



Shoalhaven  
Defence  
Families  
Association



KOOKABURRA  
RETREAT

# Annual General Meeting

## 8<sup>th</sup> November 2019

### Report for the

## 2018/19 Financial year





## Coordinators Report 2018/19

It has been a very eventful year at Kookaburra Retreat and never a dull moment.

Our application for funding from the DCOs Family Support Funding Program was successful for 2018-19 which has meant the continuation of programs and activities held at Kooka as well as some exciting additions including a large timber cubby house which has been enjoyed by everyone.

As always, we have fundraised to ensure we are meeting the needs of members by subsidising the creche service and craft/training classes and workshops. Our major purchase this year using funds raised was a new lounge suite.

### Highlights

**Jul 18** – I attended Coordinator training in Canberra. This was invaluable and started the process of a much more streamlined CSCP program and better understanding of our expectations of DCO and the Grants team.

**Aug 18** – We used a \$1000 grant from Veolia Mulwaree Trust to upgrade the computers.

**Sep 18** – We moved over to online accounting through Quickbooks. This has streamlined a lot of financial processes in the office.

- I attended the Reconnected Seminar with local council members and community organisations. The aim was to identify ways to build social capital and to discuss the challenges and successes in our community.

**Oct 18** – The process to remove the wall in the creche started. The entire process took about 6 months due to the age of the building and all the extra requirements that go with such a big job. Flat 5 was used as the creche during this time.

**Nov 18** – New lighting was installed out the front of Kookaburra Retreat making the building safer at night.

- We celebrated reaching the associations goals with a High Tea at Cambewarra Estate.

**Dec 18** – We held a very successful Family day on Dec 1<sup>st</sup> with over 150 people in attendance.

**Feb 19** – The back door of flat 2 was finally flipped.

**Mar 19** – As a thank you to members we went on a River Cruise. This was great fun.

**May 19** – We held a Mothers Day morning tea which was enjoyed by all who attended.

**Jun 19** – Kooka was effected by a sewerage inundation from the flat upstairs resulting in flat 2 requiring the replacement of carpet, office furniture, entry cabinet, craft cupboards and many items stored in the bathroom like change table, banners etc.

- I attended Coordinator Training in Brisbane. This followed on from training received the previous July and included us receiving as CSCP increase, Our Community Resource Books and DCO Governance Handbook which will be immensely helpful to the SDFA.

Over the year we were involved in quite a few community events to help spread the word about the SDFA and Kookaburra Retreat. Events attended were the DCO transition seminar, 723Sqn Family Day, DCO Welcome Expo, St Georges Basin PS Community Expo, Veterans Motorcycle Club South Coast Chapter Show N Shine, Nowra Public School DSM morning tea, the Womens Wellness Expo and Nowra Anzac Day service.

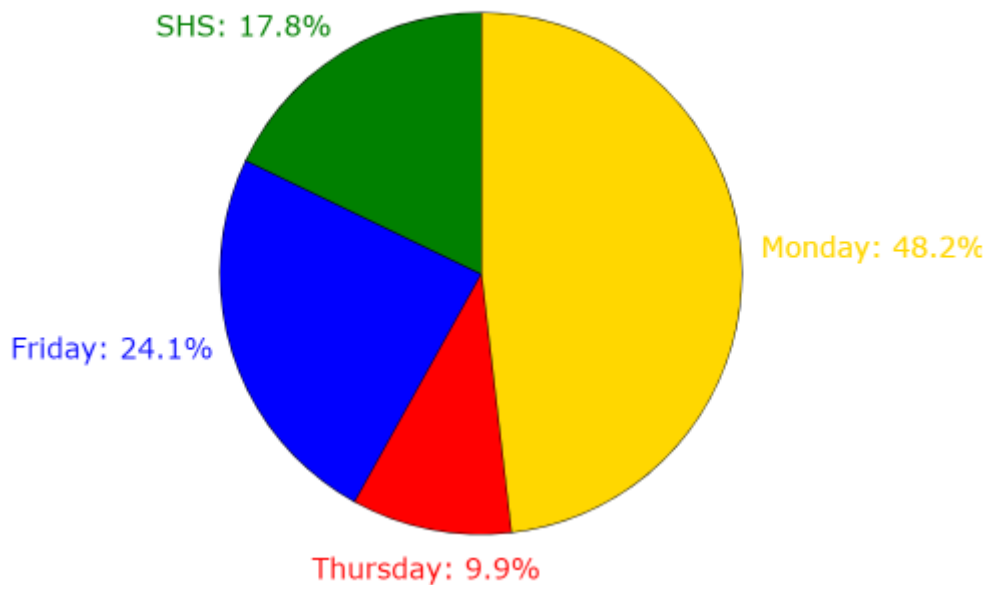
I would like to thank the outgoing committee for their support and hard work this year. I continue to enjoy working as the Coordinator for the SDFA and look forward to another successful year with the new committee and members.

Kookaburra Retreat - where Support and Fun meet.

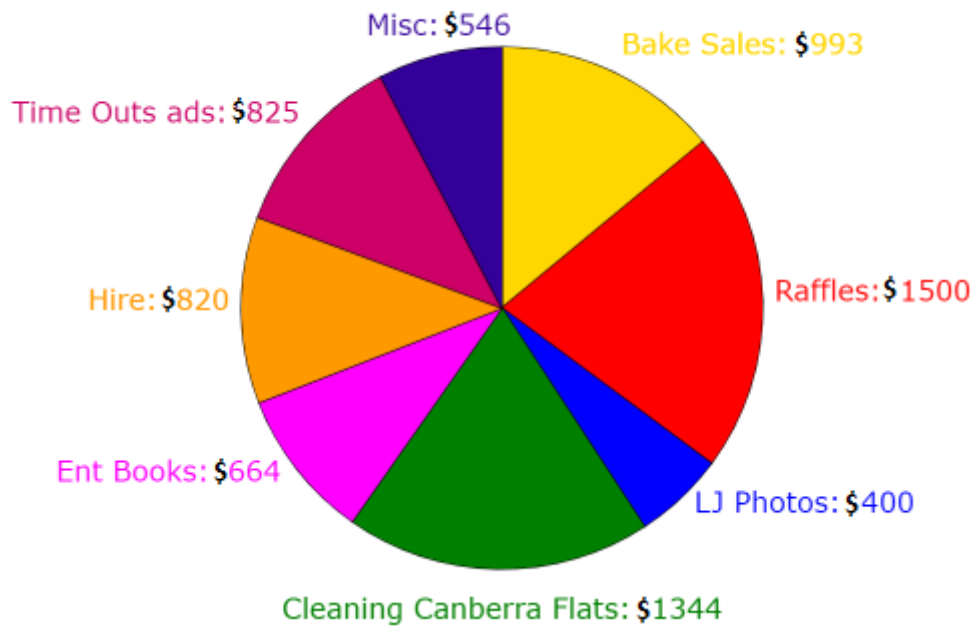
**Maxine Starkey**



### Creche Attendance



### Fundraising Income 2018/2019



Activities/events held in the 2018/2019 financial year	Number Defence families approx. attended	Total Event Income	Total Event Cost	Profit or Loss
<b>Regular Programs</b>				
First Friday Club nights - 11 (different theme each month eg. Xmas in July, Pj Party, Spring Fling, Pamper, Hens night, Games, Gold & Glitz, Wedding, St Patricks, 80s.	24 people	\$ 445.00	\$ 270.00	\$ 175.00
Kooka Kids Club Creche open Mon, Thurs, Fri during school terms and School Holiday sessions (11)	30 families	\$ 4,783.00	\$ 9,807.00	-\$ 5,024.00
Weekly Playgroup	10 families	\$ 204.00	\$ -	\$ 204.00
<b>Training/Craft</b>				
Pottery – 2 sessions	10 people	\$ 115.00	\$ 500.00	-\$ 385.00
Macramé – 3 sessions	16 People	\$ 470.00	\$ 1,050.00	-\$ 580.00
Tai Chi – 4 sessions	16 People	\$ 235.00	\$ 400.00	-\$ 165.00
Painting – 5 sessions	24 people	\$ 390.00	\$ 345.00	\$ 45.00
Wellness Talk/Seminar – 2 sessions	10 people	\$ 30.00	\$ 120.00	-\$ 90.00
Tie Dye – 2 sessions	9 People	\$ 165.00	\$ 720.00	-\$ 555.00
Photo storage – 1 session	9 People	\$ 45.00	\$ -	\$ 45.00
Cards/Scrapbooking 10 sessions	10 people	\$ 30.00	\$ -	\$ 30.00
Cooking for Health – 2 sessions	13 people	\$ 230.00	\$ 400.00	-\$ 170.00
BUF Fitness - 12 Sessions	15 people	\$ 300.00	\$ 720.00	-\$ 420.00
Craft classes 7 sessions inc wooden xmas trees, no sew pillows	10 people	\$ 72.00	\$ 162.00	-\$ 90.00
<b>Just for Fun</b>				
High Tea	13 people	\$ 260.00	\$ 522.00	-\$ 262.00
River Cruise	20 people	\$ 630.00	\$ 990.00	-\$ 360.00
Pamper Day – 2 sessions	14 people	\$ -	\$ -	\$ -
Letters to Santa	11 Families	\$ 70.00	\$ 20.00	\$ 50.00
Mothers Day at Kooka	14 Families	\$ -	\$ 400.00	-\$ 400.00
Christmas Party (over 2 days)	20 people	\$ -	\$ -	\$ -
<b>Fundraising</b>				
Bake Sales at HMAS Albatross - 3	-	\$ 993.00	\$ -	\$ 993.00
Raffles - Xmas, Fathers Day, Xmas in July	-	\$ 1,500.00	\$ -	\$ 1,500.00
Laura Jean Photography Fundraiser	20 Families	\$ 400.00	\$ -	\$ 400.00
Litter Free Living	-	\$ 46.00	\$ -	\$ 46.00
Bright Star Kids	-	\$ 75.00	\$ -	\$ 75.00
Entertainment Books	-	\$ 664.00	\$ -	\$ 664.00
Tupperware	-	\$ 100.00	\$ -	\$ 100.00
Cleaning Canberra Flats	-	\$ 1,344.00	\$ -	\$ 1,344.00
Beautiful Lovey bags	-	\$ 180.00	\$ 108.00	\$ 72.00
Donations	-	\$ 253.00	\$ -	\$ 253.00
Venue/equipment Hire	-	\$ 820.00	\$ -	\$ 820.00
Time Out Magazine Advertising	-	\$ 825.00	\$ -	\$ 825.00
<b>Community</b>				
SDFA Open/Family Day 1.12.19	44 Families (150 people)	\$ 188.00	\$ 627.00	-\$ 439.00
St Georges Basin Public School Community Expo	-	\$ -	\$ -	\$ -
DCO Welcome Expo	-	\$ -	\$ 21.50	-\$ 21.50
Veterans Motorcycle Club Show and Shine	-	\$ -	\$ -	\$ -
Shoalhaven Womens Wellness Expo	-	\$ -	\$ -	\$ -





**Australian Government**  
**Department of Defence**  
 Defence People Group

Family Support Funding Program

Certificate of Compliance 2018-19

This form is to be completed and returned within one month of expenditure of grant funds or by the end of the funding cycle.

DETAILS OF ORGANISATION

Name of Organisation:	Shoalhaven Defence Families Association Inc.
Australian Business Number (ABN):	62 410 957 626
Postal Address:	PO Box 7084 Nowra Naval, NSW, 2540
Phone Number:	02 4421 5766
Email Address:	shoalhavendfa@gmail.com

DETAILS OF AUDITOR

Name of Auditor:	Deidre Jackson
Postal Address:	PO Box 2235 Bomaderry NSW 2541
Phone Number:	0244210326
Email Address:	admin@djtax.com.au

**Total Value of Grant Approved:** \$16,600.00 [GST is not applicable]

FSFP Grant Funding Breakdown Table

(Amounts entered in the spent column cannot exceed the grant amount awarded under the approved column)

Item	Approved	Spent
Honorariums	\$1,000	1000.00
Advertising	\$1,000	1000.00
Website	\$443	442.84
Workers Compensation	\$678	677.99
Audit	\$365	365.00
Quickbooks	\$203	203.00
Phone/internet	\$1,206	1206.00
Office supplies	\$790	789.98
Family Days	\$977	976.98
Training	\$3,880	3860.00
Cleaning including supplies	\$985	949.65
Craft supplies	\$556	556.00
Childcare	\$3,000	3000.00
First aid supplies	\$52	52.00
Outdoor play equipment/toys	\$465	465.00
Cubby house	\$1,000	1000.00
<b>Total</b>	<b>\$16,600</b>	<b>\$ 16544.44</b>

Total of unspent FSFP funds to be returned to the Department \$ 55.56

AUDITOR DECLARATION

I confirm that:

1. A completed an independent audit report will accompany this document as part of the acquittal process; and
2. In my opinion the FSFP Grant Funding Breakdown table has been calculated accordingly so as to give a true and fair view of the dispersal of the granted items of \$16,600 awarded to Shoalhaven Defence Families Association Inc. under the 2018-19 Family Support Funding Program.

Signature: *Deidre Jackson*

Date: 18.7.2019

REGISTERED PUBLIC OR CHARTERED ACCOUNTANT  
 MEMBER I.C.A./C.P.A.



# WAYS YOU CAN HELP OUT AT KOOKABURRA RETREAT



## IN THE KITCHEN

Wash up dishes

Put dishes away

Wipe benches

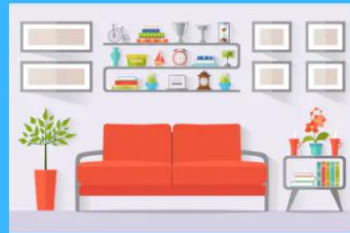
Take out garbage

## COMMON ROOM

Vacuum

Tidy up

Water plants



## DONATIONS

The following items are always gratefully accepted.

Toilet Paper

Tissues

Wipes and gloves

Cleaning products

Biscuits

Long life milk

## IDEAS, SUGGESTIONS AND PARTICIPATION

Fresh ideas are an important part in keeping the SDFA an interesting and exciting place to be part of.

All ideas and suggestions are welcome.



## BE ON THE COMMITTEE

5 reasons to join the SDFA Committee

**Experience** – behind the scenes of how things work and what goes into making the SDFA so successful!

**Networking** – build stronger relationships. You're guaranteed to make new friends!

**Development** – The skills you will learn while participating on the committee will directly translate into professional and personal development.

**Rewarding** – contribute to the growth and future success of the SDFA.

**FUN!**

## ATTENDANCE

Just by being here you are making Kooka an Awesome place to be.

# Thank You