

Crisis Management Policy

Owner: Administration Manager

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Approved by: Executive Director

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WESTERN AUSTRALIAN INSTITUTE *of* SPORT

CONTENTS

Policy Statement.....3

Policy.....3

Standards3

Procedure.....4

WAIS Senior Management After/Hours Emergency Contacts..5



1. Purpose

- 1.1 To effectively and efficiently manage situations that has the potential to harm the reputation and image of WAIS.

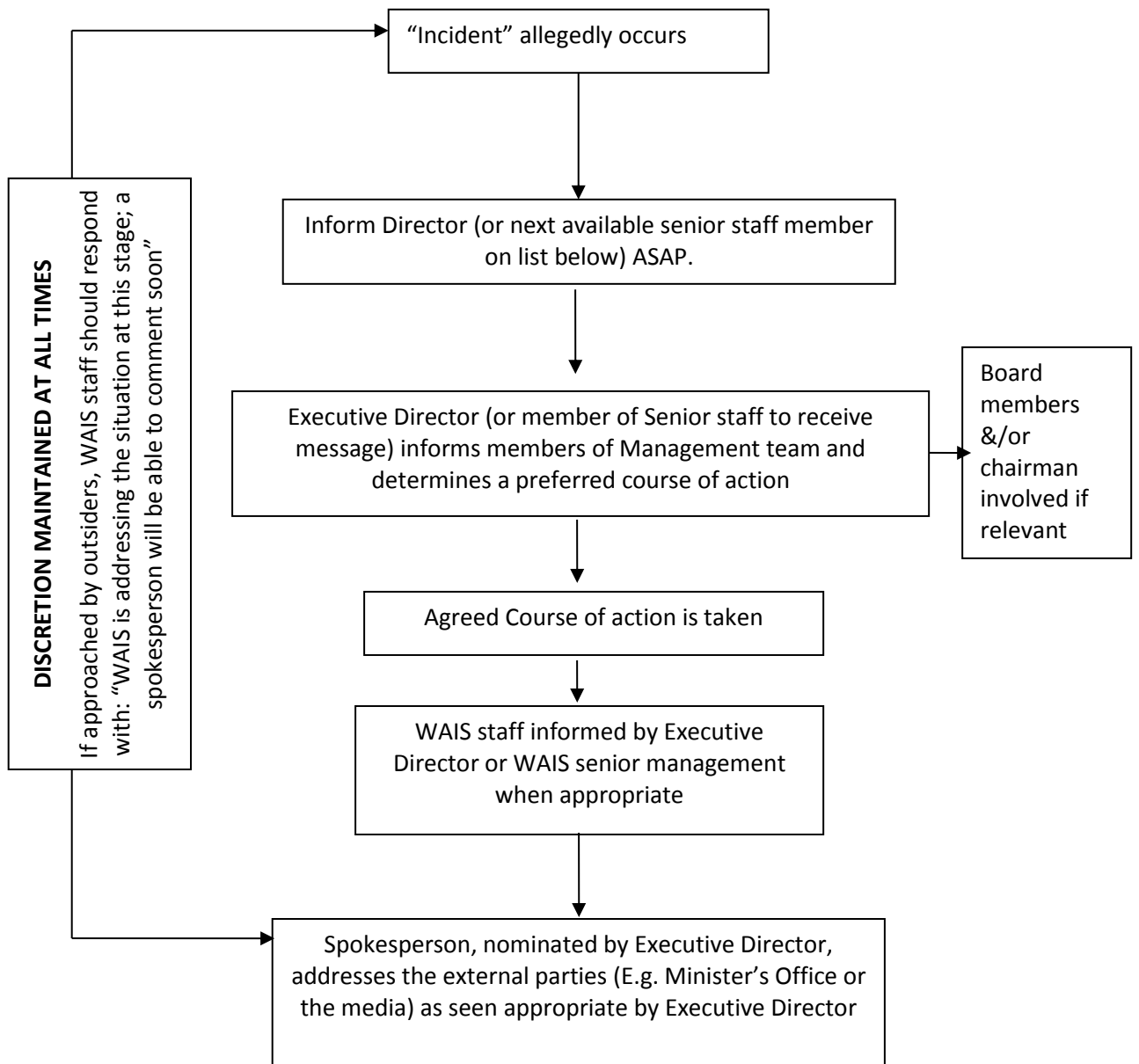
2. Policy

- 2.1 An “incident” with potential to cause damage or harm to a WAIS athlete, staff member or the Institute itself will be dealt with by WAIS senior management.

3. Standards

- 3.1 An “incident” with potential to cause damage or harm to a WAIS athlete, staff member or the Institute itself must be reported to WAIS senior staff as soon as possible.
- 3.2 A decision on the course of action will be made by the Executive Director in conjunction with WAIS senior management and/or the Board.
- 3.3 Only the WAIS spokesperson nominated by the Executive Director will address the media or respond to enquiries from any external parties, if applicable and once deemed suitable by the Executive Director.
- 3.4 Discretion is to be maintained at all times – staff members will be informed when appropriate and an “incident” must not be discussed outside of WAIS personnel, unless specific approval has been given by senior management.
- 3.5 WAIS personnel should remain calm and composed in view of the general public.

4. Procedure



5. WAIS Senior Management After Hours/Emergency Contact Details:

Executive Director	Steve Lawrence	0412 004 485	(08) 9384 3760
Performance Team Director Invasion Sports	Alan Black	0412 767 094	-
Performance Team Director Racing Sports	Teagan Wilkie	0417171817	
Finance Manager	Ramon Falzon	0405 711 003	-
Administration Manager	Sharon Foster	0409 762 244	(08) 9246 5736
Performance Team Director Technical Sports	Michael Broadbridge	0418 688 218	-