COMMITTEE OF MANAGEMENT

AGENDA

Date: 15th July 2026

Location by Zoom only

Meeting to commence at 12 noon.

Call Roll, Ross Crawford (Chairperson), Barbara Jennings, Mary Byers, Jim Parker, David Finch (part), Gary Taylor, Brian McLoughlin (part), David Milton

Apologies, George Murphy, Ian Ludford, Robin Campbell

Observers: Nil

- **Safety matters (see appendix for full report)**
  - Ian Whiteaker Collie Near Miss with piece of timber fracturing and flying off lathe.
  - Paul Cooke Wandi Crushed ring finger left hand when lifting sanding unit onto vehicle and it slipped, required surgery to remove small portion of bone, 3 days in hospital,6 to 8 weeks recovery.
- **Previous meeting Minutes** (as circulated)
  Motion "*That Meeting Minutes for 10th June 2026 is a true and correct record of the meeting*". **Moved** Barbara Jennings **, Seconded** Jim Parker APPROVED .

- **Business Arising from previous Minutes**.
  - Based on Task list from last meeting (see appendix) are marked items resolved or complted, (this approved by meeting)
- **Correspondence**(for noting, unless listed elsewhere as appended)
  Motion "*That the correspondence be accepted*" **Moved** David Milton**, Seconded** Gary Taylor APPROVED .

- **Financial Report:**
  - **Accounts (**See Appendix for report)
    - **Motion** "*That June 2026 Treasurer's Financial Update be accepted" (Appended)* **Moved** Brian McLoughlin, **Seconded** Jim Parker APPROVED .

  - **Expenditure for approval**
    - **Motion "***Items for expenditure as per following list payments be authorised as payments*" **Moved** Brian McLoughlin, **Seconded** Gary Taylor APPROVED

Payments for approval:-

- Bunbury WG $97.45 Catering for the Judging workshop
- B Jennings $100.00 presenters payment for Judging course
- C Broadbent $100.00 presenters payment for Judging course

- **Other Finance**
  - Secretary to followup annual returns from the groups being provided by 24th July for Treasurer.

- **Procedural Matters for noting.**
  - Group Public Displays for noting.
    - NIL
    -
- **Registrar**
  - 30 year service badges to be printed for AGM presentation.

- **Subcommittee reports**
  - **Governance**.
    - The CoM is aware that several groups will be electing Conveners that will serve more than two consecutive years in that position. Although not desirable it was recognized by CoM that this is the only practical way to ensure groups continue to operate with reliable governance. It was noted that Swan, Mundaring, Avon, Collie and Manjimup groups are in this situation. Groups to be monitored.
    - Mandurah Lease (Ross Crawford) is about to be issued and as previously approved by CoM wil be executed by the President and Secretary and sealed on receipt.
  - **AGM matters**

    Moved David Finch **Seconded** Barbara Jennings "that the following AGM Governance matters are given appropriate notice to members to be considered by the 2026 AGM.:

    1.As required by the Rules of WAWA notice is given of the intention propose at the September 19th 2026, as a Special Resolution, the following:.

    'That, The Woodturners Association of Western Australia (INC.) Rules (Amended 2018) at Part 5 Committee, Division 2 Composition of Committee and Duties of Members, Section 25 Secretary has an additional duty inserted as item (j) To read " **(j)** ***Is responsible for the annual lodgement of documents with Consumer Protection (Schedule 1, Item 6A)".***

    Explanation for proposal:

    The Department of Mines, Industry Regulation and Safety consumer Protection who administer the "Associations Incorporations Act 2015 s 156 Associations In corporation Regulations 2016 r 15 have instructed all Associations that they must alter their Rule to explicitly state who is responsible for submission of annual returns to the Department. Since the promulgation of the Act in 2016 the Secretary has submitted the returns on behalf of WAWA. This proposed resolution, formalises, as requested by the Department an inclusion in our Rules that this is a duty of the Secretary.

    - **AGM Writ** be issued.
  - **Training**
    - STEP courses: Clam Shell course fully subscribed, Offset Platter for 24th August David Milton trainer about to be advertised.
    - Planning for rest of year and 2027 in hand, with identification of trainers being key issue.
  - **Competition**
    - **Competition Coordinator**
      - Competition items for 2027 one meeting held, rough draft being circulated and wil be presented in final form to next CoM meeting.
      - Looking at Promotion criteria for all area. Draft at next CoM meeting
      - Everything in place for Open Competition

NOTE: Brian McLoughlin left meeting at 12:52pm

- **Publicity and Communications**
  - **Webmaster**.
    - Nil

- **MMS**
  - Nil
- **Message Centre**
  - .
- **IT Systems**
  - Expecting Laptop quote (approx. $2,000) and setup for Secretary.
  - See monthly support quote

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P (08) 9201 2340
A 70 Hay Street
Subiaco, WA 6008

techbrain.com.au

Qty	T&M Support Services (Monthly Recurring)	Recurring	Ext. Recurring
2	**Managed Workstation (RMM Agent Only)** **Please Note** - The monthly cost covers the RMM Agent and Patching only. Any additional work is charged as Time & Materials.	$20.00	$40.00
11	**Office 365 Cloud Backup** • Back-up of SharePoint, Exchange, M365 Groups, MS Teams, OneDrive, Public Folders, MS Project, Planner, Power BI, Power Automate & Power Apps. **Please Note** - This service is licenses per number of tenant O365 licenses.	$7.50	$82.50
1*	**MS NCE M365 BUSINESS PREMIUM NONPROFIT STAFF PRICING 1YR COMMIT**	$8.61	$8.61
	* Optional Recurring Subtotal		**$8.61**
	Recurring Subtotal		**$122.50**

  - **MOTION** : "That expenditure on the two above items (laptop and service support is approved" **Moved** David Milton **Seconded** Ross Crawford APPROVED

NOTE David Fibnch left meeting at 1:00pm

- **Newsletter Editor**
  - Nil.
- **Public Events**
  - Craft Alive allmatters in hand, roster ok, new banners, bump in and bump out organised.
  - Perth Royal Show
    - Woodturning Demonstration Locationn to be reviewed on site in July.
  - Timbecon re invite to exhibit at their T.T.&T on Saturday 12th September at Canning vale.
- **Safety.**
  - Reports as Tabled. Notice sent to all members
- **Grants**
  - Will be pursued after AGM.
  - Advice from Lotterywest is that defibrillators (AED) are not supported as a grant item.
- **History**
  - Nil.
- **Facilities and equipment**
  - Nil
- **DBC Act & Regulation Negotiations /Forrest Management Plan**
  - Registered as interested party, awaiting call to give submission
- **Other Business (Business raised by COM members or groups)**.
  - Proposed to amend handbook for disposal of non repairable equipment (not covered at the moment) based on following context" *The usual disposal path is not required in my view but the handboock is silent on this matter. WAWA*

equipment basically falls into two categories, capital and minor. I would imagine that the belt sander is on your register as a capital item, but the same process should apply to minor items. I think you should note any Irreparable damaged equipment in your committee minutes with a clear statement of what has happened and why it is beyond repair. E.g. "*The Sherwood belt sander Model XYZZ bearings and shaft failed and the motor fused. The authorized repairer (or John Smith, a licensed electrician), advises that the item is not repairable (or cost is in excess of the cost of a new machine). The machine will be scrapped (or Kay blue has offered to buy it for $50)*" *This is needed to ensure that a fair and honest process is used in managing our assets. As a matter of information, WAWA Secretary/treasurer should then be cc in on this minute*."

If the item was a capital item you will need to adjust your annual equipment asset register accordingly. APPROVED by CoM

-

Date of next meeting: Wednesday 12th August 2026 12:00 pm by Zoom only**.**

Meeting Closed 1:23pm pm

George Murphy (President**)** David Milton (Secretary)

Appendix

Correspondence

- **In:**
  - 10/6 email from Perth Show RHAS re woodturning competition in Srts and Crafts. Email to members
  - 11/6 web mail from member of public in Glen Forest re training and STEP. Provided Swan contact
  - 12/6 webmail from member of public inquiring about training for 12 yo children. Provided our guidelines on age limits, invited to attend as a visitor to look and ask questions at WEWS.
  - 15/6 email from MP in Northern suburbs electorate with invitation to meeting. Sent to Northern suburbs for action.
  - 15/6 webmail from member public in SA requesting grinder (Pepper?) parts. Gave contacts in Eastern states plus Craft Imports.
  - 16/6 webmail from a member of the public in Glen Forest looking for classes. Directed to Mundaring,
  - 16/6 webmail from a member of the public at Mt Lawley with Marri tree timber. Advised Northern suburbs.
  - 17/6 webmail from a member of the public wishing to sell an old woodfast lathe. Advised members via Mailjet
  - 17/6 email advice from Manjimup re sale of old Woodfast lathe. Advised treasurer, Noted
  - 18/6 email from Swan Convener re extension of term to three years (see Governance).

- 20/6 webmail from member of public school requesting the possibility of demonstrating to students and teachers woodturning techniques. Responded with some questions but no response.
- 21/6 webmail from member public from north Albany re lessons in Woodturning. Arranged private lesson at Melville.
- 24/6 email from Collie Secretary with Ian Whiteaker safety incident (see appendix)
- 25/6webmail from USA re turner wishing to swap timber. To be circulate
- 25/6 email from Wandi secretary with Paul Cooke accident report (see Appendix)
- 25/6 email from Wandi Secretary re belt sander that has fused being disposed of. Provided advice on this. (see General business)
- 25/6 email from Swan Secretary with queries concerning insurance cover, awaiting response from in surer.
- 26/6 cc of email from Ross Crawford confirming Royal Show attendance every day.
- 27/6 email from member re Royal Show demonstration area and potential health hazards, noted
- 27/6 email from Jim Parker about STEP course for Clam Shell box, mailjet note sent out
- 1/7 email with Treasurers report
- 1/7 email from Avon requesting ABN to purchase defibrillator battery. Provided
- 2/7 webmail from member of public on location of Jan Jurewicz but no information found.
- 4/7 cc of email from Wandi Secretary re passing of Matt Hoist Member # 3381. Noted
- 6/7 email in voice from Start Digital for Web address annual fee of $110, Payment raised and completed (due 16th July)
- 7/7 email from Contractor clearing Ellenbrook Tokin Highway with request for taking salvage timber. Requested Northern suburbs, Melville and Swan interest. Awaiting reply,
- 7/7 phone call from David Doye indicating he will not be nominating for CoM position at AGM
- 10/7 webmail request from a member of the public in Willetton re training and courses. Referred to Melville group.
- 12/7 email from Brian McLoughlin advising that he wil not be standing for CoM at AGM and stepping down as treasurer. Noted
- 12/7email from Mary Byers with updates for webpage that need attention. Completed
- 13/7 email from Timbecon re invite to exhibit at their T.T.&T on Saturday 12th September at Canningvale.
- 13/7 email from Avon Secretary confirming sale of Bandsaw to member Graham Boston. Noted
- 14/7 email from Mary Byers advising that she will not be standing for CoM in 2026 AGM. Noted

- **Out**
  - 11/6 emailed Mary Byers the John Selfie Merit Award information
  - 14/6 emailed Bunbury with Merit award approval requesting a citation which has been provided and forwarded to Registrar.
  - 14/6 emailed letter to Chair of Review committee of DBCA act requesting opportunity to make a submission. Received acknowledgment and advice that we will be informed as a stakeholder (Barbara Jennings the contact)
  - 14/6 mailjet to Group Executive members with offer of lathe, grinder, (no takers)
  - 14/6 emailed a Safety Elert to All WAWA Group executive members concerning inadequacies of MDF in construction of jigs, particularly Longworth Chucks.

- 17/6 emailed all members of surplus WAWA items for sale plus private sales Perth Royal show competition,
- 21/6 emailed Mary Byers citations for Merit awards plus photos.
- 23/6 mailjet re open competition and craft alive.
- 28/6 mailjet to all members about safety matters concerning two report this week.
- 28/6 emailed al groups Executives reminding them of their responsibility to report accidents in a timely manner.
- 29/6 phone call to Royal show Heritage Hall manager requesting different location of turning demos. Arranged meeting late July to inspect proposed area and plan logistics with Ross Crawford.
- 29/6 email to Avon, Wandi and melvile advising them no offers to purchase their offered assets and that they may disposes of them as they see fit.
- 30/6 email from member re helping out at Craft Alive. Noted
- 7/7 emailed contractor about salvage timber and getting a response next week.
- 8/7 emailed CoM members with notice of formal postponement of CoM meeting of 8/7 to 15/7 due lack of quorum
- 8/7 emailed all retiring CoM members thanking them for their services and requesting advice if they wish to nominate again for CoM (2 years) at 2026 and respond to CoM by 1th July

COLLIE WOODTURNERS GROUP

INCIDENT REPORT

Date of incident 11/04/2026

Where did the incident occur?
Collie Woodturners Workshop

Who was involved with the incident?
Ian Whiteaker

What was the incident?
Jarrah Burl cracked in 2 pieces while held in the lathe with an internal spigot. I was hollowing out the middle with a bowl gouge and there was a fault that let go. All safety procedures in place

What was the treatment for the Incident?
None required

Signed by the people involved Dated 11/04/26

Name I Whiteaker Number 2768 Sign I Whiteaker

Name..... Number..... Sign.....

When was the follow up treatment for the incident taken place?
11/04/26

What was the follow up treatment?
None required

WANDI OHS INCIDENT REPORT

On Thursday 18 June a serious OHS incident occured at the Wands workshop. This resulted n on injury to a member resulting in hospital in patient treatment. There was no damage to equipment. The member is now recovering at home with an expectation of 4 to6 weeks recovery without ongoing issues.

Member 1 and Member 2 planned to meet at the Wandi workshop on Thursday 18 June to load the new sander/ linisher onto Member 1's ute to return it for a warranty replacement. It was decided to use two people as the machine was too awkward for a single person lift. A safe method of work was established consisting of:

- The machine would be positioned next to the tray;
- The two members would lift the machine onto a pallet on the tray. Both members had gloves at hand;
- Member 1 would then climb onto the tray to adjust the position of the machine prior to strapping it down for transit;
- Standing on the tray allowed for better control over the heavy end of the machine.

After the machine was on the pallet, Member 1 departed from the plan and attempted to adjust the position of the machine on the pallet while standing beside the tray, rather than while standing on the tray. While doing this, the machine toppled and crushed his left ring finger between the leg of the machine and the pallet (see the attached photo).

Member 1 extracted his hand from under the machine and seeing the injury took out the first-aid kit from the ute. Member 1 and Member 2 then put a dressing on the wound. After ensuring the machine was secured for transit, Member 1 then drove to Rockingham General Hospital (RGH) Emergency Department. Member 2 remained to secure the workshop.

RGH examined the wound to Member 1 and assessed that it required plastic surgery to properly treat it. Member 1 was admitted to Fiona Stanley Hospital (FSH) on Friday 19 June and had surgery on Sunday 21 June. Following surgery, Member 1 was discharged to recover at home. The prognosis is a 4 to 6 week recovery. A small amount of the injured finger has been lost but no ongoing issues are being anticipated.

The final outcome can be reported after Member 1 has recovered.

The root cause of this incident was the decision by Member 1 to deviate from the planned method of work. Had it been followed, it is unlikely that the machine would have toppled. Even if the machine had toppled, while there may have been damage to the machine was possible,injury to people would have been very unlikely.

The two lessons to be learned from this are:

1. It is essential to have in agreed safe method of work for all high risk activities
2. Do not deviate from an agreed safe method of work without discussion and agreement by all involved.



Woodturners Association of Western Australia Inc
June 2026 Preliminary Treasurer's Report

1 July 2026

Assets and Liabilities on 30th June

Current Assets

CommBiz Bank Main Operating Account Acct $ 48,468.25

CommBiz Bank Debit Card Account Acct $ 961.29

CommBiz Bank Term Deposit #1 $ 55,531.93
CommBiz Bank Term Deposit #2 $ 69,938.01
Cash on hand $ 500.00
Total Cash available $178,718.01

Other assets
Prepaid insurance $ 0.00
Prepaid Hall Hire BWG W/shop $ 429.00
Sundry Debtor (Unknown Payment transferred to Other Income) $ 00.00

Liabilities
Allowance for work performed by Tech Brain and not invoiced $ 2,970.00

Financial Performance

	June	Full Year
Income	$ 715.00	$49,027.82
Expenditure	$ 8,219.41	$58,918.48
Surplus/(Deficit)	$ 7,504.41	$ 2,890.66

Income items for June were - $360 membership, STEP participation and mug sales $280 and the $80 moved from suspense.
The expenses include $3,960 allowance for TechBrain invoices to come, $1,295.88 for prepaid insurance acknowledged, $1,615 for WeWs prizes and expenses ($1,100 from the Collie WeWs only cash payments from Melville), $697 for STEP expenses (Melville Hire not claimed), and $438 for phone and data .
All financial data for the end of financial year has been input and a Trial Balance run to confirm the accuracy of the CoM accounts.
The loading of data to the consolidated Asset Register and review of funcionality has been completed. A copy has been sent to the Webmaster to consider inclusion on the WAWA website. Access will be read only until interfaces can be designed for editing the Group data.
Forms for Group financial reporting have been sent to all Treasurers along with forms for asset acquisition and disposal. The summary of attendance has also been requested at this time. Requests for update of office bearers and review of premises security will be sent in August after the Group AGMs have been held.

Items for ratification or approval

Bunbury WG $97.45 Catering for the Judging workshop
B Jennings $100.00 presenters payment for Judging course
C Broadbent $100.00 presenters payment for Judging course

Motions proposed

Acceptance of Treasurer's report
Ratify items for payment and those paid

Brian McLoughlin
Treasurer

March Meeting

- Secretary: Update WAWA guidelines regarding Group Life Achievement Awards (to avoid Groups using Life Membership) to clarify naming and membership fee requirements
- Ross Crawford: Put together what was discussed today at Publicity subcommittee about Craft Alive and send to Secretary and other events team members. Put together information about Royal Show classes as soon as details are received
- **APRIL MEETING**
- Ross: Contact Baldivis Secondary school about their costs (awaiting feedback).
- Secretary: Integrate live streaming/recording capability requirements into the upcoming AV system evaluation/grant application.
- **June Meeting**

Secretary

- Send out a note to all groups regarding MDF chucks, advising regular inspection and preference not to use, and to take photos of future incidents for circulation. RESOLVED
- Add TechBrain invoice for $990 to list for approval and payment. RESOLVED
- Send out notice to groups regarding defibrillator availability and funding options, and check with Lotteries West on eligibility for funding.
- Circulate draft rule changes and AGM nomination paperwork to committee for review and comment. RESOLVED
- Draft and circulate notice to clubs regarding submission requirements and timeline for Lotterywest grant requests; ensure all submissions are in by AGM. Ross Crawford to Draft. RESOLVED
- Issue letter under George's signature regarding DBC Act review committee submission by Barbara on behalf of WAWA. RESOLVED
- Send out details of Derek Wiedemann's visit dates to Jim for coordination with weekend workshop and masterclass planning.
- Collect and send photos of John Self's merit award presentation to Mary Byers for website/publication. RESOLVED
- Donation offer of Sherwood midi lathe and sharpening system to Mundaring, Manjimup, Avon, Collie, groups, and ensure asset is recorded at appropriate value. RESOLVED

Brian

- Write back to Garvin to confirm if he can provide financial review services for the association. RESOLVED

- Send out asset register list to all group treasurers within the next week. RESOLVED

Gary

- Provide asset register updates (items over $200 purchased during the year) to Swan Treasurer for inclusion in the central asset register. RESOLVED

Ian

- Complete setup of SharePoint sites and email accounts for group treasurers by 14th (as confirmed in meeting).
- Set up SharePoint site for Treasurer and provide guidelines for sharing/access; assist Brian with uploading asset register if needed. RESOLVED
- Roll out SharePoint/Teams access to Swan, Bunbury, and other interested groups; coordinate with group secretaries for access. PARTIALLY RESOLVED
- Send email to judges and potential judges to encourage registration for judges training; follow up on numbers. RESOLVED
- Collate and circulate analysis of member promotions/levels to competition subcommittee for review before AGM. RESOLVED
- Await and present TechBrain's proposal for ongoing IT support (monthly license/block of hours) at next meeting.

Jim

- Organize next round of STEP courses for in the next day or two. RESOLVED
- Develop a guideline/process document for running STEP courses and consider involving others to assist with coordination. RESOLVED
- Provide advance notice to Ian (and others) of upcoming STEP courses for improved advertising and calendar planning. RESOLVED
- Consider and propose ways to increase interaction and support for Mundaring and other less-engaged groups, including possible STEP course visits and combined club meetings.

Ross Crawford

- Discuss with events committee and report back on WAWA's possible involvement in hosting a masterclass with Derek Wiedemann.
- Reissue and update entry form for Craft Alive competition; push for increased entries and display items from clubs. RESOLVED

Collaboration

- Jim Parker/Ian: Develop and circulate PDFs/flyers for STEP courses and ensure they are advertised well in advance to members. RESOLVED
- All committee members: Give thought to how WAWA can better interact with and support Mundaring and similar groups, and consider cross-club fertilization; report back at next meeting.