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| *Prepared for:* |
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|  |  |
| --- | --- |
| Date plan formally adopted | / / |
| Date of first review (end of year 1) | / / |
| Date of second review (end of year 2) | / / |
| Date of third review (end of year 3) | / / |

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# Current Situation

## Organisation Contact Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation Details** | | | | |
|  | | | | |
| **Full Legal Name** |  | | |  |
|  | | | | |
| **Postal Address** |  | | |  |
|  | | |
|  | | | | |
| **Street Address** |  | | |  |
|  | | |
|  | | | | |
| **Local Government Authority** |  | | |  |
|  | | | | |
| **Tenure Details** | Lease from Council |  |  | |
|  | Private Lease |  |  | |
|  | Council permission to use |  |  | |
|  | Owned Freehold |  |  | |
|  | Lease from State Govt. |  |  | |
|  | Other |  |  | |
|  | If other, please note: | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contact Details** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Organisation Phone** |  | | | **Organisation Email** | | |  | | | |  |
|  | | | | | | | | | | | |
| **Website** |  | | | | | | | | | |  |
|  | | | | | | | | | | | |
| **Facebook** |  | | | | | | | | | |  |
|  | | | | | | | | | | | |
| **Twitter** |  | | | | | | | | | |  |
|  | | | | | | | | | | | |
| **Preferred Contact** | **Name** | |  | | | | | | **Position** |  |  |
|  | | | | | | | | | | | |
|  | **Phone** | |  | | | **Email** | |  | | |  |
|  | | | | | | | | | | | |
| **Incorporation and ABN Details** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Incorporation No.** | |  | | | | | | | | |  |
|  | | | | | | | | | | | |
| **Incorporation Date** | |  | | | | | | | | |  |
|  | | | | | | | | | | | |
| **ABN** | |  | | | | | | | | |  |
|  | | | | | | | | | | | |
| **Registered for GST?** | | **Yes**  **No** | | |  | | | | | |  |

## Administration Structure

|  |  |  |  |
| --- | --- | --- | --- |
| **Management Committee / Board** | | | |
|  | | | |
| **Position** | **Name** | **Position** | **Name** |
|  | | | |
| **President** |  | **Vice President** |  |
|  | | | |
| **Secretary** |  | **Treasurer** |  |
|  | | | |
|  |  |  |  |
|  | | | |
|  |  |  |  |
|  | | | |
| **Other Appointed Personnel** | | | |
|  | | | |
| **Position** | **Name** | **Position** | **Name** |
|  | | | |
|  |  |  |  |
|  | | | |
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## Comparative Membership Profile

|  |  |  |  |
| --- | --- | --- | --- |
| **Membership Category / Team / Age Group** | **2019**  (actual) | **2020**  (actual) | **2021**  (current) |
|  |  |  |  |
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## Organisation History

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## Customers

Customers are the groups or individuals that have either a role to play, or an interest in the organisation.

|  |  |  |
| --- | --- | --- |
| **Internal Customers** |  | **External Customers** |
|  |  |  |
|  |  |  |
|  |  |  |
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## Vision

An organisation’s vision paints a descriptive, idealised picture of what the organisation wants to be or how it wants to exist. A vision is generally a long-term view and focuses on the future.

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## Mission Statement

A mission statement brings together an organisation’s core businesses to identify, in one or two sentences, why the organisation exists and what it does to achieve its vision through its everyday operations.

|  |
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## Values

An organisation’s values guide overall behaviour at a strategic level. Values need to be realistic and agreed. They can help in an organisation’s strategic and operational decision making processes.

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# Action Plan

## Targets

|  |  |
| --- | --- |
| **Club Improvement Area** | **Targets** |
| **Financial Management** |  |
|  |
|  |
|  |
|  |
| **Administration and Governance** |  |
|  |
|  |
|  |
|  |
| **Membership and Participation** |  |
|  |
|  |
|  |
|  |
| **Human Resources** |  |
|  |
|  |
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|  |
| **Facilities and Equipment** |  |
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## Action Plan Tables

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Target: |  | | | | | |
| **Projects** | | **2021** | **2022** | **2023** | **Lead Role** | **Cost ($)** |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Target: |  | | | | | |
| **Projects** | | **2021** | **2022** | **2023** | **Lead Role** | **Cost ($)** |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Target: |  | | | | | |
| **Projects** | | **2021** | **2022** | **2023** | **Lead Role** | **Cost ($)** |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Target: |  | | | | | |
| **Projects** | | **2021** | **2022** | **2023** | **Lead Role** | **Cost ($)** |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Target: |  | | | | | |
| **Projects** | | **2021** | **2022** | **2023** | **Lead Role** | **Cost ($)** |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Target: |  | | | | | |
| **Projects** | | **2021** | **2022** | **2023** | **Lead Role** | **Cost ($)** |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Target: |  | | | | | |
| **Projects** | | **2021** | **2022** | **2023** | **Lead Role** | **Cost ($)** |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Target: |  | | | | | |
| **Projects** | | **2021** | **2022** | **2023** | **Lead Role** | **Cost ($)** |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Target: |  | | | | | |
| **Projects** | | **2021** | **2022** | **2023** | **Lead Role** | **Cost ($)** |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Target: |  | | | | | |
| **Projects** | | **2021** | **2022** | **2023** | **Lead Role** | **Cost ($)** |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Target: |  | | | | | |
| **Projects** | | **2021** | **2022** | **2023** | **Lead Role** | **Cost ($)** |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Target: |  | | | | | |
| **Projects** | | **2021** | **2022** | **2023** | **Lead Role** | **Cost ($)** |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |
|  | | ☐ | ☐ | ☐ |  |  |

# Budget

|  |  | **2018**  **(Actual)** | **2019**  **(Actual)** | **2020**  **(Actual)** | **2021**  **(Actual)** | **2022**  **(Projected)** |
| --- | --- | --- | --- | --- | --- | --- |
| **Income** | | | | | | |
|  | Membership registrations |  |  |  |  |  |
| Canteen |  |  |  |  |  |
| Bar |  |  |  |  |  |
| Clothing, uniforms and merchandise |  |  |  |  |  |
| Facility hire |  |  |  |  |  |
| Coaching clinics |  |  |  |  |  |
| Gate takings |  |  |  |  |  |
| Sponsorship |  |  |  |  |  |
| Fundraising initiatives |  |  |  |  |  |
| **Income Items from Action Plan** |  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Total Income** | **$** | **$** | **$** | **$** | **$** |
|  | | | | | | |
| **Expenditure** | | | | | | |
|  | Affiliation fees |  |  |  |  |  |
| Accountancy and audit |  |  |  |  |  |
| Advertising and signage |  |  |  |  |  |
| Bank fees and charges |  |  |  |  |  |
| Canteen and bar – cost of goods sold |  |  |  |  |  |
| Cleaning and waste removal |  |  |  |  |  |
| Clothing, uniforms and merchandise – cost of goods sold |  |  |  |  |  |
| Coaching clinics |  |  |  |  |  |
| Electricity |  |  |  |  |  |
| Equipment replacement |  |  |  |  |  |
| Fundraising costs |  |  |  |  |  |
| Insurance |  |  |  |  |  |
| Lease fees |  |  |  |  |  |
| Permits, licences and fees |  |  |  |  |  |
| Postage |  |  |  |  |  |
| Presentation day |  |  |  |  |  |
| Printing and stationery |  |  |  |  |  |
| Rates |  |  |  |  |  |
| Repairs and maintenance |  |  |  |  |  |
| Sundries |  |  |  |  |  |
| Telecommunications |  |  |  |  |  |
| Trophies |  |  |  |  |  |
| Water usage |  |  |  |  |  |
| Website maintenance |  |  |  |  |  |
| **Expenditure Items from Action Plan** |  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  | **Total Expenses** | **$** | **$** | **$** | **$** | **$** |
| **Profit (Loss)** | **$** | **$** | **$** | **$** | **$** |