

Pemberton Community Sports Club Inc.

ANNUAL REPORT

2024-2025



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Who We Are

The Pemberton Community Sports Club (PCSC) is situated on Pemberton's main street in the centre of the township. The Pemberton Community Sports Club is a not-for-profit community managed organisation servicing the regional community of Pemberton and the surrounding communities.

Pemberton Community Sports Complex is actively used for functions, events, art exhibitions, sporting and recreation activities, youth activities by the wider community its also Pemberton's designated Emergency Evacuation/Welfare Centre.

Background to the Pemberton Community Sports Club Inc. (PCSC)

Pemberton Community Sports Complex is owned by the Shire of Manjimup and is managed by Pemberton Community Sports Club Executive Committee. The Club has a 50-year lease over Pemberton Community Sports Complex (expiring on 30 June 2053). The present management framework for the Complex was instituted in 2002, coinciding with the integration of the sports club, indoor stadium, community centre, and sporting facilities into the newly redeveloped and expanded PCSC Complex.

Our Vision



To ensure that the Pemberton Community Sports Club Complex is accessible to 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 enjoyment 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 centre



Sporting Amenities

- User groups
- Promotion and support
- User Agreements



Community Amenities

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



Sports Club License

- Opening hours
- Restaurant lease
- Bar facility
-



Members Services

- PCSC Website
- Members benefits and exclusive discounts
- Member only events
- Monthly Newsletter



Gemma Palmer – Administration

Administration services

The role of PCSC Administration includes the following:

- Reception services at PCSC – Tuesday - Thursday 8:45am-2:45pm
- Gym and Sports Club membership payments and management
- Venue booking
- Calendar Bookings
- Enquiries
- User Group contacts
- Meter reading and utility invoicing
- Email management
- Website management
- Grant writing and acquittals
- Policy and procedure creation
- PCSC Committee assistance
- Shire of Manjimup liaison and reporting
- Monthly Administration Report to the PCSC Executive Committee

Facility Maintenance

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

Welfare Centre

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 Community Sports Club Centre is the focal point for Pemberton as Referred to in the Emergency Resource Directory.

Sporting Amenities

User Groups

For the 24-25 financial year, the following user groups regularly utilised the facilities:



- Snooker Club
- Lawn Bowls Club
- Southerners Football Club (seniors and juniors)
- Netball
- Basketball
- Badminton (two separate groups)
- Karate
- Darts (mixed, summer etc)
- Allsorts Exercise Group
- Cricket
- Pemberton Yoga Collective
- Indoor Soccer
- Southern Strikers Soccer Club

Promotion and Support

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

Advertising

All sporting/community groups are encouraged to provide event information, fixtures and contacts to the Administrative Officer for inclusion on the Website and the PCSC Facebook page.

Notification of seasonal fixtures or special events from sporting/community groups will be included in the monthly newsletter as well as the Pemberton Community News.

Club/Community Group User Agreements

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
- Pemberton Youth Zone

Club/Community 24-25 Asset Registers have been provided to all Club/Community groups of the PCSC facility.

Moving forward all storage arrangements for equipment will be written into individual Club/Community User Agreements.

Majority of Club/Community User Agreements have been approved.

Community Amenities

Venue hire

Licensed areas:

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

Sports facilities:

- Two Court Stadium
- Squash Courts
- Mezzanine Floor
- Lawn Bowls
- Canteen
- Oval – hire available through Shire of Manjimup (SoM)

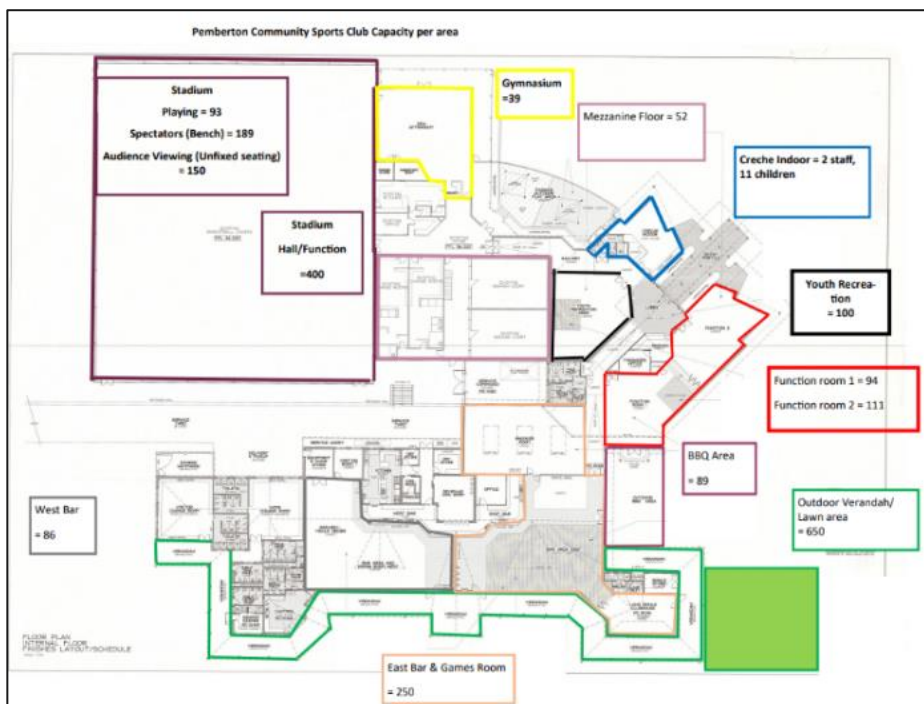
Other Venues:

- 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 completed booking form is required to hire any area within the PCSC facility.

Venue capacity



The PCSC venue capacity map per hire area.

In collaboration with the SoM 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 Work, Health & Safety (WHS) requirements and laws.

Community Gym



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

All equipment is serviced annually, the PCSC endeavours to upgrade at least one major piece of equipment each year.

Introduction of the GymMaster App

During the reporting period, the Pemberton Community Sports Club introduced the GymMaster mobile application as part of its ongoing commitment to improving member experience and modernising facility access. The implementation of this system has significantly streamlined both the membership process and the way members access the gym.

Membership Access and Convenience

The GymMaster app allows new members to join the gym directly through the app, eliminating the need for paper forms or in-person sign-ups. This has provided a more efficient onboarding process and reduced administrative workload for staff. Existing members are also able to update their details, view membership information, and manage payments within the app.

A key feature of the system is the ability to provide 24/7 gym access. Members can now enter the facility at any time using their mobile device, improving flexibility and supporting a broader range of user schedules.

Access Methods and Functionality

The app supports two simple and secure check-in methods:

Bluetooth Check-In

Members can unlock the gym door by enabling Bluetooth on their phone, opening the GymMaster app, and tapping the “*Check In*” button. When standing near the Bluetooth reader, the door automatically unlocks upon successful verification. This provides a seamless hands-free entry experience.

QR Code Check-In

For members who prefer or require an alternative method, the QR check-in feature is also available (where supported). By selecting the “*QR Check In*” icon within the app and scanning the QR code located at the gym entrance, the system verifies membership and unlocks the door.

Benefits to Gym Members

The introduction of the GymMaster app has created several operational and member-focused benefits, including:

- Improved accessibility, with 24/7 entry now available through a secure digital system.
- Reduced administration, as sign-ups and membership adjustments can be completed directly by the member.
- Enhanced security, with digital records of check-ins and controlled access.
- Simplified communication, with the GymMaster app supporting notifications and updates to members.

Use of the Native Forestry Transition Community Small Grants Fund

The Pemberton Community Sports Club is pleased to report on the allocation and use of the Native Forestry Transition Community Small Grants Fund. The funding has supported a number of essential upgrades across the facility, improving safety, accessibility, and the overall experience for community members who use the complex.

1. Stadium Enhancements

Funding was utilised to significantly improve the condition and maintenance of the stadium area. This included:

- Purchase of protective flooring to safeguard the stadium surface during multi-purpose events.
- Acquisition of a new stadium floor scrubber and commercial grade cleaning equipment, enabling more efficient and effective cleaning of the space.

These upgrades help extend the life of the stadium floor and ensure it remains safe and fit for regular community and sporting use.

2. Gym Improvements

A portion of the grant was dedicated to enhancing the gym environment and user experience:

- Purchase and installation of high-quality gym flooring, improving safety, comfort, and noise reduction.
- Air filtration improvements, including a new gym air filter to support air quality and member wellbeing.
- Painting of the gym, refreshing the space and contributing to a clean, professional appearance.

These improvements ensure that the gym remains a modern, accessible, and welcoming facility for all members.

3. Youth Zone Upgrades

To support young people in the community, the grant also funded the purchase of a separate air filter for the Youth Zone, improving air quality and comfort in this dedicated space.

4. Access & Technology Upgrades

Several technological and access-related improvements were made to streamline operations and support members:

- Purchase and installation of out-of-hours access equipment and hardware, completed by a licensed electrician. This upgrade allows gym users increased flexibility and safe after-hours access.
- Set-up of a Square EFTPOS register, modernising point-of-sale operations and improving service efficiency.

Conclusion

The Native Forestry Transition Community Small Grants Fund has played a vital role in supporting the Pemberton Community Sports Club's ongoing development. The funded upgrades have strengthened the club's ability to deliver high-quality, safe, and welcoming facilities for the entire community. These improvements will have long-lasting benefits across sporting, recreational, and youth activities within the complex.

Community Groups

Art Gallery



The Karri/Jarrah rooms of the Community Centre have been utilised 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 utilise this space, bringing a reliable income into the community center. The 22nd Annual Spring Exhibition was a wonderful showcase of talent, community spirit, and the importance of the arts in our region. A heartfelt thank you goes to all our sponsors for their ongoing support, and to the volunteers who helped make the event such a resounding SUCCESS.

Playgroup

The Pemberton Playgroup continues to operate successfully, providing a supportive and engaging environment for young children and their parents or caregivers. Sessions are held every Tuesday and Thursday morning from 9am to 11am. Attendance remains steady, with families appreciating the opportunity for social interaction, early learning activities, and community connection. The playgroup offers a relaxed setting where children can play, explore, and develop important skills, while adults benefit from peer support and shared experiences. Overall, Pemberton Playgroup continues to be a valuable community program, promoting early childhood development and strengthening connections among local families.



Pemberton Youth Zone



Pemberton Youth Zone (PYZ) continues to provide a fun, safe, and welcoming environment for young people aged 12-18. The program is designed to offer a positive space where youths can socialize, participate in structured and unstructured activities, and feel connected to their peers and community. PYZ

sessions are held every second Friday from 5pm to 8pm. Each session includes a variety of games, activities and social opportunities.



Allsorts Exercise Group

The Allsorts Exercise Group has been running with a committed group of volunteers since 2004.



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.

This initiative has seen uninterrupted services to weekly yoga classes for over 24 months.



Sports Club Bar and Restaurant

New Bar Manager

In June 2025, the Club welcomed our new Bar Manager, Tina Duncan.

Opening Hours

Tuesday – Saturday from 4pm, the Pemberton Sports Bar has managed to maintain uninterrupted opening hours.

Restaurant Lease

During the football season, the kitchen was managed by DJ Dunstan, who consistently provided delicious meals for members and visitors.

In late August, The Club Restaurant was leased to Mark, Sherry, Ankit and Anuja, who have been providing dining services for all Club members, their families, guests and tourists who travelling through Pemberton.

Members Services

PCSC Website

The PCSC Website includes all the important information for members on events and news, but also includes links to the Constitution and Club Membership details and forms.

Members Benefits and Exclusive Discounts

Currently, members receive a 10% discount on all purchases over the bar, emails about important updates as well as having voting rights at the AGM and Special General Meetings.

PCSC Members Only Events

Chase the Ace

For PCSC Club members only, Chase the Ace occurs every Friday from 5-7pm.



A group of members enjoying the Friday night "Chase the Ace" gathering

Monthly Newsletter

The Pemberton Community Sports Club (PCSC) continues its commitment to keeping members informed through the regular distribution of a monthly newsletter. On the first of each month, all members receive the PCSC newsletter either via email or postal mail, depending on their preferred method of communication.

In addition to direct member distribution, the PCSC newsletter is also published in the Pemberton Community News (PCN) each month, ensuring broader community reach and engagement.

Pemberton Community Sports Club - Staff

Administration Officer

In July, we employed Gemma Palmer as the Administrative Officer to the PCSC team, Gemma has taken on the administrative responsibilities of the Club and is available in the office on Tuesday - Thursday from 8:45am to 2:45pm. Her communication, and commitment to supporting both members and volunteers have already strengthened the Club's day-to-day operation.

Bar Manager

In June 2025, we welcomed Tina Duncan as the new Bar Manager. Tina has quickly become an asset to the team, bringing strong leadership, excellent customer service skills, and a positive approach to day-to-day operations. Her professionalism has made a noticeable impact across bar service and member engagement.

Yard/Maintenance Person

In July, we also welcomed Robert Arnold (Robbie) in the position of Yard/Maintenance person. Robbie has been a fantastic addition to the team. working diligently to maintain the gardens and indoor/outdoor areas, ensuring the Complex always remains well-presented. His hard work and dedication have already made a noticeable improvement to the appearance of our facilities; we greatly appreciate the energy and dedication he brings to the role.

The PCSC Executive Committee

John Bendotti
President
 Elected Nov 22

Karen Fisher
Treasurer
 Elected Dec 23

Mari Sebire
Committee Member
 Elected Nov 22

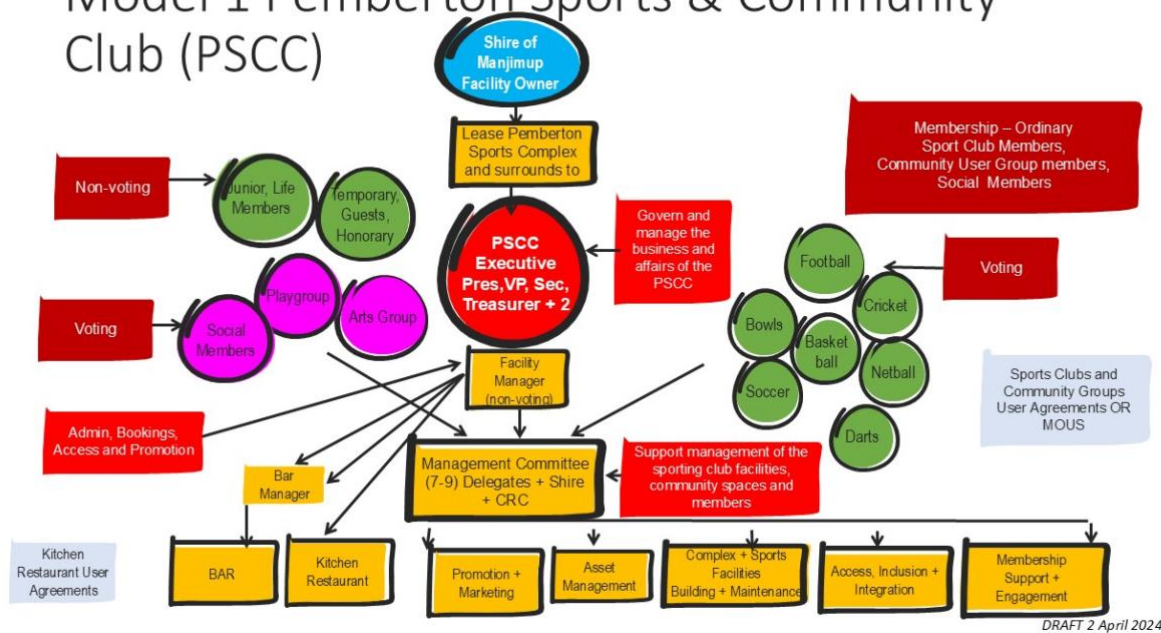
Jodie Omodei
Vice-President
 Elected Nov 22

Hazel Cole
Secretary
 Elected Dec 23

Shane Bendotti
Committee Member
 Elected March 24

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

Model 1 Pemberton Sports & Community Club (PSCC)



DRAFT 2 April 2024

Draft 2 of the “proposed Model Organisational structure” – April

Acknowledgements:

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

Community Partners

Pemberton Art's Group (PAG)

Pemberton CRC

Pemberton Playgroup

User Groups

Allsorts Exercise Group

Badminton - Ladies

Pemberton Basketball Inc

Pemberton Cricket Club

Darts – Ladies/Men's

Indoor Hockey

Lawn Bowls – Men's/Ladies

Netball

Pemberton Arts Group

Pemberton Playgroup

Pemberton Snooker Club

Pemberton Youth Zone

Pemberton Yoga Collective

Southern Forests Rinbukan Goju Ryu Karate-Do

Southerners Football Club – Juniors/Seniors

Southern Strikers Soccer Club

Special Thanks

PCSC Members

Volunteers

Local Business

The Pemberton Community

ClubsWA

A special mention to all our wonderful volunteers, especially those working in essential services within the community. Without volunteers in support roles and on committees, many organisations in the community would be unable to function efficiently...we take our hats off to you!