

Cyclekart Club of Australia Incorporated



Risk Management Policy

This document is part of a safety management framework that provides a safe system of operation for CCA activities. The complete framework is available to view at <https://cyclekarts.org.au/safety1st>

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1. Introduction and purpose

The purpose of this policy is to establish a systematic and structured approach to identifying, assessing, and managing risks across all organizational activities, projects, and departments.

This policy mandates the use of a formal Risk Register and structured Risk Assessments as the primary inputs for determining the necessity, scope, and content of all new and existing Policies and Guidelines.

2. Scope

This policy applies to all Officeholders, executives, members, staff, contractors, volunteers, associates, and third parties acting on behalf of the CCA, and covers all organizational activities, including, but not limited to:

- Operational processes
- Strategic decision-making
- Event management
- Information security
- Regulatory compliance
- Insurer requirements

3. Definitions

For the purposes of this policy, all definitions provided in the CCA Master Definitions Document shall apply.

4. Risk management framework

The CCA risk management framework is aligned with AS/NZS ISO 31000:2018 principles:

4.1. Risk Identification

All CCA members are responsible for proactively identifying potential risks within their areas of operation.

Identified risks must be submitted to the **Safety Officer** for formal entry into the Risk Register.

4.2. Risk Assessment and Analysis

All risks entered into the Register must undergo a formal **Risk Assessment**, which includes identification of potential impact and quantification of the potential severity of risk outcomes.

The following key determinants should be considered:

Likelihood: The probability of the risk occurring.

Severity: The impact / consequence if the risk occurs.

Risk Score: Calculated as *Likelihood* \times *Impact*.

A Risk scoring matrix can be used to determine their severity. (e.g., High, Medium, Low).

4.3. Risk Evaluation and Treatment

Risks will be categorized based on their severity (e.g., High, Medium, Low).

The primary method of treating risks shall follow the hierarchy of controls

Higher order controls

- **Elimination**
- **Substitution**
- **Engineering**

Lower order controls

- *Administration*
- *PPE*

Mitigation measures shall be implemented to reduce the severity and/or likelihood such that the overall risk category is reduced to an acceptable level (low)

Risks classified as High or Medium cannot use a lower order control method as the primary mitigation strategy.

Lower order controls are generally only applied as a secondary control to address residual risks

Treated risks shall be reassessed to determine the effectiveness of any mitigation measures applied.

The management of any risk with an initial risk score of **Medium** or **High** shall be included within a formal **Policy or Guideline**.

5. Policy and Guideline Creation

5.1. Mandatory Linkage

Every new Policy, Guideline, or Standard proposal must be directly linked to at least one identified and assessed risk within the Risk Register.

5.2. Policy Development Process

1. Risk Trigger: A formal process identifies a Medium or High risk whose current mitigation (residual risk) is unacceptable. Examples of formal process are: Risk assessment, near miss report, incident report, incident investigation, formal report or concern.
2. Treatment Strategy: The Safety officer, in collaboration with key stakeholders, undertake a formal risk assessment to determine the severity and likelihood of the risk event and design suitable mitigating controls. This process is recorded in the risk register.
3. The risk and its treatment as outlined in the risk register is captured and managed in a formal document under the safety framework. (Policy, Guideline, or Standard).
4. Document Scope: The scope and specific controls defined in the new Policy, Guideline or standard, must directly address and reduce the Likelihood and / or Severity of the target risk.
5. Policy Review: Before publishing, the new document must be reviewed by the Committee to confirm that, upon implementation, it reduces the target risk to an Acceptable Residual Risk level as outlined in the Risk Register
6. If the document fails to control the risk in accordance with the Risk Register, the document shall be revised until it aligns with the Risk Register requirements.

5.3. Policy Review and Register Update

- All existing Policies and Guidelines must be periodically reviewed (at least annually) against the current Risk Register to ensure they remain relevant to the organization's current risk landscape.
- The Risk Register must be updated immediately upon the approval and implementation of a new Policy / Guideline, reflecting the reduction in the Residual Risk Score.

6. Roles and responsibilities

Chair

- Attend all Risk Assessments.
- Manage the document review process
- Ensure that the risk management process is implemented correctly

Safety Officer

- Own and maintain the central Risk Register.
- Oversee / facilitate all Risk Assessments.
- Approve the linkage between risks and new policies.

Committee Members

- Proactively identify and report risks within their operations.
- Implement and enforce policies/guidelines relevant to their area.

Members

- Adhere to established policies and guidelines.
- Report new or emerging risks.

Officials, Volunteers, and Contractors

- Adhere to established policies and guidelines.
- Report new or emerging risks.

Affiliated Members, Associations and Clubs

- Adhere to established policies and guidelines.
- Report new or emerging risks.

7. Compliance and review

This policy shall be reviewed annually and ratified by the committee