

**MINUTES OF COMMITTEE OF MANAGEMENT MEETING**Date: 12th November 2025

Location Woodturners rooms, Wandi Progress Association Complex De Haer Road. Zoom Facility operating

Meeting commenced at 12 noon.

Call Roll, George Murphy (President), Ross Crawford, Ian Ludford, David Finch, Mary Byers, David Milton, by ZOOM Barbara Jennings, David Doye, Brian McLoughlin, Gary Taylor.

Apologies, Robin Campbell

Observers: Nil

- **Safety matters**

- Accident to Geoff Green, Wandi on 27th October when a platter type piece of approx. 300mm diameter Banksia fragmented resulting in a badly lacerated right hand (back) , broken little finger (RH), lacerations to the left arm and bruising to chest. Full investigation made with recommendations and has been provided to all Groups. See full report in appendix.
- Barbara Jennings informed the meeting that there had been a bandsaw blade contact accident this morning (about 10:30 am on 12th November) with Henk Geerling lacerating a finger on his left hand. He is attending the local hospital for treatment, severity of the injury unknown at this stage.

- **Governance matters**

- Nil

- **Previous meeting Minutes**

Motion "That Meeting Minutes for 15^h October 2025 is a true and correct record of the meeting".

Moved Ian Ludford , **Seconded** Jim Parker **Approved** .

- **Business Arising from previous Minutes.**

- Handover of gift to Auditor to be arranged (Brian McLoughlin to organise).

- **Correspondence**

- As appended

- **Motion** "That the correspondence be accepted" **Moved** David Milton, **Seconded** Ross Crawford **Accepted** .

- **Financial Report:**

- **Accounts**

- **Motion** "That October 2025 Treasurer's Report be accepted" (Appended) **Moved** Brian McLoughlin, **Seconded** Ian Ludford **Accepted** .

- **Expenditure for approval**

- **Motion** "Items for expenditure as per following list payments be authorised as payments" **Moved** Brian McLoughlin, **Seconded** Barbara Jennings **Authorised**

Payments for approved:-

- Melville Insurance claim be paid in accordance with the guideline of the September meeting motion on self-insurance claims, that is the claim of \$2,900 for police reported burglary be



paid minus \$100 that is payment of \$2,800 by made.

Items for ratification or approval

13/10/25	Shire of Harvey	Hall Hire	\$370.00
19/10/25	Wandi Progress Assocn	Hall Hire	\$220.00
30/10/25	RPM Automotive	Rear view camera for trailer	\$454.50

• **Other Finance**

- Nil

• **Procedural Matters for noting.**

- Group Public Displays for noting.
 - Demonstrations for SWAN.
 - for one day on Sunday 19th October.
 - The other is for 2 days, Saturday 1st November and Sunday 2nd November
 - Busselton has the cruise ship calendar of visits for the 2025-26 period, to be forwarded.
 - Northern suburbs demonstrating at Timbecom opening of Balcatta premise on 22nd November
 - On 4th December Melville, Mandurah will be holding displays and sales Christmas Markets
 - Swan Group at Caversham Hall Community presentations, 28th and 29th November to youth groups.

• **Registrar**

- Honorary membership:
 - Request from Mundaring Convener for
 - Mick Huggon (3254), and Tony D'ascenzo (3560), are undergoing Chemo for Cancer problems, **Approved**
 - Colin De La Nougerede (3401). is mid-way through a road tour of Australia and is not sure of his return date, but not for many months. **Rejected** failed criteria.
 - Northern suburbs request for Mike Phillips (#2301) **Approved**
 - The matter of Honorary Associates and Honorary membership clarification is required. Barbara Jennings to draft a set of definitions/criteria.

• **Subcommittee reports**

- **Governance.**
 - We will need to prepare for AGM in 2026 to incorporate "**New rule requirement:** Associations need to specify in their rules who is responsible for lodgement of documents with Consumer Protection (Schedule 1, Item 6A)." Noted for AGM in 2026. Details appended
 - **Motion** That the President and Secretary are authorised to execute and apply the Seal on behalf of WAWA to the lease documents for the Mandurah Groups premises with the City of Mandurah for 3years plus 2 years term from 10th November at an Index 2025-25 annual cost estimated at **\$3,835.64** " **Moved** Brian Mcloughlin **Seconded.** Jim Parker **Approved.** Note Ross Crawford to follow-up on reduction of fees and clarification and have paperwork reissued to WAWA Secretary so it can be processed.
- **Training**
 - Ross Crawford gave an update on training packages awaiting feedback from AGBW The general consensus is that you need to get new members into training courses ASAP. Retention is also a key consideration. Still formulating a response.



- **Competition**
 - Mary Byers reported that a Sub committee been formed to improve on the WeWs and competition participation. Members as per the following:
 - Jim Parker - Northern Suburbs
 - Mary Byers - Swan
 - Denis Tapley - Melville
 - Emma Basc - Wandi
 - Frank Evans - Mandurah
 - Peter Benjamin - Busselton
 - A five minute update on this subcommittee's role will be given at Busselton WeWs.
- **Publicity and Communications**
 - **Webmaster.**
 - Nil
 - **Membership Management System (MMS)**
 - Some members are still experiencing problems with the MMS,
 - Not able to log in
 - Able to log in, but unable to pay subscription
 - Able to log in, but having to pay \$100
 - Some clubs are unable to update member subscriptions at the club level.
 - Approx 155 members have successfully renewed the subscription online.
 - Approx 20 members have paid twice or paid \$100 - overpayments have been/are being refunded
 - Approx 60 members have renewed their subscription at club level
 - All Life Members, Honorary Members and Honorary Associates have had their subscriptions automatically renewed.
 - Feedback to Ian Ludford still needed on what problems are
 - There is a problem with updating new committee members for groups and getting their permissions, plus revoking old committee members permissions. To be addressed by Secretary registrar and webmaster
 - Continuing discussions with IBC about log of issues. There is a need for a help desk facility
 - Some Gosnells members are renewing membership and dare going to other groups as requested.
 - **Message centre**
 - Nil.
 - **Newsletter Editor**
 - Newsletter editor (Andrea McCandlish and Aiton Sheppard have offered their services). Yet to be resolved.
 - **Public Events**
 - Invitation to Exhibit – Timbecon Balcatta Grand Opening Saturday 22nd November. Northern Suburbs to manage exhibit.
- **Safety.**
 - CoM members expressed their concern at recent number of accidents requiring medical treatment at hospitals. General awareness to be raised in all groups. Notices of accident details and recommendations to go out as a matter of urgency. A presentation of the video of Melville accident to be made at Busselton WeWs.
- **Grants**
 - Ross Crawford
 - Submission made to LW for Avan gear, awaiting president authorisation..
 - YACWA Small Grants Program Supported by Lotterywest. It was agreed that we consider a Youth Cse in the future.



- **History**
 - Nil.
- **Facilities and equipment**
 - ..Nil

- **DBC Act & Regulation Negotiations /Forrest Management Plan**
 - Watching brief.
- **Other Business (Business raised by COM members or groups).**
 - Spam emails purporting to be from George Murphy, members to ignore
 - Ross Crawford has been contacted by Lace Guild of Australia - Potential supply of lace bobbins but need specific type. National convention inPerth next year. Watching brief.
 - Gary Taylor asked about chain saw training and requirements. Provided information
 - Babara advised that due to adjacent building development their premises are not fenced. situation to be resolved in next few weeks. Noted.
 - Brian Mcloughlin indicated that the hand book will need to be updated as he introduces new procedures for groups accounting and asset registers. Brian to provide updates.

Date of next meeting: Wednesday 10th December 2025 12:00 pm in Carvers Room Wandi. Zoom facilities available. **Note this is to be exclusively a Strategic planning meeting**

Meeting Closed 1:54 pm

George Murphy (President)

David Milton (Secretary)

Appendix

October 2025 Treasurer Report and Documents

Woodturners Association of Western Australia Inc

October 2025 Treasurer's Report

8 November 2025

Assets and Liabilities on 31st October

Current Assets

CommBiz Bank Main Operating Account Acct	\$ 55,684.59
CommBiz Bank Debit Card Account Acct	\$ 694.77
CommBiz Bank Term Deposit #1	\$ 54,149.85
CommBiz Bank Term Deposit #2	\$ 66,009.66
Cash on hand	\$ <u>60.00</u>
<u>Total Cash available</u>	<u>\$176,598.87</u>

Other assets

Prepaid insurance	\$ 1,295.88
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Liabilities

Nil

Financial Performance

	<u>October</u>	<u>Year to Date</u>
Income	\$ 19,545.00	\$22,932.90
Expenditure	<u>\$ 3,373.56</u>	<u>\$20,567.61</u>
Surplus/(Deficit)	<u>\$16,171.44</u>	<u>\$ 2,365.29</u>

Registrations formed the main activity and source of funds for the month at \$18,720. This does not include Waarble payments after 19th October which will appear in the December report.

The expenses include a \$300 payment for a Chris Ring gift and a \$500 payment to R Barkman for computer subsidy. WeWs expenses of \$741.35 (include Bunbury and Wandi Hall hires) - prizes, \$180 and Judge/Demonstrator expenses, \$475. Web payment services was \$567.60 – high because of commission on registrations - and \$454.50 was spent on a rear view camera for the trailer.

CoM may wish to consider a capitation payment to Groups based on the 2025 surplus of \$2,948.

The wind-up of Gosnells Group is being treated as 'Cash held by Groups' until the sale/disposal of remaining assets has been completed. I will take advice on how to proceed post completion.

Items for ratification or approval

13/10/25	Shire of Harvey	Hall Hire	\$370.00
19/10/25	Wandi Progress Assocn	Hall Hire	\$220.00
30/10/25	RPM Automotive	Rear view camera for trailer	\$454.50

Motions

Acceptance of Treasurer's report

Approval of payments

Brian McLoughlin

Treasurer



Correspondence tabled

- In:
 - 15/10 email from Brian Mcloughlin and Mary Byers about Training programs from their groups. Noted
 - 15/10 cc of email from treasurer to Richard Barkman concerning CoM approval of reimbursing 25% of a computer cost (up to \$500, requesting receipt of purchase.
 - 15/10 Swan Group advised of public demonstrations as noted in Procedural matters
 - 16/10 email from Jim Parker about sale of three lathes to northern Suburb members (not wanted by other Groups), advised treasurer.
 - 16/10 email from Barbar Jennings re quote for reversing camera for trailer. Noted for possible Lottery West Funding.
 - Webmail from a member of public in Kendenup (near Stirling Ranges) re training courses. Provided information on nearest group and WAWA activities.
 - 20/10 email advice from the Busselton Secretary re passing of Tom Mazey and withdrawing honorary member request, Information published in Mailjet to members.
 - 21/10 SMS request from member of public concerning making a Paschal Candle stick. Member found to do the job.
 - 23/10 Webmail from a member of the public in Port Kennedy inquiring about training. Referred to Mandurah Group
 - 24/10 Cc of email from Fran Green to Ross Crawford resigning as Secretary to PESC. Noted
 - 24/10 email invitation to display WAWA activity at Timbecon Balcatta store opening Sat 22nd Nov, Forwarded to PESC for their action
 - 26/10 Webmail enquiry from Vicent Street Men's Shed for someone to provide some beginner wood lathe lessons to members. Advised we do not do this outsourced training but invited them to join WAWA to get training.
 - 27/10 email request from FWWA to publicize their OOW exhibition on 8th and 9th November. Provided copy, Mailjet notice sent out to all WAWA members. Received thank you note from FWWA.
 - 28/10 email from Collie with a formal complaint about the membership renewal system. See appendix for full letter. Provided letter to webmaster.
 - 28/10 email from Wandl treasurer re accident in workshop on 27th to Geoff Green with report (see appendix for full report)
 - 29/10 email from Associations and Charities Branch concerning amendments to the Associations Incorporation Act 2015. Principal issue is a “**New rule requirement:** Associations need to specify in their rules who is responsible for lodgement of documents with Consumer Protection (Schedule 1, Item 6A).”
 - 29/10 Mundaring Convener request for 3 members to be placed as “temporary Associates” see Registrar.
 - 30/10 Mandurah advised that their lease is up for renewal Requested additional information on the annual charges, increased due to change in policy on maintenance and other operating cost now to be borne by lessee. See Governance and attachments.
 - 30/10 webmail from member of public seeking to have a duplicate finial for chair made. Job in hand,
 - 30/10 Collie Treasurer requested new receipt book. Posted.
 - 31/10 Webmail from member of public in Spearwood seeking training. Forwarded to Melville Group.
 - 31/10 email from Webmaster with message from registrar to go out to all members concerning membership renewal process/ Mailjet sent out.
 - 31/10 request from Northern Suburbs for two members to be made Honorary members. See Registrar.



- 31/10 webmail request from member of public where to get Banksia cones, directed to Dijamari timbers.
- 31/10 email from President re “our Veterans Haven” and possible woodturning interest. President to follow up.
- 2/11 email from President about scam emails propoingto be from Him. Noted
- 3/11 query from Bunbury convener re claiming cost of “stolen” Carter Bandsaw equipment. Provided process and advice on matter. Awaiting further advice.
- 4/11 email from a member about life membership nomination process. Provided information and advice.
- 5/11 webmail from a member of public about supply of demolition timbers (jarrah) Provided contacts of Swan and Mundaring groups.
- 6/11 webmail from a member of public about Byford Market stall available for woodturners. Advertised in Mailjet mail out.
- 7/11 email from Mary Byers with update on WeWS sub committee. See Competition
- 7/11 email from Ross Crawford re YACWA small grants program. See Grants section plus appended document.
- 8/11 email from Treasurer with correction to October minutes (executed) and October report Circulated with Agenda papers.
- 9/11 email from Ross Crawford with Agenda items noted
- 9/11 email from Ian Ludford with Agenda items noted
- 10/11 email from member with respect to clarifications on life membership nomination process. Noted.
- **Out** (for noting, unless listed elsewhere).
 - 15/10 Copy of email sent to Richard Barkman on 6th June sent to Treasurer (previously not recorded in minutes) confirming CoM approval of reimbursing 25% of a computer cost (up to \$500).
 - 15/10 email to Treasurer re handing over Auditor’s gift.
 - 20/10 Mailjet notice to members with the make up of the new CoM and positions appointed, Tom Mazey Obituary and request for turning job. (Frank Evans has responded)
 - 23/10 email to webmaster about Video of Melville safety incident and how to get it onto webpage. Not feasible due to size of file approx. 200Mb.
 - 24/10 emails and phone calls to LotteryWest to setup Ross Crawford with permission to access portal for Grant application. Access granted and setup.
 - 28/10 email to Manjimup re photos of lathes they wish to dispose of. Have been provided. Requested prices, have been provided. Note to go out to groups.
 - 30/10 advised insurer of Wandi accident and that there is likely to be no claim.
 - 30/10 mailjet sent out advising members that late fee penalty will not apply until end of November.
 - 31/10 request from Northern Suburbs for two members to be made Honorary members. See Registrar.
 - 4/11 email to all group Executive concerning recommendation from the Life member peer group “That CoM investigate the provision of a "Life membership class" at a group level with criteria related to exclusive group service”



WAWA (Inc.) Accident Report Form



Instructions

1. **First, attend to the injured party.**
2. Record the following details
3. Hand the completed form to the Group Convenor (for security of any confidential information) and co-ordination of insurance claims by forwarding to WAWA Secretary.

Accident Details

Group: Wandi Date 27 October 2025

Patient's name: Geoff Green

Patient's contact details (if known): gfgreen138@gmail.com

Witness's name: Paul Cooke

Witness's contact details (if known): old.tired.grumpy@gmail.com

Brief description of the accident and injuries sustained:

A around 11AM on Monday 27 October the Monday Morning group at Wandu were engaged in routine club activities. Geoff G was turning a piece of banksia approximately 30cm diameter. Earlier that morning, he had undertaken a glue repair on the piece and was just about to recommence working on it. Also present were Paul C, George M, Alan K and Fiona R who were all working on their own pieces. There was a loud noise and it was noted that the piece that Geoff G was working on had come apart at speed and Geoff G had sustained an injury. The lathe was shut down and Geoff was moved to the kitchen/break area and sat down by Paul C. A quick assessment of the injury showed that Geoff G had sustained an injury to the back of his hand with a significant patch of skin lifted or lost. There was also the commencement of some substantial swelling and bruising. There was some bleeding, but it was not a substantial or uncontrolled flow. Otherwise Geoff G seemed to be relatively well, aware and comfortable. The injury was not serious enough to warrant calling an ambulance and Geoff had family at Wandu with him who were able to drive him. Paul C and Alan K retrieved some dressings from the first aid kit and rendered first aid to his hand, consisting of lightly washing it with water and then wrapping it with an absorbent pad and gauze to prevent further contamination to the wound area and to absorb any blood. A brief discussion was held with Geoff G and it was agreed that he would go to an emergency department with his family. The members packed up his possessions and Geoff G left to go to the emergency department. After being attended to at the emergency department, Geoff G was allowed to return home. His injuries were limited to a fracture in his hand and damage to an area of skin on the back of his hand. He is expected to make a full recovery.



Alan K and George M examined the lathe and the parts from the shattered piece to try and understand what happened. Their view was:

- The glue repair appeared to have been correctly done and allowed to dry for an appropriate period of time
- The lathe had been set on a very high speed of around 4000RPM.
- As the piece shattered almost as soon as Geoff G recommenced work on it, the most likely cause looks to be that the piece was worked too aggressively, noting that it had a rough surface and that the chisel caught on the edge of the repaired crack, causing it to come apart.
- This was exacerbated by the very high speed of the lathe.

Some other observations are:

- The newly installed safety screens worked as designed and caught the wood as it came apart preventing it from striking the member on the other side of the lathe.
- The use of a face mask by Geoff G saved his face from serious injury
- The first aid is fitted for very minor injuries such as cuts, scrapes, dust in the eye, and splinters and lacked the items that would ideally be used for a more serious injury such as Geoff G sustained. In particular, it did not hold any non-stick dressings meaning that an absorbent pad had to be used making it more difficult to be removed at the emergency department.

The following could prevent or mitigate an incident such as this:

- Control of the speed of the late. Geoff G is experienced enough to know this and on this occasion, it appears to be an oversight. Lathe settings are an individual responsibility
- Use of the tools in a manner appropriate to the piece. Again Geoff G is experienced enough to know the appropriate way to undertake the cuts he was attempting. He has had these techniques demonstrated to him a number of times and at times when his technique has been inappropriate, other experienced members have advised him and demonstrated the techniques to him. While it is not certain that this was a factor, on this occasion, it is possible that the tool use was too aggressive for the condition of the piece. The use of tools in an individual responsibility. The provision of appropriate instruction and supervision to new



members is a group responsibility and it appears that this has been met as far as is practicable.

- The use of appropriate personal protective equipment. The PPE is intended to prevent injury to the lathe user and others in the workshop. The lathe has a screen whose purpose is to prevent flying wood from a lathe from injuring other people in the workshop. Screens are available for all lathes and it appears that the screen functioned as intended. The main individual PPE is a face mask and Geoff G (as well as everyone else in the workshop) was wearing a face mask. There has been an active programme of insisting that members use a face mask when working on the lathes.

Recommendations from this incident are:

- This incident be used as an example for members to think about the work they area about to undertake before putting a tool to a piece, or even turning on the lathe and if at all uncertain, to seek guidance from the other members.
- This incident be used as an example for members to watch the actions of other members around them and to say something if they see something potentially unsafe.
- The use of safety screens be mandated at all groups and this incident be used as an example to remind members of why they are important.
- The use of face masks when using a lathe be mandated at all groups and this incident be used as an example to remind members of why they are important.
- The content of the first aid kit be reviewed by a knowledgeable person to ensure that it can cope with the credible incidents for the group.
- This incident be used as an example for members to reinforce the requirement to turn the speed control on lathes back to zero prior to turning the lathe on.

(use additional page numbered blank paper if not enough space on this form)

Author__Paul Cooke_____ Contact details __old.tired.grumpy@gmail.com

Amendments to the Associations Incorporation Act 2015

Issue 39

October 2025

Amendments to the Associations Incorporation Act 2015

Recent changes to the *Associations Incorporation Act 2015 (WA)* will help Incorporated organisations in Western Australia operate more efficiently, and flexibly thanks to new laws passed by State Parliament.



These reforms which impact more than 15,000 not-for-profit organisations currently operating as incorporated associations. These reforms stem from a statutory review of the Act.

Some amendments are now in effect while others will commence once supporting regulations are finalised.

Key changes now in effect:

- **Technology enabled meetings:** Associations can hold meetings using technology (such as video conferencing), unless their rules state otherwise. This makes it easier for members to participate and vote, and help groups engage with people with valuable skills regardless of location;
- **Cancellations:** The Commissioner for Consumer Protection now has the power to cancel an associations incorporation if it's in the public interest;
- **Fixed term appointments:** Associations can appoint auditors and reviewers for between two and five years, if it is specified in their rules;
- **Improved appeal rights:** Expelled members now have better access to apply to the State Administrative Tribunal for review of their expulsion;
- **New rule requirement:** Associations need to specify in their rules who is responsible for lodgement of documents with Consumer Protection (Schedule 1, Item 6A).
- **Other technical amendments:** These include expanding the range of eligible beneficiaries under section 24 of the Act, winding up procedures and administrative processes.

Key changes pending commencement:

- **Name reservation:** Associations will be able to reserve a name for up to three months when applying for incorporation or changing name;
- **Privacy protections:** Access to personal information for members can be restricted in certain situations, including when safety is a concern;
- **Financial restructuring:** Associations facing financial difficulty will be able to access small business restructuring provisions under the Corporations Act 2001 (Cth) to provide an alternative to winding-up in cases of financial difficulty; and

Consumer Protection is reviewing systems, recourses and publications to reflect the changes. New guidance materials will be released to help support associations in understanding and implementing the reforms. Further updates will be provided as these resources become available.

Public Sector Reform – a new name

On 1 July 2025 Consumer Protection Division became part of the **Department of Local Government, Industry Regulation and Safety (LGIRS)** under the Cook Government's Public Sector Reform.

The reforms are designed to better align public sector agencies in Western Australia and to serve the community in the best way possible.

The new website address is: www.lgirs.wa.gov.au.

Further information about the reforms is available by clicking on: [Public Sector Reform](#).

End of financial year obligations



If the financial year for your club or association ended on 30 June 2025, it is timely to remind you of the annual obligations under the *Associations Incorporation Act 2015*.

Within 6 months after the end of its financial year, incorporated clubs and associations in Western Australia are required to:

- 1. Prepare annual financial statements.**
- 2. Hold an annual general meeting (AGM) and present the financial statements.**
- 3. Lodge an [annual information statement](#) with Consumer Protection.**

Your organisation's rules (commonly called a constitution) specifies when the financial year ends and also provides for the holding of the AGM. Further information about these and other requirements are contained in our [Inc Guide](#) publication.

Holiday Season Reminders

It is timely to remind all that Consumer Protection will observe a mandatory end of year closure for a period of three working days from Wednesday 24 December 2025 to Friday 2 January 2026 (inclusive). Normal operations will return on Monday 5 January 2026.