissions to the Board of Management in connection with the complaint, and
  - c. Must take into consideration any submissions made by the member in connection with the complaint.
34. The Board of Management may, by resolution, expel the member from the Shed or suspend the member from membership of the Shed if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
35. If the Board of Management expels or suspends a member, the Secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action, of the reasons given by the Board of Management for having taken that action and the member's right of appeal under Rules 37. To 41.
36. The expulsion or suspension does not take effect:
  - a. Until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or

- b. If within that period the member exercises the right of appeal, unless and until the Shed confirms the resolution under Rule 41., whichever is the later.

### **Right of Appeal of Disciplined Member**

- 37. A member may appeal to the Shed in general meeting against a resolution of the Board of Management under Rule 34., within 7 days after notice of resolution is served on the member, by lodging with the Secretary a notice to that effect.
- 38. The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposed of the appeal.
- 39. On receipt of a notice from a member under Rule 37., the Secretary must notify the Board of Management which is to convene a general meeting of the Shed to be held within 28 days after the date on which the Secretary received the notice.
- 40. At a general meeting of the Shed convened under Rule 39.:
  - a. No business other than the question of the appeal is to be transacted, and
  - b. The Board of Management and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
  - c. The Members present are to vote by secret ballot on the question of whether the resolution would be confirmed or revoked.
- 41. If at the general meeting the Shed passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

## **Part 3 – The Board of Management**

### **Powers of the Board of Management**

- 42. The Board of Management of the Shed subject to the Act, the Regulations and these rules and to any resolution passed by the Shed in general Meeting:
  - a. Is to control and manage the affairs of the Shed, and
  - b. May exercise all such functions as may be exercised by the Shed, other than those functions that are required by these rules to be exercised by a general meeting of members of the Shed, and
  - c. Has power to perform all such acts and do all such things as appear to the Board of Management to be necessary or desirable for the proper management of the affairs of the Shed.

### **Constitution and Membership**

- 43. The Board of Management is to consist of Five members including:
  - a. The President,
  - b. The Vice-President,
  - c. The Treasurer,
  - d. The Secretary and,
  - e. The Men's Representative
- 44. The Officers of the Shed are: The President the Vice President, the Treasurer and the Secretary
- 45. To Qualify as the Men's Representative on the Board of Management a person shall:
  - a. Be concerned with or actively involved in men's issues
  - b. Have links to other men in the local area and be able to represent their needs.
- 46. a. Except as provided by Rule 47., the normal term of office of a Board member is the date of election to the close of the second annual general meeting after that election



- b. The President shall not serve more than three consecutive terms of office as President.
- 47. It is the intention of the Rules that approximately one half of the Board of Management shall be elected at each Annual General meeting so that there is some continuity of Board membership. Accordingly, at the General Meeting at which the first Board of Management is elected the President, the Secretary and two other Board Members shall be elected for a short term which expires at the end of the first Annual General Meeting which follows the elections
- 48. In the event of a casual vacancy occurring in the membership of the Board of Management, the Board of Management may appoint a member of the Shed to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date appointment.

### **Election of Board Members**

- 49. Nominations of candidates for election as members of the Board of Management:
  - a. Must be made in writing, signed by 2 members of the Shed and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
  - b. Must be delivered to the Secretary of the Shed prior to the commencement of the annual general meeting at which the election is to take place
- 50. If insufficient nominations are received to fill all vacancies on the Board of Management, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting
- 51. If insufficient further nominations are received, any vacant positions remaining on the Board of Management are taken to be casual vacancies.
- 52. If the number of nominations received unequal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- 53. If the number of nominations received exceeds the number of vacancies to be filled a ballot is to be held.
- 54. The ballot for the election of Board members is to be conducted at the annual general meeting in such usual and proper manner as the Board of Management may direct.

### **Secretary**

- 55. The Secretary of the Shed must, as soon as practicable after being appointed as Secretary, lodge notice with the Shed of his or her address and contact details.
- 56. It is the duty of the Secretary to ensure that proper minutes are kept of:
  - a. All appointments of Office-bearers and members of the Board of Management
  - b. The names of members of the Board of Management present at a Board of Management meeting or a general meeting, and
  - c. All proceedings at Board of Management meetings and general meetings.
- 57. Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

### **Treasurer**

- 58. It is the duty of the Treasurer of the Shed to ensure:
  - a. That all money due to the Shed is collected and received and that all payments authorized by the Shed are made, and
  - b. That correct books and accounts are kept showing the financial affairs of the Shed, including full details of all receipts and expenditure connected with the activities of the Shed.



### Casual Vacancies

59. For the purposes of these rules, a casual vacancy in the Board of Management occurs if the Board member:
- Dies, or
  - Ceases to be a member of the Shed, or
  - Becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
  - Resigns office by notice in writing given to the Secretary, or
  - Is removed from office under Rule 60., or
  - Becomes incapacitated, or
  - Is absent without the consent of the Board of Management from all meetings of the Board of Management held during a period of three months.

### Removal of Member

60. The Shed in general meeting may by resolution remove any Board member from the Board of Management before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of the office of the member so removed.
61. If the Board member to whom a proposed resolution referred to in rule 60. relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and request that the representation be notified to the members of the Shed, the Secretary or the President may send a copy of the representations to each member of the Shed or, if the representations are not so sent to member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

### Meetings and Quorum

62. The Board of Management must meet at least 8 times in each period of 12 months at such place and time as Board of Management may determine.
63. Additional meetings of the Board of Management may be convened by the President or by any other Board member.
64. An agenda for a meeting of the Board of Management must be given by the Secretary to each member of the Board of Management at least 48 hours (or such other period as may be unanimously agreed on by the members of the Board of Management) before the time appointed for the holding of the meeting.
65. Any three members of the Board of Management constitute a quorum for the transaction of the business of a meeting of the Board of Management.
66. No business is to be transacted by the Board of Management unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
67. If at the adjourned meeting quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
68. At a meeting of the Board of Management:
- The President or, in the President's absence, the vice-President is to preside, or
  - If the President and vice-President are absent or unwilling to act, such one of the remaining Board members as may be chosen by the members present at the meeting is to preside.

### **Appointment of Sub-Committees**

69. The Board of Management may, by resolution, appoint one or more sub-committees (considering of at least one Board member together with such member or members of the Shed as the Board of Management thinks fit) to advise the Board of Management on various matters including:
  - a. Operations
  - b. Membership
  - c. Finance
70. The Board of Management may, by resolution, revoke wholly or in part any appointment under Rule 69.
71. A sub-committee may meet and adjourn, as it thinks proper, and may invite experts to attend its meeting to advise on matters relevant to the work of the sub-committee.

### **Voting and Decisions**

72. Questions arising at a meeting of the Board of Management or of any sub-committee appointed by the Board of Management are to be determined by a majority of the votes of members of the Board of Management or sub-committee present at the meeting.
73. A Board member who has a conflict of interest in any matter before the Board of Management must disclose that interest and must abstain from any discussion or vote on the matter
74. Each member present at a meeting of the Board of Management or of any sub-committee appointed by the Board of Management (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person residing may exercise a second or casting vote.
75. Subject to Rule 65., the Board of Management may act despite any vacancy on the Board of Management.
76. Any act or thing done or suffered, or purporting to have been done or suffered, by the Board of Management or by a sub-committee appointed by the Board of Management, is valid and effectual despite any defect they may afterwards be discovered in the appointment or qualification of any member of the Board of Management or sub-committee.

## **Part 4 – Reference Group**

### **Powers**

77. The Board of Management may appoint a Reference Group to advise and assist the Board of Management to manage the affairs of the Shed.

### **Constitution and membership**

78. Members of the Reference Group may be community leaders drawn from sources which include
  - a. The local Council
  - b. Local, State and Federal Members of Parliament
  - c. The Magistracy



- d. Health professionals
  - e. Retired Servicemen's Organisations
  - f. Local groups dealing with men's issues
  - g. Business
  - h. Community organisations and
  - i. Community Service clubs
79. A term of office of a member of the Reference Group is from the date of appointment to the close of the second annual general meeting following that appointment, or such other term as the Board of Management may determine.

### **Appointment of Reference Group members**

80. The Board of Management shall appoint members to the Reference Group. The Board of Management may call for nominations from the members of the Shed.

### **Casual vacancies**

81. For the purposes of these rules, a casual vacancy in the office of a member of the Reference Group occurs if the member:
- a. Dies, or
  - b. Ceases to be a member of the Shed, or
  - c. Becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
  - d. Resigns office by notice in writing given to the Secretary, or
  - e. Is removed from office under Rule 82., or
  - f. Becomes incapacitated, or
  - g. Is absent without the consent of the Reference Group from all meetings of the Reference Group held during a period of 12 months.

### **Removal of member**

82. The Board of Management may by resolution remove any member of the Reference Group from the office of member before the expiration of the members term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.

### **Meetings and Quorum**

83. The Reference Group must meet at least two times in each period of 12 months at such place and time as the Reference Group may determine.
84. Additional meetings of the Reference Group may be convened by the President or by the Board of Management.
85. Oral or written notice of a meeting of the Board of Management must be given by the Secretary to each member of the Reference Group at least 14 days before the time appointed for the holding of the meeting.
86. One third of the appointed members of the Reference Group constitute a quorum for the transaction of the business of a meeting of the Reference Group.
87. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
88. At a meeting of the Reference Group:
- a. The President or, in the President's absence, the vice-President is to preside, or

- b. If the President and the vice-President are absent or unwilling to act, such one of the remaining members of the Reference Group may be chosen by the members present at the meeting to preside.

## **Part 5 – General meetings**

### **Annual general meetings – holding of**

- 89. With the exception of the first annual general meeting of the Shed, the Shed must, at least once in each calendar year convene an annual general meeting of its members.
- 90. The Shed must hold its first annual general meeting:
  - a. Within the period of 18 months after its incorporation under the Act, and
  - b. Within the period of 4 months after the expiration of the first financial year of the Shed.
- 91. Rules 89. and Rule 90., have effect subject to any extension or permission granted by the Commissioner under section 26(3) of the Act.

### **Annual general meetings – calling of and business at**

- 92. The annual general meeting of the Shed is, subject to the Act and to Rules 89. to 91., to be convened on such date and at such place and time as the Board of Management thinks fit.
- 93. In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
  - a. To confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
  - b. To receive from the Board of Management reports on the activities of the Shed during the last preceding financial year,
  - c. To elect members of the Board of Management,
  - d. To receive and consider the statement which is required to be submitted to members under section 26(6) under the Act.
- 94. An annual general meeting must be specified as such in the notice convening it.

### **Special general meetings – calling of**

- 95. The Board of Management may, whenever it thinks fit, convene a special general meeting of the Shed.
- 96. The Board of Management must, on the requisition in writing of at least 5 percent of the total number of members, convene a special general meeting of the Shed.
- 97. A requisition of members for a special general meeting:
  - a. Must state the purpose or purposes of the meeting, and
  - b. Must be signed by the members making the requisition, and
  - c. Must be lodged with the Secretary, and
  - d. May consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 98. If the Board of Management fails to convene a special general meeting to be held within one month after that date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may



convene a special general meeting to be held not later than three months after that date.

99. A special general meeting convened by a member or members as referred to in Rule 98. must be convened as nearly as is practicable in the same manner as general meetings are convened by the Board of Management and any member who consequently incurs reasonable expenses is entitled to be reimbursed by the Shed for any expense so incurred.

### **Notice**

100. Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Shed, the Secretary must, at least seven days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting, and the nature of the business proposed to be transacted at the meeting.
101. If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Shed, the Secretary must, at least twenty one days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying in addition to the matter required under Rule 100.,the intention to propose the resolution as a special resolution.
102. A member desiring to bring business before a general meeting may give notice in writing of that business to the Secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member
103. Notice may be sent by email to the email address of the member which is recorded in the register of members.

### **Procedure**

104. No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item
105. Five members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting
106. If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
- If convened on the requisition of members, is to be dissolved, and
  - In any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
  - If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present is to constitute a quorum.

### **Presiding member**

107. The President, or in the President's absence, the vice-President, is to preside as chairperson at each general meeting of the Shed



108. If the President and the vice-President are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

### **Adjournment**

109. The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left finished at the meeting at which the adjournment took place.
110. If a general meeting is adjourned for fourteen days or more, the Secretary must give notice of the adjourned meeting to each member of the Shed stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
111. Except as provided in Rule 10., notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

### **Making of decisions**

112. A question arising at a general meeting of the Shed is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Shed, is evidence of the fact without proof of the number or proportion of the votes recorded in favour or against that resolution.
113. At a general meeting of the Shed, a poll may be demanded by the chairperson or by at least three members present in person or by proxy at the meeting.
114. If a poll is demanded at a general meeting, the poll must be taken:
- a. Immediately in the case of a poll which relates to the election of the chairperson of the meeting or the question of an adjournment, or
  - b. In any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

### **Special resolution**

115. A resolution of the Shed is a special resolution:
- a. If it is passed by a majority which comprises at least three-quarters of such members of the Shed as, being entitled under these rules so to do, vote in person, by corporate representative or by proxy at a general meeting of which at least twenty one days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules, or
  - b. Where it is made to appear to the Commissioner that it is not practicable for the resolution to be passed in the manner specified in paragraph a., it the resolution is passed in a manner specified by the Commissioner.

### **Voting**

116. On any question arising at a general meeting of the Shed a member has one vote only.
117. All votes must be given personally, by corporate representative or by proxy but no member may hold more than five proxies
118. In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.



119. A member, a corporate representative or a proxy is not entitled to vote at any general meeting of the Shed unless all money due and payable by the member or proxy to the Shed has been paid, other than the amount of the annual subscription payable in respect of the then current year.

### **Appointment of Proxies**

120. Each member is to be entitled to appoint another member as proxy by notice given to the Secretary no later than twenty-four hours before the time of the meeting in respect of which the proxy is appointed
121. The notice appointing the proxy is to be in the form set out in Appendix 2 to these rules.

## **Part 6 – Miscellaneous**

### **Insurance**

122. The Shed may effect and maintain such insurances as are determined by the Board of Management

### **Funds – source**

123. The funds of the Shed are to be derived from entrance fees, and annual subscriptions of members, donations, grants, sponsorships and, subject to any resolution pass by the Shed in general meeting, such other sources as the Board of Management determine.
124. All money received by the Shed must be deposited as soon as practicable and without deduction to the credit of the Shed's bank account.
125. The Shed must, as soon as practicable after receiving any money, issue an appropriate receipt if a receipt is requested.

### **Funds- management**

126. Subject to any resolution passed by the Shed in general meeting, the funds of the Shed are to be used in Pursuance of the objects of the Shed in such manner as the Board of Management determines.
127. All cheques, drafts, bill of exchange, promissory notes and other negotiable instruments must be signed by any two members of the Board of Management or employees of the Shed, being members or employees authorised to do so by the Board of Management.

### **Alteration of objects and Rules**

128. These rules may be altered, rescinded or added to only by a special resolution of the Shed. The Shed shall advise the Commissioner of Taxation, in writing, of any amendments, additions or deletions to the governing rules within thirty days of those changes being made.

### **Common Seal**

- 129. The common seal of the Shed must be kept in custody of the Public Officer
- 130. The common seal must not be affixed to any instrument except by the authority of the Board of Management and the affixing of the common seal must be attested by the signatures either of two members of the Board of Management or of 1 member of the Board of Management and of the Public Officer or Secretary.

### **Custody of books**

- 131. Except as otherwise provided by these rules, the Public Officer must keep in his or her custody or under his or her control all records, books and other documents relating to the Shed.

### **Inspection of books**

- 132. The records, books and other documents of the Shed must be open to inspection, free of charge, by a member of the Shed at any reasonable hour.

### **Service of notices**

- 133. For the purpose of these rules, a notice may be served on or given to a person:
  - a. By delivering it to the person personally, or
  - b. By sending it by pre-paid post to the address of the person, or
  - c. By sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice
- 134. For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
  - a. In the case of a notice given or served personally, on the date on which it is received by the addressee, and
  - b. in the case of a notice sent by prepaid post, on the date when it would have been delivered in the ordinary course of post, and
  - c. in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date on the date.



## **Addendum to The Pilbara Community Men's Shed Rules**

### **Distribution of Surplus Property on Winding Up of The Pilbara Community Men's Shed**

If on the winding up of The Pilbara Community Men's Shed any property of the group remains after satisfaction of the debts and liabilities of the group and the costs, charges and expenses of the winding up, that property shall be distributed:

- a. to another association incorporated under the Act: or
- b. for charitable purposes
- c. which incorporated association or purposes, as the case requires shall be determined by resolution of the members when authorizing and directing the Committee under section 33(3) of the Act to prepare a distribution plan for the distribution of the surplus property of The Pilbara Community Men's Shed.

0 .. 0 .. 0

# Appendix B –

## PCMS Membership Form

FORM 01/2024

### APPLICATION FOR MEMBERSHIP [ 13 ]

NOMINATING MEMBER \_\_\_\_\_

NOMINEE \_\_\_\_\_

#### CONTACT DETAILS

Mobile / Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

<u>OFFICE USE ONLY</u>	APPROVE	YES	NO
------------------------	---------	-----	----

<u>NOMINEE PAYMENT RECEIVED</u>	YES	NO
---------------------------------	-----	----

DATE

# Appendix C –

## PCMS Bank Statements



### Westpac Business One Statement of recent transactions

THE PILBARA COMMUNITY  
MEN'S SHED INC.  
2558 AUGUSTUS DR  
KARRATHA INDUSTRIAL  
ESTATE, WA, 6714  
AU

Account/Card number  
036-187 365513

Account opened:02-Jul-2024

#### Transactions

This statement covers transactions from 01-Oct-2024 to 29-Jan-2025

Current balance: \$17,797.32

Date	Description	Withdrawal	Deposit
17 Jan 2025	DEPOSIT-OSKO PAYMENT 2141158 PRHS DONATION		\$10000.00
24 Dec 2024	DEPOSIT WOODSIDE ENERGY /INV/00000010 9.12		\$5000.00
02 Dec 2024	WITHDRAWAL WESTPAC MERCHANT FEES 26681833FEE 001556	-\$1.42	
21 Nov 2024	DEPOSIT HUNTER LEISURE P Hunter Leisure PL		\$29.36
08 Nov 2024	MERCHANT SETTLEMENT 0910001 THE PILBARA COMMUNIT0001 MILLARS WELL		\$101.40
01 Nov 2024	TRANSACTION FEE	-\$9.00	
22 Oct 2024	DEPOSIT KARRATHA WA		\$50.00
18 Oct 2024	DEPOSIT KARRATHA WA		\$200.00
17 Oct 2024	DEPOSIT-OSKO PAYMENT 2542202 STEPHEN O'DOWD Stevie O Dowd		\$50.00
14 Oct 2024	WITHDRAWAL-OSKO PAYMENT 1160357 Jobs Australia mens Shed insurance INV 3003 ACC 7685	-\$300.93	
14 Oct 2024	DEPOSIT KARRATHA WA		\$50.00
14 Oct 2024	DEPOSIT-OSKO PAYMENT 2399729 S AXELL S Axell. Mens shed membership		\$50.00
01 Oct 2024	WITHDRAWAL WESTPAC MERCHANT FEES 26681833FEE 001556	-\$0.71	

#### Things you should know

1. This interim statement shows only those transactions that have been processed and may not include intraday transactions.

Copyright © 2025 Westpac Banking Corporation  
ABN 33 007 457 141 & AFSL & Australian credit license 233714

Date created: 29-Jan-2025 04:17 pm

Page 1 of 2



## Appendix D –

### Photos









