



Coordinators Report 2019/2020

It's been an interesting year for the SDFA, defence families and the world. Fires, floods, Covid19, more floods and more Covid19 have kept us on our toes.

The period from July to Dec 2019 saw our regular programs of craft, fitness, tai chi, playgroup, cuppa & chat and creche. First Friday Club continued to be the most popular with those attending getting a chance to let their hair down and have some fun. There is never a dull moment at Kooka.

The Open day held on 23rd November 2019 was our most successful yet with over 200 people in attendance. We had 3 Christmas events where we played games, enjoyed yummy food and shared gifts in the Christmas present swap game. Playgroup got to enjoy the Jumping Castle water slide donated by Sue Kennedy. Each Kooka Kids Club child received a gift from the SDFA. We farewelled members posting out with heavy hearts.

We started 2020 in great stead, resuming programs, and appreciating each other more than ever after all the stresses of the fire season. Things were going great.

BAMN! Covid19 Lockdown. With much sadness we were required to close Kooka with no idea when we could reopen. Despite these challenges the SDFA continued supporting members by amending the strategic plan to ensure we were compliant with the Pandemic policy and government restrictions.

It was wonderful to reopen in July and once again be blessed with everyone's company. I am grateful to know so many amazing people and to be a part of something so important.

We have received Grant funding for another 2 years from the DCOs Family Support Funding Program. This means the continuation of programs and activities held at Kooka. The Grants program received considerably more bids for funding than they had available to hand out and we were told that receiving 2 years of funding was a credit to our application and centre. We will however need to amend how we originally planned to spend the money due to Covid19 and I look forward to brainstorming ideas and options with the incoming committee.

I love my role as the Coordinator for the SDFA and would like to take this opportunity to thank the outgoing committee and all members for their involvement in making Kookaburra Retreat the welcoming, safe and fun environment it is.

Big thanks to the South Coast Nannies, Klara, Melinda and Richelle for their support.

I would like to express my gratitude to Katrina Gee, my work wife, for her incredible support, commitment, and passion towards the SDFA. Katrina, you are a force of nature, stubborn as a bull but with the biggest heart of anyone I know. It has been an absolute pleasure and I will miss you terribly.

I look forward to another successful year with everyone.

Kookaburra Retreat - where Fun and Support meet.

Maxine Starkey xxx





19th September 2020

Vice President AGM report 2019/2020

As the outgoing Vice President, I would like to thank the outgoing committee for their efforts this year. We all know that it has been a trying year for everyone.

I would also like to thank the Coordinator Maxine, for her diligent commitment to the SDFA and its members.

I look forward to working with the incoming committee as a general member.

Regards

Pam Parker

Playgroup Report AGM 19th Sept 2020 – By Belinda Crockett

Playgroup 2020 started off with great motivation and attendance. New families were being welcomed and the memberships were coming in. Rebecca Just stepped in as Playgroup Facilitator and took on the role with enthusiasm and dedication. She was particularly cautious of the air quality during the bushfires and made the call to run some sessions inside, a challenging time she handled with ease. In the nature of our defence lives, Rebecca posted out early and the Playgroup and Co Facilitator role was undertaken by Belinda Crockett and Amy Graham.

Things were going well until restrictions for Covid-19 saw the closure of Kookaburra retreat and suspension of Playgroup. During Isolation, the Facebook page was kept up to date and used as a means of support for families and later to arrange playdates. Playgroup reopened in Term 3 following the Covid-19 action plan hosting playgroup outside to allow for social distancing. Families have cooperated well with this and we only missed a few sessions due to wet-weather and yard maintenance.

The SDFA Coordinator posted weekly on the Playgroup Facebook page outlining restrictions guidelines and requirements also providing necessary paperwork and hand sanitiser. We also made sure all equipment has been sanitised and stored correctly, plus there is a great new playset/slide that is proving a hit. Feedback from Families have been positive to be back and feeling safe with the Covid-19 Action plan in place.

At the AGM a member will be voted in for Playgroup Facilitator role. We wish them all the best for the role.



Hello SDFA

SDFA AGM Creche Report 2020

We aim for the Creche to be a place that staff, children and parents are proud of – where children attending feel engaged, valued and confident and use their learning experiences to make a difference in the world.

The support from Maxine regarding the running of Kooka Creche has been invaluable. Maxine is always friendly, approachable, and understanding with discussing safety issues within the environment (weather, spiders/snakes, equipment, improvements to be made). We appreciate the support she provides to us and for Klara in the day to day running of creche and appreciates and supports Klara sourcing equipment and supplies at a lower cost so as not to place a financial burden on the Creche.

Catering for the individual children's needs is a great responsibility and challenge as we work towards helping the children to develop and evolve as young people. The experiences provided at Kooka Creche are age appropriate and challenging where required, and Klara has developed strong and positive relationships with the children assisting with extending their individual learning needs.

The daily routine at Kooka Creche is extremely important in the children's life skill development as they learn to predict what is happening whilst in the Kooka environment (helping put lunch boxes and drink bottles into the baskets, saying good morning, indoor play, arts and crafts, packing away, toileting, washing hands, lunch, washing hands and faces, story/quiet time, toileting, washing hands, hats and sunscreen, outdoor play, packing away, washing hands, reuniting with parents), listen to others, communicate their needs and feelings in a safe and supportive environment, understand the importance of health and hygiene, cooperate with each other during play and interactions, take responsibility for the care of the physical environment and the resources (being involved in packing away the toys when we finish with them so that we can move to the next set of activities).

We are happy that our Big Kooka friends went off to Big School but we were sad to see them go as they were a big part of our lives, however we understand that they need to continue to grow and we wish them all the very best in the future. For our families who were posted out, we wish them all the best in their new locations and we will miss them too. On the up-side, we have a new group of young children coming to Kooka Creche on a regular weekly basis, providing us with more fun times ahead in terms of their learning and development. With the children attending regularly, they are able to bond with their peers and have continuity with their time at Kooka.

The renovation changes made to the creche at Kooka have been amazing. There is so much more space in the room for children to engage in different experiences whilst in full supervision view of the Nanny Staff. The doors have also been fixed allowing them to function correctly. The only item to fix is the toilet roll holder in the bathroom which was broken off on the Open Day.

In recent times we would like to thank SDFA for their consultation and working with us in regard to COVID-19 restrictions and guidelines to operate safely and we appreciate their attention to policies and procedures made to protect our Nannies.

We look forward to continuing to coordinate the provision of Creche Services to the Shoalhaven Defence community.

Warm Regards,

Melinda Robertson



AGM

19th September 2020

Treasurer Report

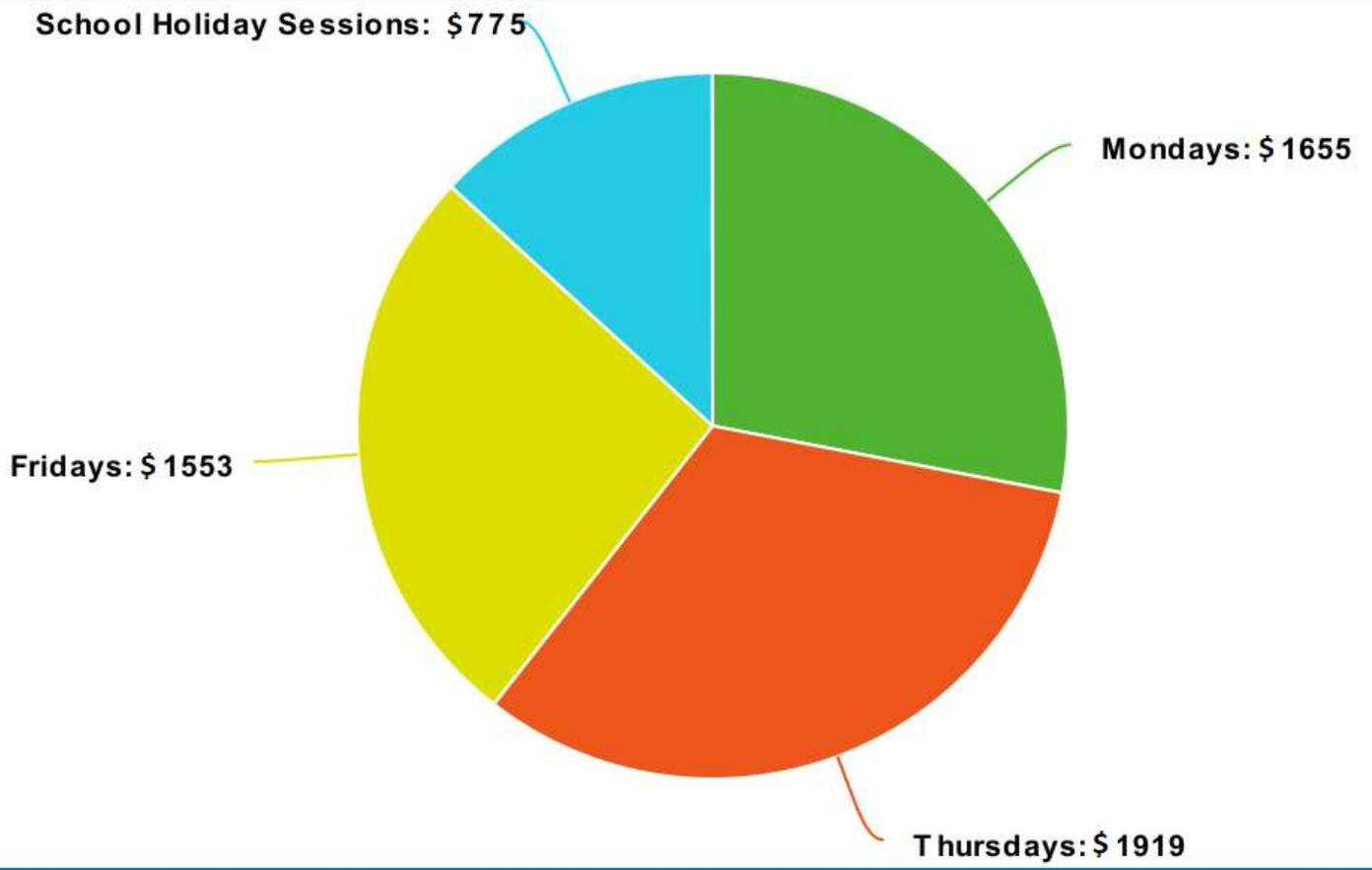
INCOME

CSCP	36,000
FSFP	15,600
Membership	866
Hire of Kooka	240
Advertising	400
Fundraising	6008
Training and Workshops	2097
Creche payments (members)	5902
Playgroup	484
Insurance Claim and Other	5359
ATO Cashflow boost	10,000
Total Income	\$82,956

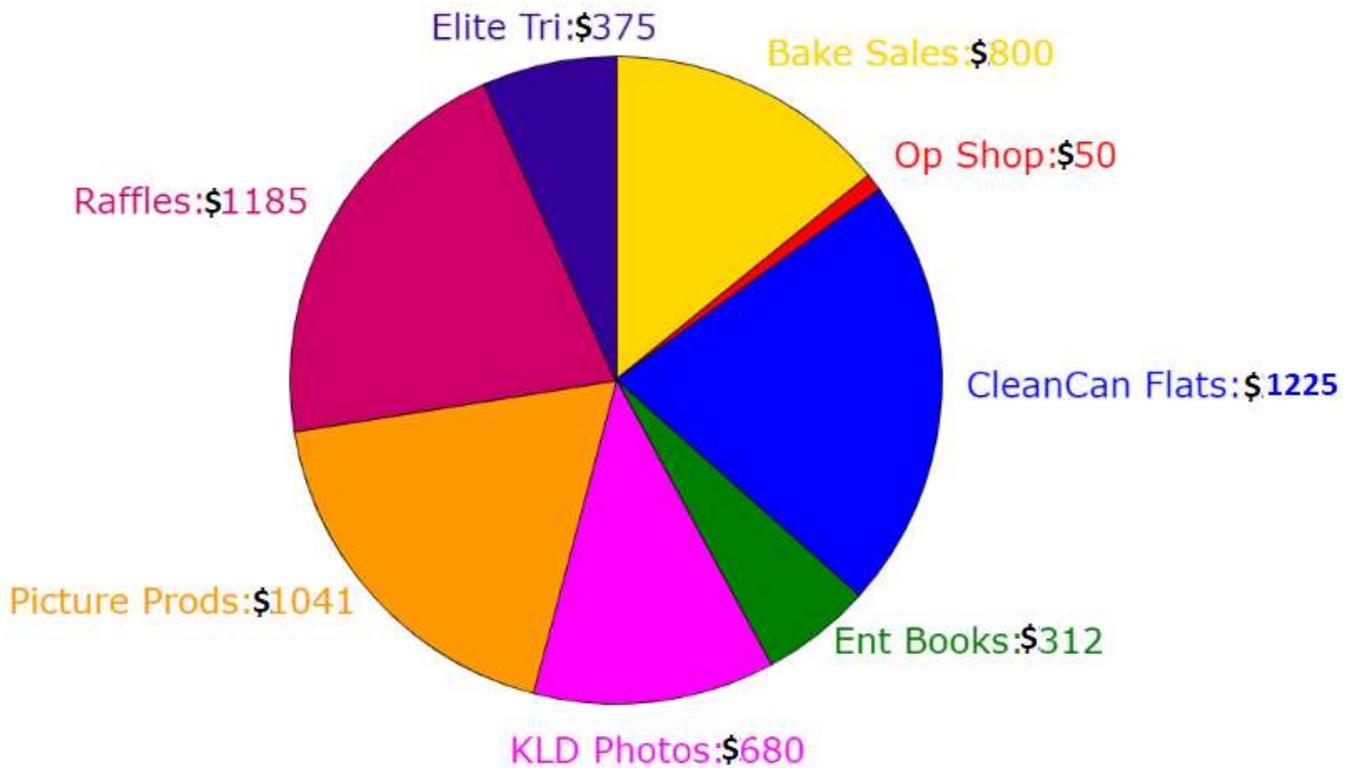
EXPENSES

CSCP	34,229
FSFP	15,594
South Coast Nannies	8204
Training and Workshops	2990
Sewage leak	3393
Misc	1394
Family Day	900
Fundraising	874
Computer/Software	220
Cleaning	660
Total Expenses	\$64,702

Creche Attendance
Jul 2019 - Jun 2020



Fundraising Income Jul 2019 - Jun 2020



2019/2020 Review	Attendance	Total Income	Expense to SDFA	Expense to FSFP
Regular Programs				
First Friday Club nights - different theme each month eg. Xmas in July, Pamper night, Childhood memories, Kath & Kim, Melbourne Cup, Aussie Xmas, Celebrations, Black Friday, Games from Home, Onesies and Whine.	20 people	\$ 280.00	\$ 54.00	\$ -
Kooka Kids Club Creche open Mon, Thurs, Fri during school terms and School Holiday sessions	26 families	\$ 5,902.00	\$ 8,204.00	\$ 3,439.00
Weekly Playgroup	34 families	\$ 485.00	\$ -	
Training/Craft				
Tai Chi – 2 sessions	10 people	\$ 144.00	\$ -	\$ 200.00
Fitness 3 sessions	7 people	\$ 100.00	\$ 60.00	\$ 120.00
Parent Medic Child and infant first aid workshop	4 families	\$ 40.00	\$ -	\$ 350.00
First Aid Certificate	11 people	\$ 1,020.00	\$ -	\$ 1,540.00
Macramé – 2 sessions	12 people	\$ 118.00	\$ -	\$ 67.00
Art/Painting – 2 sessions	9 people	\$ 90.00	\$ -	\$ 143.00
Tie Dye – 3 sessions	16 people	\$ 400.00	\$ -	\$ 780.00
Cards/Scrapbooking 4 sessions	18 people	\$ 187.00	\$ -	\$ 99.00
Just for Fun				
Bigfoot Adventure Bus and Lunch	11 people	\$ 180.00	\$ 250.00	\$ -
Letters to Santa	10 families	\$ 57.00	\$ 10.00	\$ -
Christmas Party (over 3 days)	30 people	\$ -	\$ -	\$ -
Fundraising				
Raffles - 2 Xmas in July, Christmas 2019		\$ 1,186.00	\$ -	\$ -
Cleaning Canberra Flats		\$ 1,175.00	\$ -	\$ -
Bake Sales at HMAS Albatross and Creswell - 3 dates		\$ 800.00	\$ -	\$ -
KLD Photography Fundraiser	17 families	\$ 680.00	\$ -	\$ -
Husky Running Festival Volunteering	4 people	\$ 375.00	\$ -	\$ -
Entertainment Books	27 memberships	\$ 312.00	\$ -	\$ -
Thrift Shop and donation jar (tea/coffee)	Ongoing	\$ 334.00	\$ 36.40	\$ -
Venue/equipment Hire		\$ 240.00	\$ -	\$ -
Donations		\$ 238.00	\$ -	\$ -
Picture Products		\$ 1,041.00	\$ 814.00	\$ -
Bright Star Kids		ongoing	\$ -	\$ -
Community				
DCO Welcome Expo 22nd Feb	8 volunteers	\$ -	\$ 17.00	\$ -
SDFA Open Day 23.11.19	216 people	\$ 285.00	\$ -	\$ 106.00
Sponsorship for SDFA Open Day 23.11.19				
Navy Health (Cost of Petting Zoo)		\$ 550.00	\$ 550.00	\$ -
Defence Health (Cost of Jumping castle)		\$ 350.00	\$ 350.00	\$ -
Nowra DCO (Deserts)		\$ 200.00	\$ 200.00	\$ -
NAPS Flight Simulators		\$ -	\$ -	\$ -
MakeLight Facepainting		\$ -	\$ -	\$ -
Stella Studios Entertainment		\$ -	\$ -	\$ -
Covid 19				
Thinking of your Cards, Mothers Day cards	35 families	\$ -	\$ -	\$ 84.20
Book - Invisible String	35 families	\$ -	\$ -	\$ 539.60
Virtual Biggest Morning Tea	12 people	\$ -	\$ -	\$ -
Story time with Klara	18 families	\$ -	\$ -	\$ -
Defence Virtual 2020 Race Around Australia	14 families	\$ -	\$ -	\$ -
Mothers Day Comp	16 families	\$ -	\$ -	\$ -
Easter Guessing Comp	23 families	\$ -	\$ -	\$ -
Cuppa and Chat Via Zoom		\$ -	\$ -	\$ -
Extra social media posts and emails		\$ -	\$ -	\$ -
		\$ 16,769.00	\$ 10,545.40	\$ 7,467.80



Australian Government
Department of Defence
 Defence People Group

Family Support Funding Program

Certificate of Compliance 2019-20

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:	Daidre Jackson
Postal Address:	PO Box 2235 Bomaderry NSW 2541
Phone Number:	02 4421 0336
Email Address:	admin@djtax.com.au

Total Value of Grant Approved: \$15,600 [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
Advertising	\$1,062	1062
Audit	\$365	365
Phone/internet	\$1,114	1114
Office supplies	\$905	905
Family Days	\$107	107
Training	\$2,990	2990
Cleaning including supplies	\$715	715
Craft supplies	\$504	504
Childcare	\$3,439	3439
Community engagement	\$1,133	1133
First aid supplies	\$65	65
Worker's compensation	\$650	650
Quickbooks	\$217	217
Website	\$487	487
Outdoor play equipment/toys	\$847	847
Total	\$ 15,600	\$ 15,600

Total of unspent FSFP funds to be returned to the Department

\$(insert amount)
NIL

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 \$15,600 awarded to Shoalhaven Defence Families Association Inc. under the 2019-20 Family Support Funding Program.

Signature: *Daidre Jackson*

Date: 25-7-2020

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



The SDFA promotes companionship and mutual assistance to reduce isolation, develop a sense of community, build confidence, self-esteem and wellbeing in individuals. Regular training and learning opportunities are available to members with an emphasis on helping manage the demands of military life.

Programs organised and run at Kookaburra Retreat aim to promote personal growth and influence networking skills. We use a strategic plan to comfortably maintain and manageable momentum for the coordinator and the volunteer committee members.

We pride ourselves on Kookaburra Retreat being a safe, friendly, relaxed environment where people know they will not be judged.



Defence Community Centres

Core Values

Friendship

Feeling connected with likeminded people

Offering support and trust in each other to achieve the best outcome.
Promoting inclusion.

Open Minded

Acting with integrity and transparency

Accepting and inviting diversity, innovation and creativity.
Recognising differences, listening to our community.

Respectful

Of each other and all our stakeholders

Accepting and celebrating differences within our community.
Speaking positively to others.

Committed

Delivering on our promises

Continually searching for a better way to deliver services and projects.
Dynamic in our thinking, attitudes and actions.

Empathetic

Showing we care

Always offering an ear, shoulder or hand, sensitive to feelings of others.
Doing what's right, honest and fair.

Supportive

Empowering each other to achieve our purpose

Providing genuine, authentic and innovative engagement.
Fostering a safe and inclusive environment.