

# ANNUAL REPORT

## Hume Mens Shed (Sunbury) Inc

ABN 82 329 291 086

Certificate of Incorporation A0055387F



**2018 –2019**

**President Mike Newman**



# President's Report 2018/19



Yes, another year has passed and, in the blink of an eye, we enter a new phase in the history of our shed. I must admit that it has been a year of highs and lows however, the highs outnumber the lows so I'll just concentrate on them.

With the new extension up and running we needed to look at the next step which was to upgrade the status from "Storage" to "Workshop". There are a number of plans and design changes required and a subcommittee of Ian Lupson, Kevin Swaffield, Peter Wilkinson, and Dieter Jankovic was formed. Special thanks to Ian for all the running around he's done getting quotes and organising with Council. His perseverance has seen council streamline the process for us and we should see work commencing as this hits the press.

Nat Perri, who is working full time, continues to be an asset to the shed, working hard on grant applications, our Ebay account and of course, our successful Xmas Dinner. Thanks Nat, we really appreciate your contribution.

A new initiative this year has seen Annesley Caspersz and Peter Hobbs volunteering to put more emphasis on welfare. Annesley has been busy arranging guest speakers and Peter has been following up those on the sick list. My thanks to you both. Please support these guys by attending the guest speakers and letting Peter know of any member who is sick or in hospital.

To our OH&S guys, Kevin Swaffield and Rod Jackson. Not many of us realised how much you had done until we got an unannounced visit from WorkSafe.

The visit was a blessing in disguise in that it showed we are on top of our game. In fact, the inspector commented that our practises and procedures were better than a lot of businesses he visits. I should also mention the improvements to the dust extraction system. What an improvement—well done.

To my two right hand men, Albert and Stan. Albert put his hand up when our long-term secretary, John Hunter, decided to take a well-earned break. Albert has been a great support and used his previous experiences to great benefit. His organisation of two General Meetings was testament to this. As you will see, our financials are in very good shape due to strong fiscal responsibility from our treasurer. Stan has done an excellent job controlling spending and we are in the unenvying position of being able to meet any unexpected costs. My thanks to both Albert and Stan.

A shed can only be as strong and successful as the people behind it and we are fortunate that there are many willing to put their hands up and help out. Remember, we are all volunteers, we are all responsible, it is all our jobs, and it is all our faults.

Naming names is always difficult because you are bound to miss someone. So, thanks to the committee for their support and cooperation. Thanks to the area coordinators for their efforts. A big thank you to all that have contributed to our Friday lunches – cooking, preparing, washing up etc. To those who have assisted at our Bunnings sausage sizzles, worked on our many projects including our rooftop displays, built items for sale, lifted spirits with a pack of cards.

Thank you all.

Here's looking forward to smooth sailing into 2019/20.

Mike Newman



# Secretary Report

I took over the job as secretary in September 2018. Prior to this John Hunter did a sterling job as Shed secretary for an extended period of time.

There was a total of ten committee meeting in 2018/9, three special committee meetings, the annual general meeting and two general meetings.

In May we altered the bylaws and constitution at a general meeting of members.

We were able to purchase Microsoft Office 365 at a heavily reduced price from Microsoft. Microsoft Access was used to develop the Shed's new database.

In accordance with the new bylaws all members had to renew their membership by the 14th June. This resulted in eighty members applying to renew their

membership for 2019/20.

As at 16/6/19 our membership stands at 126 At the May committee meeting it was decided to limit the membership number to 140.

A survey of members was conducted in March 2019 this year and resulted in 47 members participating, a great result. The results are assisting the committee with making their decisions.

We conducted an audit of all our insurance policies in early December and rectified any irregularities by mid December 2018.

Change of committee, annual report and change of constitution has been lodged with the ACNC

Change of constitution has been lodged with Consumer Affairs Victoria.

Change of Constitution and Bylaws approved by CDI.

Albert Achterberg

## New Members

*We welcomed the following members to the shed this year*

15-08-2018 Trevor Hannan

15-08-2018 Dean Thornton

15-08-2018 Phil Edwardes

15-08-2018 Stuart Dodd

15-08-2018 Lawrence Jordan

19-09-2018 Michael Cassidy

19-09-2018 Albert Achterberg

17-10-2018 Dennis Bannan

21-11-2018 Peter Canning

21-11-2018 Peter Mignot

19-12-2018 Kutlu Yasar

05-02-2019 Robert Neilson

05-02-2019 Robert Newlands

07-02-2019 John Holmes

19-02-2019 Robert Anderson

19-02-2019 Wayne Tanner

19-02-2019 Norman Ripp

19-03-2019 Joachim Othmer

19-03-2019 Colin Rees

16-04-2019 Natale Cristiano

## VALE

**The following members passed away during the past 12 months**

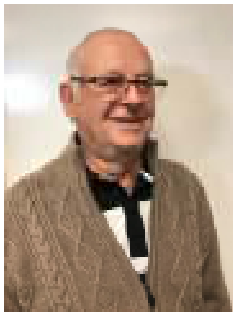
**John Davis**

**Steve Mandalios**

# 2018/19 COMMITTEE



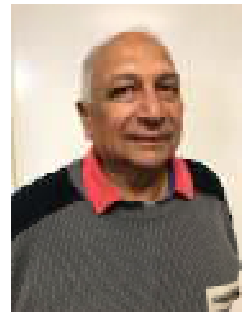
**President Mike Newman**



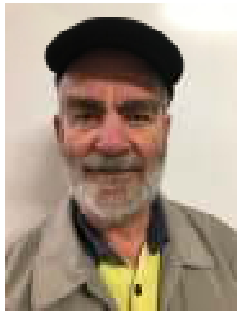
**Vice President  
Ted Riley**



**Secretary  
Albert Achterberg**



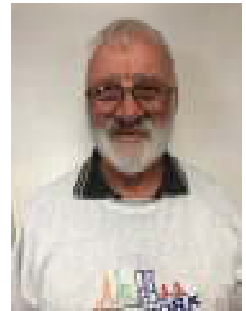
**Treasurer  
Stan Rasanayagam**



**Committee  
Past President  
Dieter Jankovic**



**Committee  
Past President  
Ian Lupson**



**Committee  
Past President  
Kevin Swaffield**



**Committee  
Rod Jackson**



**Committee  
John Hunter**



**Committee  
Peter Wilkinson**



**Ex Officio  
Milton Oliver**

# BRIEF HISTORY OF THE SHED



Hume Men's Shed (Sunbury) Inc started life around September 2010 when a few interested men got together to discuss the establishment of a Men's Shed in Sunbury. The originator of the idea was Garry Pettit who had had contact with Milton Oliver who, through the Roxburgh Park

Community Church (RPCC) had already established a Men's Shed in Roxburgh Park. Milton Oliver had vast experience in dealing with councils, and in particular Hume City Council.

The very first meeting with interested parties and Milton Oliver took place in September 2010 where Milton explained how we should proceed in the establishment of a Men's Shed in Sunbury. A meeting of seven men was then convened at Garry Pettit's house in October 2010 where the first committee was formed.

**Garry Petit President**  
**Graeme Seidel Vice President**  
**Ivan Furey Treasurer**  
**John Hunter Secretary**

With Trevor Dunn, Ian Baird and Fred Lupson making up the committee.

Premises were sought and it was discovered there was a large unused shed of 260 m<sup>2</sup> (29m x 9m) at the end of Evans street adjacent to the grasslands area. Working closely with Milton Oliver, the new committee contacted Hume Council for permission to develop the unused shed as a Men's Shed and for funds to do the renovation.

At a subsequent Council meeting we were given permission to negotiate a lease for the shed and there was \$73,000 available for the renovation, \$23,000 of which we, the new Men's Shed had to contribute.

We were incorporated in December 2010, obtained an ABN and registered with the ATO as a 'Not for

profit' organisation. All the other requirements of a new organisation, such as a Constitution, 3rd party liability insurance, membership forms and the like fell into place.

Things progressed at a fair pace culminating in Hume City Council handing us the keys in February 2012. In the 18 months it took to gain possession of the shed the committee and growing membership were busy raising funds doing sausage sizzles at Bunnings (who were fantastic with their help and assistance) and gathering donated machinery, equipment and materials.

Prior to gaining access to the shed a lot of donated materials and machinery was being stored around Sunbury in members workshops and garages. However, once we took possession things really took off in earnest. By February 2012 we had a membership of around 40 and it was amazing how everyone worked together to develop the shed to what it is today. Our growth was so solid we recently commissioned a storage shed on the site of 180 m<sup>2</sup> (15m x 12m) for storing materials and the like.

Early on, 3 little videos were posted on You Tube. Search for 'Sunbury Men's shed' and find the headings "First movie in the shed", "2<sup>nd</sup> video in Sunbury men's shed" and lastly "New Project"

The videos will give the viewer an idea of our very early days in the shed and when contrasted with where we are today, give an indication of how far we have progressed in those few years.

Our website: [www.sunburymensshed.com](http://www.sunburymensshed.com)

## Presidents of the Shed since inception

**Garry Pettit**

**Ian Lupson**

**Dieter Jankovic**

**Kevin Swaffield**

**Mike Newman**

# WOODWORKING



The past 12 months has seen activity in the shed ramp up with a core group of shed members preparing materials for projects.

Ramps for older folks at their doorways and steps are a common job as a community project.



After a burglary the local radio station requested some assistance with repairs with which we were able to assist locals often drop in asking for advice and or help to fix broken toys or chairs etc. Sometimes they give us a small donations for jobs done to help with ongoing costs of power

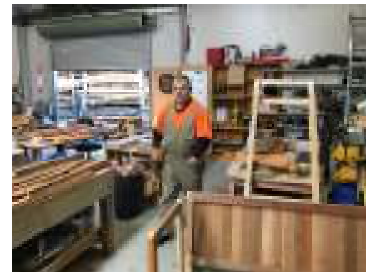
screws ,glues etc.

Recent increases of homeless has had us helping out with Salvation army accommodation and fitting out of their new trailer used for blankets to give to the needy.

When the new shed plans including new toilets are complete the shed can be fully utilised to it's best capacity.

There is talk of having a clearance sale as we are accumulating quite an array of projects to sell as some small contribution towards costs.

Peter Wilkinson



## KITCHEN

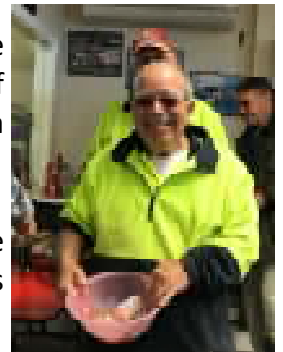


Friday lunch is prepared by volunteers each week as a get together, and gives the president a chance to spell out shed happenings and members can voice any concerns or suggestions.

KFC Lunches once a month remain very popular with the members

Not all members want to be working so there is plenty of tea and coffee to enjoy with a chat.

There is always someone bringing in cakes and goodies for all to share.



## Fund Raising and other activities

We participated with activities at Bunnings including catering for Ladies night and assisting children making items for Fathers Day.

Sunfest was again one of the highlights. The Shed set up the stage and had a successful stand at the

festival.

Nat Perri did a great job with selling items on Ebay . We have sold both small items and large items during the year. Items such as chairs, chopping boards, tile saw etc etc.

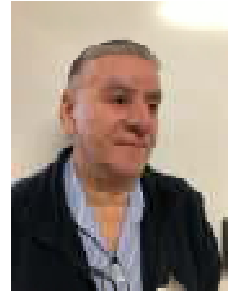


# Social Activities & Grants



Ian Lupson took on the role as Social Activities coordinator

The playing of cards on a Friday has really taken off with members finding it hard to get a seat at the card table. Brendan Nathan has been instrumental in creating this great activity. It is hoped to expand this activities once all the new shed alterations and new toilets have been completed.



The Christmas party was organized by Nat Perri and as per usual was a great success. The 2018 Christmas party at the Sunbury Bowling Club was the largest turnout since it started. Plans are under way for the 2019 function.

## WELFARE



The welfare tasks were split in two between Annesley, who looks after presentations and personal chats with members and Peter Hobbs who looks after members welfare by sending appropriate cards to them

Presentations were initially planned to occur on a monthly basis. Until, and including June, there have been 5 such presentations. Except for the first one, these were done by a (local) person who usually conducts his/her own a private business, or are employed by a government or welfare-related organization. (The very first presentation was a video/ TV documentary, generally relating to men's mental issues). Each presenter was given a gift, as a token-of-appreciation of his/her gesture of goodwill. (This gift included a pen- made by our member "Greg", and either a small pot-plant or a bouquet of flowers, with some notation on them to indicate that it was a gift from the Sunbury Men's Shed). Written feedback was gained from those in attendance, and it has always been positive. There are several welfare presentations/activities planned for the next 6 months of 2019.

Annesley has displayed posters (i.e. on the Welfare Activities noticeboard, located in the Tea Room), or left on the Tea Room tables, various handout-information which was useful to the members.

Annesley has spoken privately to individual members, relating to any mental health issues that were of concern to them.

The production (design & printing) of appropriate cards worked very well. It has been difficult to determine correct greetings for the inside in each in every situation, and so the printing of blank cards has enabled Peter to hand write a suitable greeting/ dedication when necessary.

We started posting cards on 1 January 2019 and by the end of June we will have distributed a total of 19 cards - 13 to members and 6 to their partners.

The message is slowly 'getting around' that this is being undertaken for the welfare of Shed members, however, it is much slower than one would have hoped. I guess this happens with word-of-mouth sometimes.





# Equipment Register



Overview: - As a result of the retirement of Brian Girdwood (from Test and Tag duties) the Shed tasked Kevin Swaffield and myself to undertake these duties. After successfully attaining the required certification the Test and Tag duties have been transitioned from

Brian. The equipment register also maintained by Brian has also been transitioned to the Test and Tag Team.

Building on the data created and maintained by Brian a spreadsheet was created to provide-

- Test and Tag data relating to each piece of affected equipment including description, model No, Serial No, last test date and test due date, how sourced and estimated value.

- General Data regarding non-tested assets equipment including description, model No, Serial No, how sourced and estimated value.

- As Members use their own equipment from time to time, these tools are also tested and tagged to provide an acceptable level of safety within the Shed.

Test and Tag data relating to each piece of affected equipment including description, model No, Serial No, last test date and test due date.

- A summary showing assets due to be tested To provide a realistic valuation of the Shed's assets the Insurance Summary

component has also been incorporated into the spreadsheet.

The Insurance Summary has recently been updated to reflect current values.

Current Status:

Assets tested and tagged 229

General assets 35

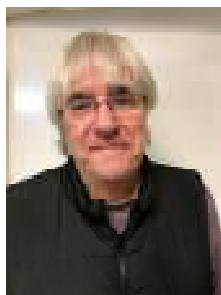
Members tools tested and tagged 14

Total value of tested and non tested Shed assets is currently estimated at \$100,320

Tools are tested on an annual cycle, when repaired or when new tools arrive in the shed, after they have been inspected by Kevin Wood.

Special thanks to Brian for creating the basis of the reporting system, testing of our tools and ongoing technical support for Kevin and myself.

Dale Wilkes



The IT infrastructure in the Shed is comprised of three components:

The Office – two Desktop computers, a printer, the Wireless Modem for internet connection and a small data distribution cabinet.

Ethernet Network – providing ethernet (Cabled connections) for Laptops and

Printers.

Member access Laptop and Printers in the lunch room.

Software

Operating System– all computers are running Windows 10 and are patch updated on a regular basis

Application Software – Office 365 is now installed on the two Office Computers

Accounting Software – Reckon Hosted is installed on the main Office Computer.

Remote Management – Team Viewer is installed on one Office Computer.

Remote Storage – One Drive is active for limited off site backup

Other Software – Installed as required all computers have access to the Internet.

## IT

Virus Control – Windows Defender Malware is scanned for on a regular basis using Super antispyware and Malware Bytes.

Internet

The existing Internet connection is provided by a mobile internet router, although effective consideration should be given to an NBN connection. This would be based purely on a financial cost benefit basis.

Audio Visual

The existing LG TV wall mounted in the lunch room provides adequate capabilities. The HDMI cabling has been replaced due to damage (June 2019).

Computer Hardware

Although of varying age and capability the existing hardware is adequate for purpose. Any opportunities to update at minimal cost should be considered.

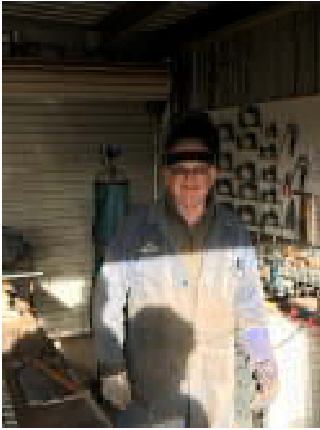
Maintenance

The system was originally setup by Rod Jackson who continues to maintain it with my assistance as required.

System is running okay with no problems with the infostructure.

Dale Wilkes & Rod Jackson

# WELDING



The welding and fabrication section has been very busy doing small jobs and everybody seems happy with this year's progress.

Over the last year Ted has been giving welding lessons and have had seven people interested in learning basic welding skills and taking interest in using the fabrication equipment.

Ted will endeavor to start the welding instructions soon.

Ted Riley

# ENGINEERING SECTION



**Production-** carry out small jobs for shed members or the Shed or Community Groups

**Maintenance-** Maintenance projects require regular servicing lubricating, repair or adjustment, eg saw bench, thicknesser, dust extractor, shadow boards, benches and vices.

**Sales-** Donation of tools and equipment by the public. Sort thru, clean, repair and determine if we keep item or earmark for our next garage sale, eg

gen sets, brick cutter, tools, power tools etc.

**Housework**—Constantly cleaning up shed and surrounds, pack storage areas and containers. Sort and dispose of unwanted "off cuts" , wood, MDF, chipboard, metal ,stone plastic and paint.

**Training-** Training has been slow this year due to other commitments . Training is normally done on the lathe and mill machine.

A lot of members assist in this area including Kevin Wood, Brian, Ted, Rob, Dale, Pete, Lloyd and others.

Trevor Dunn

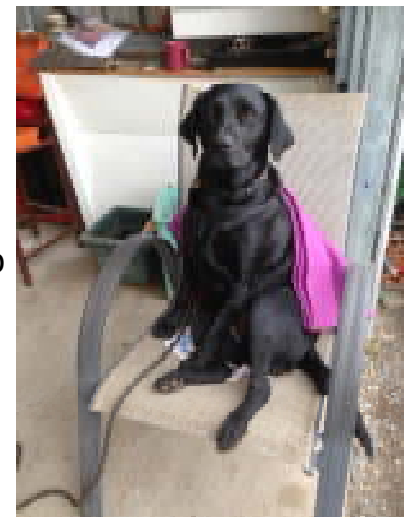
# QUILTY

Quilty is the hardest working member in the shed. He provides a vital function.

Ted brings Quilty to the shed nearly every time. His first job is to greet all the members and then do the cleaning duties by picking up all the food scraps. The rest of the day he entertains the members.

Quilty

Our Shed's carer dog



# OH&S



OH&S is an important part of all activities carried out at the Shed by all Members

This year the OH&S committee have implemented a number of updated and new procedures to compliment those already in place.

OH&S training for new members continued this year. Members are only allowed to use the machinery when they have received the proper OH&S training on the machinery.

The new use of tools policy is to prevent equipment being damaged and Members being injured due to incorrect operation either thru lack of knowledge or deliberately abuse of the tools. Any Shed Member with knowledge of the equipment being used can request the Member using the equipment to stop, and then seek further advice if he has doubts about the procedures being carried out with the equipment.

An audit was carried out on our Fire safety procedures and equipment at the Shed by a Fire Safety professional and the small number of recommendations have been addressed.

Members doing the Friday lunches have been advised on amended food handling procedures forwarded by Hume City Council.

On Monday 4th Feb the shed received an unannounced visit from a WorkSafe Inspector. This was carried out after WorkSafe received an anonymous report of unsafe work practices, machines without guards, and trip hazards around

the Shed.

The inspection was carried out over 2 hrs in all areas of the Shed with President Mike answering many questions. None of the reported problems were found. The inspector reported that our OH&S procedures were to a very good standard, and much better than many businesses that he visits. He requested if he could return on the Wednesday with some additional WorkSafe posters and handouts on safety, and bring another inspector, who is a member of a Mens Shed to show him our setup. This inspector was also impressed with our OH&S set up in the Shed.

Dust has become a major concern in the shed as the amount of activity increases. Our original dust extraction system was becoming blocked and losing efficiency a few days after being emptied and filters cleaned. Cleaning the filters and bags is a very dirty job .

An idea to use cyclonic separators was researched, and as a result 200ltr steel drums were installed at the major woodwork machines. Dust and wood particles are drawn into the drum at the top outside edge, and swirl around inside the drum throwing the heavier particles out and leaving them at the bottom of the drum. The clean air is drawn from the top centre of the drum back to the dust extractor leaving over 95% of the dust and particles in the drums. As a result, the filters are not blocking, and the system is running much more efficiently, thus reducing the amount of dust in the air. The drums are easy to empty into wheelie bins in the Shed and the filters now require cleaning only every few months.

We are also investigating a system of removing the airborne dust in the Shed and also the smoke and fumes from the welding shed to further improve the air quality.

Kevin Swaffield

# THE GARDEN



Situated at the rear of the Shed taking up half the area, the other half being the car park. The Vegie Garden consists of 15 above ground beds, 9 being made from old railway sleepers, the other 6 beds from corrugated iron.

We, being Barry Burbridge and Lew Galpin (my very reliable offside) have built and serviced these beds since their inception out the back for the past 5 years.

We endeavor to split the garden into summer and winter crops, with the odd bed being left to fallow to recuperate and have a rest.

A toolshed for gardening tools, barrows etc is locked. A shade cloth and hothouse plus a windmill which goes like the clappers when it is quite windy. These being built by Kevin Dyson who is soon to be moving out of the district.

The majority of seedlings are acquired from Bunnings twice a year, winter and summer and they generously donate a \$100 gift voucher on each occasion.

As we are aware the Shed has a very good relationship with Bunnings. Crops which are grown over the years including cauliflower, broccoli, cabbage, zucchini, kale, celery, capsicum, silver beet, broad beans, spinach, onions, garlic, sugar snap peas, snow peas, dwarf, climbing and French beans, beetroot, rhubarb, bock choy, lettuce, potatoes, egg plant, sweet corn, chilies, radish, leeks, lots of different tomatoes and cucumber.. Herbs, mint, rosemary, thyme, parsley, basil and chives.

We also grow a variety of flowers, to put a bit of

colour into the garden and, also to hopefully attract bees which are needed to help pollinate.

A past member John (Darky) Davis acquired many loads of horse manure from Emirate (Stockwell Stud) for our garden bays.

Ian Baird (Foo) has also helped to acquire manure over the years and does a great job spraying weeds around the parameter of the garden beds and fence line around the car park and outside the shed buildings.

Annesley, Graeme, Greg, Kevin, Arnold, Bill, Andy, Pete also give a hand out from time to time, helping to weed, clean and watering etc.

It is a big job watering at times particularly in the hot weather between Christmas and Easter. It is not unusual for me to be down watering virtually most days for up to 2 hours each day.

The majority of vegetables grown are used at the Shed or shared amongst the members of the Shed.

On the seven or eight times we had an abundance of vegetables, we have taken them to the Neighborhood House Centre where they cook them up for the needy and under privileged on a Monday night for a coin donation.

Yours in gardening and shedding

Bazza Burbridge



## SPONSORSHIP



Jimmy Moffat continued his hard work by obtaining sponsorship for the Shed. KFC continued to provide lunches for the shed. This year Bunnings again strongly supported the Men Shed with plenty of Sausage Sizzles and other support. Josh Bull does most of our printing for free and also supplies some of the postage. City of Hume assists us with grants and other support. Federal Member Rob Mitchell assisted us with grants and also presented us with the Australian Flag. Geyers Newsagency provide Tattsлото tickets to present to members. New sponsor on board is Elite Tyres by advertising in our newsletter.

*We proudly acknowledge supporters for 2018/2019*

***Bunnings Sunbury***

***City Of Hume***

***Josh Bull MP***

***Federal Member Rob Mitchell***

***KFC***

***Geyers Newsagency***

***Elite Tyres***

***Eagle Lighting***



# Bunnings

## Sausage Sizzles

Sausage sizzles at Bunnings have been a valuable contribution to the shed's finances with shedders putting in over 30 hours of volunteering each time. We have had six occasions over the last year, which had the following results.

Date	Gross	Expenses	Nett
01/09/2018	\$2315.75	\$431.10	\$1884.65
21/10/2018	\$1751.50	\$354.50	\$1397.00
02/02/2019	\$1781.60	\$386.50	\$1395.10
11/03/2019	\$1726.70	\$492.50	\$1234.20
01/06/2019	\$1951.05	\$445.85	\$1505.20
14/06/2019	\$704.45	\$363.05	\$341.40
Totals	\$10231.05	\$2473.50	\$7757.55

The total net of \$7757.55 equates to \$43 per hour per volunteer, which is a fantastic result. Thanks to all who donated their time, especially those who put their hands up virtually every time.

We have another three sizzles coming up this year and we are hoping to have more volunteers filling the shifts.

Remember, many hands make light work, let's spread the load and make it easier for all of us.

## Helping out at Bunnings

Besides sausage sizzles the Shed also enjoys getting involved with activities at Bunnings, eg Fathers Day and Ladies night.







H U M E  
E Sunbury  
N  
S H E D