



Shoalhaven  
Defence  
Families  
Association



KOOKABURRA  
RETREAT

# Annual General Meeting

## 12<sup>th</sup> November 2021

### Report for the

## 20/21 Financial year

A SMALL ACT FROM ONE PERSON IS  
**HUGE**  
WHEN YOU ARE PART OF A TEAM



Got questions? Reach out on facebook or email [shoalhavendfa@gmail.com](mailto:shoalhavendfa@gmail.com)



## Community Support Coordinator Report

It's been another busy year for the Shoalhaven Defence Families Association and Kookaburra Retreat. We had 78 financial members during the 2020/2021 year with included 31 renewing and 29 new.

Some highlights from the year;

- on the 16<sup>th</sup> July 2020, Sam and I had a zoom meeting with Her Excellency the Honourable Margaret Beazley Governor of New South Wales and her husband to discuss the SDFA and the support we offer to the community.
- team Kooka won the Defence National Trivia Night on the 1<sup>st</sup> Oct 2020.
- an EPIC First Friday club in Dec 2020 which transformed Kooka into Hogwarts. It was bittersweet as it we farewelled those posting out.
- we had a fantastic day at the beach on the 12<sup>th</sup> Dec 2020.
- we came back after the RAP period to find a fungus had taken over the softfall area out the back. Thankfully the base replaced it all for us.
- team Kooka participated in Febfit, a local fitness initiative and came second with an amazing 3,307,073 steps recorded during the month.
- we were busy making masks, cards, sun catchers and pottery. We learnt first aid, Triple p parenting, governance and fitness.
- 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.

Another Covid lockdown saw us amending the strategic plan to continue offering support to families and ensuring we were compliant with the Pandemic policy and government restrictions. I appreciate everyone's patience and understanding.

We are applying for another 2 years of funding through the DMFS Family Support Funding Program. This will mean the continuation of programs and activities held at Kooka. I look forward to brainstorming ideas and options with the incoming committee to include in the application which is due on the 3<sup>rd</sup> Dec.

I love my role as the Coordinator for the SDFA and would like to take this opportunity to thank the outgoing committee for such a great year 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 for their support.

I look forward to another successful year with everyone.

Kookaburra Retreat - where Fun and Support meet.

**Maxine Starkey xxx**





## President and Vice President Report

First and foremost, we would like to thank everyone for being on the committee this year. What a fantastic Committee to work with and we feel so amazed with what we have been able to achieve this past year.

We also must say thank you to Max our Coordinator who has done a fabulous job in working with us to navigate being on the committee this year and always going above and beyond for Kookaburra retreat.

What a year it has been, we were able to enjoy the start of the year out at Kooka with a covid safe plan but unfortunately by the end of June covid threw everything into chaos once again going into lockdown, however with that we all came together and still managed to support our Kookaburra retreat members and do our best in these trying times.

A few of the highlights this year have been

- \* Our beach day at the end of last year was a great day for all families who attended
- \* We took part in Relay for Life and raised much needed funds to support the cancer research.
- \* Fitness with Abbie has been a huge success, thank you Abbie.
- \* Triple P parenting
- \* First aid
- \* First Friday club
- \* Pottery and crafts
- \* Crèche
- \* Cuppa and chat

Covid lockdown didn't stop us supporting our members just in a different way.

- \* Kids packs
- \* Virtual trivia
- \* Zoom catch ups
- \* Chalk your driveway competition
- \* Painting with Abbie

We would like to acknowledge the Mammoth task Sam, Olivia and Belinda have been doing the past year working on updating our Constitution. Thank you ladies, we appreciate the time and effort you have put in as it has been no small feat.

We appreciate all the time and dedication you all continue to give to Kookaburra retreat and look forward to another great year.

We wish all incoming and outgoing committee members the best of luck and say Thank you for being a part of kookaburra retreat.

**Cassilea Wright-Hansen and Amy Parmley**





## Playgroup Report

Play group has had good attendance this year with an average of 4-6 families welcoming children aged 6 months to 4 years. Playgroup had an influx of new members at the beginning of the year coinciding with the new posting cycle, and has had another 4 or so new families join throughout the rest of the year. It is a good mix of returning faces, regulars and new families from both Defence and civilian with interest being expressed from word-of-mouth, SDFA promotion and Playgroup NSW.

We farewelled Amy S as she posted to QLD at the end of 2020 and Carnie took leave from playgroup after Term 1 to have baby Angus, and Megan and Belinda co-facilitated for the rest of the year. Thanks to Max for stepping in when either of us could not attend. The arrangement worked well.

Highlights for this year have been our Teddy Bears Picnic and Box play week, which received good feedback from those who attended appreciated of unique experiences.

Unfortunately, Covid-19 lockdowns meant that we were unable to run for most of Term 3. To keep spirits up (and sanity) Megan posted activity ideas, links and created connections for the playgroup members. This was a great way to offer support and keeping the members informed of changes with playgroup and conditions of re-opening.

Now that the lockdown has been lifted we are hosting playgroup outdoors, having a new deck and outdoor furniture has really helped this. Along with the SDFA Coordinator, we are checking all members are signing in and double vaccination status is sighted at the sign in station. All covid requirements and guidelines have been outlined on the Facebook page so that our members remain up to date with what is required when attending playgroup.

It has been wonderful to see so many happy faces returning to playgroup. In the following weeks we look forward to planning a water play day and, if can be organised, a visit from a rubbish truck/emergency truck. Playgroup will conclude for the year in either Week 10 or 11 farewelling families with fun and festivities.

Our goal for Kookaburra Playgroup is to offer a welcoming space to create connections, social interactions and unique experiences for parents and children together. Megan will be finishing up at the end of the year as she posts out of the area. The playgroup facilitator role will be voted on at the AGM, we wish them all the best.

In handing over the baton we are confident the new Playgroup Facilitator/s will uphold this goal and continue to nurture Kookaburra Playgroup into 2022.

### **Megan & Belinda**

Co Playgroup Facilitators







## Creche Report

What a year!

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.

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 has provided for our Staff in the day to day running of creche and support.

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. 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 will 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.

Now that we are back at Kooka we have had changes in Staff and we are delighted to welcome Tracey as the new Co-ordinator of Kooka Kids Club. We know that Tracey too, will develop strong and positive relationships with the children assisting with extending their individual learning needs.

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

Warm Regards,

**Melinda Robertson and Richelle Robertson South Coast Nannies**







First Friday Club Sep – Kooka Cackle and Catch up



Trivia Night Winners



Frist Friday Club Dec—Magical Harry Potter Christmas



Fitness



Mask Making



Happy Kooka Kids





# S DFA Annual General Meeting

## Treasurer Report 20/21 FY

Prepared 19/10/2021 by Amy Graham

### Bank Accounts as at June 30 2021

Cheque Account \$294.84

Online Saver \$27,682.21

Debit Card \$500

Cash on Hand \$173.50

**Total: \$28,650.55**

### Grants

FSFP Total \$23,300

FSFP Expense \$23,293.12

**FSFP not spent \$6.88**

CSCP Total \$36,500

CSCP Expense \$36,625.14

**CSCP not spent \$0**

**Veolia Grant \$1000 (garage/storage)**

### S DFA Funds as at June 30 2021

(Total funds available)

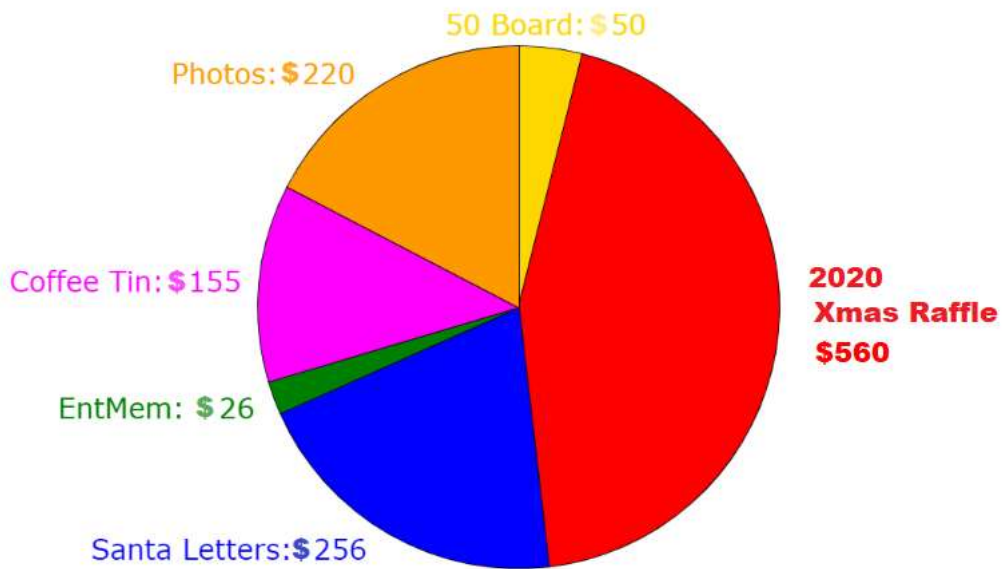
**\$27,643.67**

See Profit and Loss statement for detailed breakdown of income/expenses.

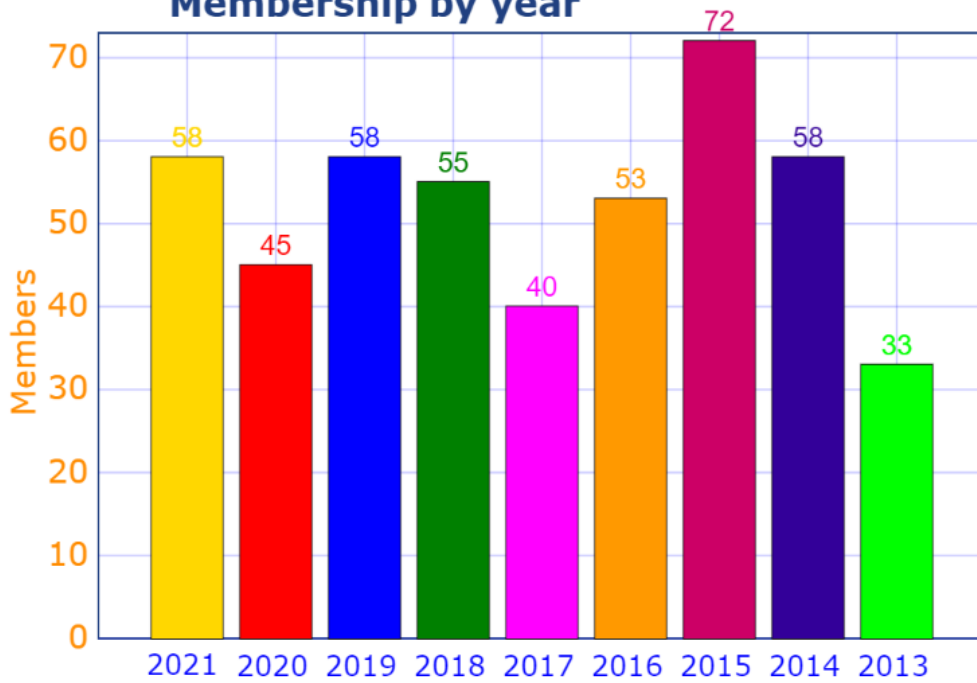




### Fundraising Income Jul 2020 - Jun 2021

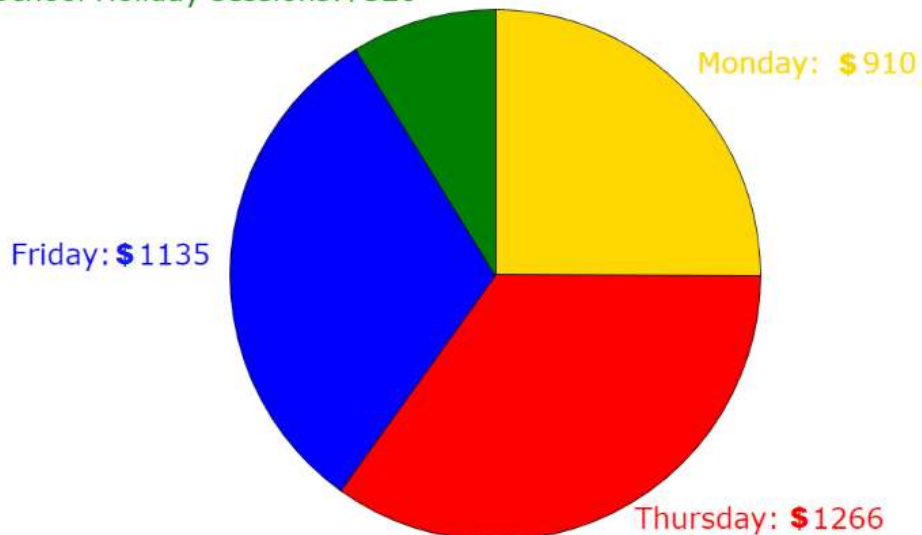


### Membership by year



### Creche Attendance Jul 2020 - Jun 2021

School Holiday sessions: \$320





The Shoalhaven Defence Families Associations (SDFA) aims are to bring fun, friendship and connection to Defence Force families and friends, along with the wider community.

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.

2020/2021 Review at at 30th June 2021	Attendance	Total Income	Expense to SDFA	Expense to FSFP	Total Expense	Profit or Loss
<b>Regular Programs</b>						
First Friday Club nights - different theme each month eg. Movie Night, Relay Our Way, Mother Day dinner, Paint and Dip, Online Trivia via Zoom, Girls night at Abbies, Kooka Cackle & Catch up, Magical Christmas.	20 people	\$ 305.00	\$ 191.52	\$ 765.00	-\$ 956.52	-\$ 651.52
Kooka Kids Club Creche open Mon, Thurs, Fri during school terms and School Holiday sessions	23 families	\$ 3,630.00	\$ 6,063.00	\$ 4,663.00	-\$ 10,726.00	-\$ 7,096.00
Cuppa and Chat	50 people	Free	\$ -	\$ -	\$ -	\$ -
Weekly Playgroup	24 families	\$ 302.00	\$ -		\$ -	\$ 302.00
<b>Activities</b>						
Fitness (Fortnightly)	10 people	\$255	\$ -	\$ 180.00	\$ 180.00	\$ 75.00
Mask making	6 people	Free	\$ -	\$ 30.00	-\$ 30.00	-\$ 30.00
Card making	8 people	Free	\$ -	\$ 78.00	-\$ 78.00	-\$ 78.00
Committee Training (Step In, Step Up)	12 people	Free	\$ -	\$ 600.00	-\$ 600.00	-\$ 600.00
Pottery - 2 sessions	10 people	\$ 120.00	\$ -	\$ 1,000.00	\$ 1,000.00	-\$ 880.00
Beading- Sun Catchers	11 people	\$ 65.00	\$ -	\$ -	\$ -	\$ 65.00
TaiChi	8 people	\$ 80.00	\$ -	\$ 300.00	\$ 300.00	-\$ 220.00
Triple P Parenting Program	13 people	Free	Free	Free		\$ -
First Aid Course	7 people	\$ 630.00	\$ -	\$ 980.00	\$ 980.00	-\$ 350.00
Clutter Cat - Professional Organiser workhop		Free	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
<b>Just for Fun</b>						
Letters to Santa	82 letters	\$ 259.50	\$ 50.61	\$ -	-\$ 50.61	\$ 208.89
Christmas Parties (over 4 days)	30 people	\$ -	\$ -	\$ -	\$ -	\$ -
Books for the Kooka Kids	22 children	\$ -	\$ -	\$ -	\$ -	\$ -
Christmas Gift vouchers	45 families		\$ 2,225.85	\$ -	-\$ 2,225.85	-\$ 2,225.85
<b>Fundraising</b>						
Raffles - Christmas 2020		\$ 743.00	\$ 182.45	\$ -	-\$ 182.45	\$ 560.55
Entertainment Books	2 memberships	\$ 26.00	\$ -	\$ -	\$ -	\$ 26.00
Venue/equipment Hire		\$ 40.00	\$ -	\$ -	\$ -	\$ 40.00
Crazy Camel - cards/diaries/calendars		\$ 670.00	\$ 880.00	\$ -	-\$ 880.00	-\$ 210.00
Family Photography Fundraiser	11 families	\$ 220.00	\$ -	\$ -	\$ -	\$ 220.00
<b>Community</b>						
Relay for Life Fun Day - Moved online due to weather	9 families					\$ -
FebFit - Local fitness initiative	17 people					\$ -
DCO Name change event - Cancelled	7 people					\$ -
DCO Coffee Mornings - Various						\$ -
DCO Monthly activities - Various						\$ -
Veteran Sport Australia Bowls Day	5 families					\$ -
Nowra Veteran Wellbeing Centre engagment						\$ -
Time Out Magazine Issue 108 (Advertising income)	200 printed copies	\$ 400.00	\$ -	\$ -	\$ -	\$ 400.00
National Defence Trivia Night - Voucher for prize	5 people	Free	\$ 50.00	\$ -	-\$ 50.00	-\$ 50.00
SDFA Family Beach Day 12th Dec 2020	54 People	Free	\$ -	\$ 131.05	\$ -	-\$ 131.05
<b>Sponsorship</b>						
Nowra DCO - Contents of raffle hampers		\$ 150.00	\$ -	\$ -	\$ -	\$ -
Nowra DCO - Drinks for Beach Day		\$ 200.00	\$ -	\$ -	\$ -	\$ -
Veolia Mulwaree Trust - Storage solution		\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00
		\$ 9,095.50	\$ 9,643.43	\$ 9,227.05	-\$ 12,819.43	-\$ 9,124.98



**Family Support Funding Program**  
**Certificate of Compliance 2020-21**

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 PO 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 2571
Phone Number:	02-44210336
Email Address:	adm@djtax.com.au

**Total Value of Grant Approved:** \$ 23,300 [GST is not applicable]

**FSFP Grant Funding Breakdown Table**

*(Enter amounts in whole dollars only)*

Item	Approved value	Amount spent
Honorariums	\$1,000	1000
Advertising & promotion	\$1,365	1365
Audit costs	\$423	423
Office supplies, phone & internet	\$2,019	2019
First aid supplies	\$32	32
Craft supplies	\$840	840
Childcare	\$4,663	4663
Family/open days	\$810	810
Training/education	\$2,000	1993
Health & wellbeing	\$2,000	1998
Craft/workshops	\$2,000	2000
Volunteer expenses	\$500	500
Financial accounting program	\$450	450
Insurances	\$2,785	2785
Cleaning	\$1,000	1000
Crèche/playgroup resources	\$989	989
Website	\$424	424
<b>Total</b>	<b>\$23,300</b>	<b>\$ 23291</b>

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

**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 \$23,300 awarded to Shoalhaven Defence Families Association Inc. under the 2020-21 Family Support Funding Program.

**Signature:** *Deidre Jackson*

**Date:** *3-8-2021*

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

# 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.