

THE WESTERN AUSTRALIAN ICE SKATING ASSOCIATION INC

(WAISA)



Annual Operational Plan

January 2026 – December 2026

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 2026	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 2026 Operational Plan and Budget.	Council	April 2026	2026 Operational Plan and Budget approved with review, assessment and reassessment of targets quarterly.	Q1. Operational plan developed. Q2. Q3. Q4.
Strategic Planning.	Review Strategic Planning	Strategic Planning Committee	Ongoing	Strategic Plan reviewed and reassessed if required.	Q1. Strategic Planning Committee Chair appointed. Review process commenced Q2. Q3. Q4.
Board evaluation and governance checklist.	Board evaluation process	Council	July 2026	Board training and evaluation to be completed with the assistance of the DLGSCI.	Q1. No action required. 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. No action required. 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 May 2026	Organisation fulfils its reporting obligations for self-tax assessment.	Q1. RAM linked to C Ashworth's TFN. Q2. Q3. Q4.

Ensure the ATO (ABN) authorised contact and associate are current.	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. Details updated – C Ashworth, Public Officer, Contact Person – C Ashworth & A Willis. Associate – C Ashworth Q2. Q3. Q4.
Department of Cultural Industries, Sport and Tourism Industry Investment Program (IIP) funding	Funding applied for and acquitted as applicable. KRA's understood and actioned.	President	31 st March 2026	IIP Funding successfully applied for and acquitted. KRA's met and actioned.	Q1. 2025/2026 IIP funding successfully applied for and Grant Agreement signed. 2024/2025 IIP Funding successfully acquitted and Funds received. 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 2026	WAISA Delegates attend ISA AGM. Input into review of National Policies.	Q1. Delegates nominated – C Ashworth, A Willis & K Harburn 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 2026	Policies are current and easily accessed by stakeholders documents.	Q1. Policies reviewed and published On website. Q2. Q3. Q4.

ORGANISATIONAL DEVELOPMENT

Communication, Technology and Business Systems

<i>Strategic Priority</i>	<i>Action</i>	<i>Responsibility</i>	<i>Timeframe</i>	<i>Performance Targets</i>	<i>Status</i>
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 updated, Instagram and Facebook used for news and relevant information 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 using Mail Chimp Q2. Q3. Q4.

PARTICIPATION

Events and Competition Pathways

<i>Strategic Priority</i>	<i>Action</i>	<i>Responsibility</i>	<i>Timeframe</i>	<i>Performance Targets</i>	<i>Status</i>
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 2026	Annual Competition Calendar published providing opportunities for all ISA levels	Q1. Annual Competition Calendar Established and published. RESOLVED. 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 2026	Annual ISA Test dates confirmed and published	Q1. Test dates confirmed and published. RESOLVED. 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. Noting to report. Q2. Q3. Q4.
WAISA Bid to hold 2027 Australian Adult Figure Skating Championships or 2027 Australian Figure Skating Championships	Review of Bid Documents.	AFSC Committee	May 2026	Successful bid to host the 2027 AAFSC or AFSC in Perth	Q1. Bid documents not yet released by ISA. 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 2026	State Team selection policy adopted and published	Q1. Policy adopted and published. RESOLVED. Q2. Q3. Q4.
Selection of State Team to 2026 AFSC	Selection of team completed according to policy.		Mid-October 2026	State Team competes at 2026 AFSC	Q1. No action required. Q2. Q3. Q4.
Selection of State Team to 2027 Adult Australian Figure Skating Championships	Selection of team completed according to policy.		Mid-October 2026	State Team competes at 2027 AAFSC	Q1. Team Selected and competed. RESOLVED. 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 2026	<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. Nothing to report. 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 2026	<ul style="list-style-type: none"> WA Coach Development plan established and operational 	Q1. Nothing to report. Q2. Q3. Q4.