

# Community Development Officer's Annual Report

**Connect, Contribute, Celebrate**

The work of the Board of Management, volunteers, staff and facilitators is to provide opportunity for community engagement, social connections and create a place of belonging.

Program development aligned to the Community Development Action Plan (CDAP) in response to community needs fostering learning and development, individual growth and group activism.

This report reports against the Strategic Plan 2022-2026.

***OUR PLACE - OUR ACTIVITIES – OUR PEOPLE – GOVERNANCE.***

OUR PLACE	<ul style="list-style-type: none"><li>• By Centre</li><li>• Installation of solar panels and battery system by Board of Management</li><li>• Carpet cleaning and floor cleaning by Centre</li><li>• By Council</li><li>• Replacement of security access system</li><li>• Replacement of gutters to rear of building</li><li>• Replacement of exhaust fan in Men’s toilet</li><li>• Replaced kitchen tap to new mixer tap</li><li>• Replaced wall urn in the Harper Room</li><li>• Updated all Fire Evacuation diagrams throughout</li><li>• Upgrades to lighting in Main and Volunteer offices</li><li>• Pressure cleaning of all surrounding paths and rear veranda</li><li>• Ongoing maintenance to the facility as per Maintenance Requests created by volunteers</li><li>• Regular scheduled testing of fire and safety equipment, lighting etc</li><li>• Regular scheduled maintenance of air-conditioning</li><li>• Regular scheduled water testing and replacements of filters as required</li><li>• Regular scheduled pest control monitoring</li><li>• Regular scheduled emptying of grease trap</li><li>• Regular scheduled Test and Tagging of electronic equipment</li></ul>
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<b>OUR PLACE</b>	<ul style="list-style-type: none"> <li>• Regular scheduled gutter cleaning</li> <li>• Regular scheduled maintenance of Auto Doors</li> <li>• Emptying of battery collection as required</li> <li>• Removal of old stairs and replacement of with new inclusive accessible path to War Memorial</li> <li>• Work with SA Water to stop leaking pipe in the middle carpark</li> <li>• Installation of Tovertafel ceiling braces and projector unit</li> <li>• Preparation of grounds ready for events as per requests</li> <li>• Ongoing maintenance of the external surrounds, mowing, gardens and paths</li> <li>• New Road and directional signage at the top and bottom of the entrance</li> </ul>
<b>OUR ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Community engagement – RU OK?, City of Onkaparinga Christmas Pageant, Rotary Christmas Fair, Coromandel Precinct drinks, Tour Down Under, Department of Infrastructure</li> <li>• Community activation – Community Sample Bags, Neighbourhood Centres Week, Red Cross &amp; NRMA - Redi Plan workshops</li> <li>• Community connection – Movie in the Park, Harmony Day, ANZAC Day, Playgroup Week with Guardian Childcare Centre</li> <li>• Community Social inclusion – Ageing Well Week, Sip n Create</li> <li>• School Holiday activities – Terrarium making, Henna and Flower Pounding workshops, Circus Workshop, Wings of Fire,</li> <li>• Community led project – Community Led Disaster Resilience</li> <li>• New programs – Strength for Life and Fit Ball Thursday evenings</li> <li>• New Regular Users – Ali Mudge Mentoring, Angela Munro - I Can Jump Puddles, Embodied Movement and Adelaide Reiki</li> </ul>

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<b>OUR PEOPLE</b>	<ul style="list-style-type: none"> <li>• 44 active volunteers plus unofficial situational volunteers</li> <li>• New volunteers to fill task specific roles vital to business continuity</li> <li>• Long term volunteer retiring to enjoy time to travel and enjoy life</li> <li>• 2 volunteers achieved work - Student Support Officer and Financial Literacy Officer</li> <li>• Student placement achieved acceptance into further education</li> <li>• Volunteer training opportunities provided in First Aid and Working with Challenging Behaviour</li> <li>• Thank You Dinner for volunteers by CDO and CDSO</li> <li>• Newly appointed Community Development Support Officer – Tasha Mekisic</li> <li>• New facilitator for second Dungeons and Dragons group</li> <li>• Award Nomination – Every Generation - Mahjong</li> </ul>
<b>GOVERNANCE</b>	<ul style="list-style-type: none"> <li>• Formed Governance, Risk and Audit sub-committee to review Centre documents – Risk Management Plan, Business Continuity Plan, Constitution</li> <li>• Formed Finance sub-committee</li> <li>• Successful grant application for installation of Solar Panels and battery system to reduce cost and provide revenue to be used to support Centre programs</li> <li>• Successful grant application to purchase innovative equipment to support programming aligned to CDAP focus groups</li> <li>• New Financial Auditor appointed</li> <li>• New Square register system installed to improve efficiency</li> <li>• New photocopier to replace failing and unsupported model</li> <li>• New IT support business PMWC to replace Blackbird IT due to change in client support structure</li> <li>• New Cleaning Contractor Contract developed</li> <li>• On going operational implementation of the Strategic Plan</li> <li>• Ongoing sustainable financial management by the Finance Officer and Treasurer working closely with the CDO</li> </ul>

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Together, the Community Development Support Officer and Community Development Officer provide guidance to the office, program and event volunteers and management of day-to-day Centre operations. Underpinned by community development and social work frameworks and working collaboratively with community to co-design programs and activities that align with the Board of Management's Strategic Plan.

Appreciating the valuable contribution of all Centre volunteers who are the heart and soul of the Centre and create the inclusive environment that this Centre is known for.

Acknowledging the depth and breadth of experience of the Board of Management volunteers who provide their time and thoughts to continue the legacy of success that this Board of Management and Centre has been recognised for.

Recognising the strength, knowledge and experience of the bookkeeper Cheryl Bencetti who provides business development and consultancy on best practice in the Not-for-Profit space. Passionate about the work Community Centres achieve in the community, Cheryl works closely with the Treasurer and CDO to ensure financial viability, streamline processes and maximise opportunities to future proof the business.

To Tasha Mekisic – CDSO – thank you for the joy you bring to the Centre and for sharing your intelligence with us all. You will continue to shine in the role and lead the volunteers to continue the welcoming culture well established in the Centre.

To our fellow Community Development and Support Officers, City of Onkaparinga. We thank you for the ongoing support and positivity you bring to the role in your respective Centres. We know the difference you make to your communities every day.

To Sophia Fraser – Business Support Officer, City of Onkaparinga. You are our constant line of support to all things Community Capacity administration. Your efficiency, accuracy and timely response to enquiries supports us to do what we do.

To Claudia Sailis – Coordinator Community Centres, City of Onkaparinga. Thank you for your positive and unwavering support to all CDO's and CDSO's. You bring extensive knowledge, experience and understanding that covers all aspects of the business.

To Emma Cadd and Paul Wright – Team Leader and Manager, Community Capacity, City of Onkaparinga. Leadership is pivotal to the success of any organisation and we thank you for your commitment to supporting all Centre volunteers, Boards of Management, staff and your continued advocacy for the sector to all levels of government.

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Established connections with local sports clubs, service organisations and local businesses strengthens community, supports capacity building and enhances social connectedness. We know the commitment it takes for your working committees to achieve the success you do and we appreciate these working relationships.

Thank you to our business partners Katron Creative, Blackbird IT, PMWC IT, Effex, CnF Cleaning and Cleanaway Services.

Thank you to the Centre program facilitators, participants, regular users and community users of the Centre who embrace and exemplify what community means.

To Cherie Furniss, long term volunteer who brings wisdom, intelligence and positivity every time you enter the doors. You are the epitome of patience and kindness when training volunteers who have thrived and gone on to further education and employment due to your guidance.

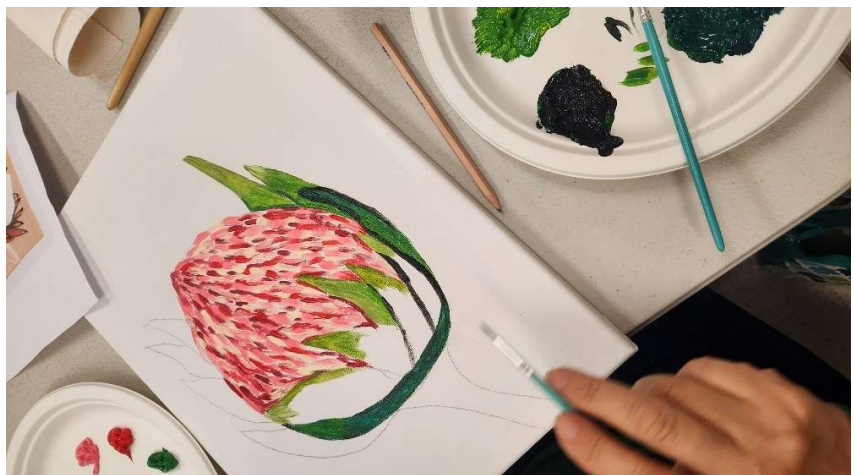
To Megan Buchanan for your patience and diligence in producing this well laid out and informative report every year and for the fabulous snapshot of our community through your photography.

Please accept this report for the year that was 2024-2025.

Sheridan Manning

Community Development Officer

***City of Onkaparinga***



**Menopause Madness, June 2024**

# Community Development Support Officer's Annual Report

Thank you for the warm welcome I've received since joining the Centre at the beginning of the year. It's been a really positive start, and I've enjoyed getting to know the staff, volunteers, local organisations, businesses, and members of the wider community. The sense of connection and collaboration here has stood out to me from the beginning.

Working with our volunteers has been a highlight. Their commitment, reliability, and willingness to contribute wherever needed make a big difference in how the Centre runs. Everyone brings their own strengths, and it's been great to see how they support each other and the broader team. Their openness to learning and adapting to whatever the day brings is something I've really admired.

My role has been varied and engaging, with each day bringing something different and new learnings which makes this position so fulfilling. I've appreciated the opportunity to work closely with Sheridan, whose support and leadership have been incredibly helpful. Her energy, passion and drive to create meaningful opportunities for the community are inspiring, and I've learned a lot from her already. I'm also grateful for the support from Council staff, especially Claudia, our Centre Coordinator, and the admin team, who are always approachable and helpful.

It's also been great to see how Centres across the City of Onkaparinga work together, sharing ideas and supporting each other's programs and varying community needs and again providing me with key learning opportunities for my role here. I've also had the chance to meet several Board Members and have really valued learning about their experiences and the role they play in guiding the Centre's work. Looking ahead, I'm excited to continue supporting the Centre and working on new ideas that promote inclusivity and respond to the feedback from our Community Needs Analysis. I'm looking forward to building on the great work already happening and continuing to strengthen our connection with the local community.

Thank you again for the opportunity to be part of this team.

Tasha Mekisic

Community Development Support Officer

***City of Onkaparinga***



**CoroAlive, 2025**