

THE WESTERN AUSTRALIAN ICE SKATING ASSOCIATION INC

(WAISA)



Annual Operational Plan

January 2025 – December 2025

ORGANISATIONAL DEVELOPMENT

Governance, Operational and Financial Viability

Strategic Priority	Action	Responsibility	Timeframe	Performance Targets	Status
Ensure organisation is operating to all requirements of Associations Incorporations Act.	Review constitution and compliance with annual reporting requirements.	Council	July 2025	Constitution is reviewed. Any amendments voted on by members and updated constitution registered with Dept. of Commerce. Annual report lodged.	Q1. No action required. Q2. Q3. Q4.
Maximise effectiveness of the Council to conduct its governing and legal responsibilities.	Develop a 2025 Operational Plan and Budget.	Council	April 2025	2025 Operational Plan and Budget approved with review, assessment and reassessment of targets quarterly.	Q1. Draft documents under review. Q2. Q3. Q4.
Strategic Planning.	Review Strategic Planning	Strategic Planning Committee	Ongoing	Strategic Plan reviewed and reassessed if required.	Q1. No action required. Q2. Q3. Q4.
Board evaluation and governance checklist.	Board evaluation process	Council	July 2025	Board training and evaluation to be completed with the assistance of the DLGSCI.	Q1. Evaluation completed and action plan under development Q2. Q3. Q4.
Ensure organisation is fulfilling its reporting requirements to the DMIR&S	Documents submitted to the Department of Mines, Industry, Regulations and Safety	Secretary	As required.	Organisation fulfills its reporting obligations.	Q1. Ongoing. Q2. Q3. Q4.
Ensure the reporting requirements to the Australian Tax Office is completed.	Reporting requirements completed via online portal – Relationship Access Manager (ATO)	Current ABN contact	31 st March 2025	Organisation fulfils its reporting obligations for self-tax assessment.	Q1. Change of Contact form with ATO. Q2. Q3. Q4.
Ensure the ATO (ABN) authorised contact is current. (current C Ashworth)	ATO advised if any change to authorised contact information	President	Within 28 days of a change in the authorised contact	Organisation complies with requirements of the ATO.	Q1. Q2. Q3. Q4.

ORGANISATIONAL DEVELOPMENT

Planning and Policies

Strategic Priority	Action	Responsibility	Timeframe	Performance Targets	Status
Maintain and promote WA's interest at a National level.	Attendance at ISA AGM	ISA Delegates	June 2025	WAISA Delegates attend ISA AGM. Input into review of National Policies.	Q1. Nothing to report. Q2. Q3. Q4.
Compliance with DLGSCI Mandatory policy requirements	Review or development of policies for Concussion Management, Member Protection, Child Safeguarding, Financial Management, Communication, Alcohol, Drugs in Sport, Inclusion, Sports Betting, Match Fixing, Code of Conduct/Grievance/Dispute Resolution/Complaint Management, Privacy Act.	Policy review committee	March 2025	Policies are current and easily accessed by stakeholders documents.	Q1. In progress. Q2. Q3. Q4.

ORGANISATIONAL DEVELOPMENT

Communication, Technology and Business Systems

Strategic Priority	Action	Responsibility	Timeframe	Performance Targets	Status
Development and maintenance of website and social media.	Develop and maintain website.	Webmaster	Ongoing	Content is reviewed regularly to maintain currency of information.	Q1. Website current and Facebook up to date. Instagram page to be developed. Q2. Q3. Q4.
Communicate with members.	Secretary to circulate all relevant communication to members	Secretary	Ongoing	Relevant communications circulated to members in a timely manner	Q1. Communications circulated in a timely manner. Q2. Q3. Q4.

PARTICIPATION

Events and Competition Pathways

Strategic Priority	Action	Responsibility	Timeframe	Performance Targets	Status
Develop opportunities for WA competitors to participate at all ISA and WAISA competition levels.	Competition dates set and Annual Competition Calendar published	Secretary and Competition Convenor	January 2025	Annual Competition Calendar published providing opportunities for all ISA levels	Q1.2025 Annual Calendar posted on website. Q2. Q3. Q4.
Develop pathways for WA competitors to participate at all ISA and WAISA competition levels	ISA Test dates set and published	Secretary and Test Convenor	January 2025	Annual ISA Test dates confirmed and published	Q1. 2025 Test dates posted on website. Q2. Q3. Q4.
Develop relationships with event promoters for events such as Disney on Ice and Winterland to provide opportunities for participation by WAISA members	Relationship with Event Promoters maintained	Secretary	Ongoing	WAISA members participate in events promoting the sport	Q1. Nothing to report. Q2. Q3. Q4.
WAISA Bid to hold 2026 Australian Figure Skating Championships	Review of Bid Document.	AFSC Committee	May 2025	Successful bid to host the 2026 AFSC in Perth	Q1. Bid been drafted. Q2. Q3. Q4.

HIGH PERFORMANCE

Planning, Management and Policy

Strategic Priority	Action	Responsibility	Timeframe	Performance Targets	Status
Development of Selection Criteria for representation at Australian Figure Skating Championships (AFSC) and Adult Australian Figure Skating Championships (AAFSC)	Selection criteria developed and published	Athlete Development Team	March 2025	State Team selection policy adopted and published	Q1. Policy under review. Q2. Q3. Q4.
Selection of State Team to 2025 AFSC And 2026 AAFSC			Mid-October 2025	State Team competes at 2025 AFSC and 2026 AAFSC.	Q1. Nothing to report. Q2. Q3. Q4. .

PEOPLE DEVELOPMENT

Strategic Priority	Action	Responsibility	Timeframe	Performance Targets	Status
Develop strategies to recruit, retain and reward volunteers.	<ul style="list-style-type: none"> Develop a volunteer recruitment, retention and reward plan. Implement a development plan for all volunteers. 	Council	July 2025	<ul style="list-style-type: none"> A volunteer recruitment drive is held at start of year. All volunteers and their roles are reviewed annually and plan is developed to support any skill development. 	Q1. Judge recruitment drive commenced. Q2. Q3. Q4.
Providing opportunities for the development of Coaches within WA	<ul style="list-style-type: none"> Development of a long term strategy for Coach development across all disciplines in WA 	Council and Coaching Association	July 2025	<ul style="list-style-type: none"> WA Coach Development plan established and operational 	Q1. Synchronized Seminar to be organized to run with Gala Competition. Q2. Q3. Q4.