



BY-LAWS

WASC Office Use Only:	
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1. Introduction

The Western Australian Speedway Commission Inc., (the 'Commission') is the State Sporting Association for Speedway in Western Australia, as appointed by State Government, through the Department of Local Government, Sport and Cultural Industries (Department of Sport).

2. The role of the Commission

The Commissions role is to:

- Promote and advocate for safe speedway activities across Western Australia.
- Provide independent and impartial advice, and work with members to continually improve safety and delivery of speedway.
- Develop partnerships with State and Local Government, national and local industry organisations, and other stakeholders in relation to speedway risk and safety.
- Develop and implement systems, specifications and guidelines for the speedway industry in Western Australia in accordance with the Safety Governance Framework.
- Develop and deliver speedway training and accreditation.

3. Governance and Compliance

In order to operate efficiently and effectively the Commission has developed a number of Governance and Compliance documents, including its Constitution, By-Laws, and Policies

3.1. CONSTITUTION

The Commission's rules and regulations are referred to as its Constitution. The Current Constitution is dated 10 May 2022.

3.2. DUTIES AND POWERS OF THE BOARD

As per the Constitution section 17. Duties and Powers of the Board, 17.1.6, the Commission can "make, alter and repeal by-laws not inconsistent with these rules".

3.3. BY-LAWS

The Commission currently has and operates under the following By-Laws:

3.2.1 Distribution of Board and Advisory Committee Meeting Minutes

As per section 26.2 of the Commission's Constitution, the General Manager must cause proper minutes of all proceedings of all Board Meetings to be taken and then to be recorded within seven (7) days after a Board Meeting.

Section 26.2.1 of the Constitution states that the Chairperson must ensure that the minutes taken are checked and signed as correct by the Chairperson of the Board Meeting to which those minutes relate or by the Chairperson of the next succeeding Board Meeting.

In relation to the distribution of Board minutes:

- a) The minutes of each Board and Advisory Committee meeting will be distributed to members of the Board or Advisory Committee, within one week of the date the meeting was held;
- b) The minutes of all Board and Advisory Committee meetings shall be kept electronically at the Commission;
- c) With the exception of Annual General Meeting's and Special General Meeting's and unless otherwise instructed by the Board, the minutes of all Board and Advisory Committee meetings are for perusal by Board and Advisory Committee Members only.

3.2.2 Club Documents to be Returned Upon Cessation of Membership to Board

Upon ceasing to be a member of the Board or an Advisory Committee, the member must return to the Secretary or President, within fourteen (14) days, the following:

- a) all Board or Advisory Committee Agenda, Papers, Minutes and other records;
- b) financial statements provided by the Auditor that have not been provided to any other Board member;
- c) all login details, including usernames and passwords that the member has created for the Commission business; and
- d) any keys to the Commission or its facilities or PO Box that are in possession of the member.

3.2.3 Managing Access to Records

The Chairperson must approve all requests for access to Commission records.

Therefore, all access requests to Commission Records must:

- be received in writing (letter or e-mail) clearly stating the purpose of the records request. Please note that a Statutory Declaration may be requested if you are requesting a copy of our membership list; and
- be received with sufficient notice of no less than seven (7) business days.

Once received, access applications will be added to the Document Control Register and forwarded to the Chairperson, along with any documents requested as an attachment.

Records will only be released following written approval by the Chairperson, at which time the Document Control Register will be updated and a copy of the approved records sent to the applicant.

If the Chairperson denies a request to access records, the applicant will be notified within seven (7) business days.

3.4. POLICIES

In addition to its Constitution and By-Laws the Commission also has a number of policies in place as approved by the Board and listed below:

Title	Date approved	Review date
Budget Planning Policy		TBA
Child Protection Policy	15 November 2022	November 2025
Concussion Policy	6 September 2022	September 2025
Confidentiality Policy	November 2020	TBA
Email Retention Archiving Policy	2022	TBA
Governance Policy	2022	TBA
Inclusion Policy	November 2020	TBA
Member Protection Policy	October 2020	TBA
Naming Convention Policy	2023	TBA
New Division Policy Criteria	2018	TBA
Policies and Procedure Policy	2022	TBA
Privacy Policy	April 2022	TBA
Records Management Policy	January 2023	January 2025
Retention and archiving policy	2022	TBA
Risk Management Policy	2022	TBA
Social Media Policy	2017	TBA
Substance Abuse Policy	6 September 2022	September 2025
Volunteer Management Policy	15 November 2022	November 2025

4. Document Review and Approval History

PAGE NO	TYPE OF CHANGE		CHANGE	DATE OF CHANGE
Rev 0	Major	<input checked="" type="checkbox"/>	First draft by General Manager	03/02/2023
	Minor	<input type="checkbox"/>		
vF	Major	<input type="checkbox"/>	Added Board approval date	15/02/2023
	Minor	<input checked="" type="checkbox"/>		
	Major	<input type="checkbox"/>		
	Minor	<input type="checkbox"/>		