Energy Club WA – Risk Management Policy

This policy outlines Energy Club WA's approach to identifying, assessing, and managing risks to support good governance, member safety, and operational integrity. It ensures risk awareness is embedded in all Club activities in accordance with best practice for not-for-profit governance.

1. Purpose
To promote a consistent and proactive approach to risk management across all areas of the Club's operations, programs, and governance.

2. Scope
This policy applies to the Board, committees, General Manager, staff, volunteers, and contractors engaged in delivering Club activities, services, or representing Energy Club WA.

3. Principles
- Risk is inherent in delivering community and industry programs and must be understood and managed, not avoided.
- Everyone involved in Club operations shares responsibility for identifying and escalating risks.
- Risk management must support strategic objectives, member trust, and legal compliance.

4. Types of Risk
- **Strategic risk**: misalignment with the Club's purpose or failure to meet member needs.
- **Operational risk**: event failure, system outages, or health and safety concerns.
- **Financial risk**: misuse of funds, sponsorship shortfall, or budget overruns.
- **Governance risk**: Board misconduct, conflict of interest, or policy non-compliance.
- **Reputational risk**: public controversies, conduct breaches, or partner concerns.
- **Legal and regulatory risk**: privacy breaches, contract disputes, or WWC compliance failures.

5. Risk Management Framework
- The Board will oversee the Club's risk framework and regularly review the risk register.
- Risks will be assessed based on likelihood and consequence using a risk matrix.
- Mitigation strategies will be developed for high and medium risks, and responsibility assigned.
- Risks and actions will be reviewed quarterly by the Managing Governor and reported to the Board.

6. Risk Register
- A central Risk Register will be maintained and include risk category, rating, controls, owner, and review date.
- Each event and program must assess risks and document mitigation in line with this policy.

- The Risk Register is a living document updated at least quarterly or when new risks emerge.

7. Roles and Responsibilities
- **Board**: Monitor strategic risks and approve mitigation for critical risks.
- **Managing Governor**: Maintain risk register, monitor controls, and report quarterly.
- **Event Leads and Committees**: Identify risks in project planning and implement controls.
- **All members and volunteers**: Remain vigilant to potential risks and promptly report any emerging risks or incidents to the Managing Governor for assessment and action.

8. Incident Reporting and Escalation
- All incidents and near misses must be recorded and escalated within 48 hours.
- Health and safety or conduct breaches must be reported immediately.
- The Managing Governor will investigate and escalate any critical incidents to the Board.

9. Review and Evaluation
- This policy will be reviewed every two years or after any major incident.
- The risk register and controls will be tested annually as part of the Club's governance review.