



**WESTERN AUSTRALIAN SPEEDWAY  
COMMISSION INC**

***RISK MANAGEMENT REGISTER***

**Key Element: Management Activities**

<b>ID No.</b>	<b>Description of Risk</b>	<b>What action can be taken to remove/alleviate risk?</b>	<b>What is the likelihood of this event occurring?</b>	<b>What would be the consequences if this event occurred?</b>
1.01	Poor leadership - staff and/or volunteers.			
1.02	Lack of planning or direction.			
1.03	No strategic plan or written policies in place.			
1.04	Lack of office accommodation.			
1.05	Lack of documented procedures.			
1.06	Lack of office equipment – computers, phones, fax, photocopiers, etc			
1.07	Poor communications - executive committee and/or committee members			
1.08	Autocratic leadership			
1.09	Lack of training			
1.10	Lack of staff direction for key decisions, work load and salary component			
1.11	Lack of accountability – transparency			
1.12	Lack of succession planning			

## Key Element: Human Resources and Behaviour

<b>ID No.</b>	<b>Description of Risk</b>	<b>What action can be taken to remove/alleviate risk?</b>	<b>What is the likelihood of this event occurring?</b>	<b>What would be the consequences if this event occurred?</b>
2.01	Lack of trained personnel.			
2.02	Lack of accreditation.			
2.03	Lack of role specification - job descriptions			
2.04	Poor reliability of staff and/or volunteers			
2.05	Lack of accountability			
2.06	Lack of child protection policy			
2.07	Discrimination/harassment			
2.08	Lack of Code of conduct			
2.09	Failure of attendance of key persons			
2.10	Event cancellation			

## Key Element: Financial and Marketing Activities

ID No.	Description of Risks	What action can be taken to remove/alleviate risk?	What is the likelihood of this event occurring?	What would be the consequences if this event occurred?
3.01	Lack of knowledge about gaining funding or sponsorship			
3.02	Lack of knowledge to source Government funding			
3.03	Lack of marketing plan			
3.04	Lack of forward planing or budgeting			
3.05	Ambush marketing (Marketing events in isolation)			
3.06	Lack of financial accountability and reporting			
3.07	Failure to identify the market			
3.08	Poor understanding of the purpose of funds			
3.09	Late or non completion of Acquisition Reports			

## Key Element: Regulatory Environment

ID No.	Description of Risks	What action can be taken to remove/alleviate risk?	What is the likelihood of this event occurring?	What would be the consequences if this event occurred?
4.01	No Constitution in place			
4.02	Constitution not adhered to			
4.03	Non or poor compliance with Safety Standard Guidelines			
4.04	Non or poor compliance with Worksafe requirements			
4.05	Not adhering to DSR performance requirements			
4.06	Non compliance with EPA noise levels - machine, competing, PA, spectators and participants exiting venue noise			
4.07	EPA pollution levels - oil and/or petrol spills			
4.08	Poor reaction from nearby residents - Inappropriate lights, spill, noise, traffic			
4.09	Non compliance with local shire - food hygiene, public amenities and other requirements			
4.10	Non compliance with local shire - fire safety requirements			
4.11	Inappropriate or lack of procedures for hire of venue to outside promoters.			
4.12	Inappropriate procedures in place for other types of event			
4.13	Non compliance with or lack of regulations for demonstration events such as, fire works			
4.14	Non compliance with controlling bodies requirements/procedures			
4.15	Failure to identify controlling bodies			
4.16	No emergency management plan			
4.17	Non compliance with fatal procedures reporting			

<b>4.18</b>	Police			
<b>4.19</b>	Dangerous electrical installations - non compliance with statutory requirements			
<b>4.20</b>	Inappropriate plumbing			
<b>4.21</b>	Lack of communications to external sources			
<b>4.22</b>	Lack of or inappropriate crowd controllers and security staff			
<b>4.23</b>	Insufficient or inappropriate parking facilities			
<b>4.24</b>	Overzealous event officialdom			
<b>4.25</b>	Non compliance with Liquor Licensing laws			
<b>4.26</b>	No policy or procedures to address drugs in sport issues			
<b>4.27</b>	Lack of medical and/or ambulance services			

**Key Element: Reporting/Accountability Requirements**

<b>ID No.</b>	<b>Description of Risk</b>	<b>What action can be taken to remove/alleviate risk?</b>	<b>What is the likelihood of this event occurring?</b>	<b>What would be the consequences if this event occurred?</b>
5.01	Lack of statutory reporting			
5.02	Failure to report to Members - Annual Reports			
5.03	Failure to report to Members - Financial Reports			
5.04	Lack of an Asset and/or Inventory Register			
5.05	Failure to audit records and finances			
5.06	Failure to report and record Incidents and Accidents			
5.07	Failure to identify essential safety requirements and procedures - Safety Officer Reports			
5.08	Failure to monitor events for compliance with essential requirements - Observers Report			
5.09	Failure to monitor or keep abreast of facility changes			

## Key Element: Operational Activities and Controls

ID No.	Description of Risk	What action can be taken to remove/alleviate risk?	What is the likelihood of this event occurring?	What would be the consequences if this event occurred?
6.01	Lack of or inappropriate spectator safety barriers			
6.02	Unsafe vehicles constructed			
6.021	Unsafe events due to lack of or inappropriate event controls			
6.03	Event Officials lack of knowledge about safety requirements / procedures			
6.04	Unsafe or inappropriate vehicles that are outside Commission responsibility (Motor cycles) using facilities Track Licence - Clubs / MAWA			
6.041	Unsafe or inappropriate vehicles using facilities			
6.05	Inappropriate or dangerous events conducted			
6.051	Event Permits - WASC			
6.06	Incompetent drivers participating			
6.07	Unsafe vehicles competing			
6.08	Inappropriately trained officials running events			
6.09	Insufficient trained officials to control events			
6.10	Lack of or poor communications to advise of event changes and safety issues			
6.11	Event disruptions due to rescheduling if late nominations turn up at events			
6.12	Awards - what / special			
6.13	Competitors not receiving prize money / tow money			
6.14	Poor credibility due to disputes etc.			
6.15	Ineffective event controls by club / promoter			
6.16	Events unsafe because of unsuitable or lack of Rules & Regulations			

## Key Element: Technology and Technical Issues

ID No.	Description of Risk	What action can be taken to remove/alleviate risk?	What is the likelihood of this event occurring?	What would be the consequences if this event occurred?
7.01	Lack of understanding - moving with the times (technology)			
7.02	Lack of resources / equipment			
7.03	No track of trends - competition (technical, tyres, vehicle parts)			
7.04	No track of trends - management club			
7.05	No track of trends - safety (Aust standards)			
7.06	Vehicles with no or inappropriate log books (Clubs having a register of when equipment purchased and serviced)			
7.07	Loss of information - Back up systems - computers			
7.08	Excessive cost to maintain equipment - computers / fax / photocopiers etc			

**Key Element: Security**

<b>ID No.</b>	<b>Description of Risk</b>	<b>What action can be taken to remove/alleviate risk?</b>	<b>What is the likelihood of this event occurring?</b>	<b>What would be the consequences if this event occurred?</b>
<b>8.01</b>	Loss of equipment - Equipment Security			
<b>8.02</b>	Venue vandal damage - Facility Security			
<b>8.03</b>	Loss of event takings - Monetary Security			
<b>8.04</b>	Loss of information - Privacy Laws - security of database files			
<b>8.05</b>	Threats, embarrassment to Special Guests/personnel			
<b>8.06</b>	Bomb threats			

## Key Element: Education and Training

ID No.	Description of Risk	What action can be taken to remove/alleviate risk?	What is the likelihood of this event occurring?	What would be the consequences if this event occurred?
9.01	Officials with inappropriate or insufficient knowledge/training			
9.02	Lack of effective training opportunities - availability of training courses			
9.03	Lack of knowledge for new competitors			
9.04	Committee members with no or inappropriate knowledge (club development scheme)			
9.05	Salaried staff training			
9.06	Lack of information about Drugs in Sport			
9.07	Competitor awareness - rules and regulations etc			
9.08	Inappropriate or lack of knowledge/ understanding of Universal Rules			
9.09	Lack of information about insurance issues			

**Key Element: Processes and Procedures**

<b>ID No.</b>	<b>Description of Risk</b>	<b>What action can be taken to remove/alleviate risk?</b>	<b>What is the likelihood of this event occurring?</b>	<b>What would be the consequences if this event occurred?</b>
<b>10.01</b>	Inappropriate advice disseminated			
<b>10.02</b>	Important communications lost or not addressed in a timely manner			
<b>10.03</b>	Decision making processes delayed			
<b>10.04</b>	Authorisations of critical documentation delayed due to unavailability of key officers - signatories on accounts			
<b>10.05</b>	Confusion with decision making process			
<b>10.06</b>	Inconsistent decisions made			
<b>10.07</b>	Staff unsure of duties - Job Description - salaried staff (commission)			

## Key Element: Interfaces and Communication

ID No.	Description of Risk	What action can be taken to remove/alleviate risk?	What is the likelihood of this event occurring?	What would be the consequences if this event occurred?
11.01	Conflicting information disseminated between clubs/divisions - cross transfer of information			
11.02	Responsibility conflict with other organisations MOU's with other sporting SSA / NSO's - WASC			
11.03	Delayed/confused decision making process - organisation of meetings - following set agendas			
11.04	Conflicting meeting/event programs - clashing of dates (calendar)			
11.05	Delays to disseminate information State-wide			
11.06	Members not aware of Commission initiatives bulletins			
11.07	Officers with poor Interpersonal skills - staff & volunteers			
11.08	Information not disseminated - reporting of meetings - minutes			
11.09	State isolation - National standards or trends not identified. State representation at national level.			

**Key Element: Individual Activities**

<b>ID No.</b>	<b>Description of Risk</b>	<b>What action can be taken to remove/alleviate risk?</b>	<b>What is the likelihood of this event occurring?</b>	<b>What would be the consequences if this event occurred?</b>
12.01	Failure of IT support			

## Key Element: Commercial and Legal Relationships

ID No.	Description of Risk	What action can be taken to remove/alleviate risk?	What is the likelihood of this event occurring?	What would be the consequences if this event occurred?
13.01	Exposure to litigation -Public Liability Insurance - Commission / Club			
13.02	Exposure to Professional Indemnity - Commission / Divisions			
13.03	Event cancellation / exposure to financial loss due equipment failure			
13.04	Exposure to litigation			
13.05	Exposure to litigation and financial lose following an accident - Competitor to Competitor Insurance			
13.06	Exposure to litigation - Requirements to sign Waivers - Clubs to get competitors to sign.			
13.07	Exposure to litigation - Officials Indemnity			
13.08	Exposure to litigation - Scrutineers Liability			
13.09	Exposure to litigation – competitor, officials age limits - minors / juniors - to sign waivers / insurance policies must be over certain age.			
13.30	Pit Control - Standards			
13.11	Excusable delay - power failures			

**Key Element: Political**

<b>ID No.</b>	<b>Description of Risk</b>	<b>What action can be taken to remove/alleviate risk?</b>	<b>What is the likelihood of this event occurring?</b>	<b>What would be the consequences if this event occurred?</b>
<b>14.01</b>	Loss of reputation / litigation exposure			
<b>14.02</b>	Duty of Care - delegation of responsibility (club to accept and use)			
<b>14.03</b>	Loss of Continuity of Government recognition and support. - WASC			

**Key Element: Natural Events**

<b>ID No.</b>	<b>Description of Risk</b>	<b>What action can be taken to remove/alleviate risk?</b>	<b>What is the likelihood of this event occurring?</b>	<b>What would be the consequences if this event occurred?</b>
<b>15.01</b>	Event cancellation financial losses - Cyclone			
<b>15.02</b>	Event cancellation financial losses Earthquakes			
<b>15.03</b>	Event cancellation financial losses - Fires			
<b>15.04</b>	Event cancellation financial losses - Flood			
<b>15.05</b>	Event cancellation financial losses - Electrical Storm			
<b>15.06</b>	Medical Emergency			
<b>15.07</b>	Financial loss due to event cancellation - Impact to outlaying clubs / divisions			

## Risk Analysis Matrix

A1	Medium	E	Extreme, detailed research and management planning required at senior levels
A2	Medium	H	High Risk, senior management attention required
A3	High	M	Medium Risk, management responsibility must be specified
A4	High	L	Low Risk, managed by routine procedures
A5	Extreme		
B1	Low		
B2	Medium		
B3	Medium		
B4	High		
B5	Extreme		
C1	Low		
C2	Medium		
C3	Medium		
C4	High		
C5	High		
D1	Low		
D2	Low		
D3	Medium		
D4	Medium		
D5	High		
E1	Low		
E2	Low		
E3	Low		
E4	Medium		
E5	High		