



**PEMBERTON**

**Sports Club Inc.**

**ANNUAL REPORT**

**2023-2024**



Pemberton  
Sports Club Inc.

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# Who we are

The Pemberton Sports Club (PSC) is situated on Pemberton’s main street in the center of the township. The Pemberton Sports Club is a not-for-profit community managed organisation servicing the regional community of Pemberton and the surrounding area.

Pemberton Sports Complex is also used by the community for functions, events, art exhibitions, sporting and recreation activities, youth activities and is a designated Emergency Evacuation/Welfare Centre.

## Background to the Pemberton Sports Club Inc. (“PSC”)

Pemberton Sports Complex is owned by the Shire of Manjimup and is managed by Pemberton Sports Club. The Club has a 50 year lease over Pemberton Sports Complex that runs until 30 June 2053. The current management model for the Complex was established in 2002 as part of the co-location of the Sports Club, indoor stadium, Community Centre and sporting facilities into a redeveloped and expanded Complex.

### Our Vision



To ensure that the Pemberton Sports Club Complex is accessible for the Sports Club members, the public and the Pemberton community for a sustainable future.

### Our Mission



Our Mission is to establish, maintain and conduct a club to support the recreational, social, sporting, cultural and community dimensions of that interest.

This includes the provision of facilities for the pursuit of literary, scientific, athletic, and professional and any other lawful purpose that provides benefits and enjoyment for the members of The Club.

b) To provide and maintain a clubhouse and sporting amenities for the use of the members.

c) To maintain a club license under the current Liquor Act and its amendments.

# What we do



## Facility Management

- Sports Club Review
- Asset management
- Shared amenities
- Facility Maintenance
- Booking system
- Shared Calendar for venue bookings
- Access options
- Welfare center



## Sporting amenities

- User groups
- Promotion and support
- User agreements and MOU's



## Community amenities

- Venue hire
- Venue capacity
- Community Events
- Community Gym
- Youth Zone
- Art Gallery
- Playgroup



## Sports Club license

- Opening hours
- Restaurant lease
- Bar facility maintenance



## Members Services

- PSC Website
- Members rights and discounts
- Members only events
- Monthly newsletter



## Demographics

<p><b>9,093</b> 2021 population Manjimup Shire</p> <p>There are slightly more males living in Manjimup (4,574 or 50.3%) compared to females (4,522 or 49.7%)</p>	<p><b>47 years</b> Median Age</p> <p>This is significantly higher than the median age for Western Australia at 38 years</p>	<p><b>3.3%</b> Indigenous Status</p> <p>3.3% of the Manjimup population identify as being Aboriginal and/or Torres Strait Islander, the same percentage for Western Australia as a whole</p>
<p><b>861</b> 2021 population Pemberton</p> <p>There are slightly more females living in Pemberton (50.4%) compared to males (49.6%)</p>	<p><b>48 years</b> Median Age</p> <p>This is higher than the median age for Manjimup and significantly higher than Western Australia at 38 years</p>	<p><b>1.4%</b> Indigenous Status</p> <p>1.4% of the Pemberton population identify as being Aboriginal and/or Torres Strait Islander</p>

Table 1 provides a summary of age for the Pemberton UCL and the Shire of Manjimup according to various life stages. For Pemberton the highest proportion of people is in the 35-49 age group (17.3%), followed by those aged 70 and over (16.9%) and those aged 50-59 (16.5%).

## Ausplay State Data

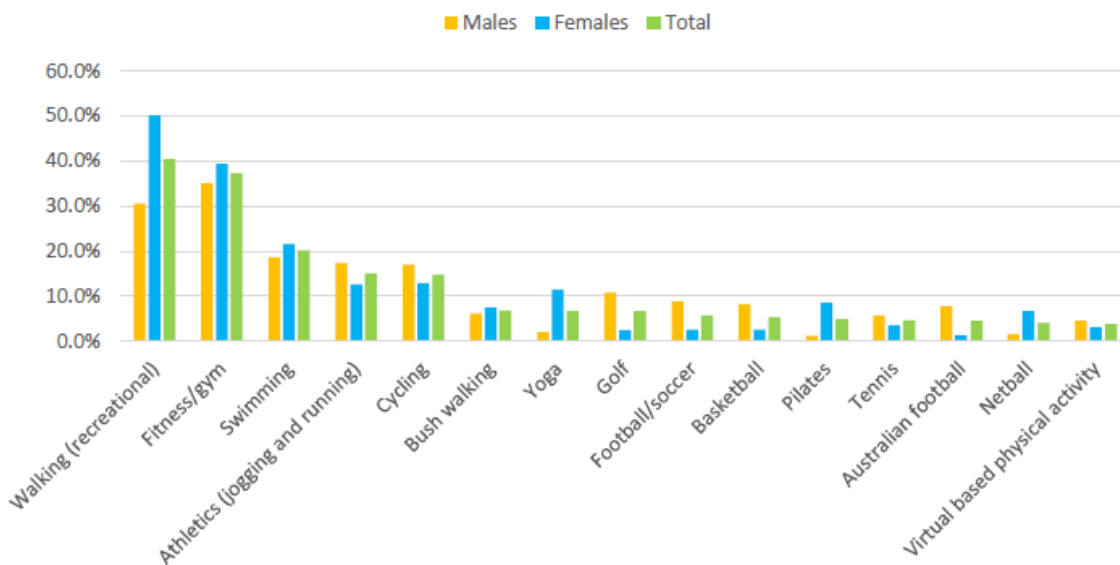


Figure 1: Top 15 activities for adults (2021-2022)

There are some distinct gender differences in the top 15 activities, such as there is a greater number of females participated in walking (50.2% females compared to 30.5% for males), fitness/gym (39.3% compared to 35.1%), yoga (11.4% compared to 2.0%), pilates (8.5% compared to 1.1%) and netball (6.6% compared to 1.5%).

A greater number of males participated in athletics (jogging and running) (17.4% for males compared to 12.6% for females), cycling (16.9% males compared to 12.8% females), golf (10.8% compared to 2.4%), football/soccer (8.9% compared to 2.5%) and Australian football (7.7% compared to 1.3

*NB: the above information is taken from the Pemberton Sports Complex Operational & Governance model review Prepared by SGL Consulting Group – November 2023*

# Presidents Report

## John Bendotti – President

It has been a very busy year for the Pemberton Community Sports Club (PCSC) Executive Committee and volunteers.

The Operational Governance Model Review for the Complex was undertaken by the Shire of Manjimup in 2022-2023 which resulted in nine major recommendations for improvement of the complex operations and management at the PCSC. This review saw the PCSC reach an important fee-for-service arrangement with the Shire of Manjimup, that required the PCSC to comply with the conditions of the agreement as outlined in the Operational Governance review. One of the recommendations outlined was the need to stabilize the financial position of the PCSC via the development of strategic documentation, business and asset management plans, review of funding models, licensing and revenue sharing options.

With the assistance of funding from the Department of Local Government, Sport and Cultural Industries (DLGSC) we were able to secure the services of Kim Buttfeld from Buttfeld Consulting to undertake a governance review process with all PCSC users, these workshops were undertaken as a 'GROW Pemberton Sporting/Community Complex' project. This involved many meetings with the Executive Committee and four (well attended) workshops with PCSC sporting/community user groups. This process is ongoing with more detailed financial modelling required to create strong and equitable MOU's and User Agreements that will benefit every club and community group associated with the PCSC.

2024 saw the resealing of the stadium floor, new gym equipment purchases, and the installation of power meters to allow the accurate record of usage.

Once again, the New Years fireworks was a great success, thank you to Lani Te wao Jones for all her inspiration and hard work, sadly Lani resigned as Bar Manager in February, which meant our wonderful volunteers once again stepped up to fill the void until mid-July when Shane Salmon was employed, unfortunately Shane's employment was short-lived, our outstanding bar staff led by Karen Fisher are once again operating the bar for all of us to enjoy, until such time, we are successful in employing a new Bar Manager.

Mark Symons and Tamara Bold advised they would not be renewing their lease on the Club Restaurant as of mid-October, we thank Mark and Tamara for all the delicious meals supplied to all PCSC members and their guests over the past three years and wish them the best for the future. Thank you to Gaye and the Pemberton CRC staff who were once again contracted to facilitate the PCSC administration for the complex. They have assisted the Executive Committee greatly in keeping the complex running smoothly.

We welcomed two new PCSC Executive Committee members this year. Hazel Cole (secretary) and Shane Bendotti. It has been good to have some new input and support to assist with current governance changes within the PCSC complex.

Also, I give a huge thank you to the other PCSC Executive Committee members, Jodie Omodei, Karen Fisher and Mari Sebire, who all have worked tirelessly behind the scenes to ensure the success of our Club.

We are grateful to our members who trust in us to run the complex on their behalf, it is wonderful to have so many members and their families enjoying the excellent facilities offered at the PCSC, however, guardians of small children need to be mindful of the licensed areas and monitor the behavior of children in their care to ensure their safety.

A big thank you to all the volunteers who have worked at the PCSC this financial year, at events, behind bars and with all the sporting/community organizations, without your support our club would not survive.

I believe we have been very lucky with our capable Executive Committee and competent administration to support the changes we are currently experiencing; this has been reflected by our improved financial position. Although, our club is in a better position than 2023, there is always room for improvement, we hope this will be accomplished through the new MOU's and User Agreements currently under review, with implementation towards the end of 2024.

John Bendotti  
*President*

# Administration Report

**Gaye Van Hazendonk – Administration**

## Administration services

Administration services have been contracted to the Pemberton Community Resource Centre (PCRC) since August 2022.

The role of PSC Administration includes the following:

- Reception services at PSC – Monday 9am-4pm
- Gym and Sports Club membership payments and management
- Venue booking
- Bookings Calendar
- Enquiries
- User groups contacts
- Meter reading and utility invoicing
- Email management
- Website management
- Grant writing and acquittals
- Policy and procedure creation
- PSC Committee assistance
- Shire of Manjimup liaison and reporting
- Monthly admin report to PSC Committee

The PCRC were lucky to have an excellent existing collaborative relationship with the PSC in a range of events, projects community groups.

### PCRC supported community groups

- Southerners football club seniors grant writing
- Play group grant writing and acquittal
- Pemberton arts group exhibition support
- All sorts exercise group support
- Pemberton Youth Zone Management
- Pemberton Yoga Collective coordination
- WOW Pemberton fundraising for PSC

This year has been challenging with the change over of staff, committee members

and the implementation of the fee-for-services agreement with its governance requirements for the Shire of Manjimup.

The employment of Kim Buttfeld consulting to assist with the Governance requirements was made possible though a grant from Department of Local Government, Sport and Cultural Industries (DLGSC). Not only were there ample requirements to ensure the GROW workshops were well attended and fruitful, but there were additional reporting requirements and acquittal to DLGSC for their contribution.

In addition to this, the Shire of Manjimup implemented new meters, new meter reading processes, ongoing and new facility maintenance requirements, management meetings and additional reporting requirements in relation to the fee-for-service arrangements. A challenge in itself.

With our previous Trainee, leaving for a full time position at DBCA, we were Lucky enough to employ a new Trainee in May 23 who entered into a Cert III in Sport, Aquatics & Recreation.

Our new trainee took up the reception role at the PSC with enthusiasm and has proven to be a great asset.

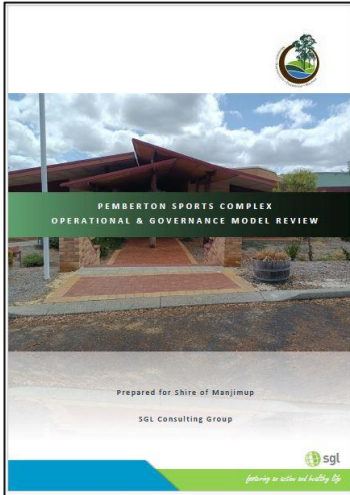
It is great to see the PSC facility being enjoyed by the community, however, it needs to be reiterated that so much goes on behind the scenes by the committee, volunteers and staff to keep the PSC operational.

We all look forward to the implementation of the new user agreements that will see an equitable arrangement for all users and a reliable income for the PSC.

Gaye Van Hazendonk  
*PCRC Manager - PSC Administration*

# Facility Management

The Pemberton Sports Complex Operational & Governance Model Review provided 9 separate recommendations\* to be undertaken for the financial stability and management of the PSC facility.



*Pemberton Sports Complex - Operational Governance Model Review, final report v3 – November 23*

**Recommendation 1\*:** Fee for Service Arrangement, between PSC and the Shire of Manjimup.

Negotiations commenced regarding a fee-for-service and reporting requirements arrangement with SoM.

**Recommendation 2\*:** Supplementary steps to stabilize the financial position of the Pemberton Sports Club (development of strategic documentation, business and asset management plans, review of funding models, licensing and revenue sharing options).

**Recommendation 3\*:** Formalize all Club activities in the Club Constitution.

**Recommendation 4\*:** Implement more formal arrangements to be put in place with seasonal users of the Complex.

**Recommendation 5\*:** Explore options with any community groups who may be compatible with co-location within the Complex.

**Recommendation 6\*:** Undertake a new energy audit with a view to reducing energy costs and improving efficiencies.

**Recommendation 7\*:** Undertake a water usage audit to determine where water is consumed, and potential water saving options to reduce cost and improve efficiencies. Investigate potential water leak.

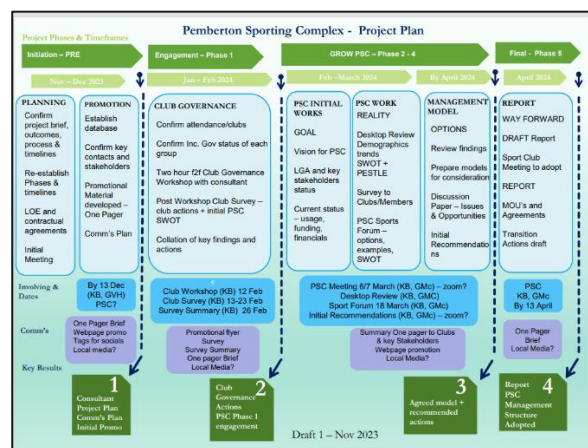
**Recommendation 8\*:** Future licence agreements with user groups include a mechanism for a percentage rebate to the licence from alcohol sales to each club/user group. Such an arrangement will provide an incentive for clubs to promote the use of the bar and help to boost sales from bar takings to and in turn would benefit the clubs or user groups themselves.

**Recommendation 9\*:** The Club should further explore (in consultation with the Shire) how the valuation for Pemberton sports Club is undertaken and whether a more equitable calculation could be considered by the Valuer General, based on the community benefit, type, and frequency of use of the Pemberton Sports Complex by sporting clubs and respective users. In the event a more equitable valuation was adopted, this could assist in a reduction in the rateable and therefore rates paid by the Club.

November 2023 saw the employment of Kim Buttfield consulting to undertake a series of workshops to engage with the PSC Committee and user groups on governance processes.

These workshops were aimed at covering recommendations 2,3,4 and 8\*.

This included an extensive planning process (initiation) with the PSC committee and administration to provide all the required information for the undertaking.



*The GROW Project Plan – Nov 23.*



The next phase was engagement of the main user groups for a Club Governance workshop in February 2024, with 17 user groups invited to attend including the PSC committee.



*Attendees at the Club governance workshop – February 24*

13 groups were represented at the workshop with 27 individuals in attendance. This was an impressive 76% attendance rate.

In March 24 the Sports Forum workshop was undertaken with 19 user groups invited to attend including the PSC committee and kitchen lessee.

10 groups were represented at the workshop with 17 individuals in attendance, a 58% attendance rate.

The MOU discussion workshop occurred in June 24 with 19 user groups invited to attend including the PSC committee and Shire of Manjimup.



*Attendees at the MOU discussion workshop – June 24*

12 groups were represented at the workshop with 25 individuals in attendance, a 63% attendance rate.

One more workshop was held in July that indicated the need for more detailed financial modelling.

Although an important move forward in finalising the user agreements and MOU's as suggested in Recommendation 4\*, the need for the collation of more financial data and

modelling has unfortunately caused a significant delay in the project.

Recommendation 5\*: The co-location of other organizations was not deemed to be viable within the current framework of the PSC framework.

## Asset management

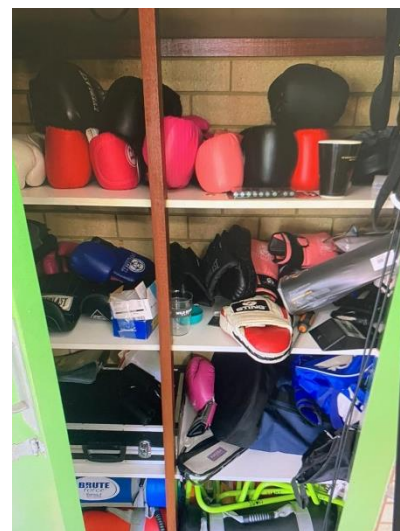
Within the above governance workshops there was a request for asset registers to be provided by all user groups, some who had 20 years' worth of equipment stored within the facility. This included a big "clean-up" of kitchen, cupboards, cabinets and storage areas.



*A big clean up and removal of broken equipment – June 24*

With the results being 100% of user groups contributing to the asset register, and a lot of unused, broken and outdated equipment being removed.

*Sorting out the assets was a group effort – June 24*



This now has provided the foundation for the PSC asset register to be more accurate for insurance and maintenance purposes as well as meeting part of the requirements for recommendation 2\* - *development of strategic documentation, business and asset management plans.*

## Shared amenities

Recommendations 6 & 7\* required audits to be undertaken for all amenities, including gas, electricity and water.

A review of the facility indicated the need for more efficient meter reading equipment and procedures. This review was undertaken at the end of 2023, by the SoM.

The following works were completed:

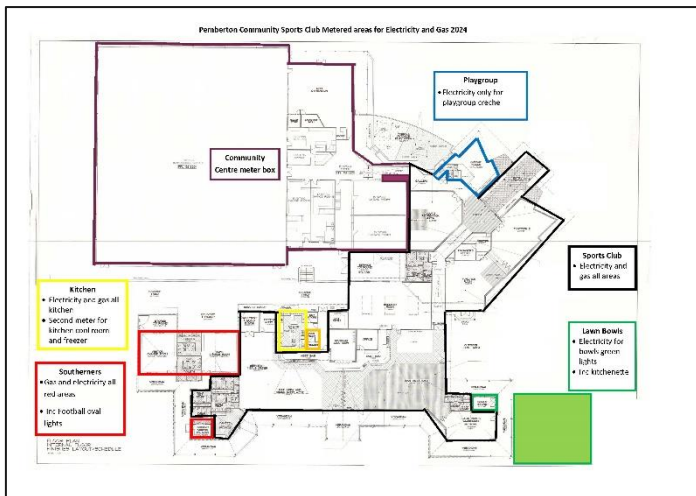
### Electricity meters installed:

- Leased kitchen
- Bowls kitchenette
- Southerners change rooms

The following works are yet to be completed:

### Gas meters installed:

- Southerners change rooms



Meter reading Map shows metered areas – June 24

With the creation of new meter reading procedures thanks to the SoM staff we now have an efficient procedure for recording electricity and gas usage in these areas and an accurate, easy to use invoicing system.

The hot water systems in the community centre are currently all electric and there is hope that in the near future they will be converted to gas with meters attached.

Unfortunately, due to the water pipe layout for the facility, it was deemed impossible for

meters to be put onto any user areas within the facility

Recommendation 9\* was still under review at the end of the financial year 23-24.

## Facility Maintenance

Although there is constant small ongoing maintenance occurring regularly in the facility, there were some major undertakings that occurred this year.

### Stadium:

- Courts resealed

Newly sealed courts looking fabulous – Jan 24

### Gymnasium:

- Window repairs

Maintenance undertaken in the licensed area will be covered on page 18.



## Booking system

We continued with the booking procedures from the previous financial year and this year has seen the booking of the following events throughout the year:

### Private events:

- Community Centre = 12
- Licensed area = 12
- Funerals = 6
- AGM's = 5
- Outdoor canteen = 2

### Sporting events:

- Stadium = 182
- Squash courts = 12
- Mezzanine floor = 108
- Karri/Jarra room = 68
- Snooker room = 51
- Bowls room = 196
- Football areas = 96
- Licensed area = 45
- Outdoor canteen = 31

## Community Events:

- Stadium = 12
- Creche = 56
- Marri room = 12
- Karri/Jarrah room = 4



*One step closer fundraiser – Feb 24*

It is important to note that these figures only include those users/groups that have provided complete booking forms for the venue.

This also does not include the number of attendees at each function, or the number of patrons attending the facility in general as there are no door counters, these figures are not currently available.



*A Community favourite, the Seniors Christmas lunch – Dec 23*

We are hoping to purchase door counters for both the community centre and the bar entries to get a better idea of the number of patrons attending the facility.

This will greatly assist in planning for the current usage and future development of the facility as well as provide accurate statistics for grant applications and funding for the facility, user groups and other community organisations.

## Shared Calendar for venue bookings

With a fantastic total of 922 bookings over the 23-24 financial year as indicated in the venue figures above, it is challenging to ensure the facility is available for all users.

For this reason, and to provide staff with all the required information, administration created the google calendar for all venue bookings, which includes set-up requirements and contact information.

*Another busy month on the PSC Calendar – April 24*

Although this is not the perfect system, it was a free and simple solution for the time being. All staff and committee members have access through a gmail account to view the booking forms attached to the calendar.

Administration have been looking into other options for calendars that can be shared on the website that also links to an online booking system. This requires a lot of time and background work to implement, but we are hoping to have this in place to coincide with the new user agreements for the facility.

This will allow the public to not only see what is happening at the facility, but also to provide opportunity to view and book the facility online. This, in combination with the upcoming user agreements will reduce the potential for double booking of the venue spaces.

# Access options

## Out-of-hours



The Main entry lock box is for emergency services and Shire of Manjimup maintenance staff only.

This allows for out-of-hours access and includes keys to all areas.

*The main entry lock box is for use by emergency services and SoM staff only.*

The Gym lock box is for paying user groups who access the facility regularly. Out of the community center and bar operational hours.

This includes access to the following areas:

- FOB access through gym
- Mezzanine floor and squash
- Stadium and community kitchen

The code for this lock box is changed each term and only provided for paying user groups.

## Seasonal users

A key register has been developed to record the names and contact information for any key holders for the facility. This includes the areas of access and will be written into user

agreements in the future.

*Key register/waiver to be completed by all PSC key holders.*

A key waiver has been created for all key holders to sign and acknowledge their

**PEMBERTON SPORTS CLUB INC**  
Club Road  
Pemberton WA 6210  
Phone: (08) 9718 000

KEY REGISTER/WAIVER

I, \_\_\_\_\_ of the \_\_\_\_\_ hereby accept that I have taken a PSC giving the access to the facility as listed on the next page and from this line of signing will be accountable for the following charges of these areas until such time as I return the key:

- Water
- Power
- Gas Usage
- Facility Hire Charges
- Cleaning charges if additional cleaning is required after use

**NR: Loss of key will incur a \$50 fee.**

I understand that I the association is responsible for any damage or loss caused to the property while the keys are in MY possession.

I am solely responsible for ensuring that the keys are returned to The PSC Administration at the end of the usage at which time a return will be signed.

I will ensure that all doors are locked on my exit of the building.

I acknowledge that I have read and fully understand this waiver.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Mobile: \_\_\_\_\_

Witness by Pemberton Sports Club Committee Representative:

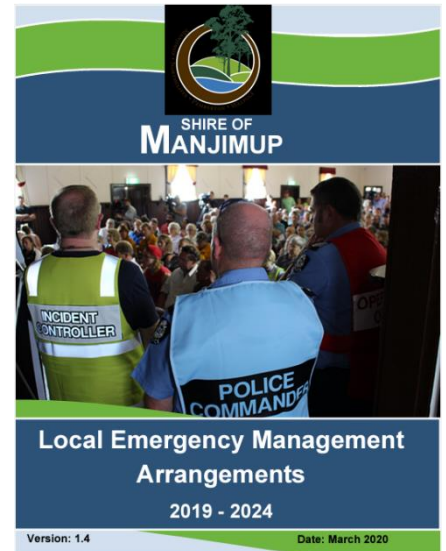
Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Key # \_\_\_\_\_ Bag colour: \_\_\_\_\_

responsibility to the safe use of keys and the responsibility for fees and charges and any damage that may occur while utilising the facility.

## Welfare center

As per the SoM Local Emergency Management Arrangements 2019-2024, The Pemberton Sports Club Facility is Listed as the primary welfare center for Pemberton as per the DC Local Emergency Welfare Plan and in the Emergency Resource Directory



*Local Emergency Management arrangements 2019-2024 document – March 2020*

During an Emergency an Incident Support Group (ISG) is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

The role of the ISG is to provide support to the Incident Management Team. The ISG is a group of people represented by the different agencies who may be involved in the incident.

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach to meet within the district.

In Pemberton, the Jarrah Room at the Pemberton Sports Club Community Centre is the focal point for Pemberton as Referred to in the Emergency Resource Directory.

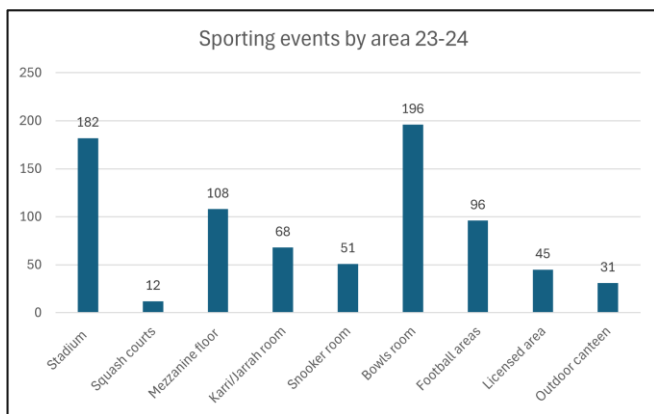
# Sporting amenities

## User groups

For the 23-24 financial year, the following user groups regularly utilized the facilities:

- Pemberton snooker club
- Pemberton lawn bowls club
- Southerners football club (seniors and juniors)
- Netball
- Basketball
- Badminton (two separate groups)
- Karate
- Darts (mixed, summer etc)
- All-sorts exercise group
- Cricket
- Pemberton Yoga Collective
- Indoor soccer

These 12 user groups booked the facility a total of 789 times over the financial year.



Sporting events by area 23-24

The highest bookings for 23-24 occurred in the bowls area, followed closely by the stadium.

The lowest bookings for 23-24 occurred in the squash courts and the outdoor canteen areas.

However, it needs to be noted that these usage figures have been derived from the bookings calendar and do not include bookings over the bar, or any bookings that occur without a booking form.

Some user groups, such as darts, utilize the bar facility without completing a booking form as the facility is open to the public.

The PSC have been working on requesting, at the minimum, seasonal fixtures for events that can then be included in the bookings calendar to avoid clashes.

With user groups agreements and MOU's in development the PSC is hoping to create a uniform system for all users to ensure a more accurate representation of facility use.

## Promotion and Support

The PSC promotes and supports sporting organizations utilizing the facility through a range of approaches.

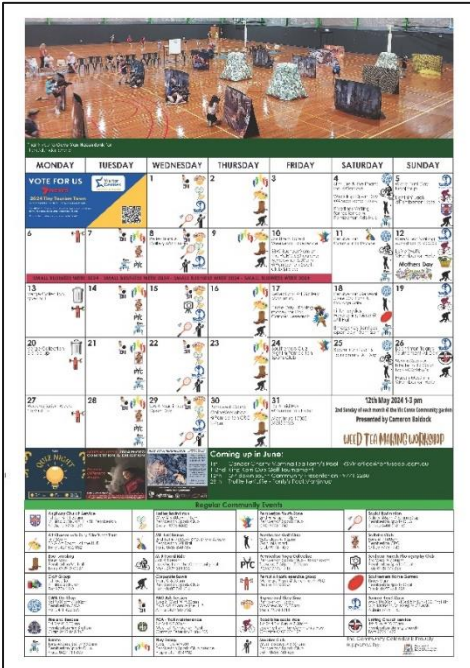
## Advertising

All sporting organizations are encouraged to provide event information, fixtures and contacts to admin for inclusion on the website and social media post on the PSC Facebook page.



The PSC Website "What's On" page includes event advertising and Facebook posts – May 24

Any advertising of events provided to us from user groups is also included in the monthly newsletter and goes out to all PSC members, as well as inclusion in the Pemberton Community News Community Calendar.



The PCN Community Calendar includes regular community sports and events – May 24

**PCN Promotion**

With the CRC managing administration, there has been an opportunity for cross-promotion of organisations and activities through the PCN and on social media.

Currently the CRC are supporting two sporting groups through promotional campaigns in the PCN. The CRC aim to provide administrative assistance to the groups to encourage attendance to classes, maintain attendance records and rosters and to create promotional material and advertising for the PCN, Community Calendar and social media.

Allsorts exercise

The Allsorts exercise group have been running with a committed group of volunteer since 2004.



Left: Allsorts exercise group still finding time to exercise.

After some discussions with the CRC Admin staff it was decided that assistance was needed to increase the numbers of attendees to participate. Encouraging seniors to participate

in regular exercise is essential for mental and physical wellbeing. This group also engages in social interaction and activities after and around class times.

Pemberton Yoga Collective (PYC)

Established in May 2023, the PYC was a CRC initiative designed to provide regular yoga classes to the community and support local Yoga teachers to maintain their skills without needing to run and manage regular classes unassisted.



Above: the Pemberton Yoga Collective teachers

This initiative has seen uninterrupted services to weekly yoga classes for over 12 months.

**User agreements and MOU's**

**Storage of equipment**

Sporting groups who currently store equipment in the facility include:

- Pemberton Snooker club
- Pemberton Lawn Bowls club
- Pemberton Yoga Collective
- Pemberton Darts association
- AllSorts Exercise Group
- Pemberton Basketball Association
- Pemberton Netball Association
- Indoor Hockey
- Badminton
- Personal trainers
- Southerners Football club
- Southern Strikers' Soccer club

Asset registers for 23-24 have ow been provided by all users of the PSC facility.

Moving forward all storage arrangements for equipment will be written into user agreements and MOU's.

# Community amenities

## Venue hire

### Licensed areas:

- Sports Club bar
- Restaurant/Kitchen
- Boardroom
- Lawn bowls
- Outside Verandah

### Sports facilities:

- 2 court Stadium
- Squash courts
- Mezzanine floor
- Lawn bowls
- Canteen
- Oval – through SoM

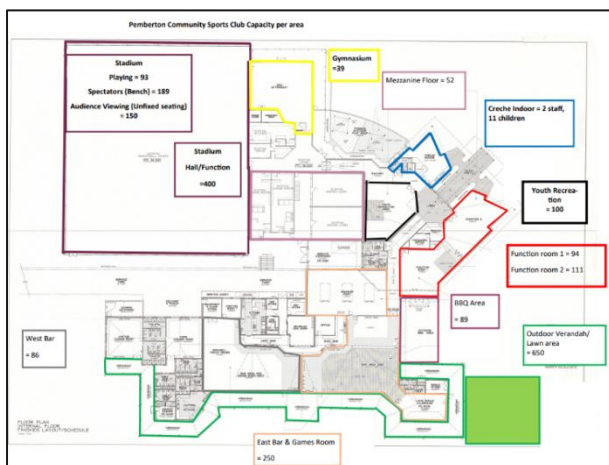
### Other Venues:

- Jarrah/Karri Rooms
- Marri Room
- Creche space
- Community Kitchen & Canteen
- Stadium floor space

The stadium is also occasionally hired for large events. Courts are covered to protect the surface, and this incurs an additional charge.

A booking form is required to hire any area within the facility and includes all information

## Venue capacity



The PSC venue capacity map per hire area.

In collaboration with the Shire of Manjimup as Facility owner, we compiled a facility map that ensures users understand the capacity for each of the allocated areas in the building.

This has been colour-coded per area for ease of use.

Venue capacity figures are calculated by room size along with the number of emergency exits and evacuation procedures to ensure compliance with WHS requirements and laws.

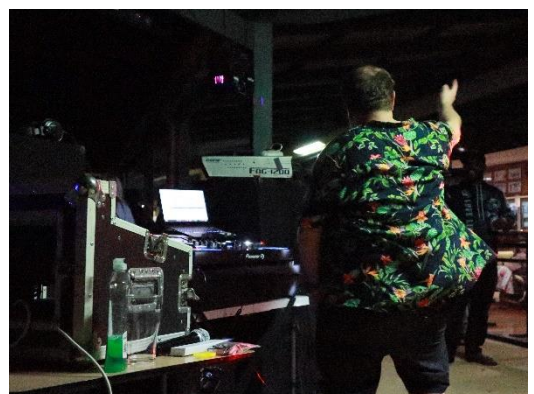
## Community Events

Many events were hosted by the PSC this FY including:

- Steve Vidovich
- Sax & the Single lady
- Short & Curly
- DJ Damage
- PSC 20<sup>th</sup> Birthday/Members Christmas party
- New Year Eve, Family Fireworks



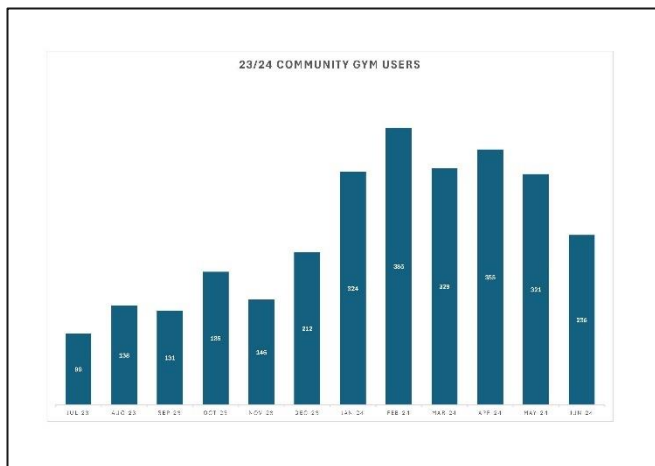
Above: always a huge community turn out at the New Year's fireworks.



Above: DJ Damage is a local favourite.

## Community Gym

The Community Gym has seen an increase in membership over the past year, with improved procedures for payments and improved efficiency for FOB activation.



The number of users at the Community gym 23-24.  
\*NB: figures taken from FOB use entry only.

The table above shows the peak usage for the gym during February 2024, with reduced numbers over the winter months.

There are still ongoing issues with unauthorized access to the gym for non-members and we are working towards a solution to reduce unpaid usage of the gym facility.



There is also the need for cleaning, maintenance and regular checking of the facility for damage to equipment from general and excessive use.

*Broken equipment needing to be tagged out of order – June 24.*

All equipment is serviced annually, and we aim to upgrade at

least one major piece of equipment per year.

There are still limitations to the current system for FOB access and new access options are being investigated.

## Youth Zone



The Pemberton Youth Zone (PYZ) is funded by the Shire of Manjimup through the Youth (development) program

*Some of the PYZ regulars – Oct 2023*

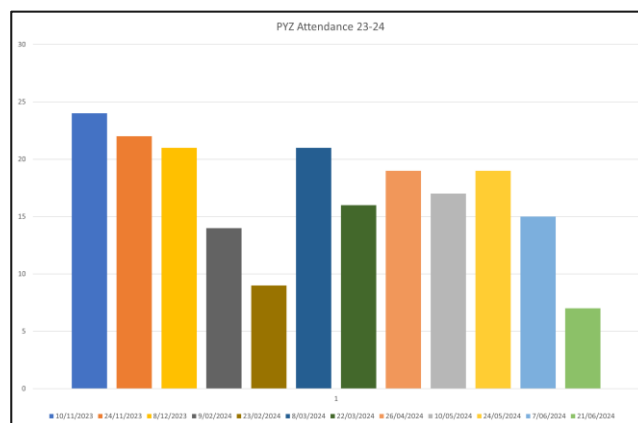


Thanks to the Pemberton CRC and Anne-Marie Piper who took on the role of Youth coordinator, the PYZ was able to start running successfully again from the 10<sup>th</sup> November 2023 regularly on a fortnightly basis.



*Food is a big deal at the PYZ and many hands make light work – March 24*

A decision was made by the group not to continue during school holidays as many of the local youth go away and cannot attend.



*The number of attendees at PYZ for 23-24.*



As shown in the table of attendance, the PYZ averages 16 youth per session over the 23-24 financial year, showing reduced attendance (as expected) around school holidays.

This year saw a school holiday event occurring during the Easter break, named "In the Zone", designed to encourage fundraising and participation for the PYZ.



School holiday Fun day "In the Zone" – April 24

Thanks to donations from locals and event funding from the Shire of Manjimup, we were able to raise \$1500 for the PYZ that will go towards events, equipment and facility hire and upgrades.



PCN Article about the "In the Zone" event – May 24.

## Art Gallery

The Karri/Jarrah rooms of the Community Centre have been utilized as an art gallery over many years for solo and group exhibitions for a range of mediums.

The Pemberton Arts Group (PAG) have two exhibitions per year that utilizes this space bringing a reliable income into the community center.

Through these events, PAG not only provides outstanding displays to the community but also supports and encourages local artists to participate and sell their works.



The Annual PAG Exhibition opening is always well attended – Oct 23.

## Playgroup

The Pemberton playgroup utilize the community centres creche facility twice weekly throughout the year.



The Pemberton Playgroup FB post – June 24

# Sports Club license

## Opening hours

Tuesday – Saturday from 4pm, the Pemberton Sports Bar has managed to maintain uninterrupted opening hours for the 23-24 FY.

Although there changes to staffing and Management at the bar facility, there were reliable (and qualified) committee volunteers who ensured the bar stayed open throughout the change in circumstances.

## Electronic signage

The electronic signage for the club is a fickle thing. Changes in the weather, heavy downpours of rain and regular power outages wreak havoc with this sensitive piece of equipment.

However, when operating, electronic signage is an excellent way to promote events and activities within the facility.

## Creating Procedures

Thanks to Karen Fisher, who took on the temporary role of Bar Manager, a range of improvements occurred in the bar facility including a huge clean out of the Managers office, behind the bar and the storerooms.

During this time, the bar procedures were consolidated and compiled into an important and necessary training document for staff.

## Restaurant lease

Thanks to Mark and Tamara Symmonds, Hoopz restaurant has been operating successfully at the Sport Bar facility for 23-24.

*Mark and Tamara working hard in the kitchen*



Opening Wednesday-Saturday 5-8pm, Hoopz restaurant have provided hundreds of delicious meals in this time.

Mark has also generously donated his time to cook chips for Southerner's Football home games.

## Bar Facility Maintenance

Due to the Sports Bar facility being a licensed area, no grant funding for the Community Centre can be utilized in this area.

Maintenance is not covered by the Shire and any upgrades or repairs need to be financed through club profits and donations from individuals, businesses and sporting groups that use the facility.

For this reason, the Friends of the Pemberton Sports Club was established over 20 years ago to provide an essential income for developments.

Over the years this has mainly included cattle trading by volunteer farming families to subsidize the income of the facility.

## Upgrades and repairs

Last year saw new blinds installed thanks to donations from Southerner's and the Snooker club.

This year saw the purchase of an additional Television (smart screen) for the bar facility that allows for live streaming of sporting events and news.

The bar was also patched and painted this year including the darts area that has taken some punishment over the years.



*The darts area needed some patching after so many years*

# Members Services

## PSC Website

The PSC Website includes all the important information for members on events and news, but also includes links to the constitutions and membership forms.

We are currently working on an online Calendar that allows members and the public to book venues and see what is happening at the Club.

## Members rights and discounts

Currently, members receive a 10% discount on all purchases over the bar, receive emails and important updates as well as having voting rights at the AGM or any Special general meetings.

## Members only events

### Chase the Ace

For members only, chase the Ace occurs every Friday between 5-8pm.



*A group of members enjoying the Friday night “chase the ace” gathering – March 24*

## 20<sup>th</sup> birthday celebration & Christmas party

December 2023 saw the first members only Christmas party!

This event was well attended and coincided with the 20-year anniversary of the opening of the Sports Bar section of the facility.

Many of the “original” members joined the occasion sharing tales of how the facility came into being, including all the trials, tribulations and volunteering hours and donations that made it happen.

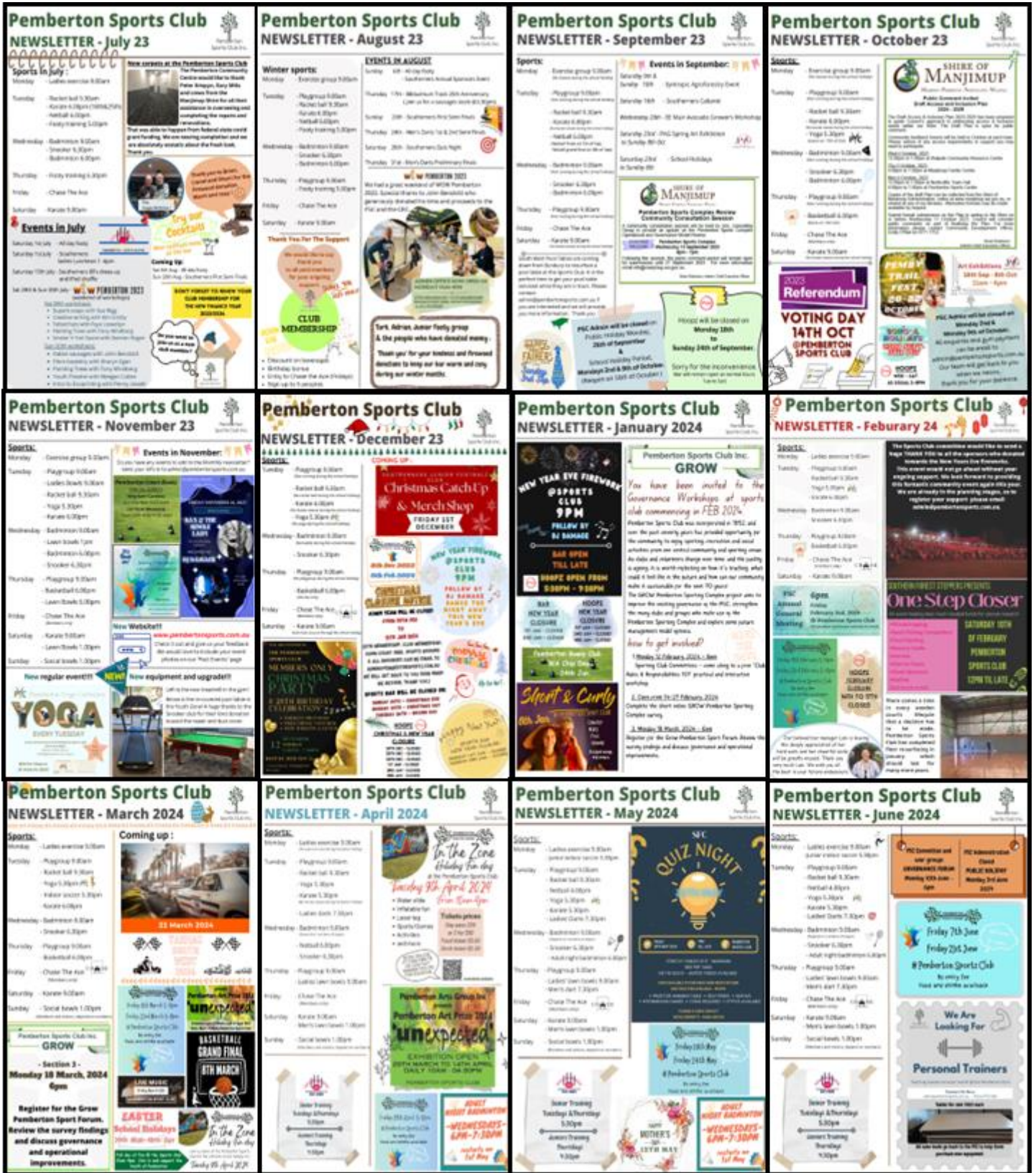


*The 20<sup>th</sup> Birthday/Christmas party invite sent out to PSC Members only – Dec 23*

We are hoping to create more Members-only events in the future, and to also clarify membership types in the coming year as part of our governance process.

# Monthly newsletter

Members are emailed a monthly newsletter on the 1<sup>st</sup> of each month. The PSC newsletter is also included in the PCN each month.



# The PSC Team

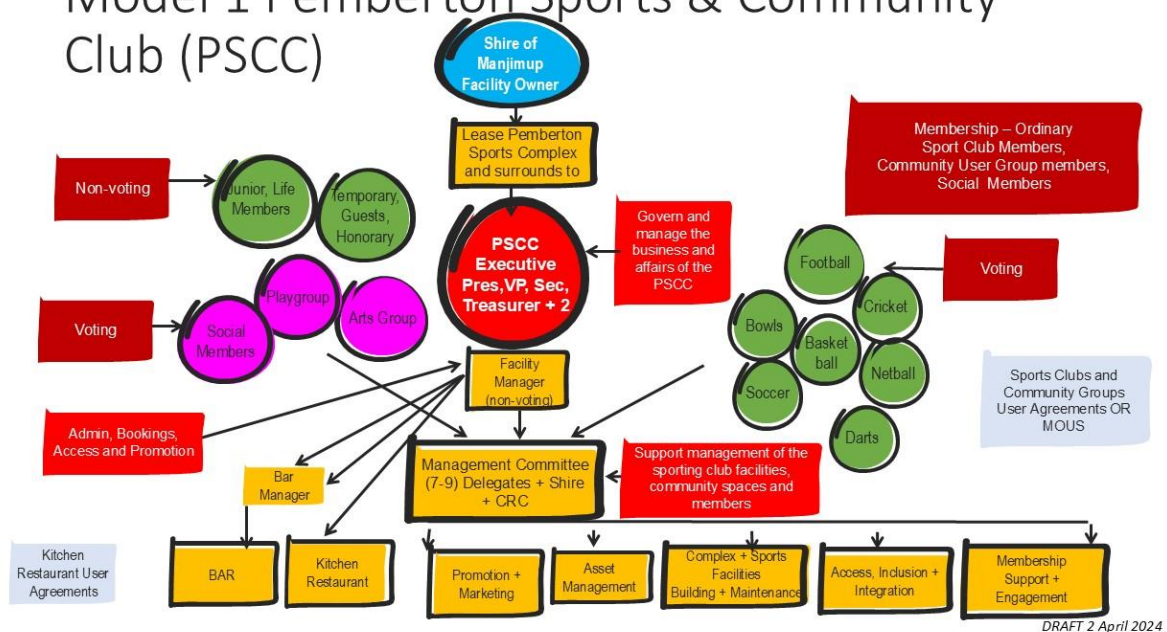
## PSC Committee

<p><b>John Bendotti</b> <i>President</i> Elected Nov 22</p>
<p><b>Karen Fisher</b> <i>Treasurer</i> Elected Dec 23</p>
<p><b>Mari Sebire</b> <i>Committee Member</i> Elected Nov 22</p>

<p><b>Jodie Omodei</b> <i>Vice-President</i> Elected Nov 22</p>
<p><b>Hazel Cole</b> <i>Secretary</i> Elected Dec 23</p>
<p><b>Shane Bendotti</b> <i>Committee Member</i> Elected March 24</p>

The Governance Project undertaken this year indicated the need for more support from user groups in the form of a Management Committee for the facility.

## Model 1 Pemberton Sports & Community Club (PSCC)



DRAFT 2 April 2024

Draft 2 of the "proposed Model Organisational structure" – April 24

# Staff Team

What an outstanding team!



## Lani Aroha Te Wao-Jones

### **Bar Manager**

*October 22 – February 2024*

### **Qualifications inc:**

MLPLCA001 - Manage legislative responsibilities for the sale, supply and service of liquor, Cert II in security operations.



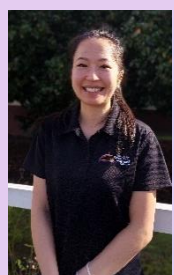
## Gaye Van Hazendonk

### **Office Administration**

*Commenced Aug 22 - Current*

### **Qualifications inc:**

BSC, AD Dip Nat, Herb Med, Cert IV Business, Cert IV TAE.



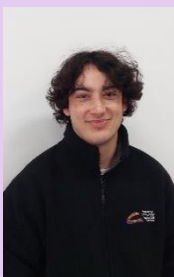
## Pei-Chen Ho

### **Office Administration**

*Commenced Aug 22 - Current*

### **Cert IV Accounting and Book-keeping**

*Current – independent study*



## Tristan Mills

### **Office Administration**

*Commenced May 24 - Current*

### **Cert III in Sports, Aquatics & Recreation**

*Current*

# Our Supporters

## Government

Department of Local Government, Sport & Cultural Industries

## Grant Funding Bodies

### Shire of Manjimup

- Youth Development Program
- Town Recreation Centre Subsidy
- New Years Community Fireworks
- Fee-for- Service agreement

### Department of Local Government, Sport & Cultural Industries

- Active Regional Communities initiative

## Corporate Sponsors

Bendotti spuds  
Pemberton Liquor barons  
Yield Accounting Group  
Gloucester Motel  
HOOPZ  
Ampersand Estates  
Off the Fringe  
PEMBERTON GENERAL STORE  
Manjimup Apple  
Southerners Football Club  
Eco Friendly Solutions  
PEMBERLEY WINES  
5 Mile Pty Ltd  
IGA PEMBERTON  
Pemberton Crossings Bakery  
Forest Fresh Marron  
Millhouse on Pine  
Lofti's  
Pemberton Golf Club  
Dell Electrical  
Della,s Electrical Services  
Southern Chocolate Factory  
Bendotti Avocado

## Community Partners

Pemberton Art's Group (PAG)  
Pemberton CRC  
Pemberton Playgroup

## User Groups

Allsorts Exercise Group  
Badminton - Ladies  
Pemberton Basketball Inc  
Cricket  
Darts - Mens  
Darts - Ladies  
Indoor Hockey  
Lawn Bowls  
Netball  
Pemberton Arts Group  
Pemberton Playgroup  
Pemberton Snooker Club  
Pemberton Youth Zone  
Pemberton Yoga Collective  
Sthn Forests Rinbukan Goju Ryu Karate-Do  
Southerners - Juniors  
Southerners - Seniors  
Southern Strikers Soccer Club

## Special Thanks

PSC Members  
PCRC Employees  
Local businesses  
The Pemberton Community  
Volunteers  
Clubs WA

A special mention to all the Volunteers, especially those working in essential services within the Community.

Without volunteers in support roles and committees, many organisations and the community cannot function efficiently.

It is vital to support volunteers and NFP groups due to the high level of burn-out and lack of replacements for these roles.

# Treasurer's Report

## Karen Fisher - Treasurer

The year 2024 has been a continuation from 2023 for everyone involved in the day-to-day running of the Club and I express my sincere thanks to our committee for all the extra effort they put in to ensure the success of your Club.

The "User Pays" system is finally coming to an end as we are now working towards the User Agreements, which should hopefully be finalized by the end of the year.

Community Centre is ticking over nicely, although income has dropped slightly from 2023, with the upgrades about to commence due to the recent successful Native Forestry Grant, hopefully, we will be able to improve on that.

The bar area has been tumultuous this year with Lani (Manager) leaving, and bar staff having to step up, and I would like to take this opportunity to thank our managers, bar staff and volunteers for their hard work encouraging Club membership and providing beverages to our customers, and although our bar turnover dropped from 60% the previous year to 58%. I personally think that was not too bad considering we have just been keeping the doors open and not really having as many functions.

New Year's Eve was another great night for the Club, with everyone attending and enjoying themselves. I would like to take this opportunity to thank all the sponsors, which without them, would not happen.

Acquiring an ongoing grant for "Fee for Service" and the usual Budget Monies for Community Centre from the Shire of Manjimup, has enabled us to employ the Pemberton CRC as our Administration Dept. There has been a grant secured from DGLSC for the Strategic Plan which has to be done for the Club.

I would like to thank Mark, Tamara and staff for all the great meals delivered from their kitchen and wish them all the best for the future after their return from their European holiday.

Please remember, this is your Club and the hub of our community, I cannot stress this enough, it is not us and them, it is US...we all belong to ONE club, proudly called Pemberton Community Sports Club.

Karen Fisher  
*Treasurer*



## **Pemberton Sports Club**

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