

WEST AUSTRALIAN PISTOL ASSOCIATION (INC.)

RISK MANAGEMENT PLAN

1. Introduction

This risk management plan was prepared by the management committee of the West Australian Pistol Association (WAPA) in March 2004.

The plan has been developed using the principals and tools outlined in AS/NZS 4360:1999 "Risk Management". It addresses the ongoing activities of WAPA as set out in the Constitution, Regulations, various charters and policies.

WAPA's objects are:

- a. To promote, control and co-ordinate safe and enjoyable participation in shooting for all age groups at Club, Zone, State National and International level.
- b. To affiliate with Pistol Australia Incorporated.

2. Risk Identification and Assessment

The following methodology was used:

- Identify risks.
Committee members each contributed to compile a comprehensive list of risks events which WAPA faces or might face in the future.

- Evaluate risks
Each risk event was assigned a qualitative measure of consequence and likelihood. The classifications of consequence and likelihood were determined using tables 1 and 2 respectively. These two measures were combined using the qualitative risk analysis matrix at Table 3 to assign a level of risk (high, medium or low) for each risk event. In assigning values the effect of existing controls was ignored. This enabled the suitability of existing controls to be considered.

The resulting Risk Register is provided at table 4.

Table 1 - Qualitative measures of consequence

Level	Descriptor	Description
1	Minor	Financial loss < \$5,000. Some disruption to normal operations.
2	Moderate	Financial loss < \$20,000. Adverse publicity. Loss of membership or services to members. Conflict with stakeholders.
3	Major	Financial position causes difficulty in remaining solvent. Political moves against sport. Major drop in membership. Core business difficult.

Adopted at West Australian Pistol Association Management Committee Meeting 221, March 12, 2004

Table 2 - Qualitative measures of likelihood

Level	Descriptor	Description
A	Likely	Will probably occur from time to time.
B	Possible	Might occur at some time.
C	Rare	May only occur in exceptional circumstances.

Table 3 - Qualitative risk analysis matrix – level of risk

Likelihood	Consequences		
	1 Minor	2 Moderate	3 Major
A Likely	M	H	H
B Possible	L	M	H
C Rare	L	L	M

Legend

H – High Risk, Action required from Management Committee within 12 months
M – Moderate Risk, Management responsibility must be specified
L – Low Risk, Manage by routine procedures

Table 4 – Risk Register

RISK	Consequence	Likelihood	Risk
Declining Membership	2	A	H
Reduction in DSR Funding	2	B	M
Claims against Officers	1	B	L
Legal action against WAPA	2	B	M
Loss/destruction of Records	2	C	L
Theft or leak of records	2	C	L
Serious Accident or Fatality at a WAPA Range	3	C	M
Loss of Key Management Personnel	1	B	L
Accumulated Funds Stolen	2	C	L
Accumulated funds lost/frozen due to collapse of financial institution	2	C	L
Injury to Personnel on WAPA Approved Ranges	1	A	M
Loss of Equipment	1	B	L
WAPA member commits criminal act with pistol	2	B	M
Other Negative Press	2	B	M
Dispute with WA Police Services	2	C	L
Minor Legislation Changes	2	B	M
Severe Legislation Changes	3	B	H
Host club for state champs not found	1	B	L
Can't get a quorum to hold AGM	1	B	L
Collapse of PA	2	C	L
WAPA Club determines that it will not comply with Regulations	2	B	M

3. Treatment

For each item in the Risk Register a proposed management strategy was identified. Treatments typically involved reduction of consequence or likelihood, acceptance or transfer to another party. In some cases the existing controls were determined to be adequate. Timeframes were determined for new treatments. Table 5 documents the management strategy. The management committee has responsibility for implementation.

4. Review

It is proposed that this plan be reviewed annually, prior to the WAPA AGM, and amended as appropriate.

5. Adoption

This Risk Management Plan was adopted at the West Australian Pistol Association Management Committee meeting 221 held on 12 March 2004.

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Table 5 – Risk Management Strategy

RISK	RISK LEVEL	MANAGEMENT STRATEGY	WHEN
Declining Membership	H	<ul style="list-style-type: none"> Encourage Clubs to recruit new members Advertise in local papers Encourage positive press by highlighting achievements 	<ul style="list-style-type: none"> Ongoing By Dec 2004 By Dec 2004
Reduction in DSR Funding	M	<ul style="list-style-type: none"> Cut back services provided to Clubs Reduce size of State Teams Reduce time State Team is in attendance at Nationals Reduce training and coaching expenditure Increase membership fees Increase State Team member contributions 	If risk eventuates
Claims against Officers	L	<ul style="list-style-type: none"> Insurances to protect WAPA Management and officers from claims by members or members of the public acting under the direct supervision of Club and or Association officers 	In place
<u>Legal action against WAPA</u>	M	<ul style="list-style-type: none"> Insurances to protect WAPA Managements from claims by members or members of the public 	In place
Loss/ <u>destruction</u> of Records	L	<ul style="list-style-type: none"> Membership records held in 2 separate locations Other documentation distributed to Management Committee and can be replaced if required Regular backup of documents held on Association Computers carried out 	In place
<u>Theft or leak of records</u>	L	<ul style="list-style-type: none"> Membership records held in 2 separate locations Ensure records have minimum possible benefit to external parties Ensure firearm records have secondary security 	<ul style="list-style-type: none"> In place By July 2004
Serious Accident or Fatality at a WAPA Range	M	<ul style="list-style-type: none"> In the event of an incident, work with WA Police Services to minimise negative press Appoint a Committee of Management member to deal with the press Have available statistics on firearms related incidents (and safety of shooting as a sport compared to other sports) to counter negative press Insurances to cover injury death on WAPA approved ranges Act on any reports of unsafe practices 	<ul style="list-style-type: none"> If risk eventuates By Dec 2004 By Dec 2004 In place Ongoing

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RISK	RISK LEVEL	MANAGEMENT STRATEGY	WHEN
Loss of Key Management Personnel	L	<ul style="list-style-type: none"> Identify potential management personnel and encourage election to Committee of Management Responsibilities spread amongst Committee of Management members 	<ul style="list-style-type: none"> By June 2004 and ongoing In place
Accumulated Funds Stolen	L	<ul style="list-style-type: none"> Two signatories required for all funds transactions Monthly financial reporting Annual financial audits 	In place
<u>Accumulated funds lost/frozen due to collapse of financial institution</u>	L	<ul style="list-style-type: none"> Funds placed with reputable institution only Funds placed across at least 2 institutions Levy to members to overcome short term funding issues 	<ul style="list-style-type: none"> In place and ongoing In place and ongoing If risk eventuates
Injury to Personnel on WAPA Approved Ranges	M	<ul style="list-style-type: none"> In the event of an incident, work with WA Police Services to minimise negative press Appoint a Committee of Management member to deal with the press Have available statistics on firearms related incidents (and safety of shooting as a sport compared to other sports) to counter negative press Insurances to cover injury death on WAPA approved ranges Act on any reports of unsafe practices 	<ul style="list-style-type: none"> If risk eventuates By Dec 2004 By Dec 2004 In place Ongoing
Loss of Equipment	L	<ul style="list-style-type: none"> All equipment of significant value covered by insurance 	<ul style="list-style-type: none"> In place
WAPA member commits criminal act with pistol	M	<ul style="list-style-type: none"> Regulations for screening of all new members and visitors to Clubs to ensure that persons considered as high risk are not given access to firearms In the event of an incident, work with WA Police Services to minimise negative press Have available statistics on firearms related crimes committed with firearms belonging to Club members 	<ul style="list-style-type: none"> In place If risk eventuates By Dec 2004
Other Negative Press	M	<ul style="list-style-type: none"> Appoint Committee of Management member to deal with press Have available positive stories and facts as a counter to negative publicity Educate public by holding open days to familiarise attendees with the positive aspects of our sport 	<ul style="list-style-type: none"> By Dec 2004 By Dec 2004 Ongoing

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RISK	RISK LEVEL	MANAGEMENT STRATEGY	WHEN
Dispute with WA Police Services	L	<ul style="list-style-type: none"> • Policy of working with WA Police Services to be maintained 	Ongoing
Minor Legislation Changes	M	<ul style="list-style-type: none"> • Maintain co-operative relationship with Police Ministers office, and Police Firearms Branch 	Ongoing
Severe Legislation Changes	H	<ul style="list-style-type: none"> • Maintain co-operative relationship with Police Ministers office, and Police Firearms Branch • Maintain co-operative relationships with other pistol organisations (SSAA and IPSC) • Support elite shooters and programs • Develop public image of sport 	Ongoing
<u>Host club for state champs not found</u>	L	<ul style="list-style-type: none"> • State Championships run by WAPA on range leased from one of the major Perth Clubs or other like Association • State Championships split to into smaller sections to give smaller Clubs opportunity of hosting an event. 	If risk eventuates
Can't get a quorum to hold AGM	L	<ul style="list-style-type: none"> • Clubs canvassed prior to AGM to ensure quorum attends • Constitution to be modified to reduce number of Clubs required to form a Quorum 	<ul style="list-style-type: none"> • One month before AGM • If risk eventuates often
<u>Collapse of PA</u>	L	<ul style="list-style-type: none"> • WAPA continues to operate in unchanged format without NRC/NCC and National Championships until a new peak body is formed. • WAPA administer pistol shooting in WA without a National Body 	If risk eventuates
<u>Can't find a new President WAPA Club determines that it will not comply with Regulations</u>	M	<ul style="list-style-type: none"> • Expel non complying members/Club • Notify Police of expelled members/Club • <u>Communicate reasons for Regulations</u> 	<ul style="list-style-type: none"> • If risk eventuates • Ongoing

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