



Risk Management Policy



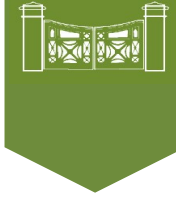
Policy number	002	Version	Consultation Draft
Drafted by	Paul Anderson	Approved by Board on	[insert date]
Responsible person	Anna Hession	Scheduled review date	[insert date]



1. Principles

The following two principles have been established by the Yackandandah Cemetery Trust to define its risk management strategy. These two overarching principles guide the risk management policy, and help define the how risk is reduced by the Trust.

1. The Cemetery Trust will endeavour to minimise the risk that foreseeable hazards pose to our organisation, our operations, our staff, our volunteers, our clients, and the general public.
2. The Cemetery Trust will strive to be leaders in risk management by being proactive at identifying hazards, documenting and reducing risks, and minimising exposure; making the Cemetery a safe place for all.



2. Purpose

- 2.1 The purpose of this document is to enable risk management procedures to be satisfactorily identified, organised and maintained.
- 2.2 This policy applies to all Yackandandah Cemetery Trust members, visitors, suppliers, contractors, and community volunteers, including all personnel (including staff, volunteers, contractors and consultants) of third parties who interact with the Yackandandah Cemetery Trust.

3. Definitions

- 3.1 For the purpose of this policy, Trust members, contractors, consultants and registered volunteers will be referred to as **'staff'** or **'staff members'**.
- 3.2 For the purpose of this policy, 'risk' is defined as the probability that an occasion will arise that presents a hazard or danger to our organisation, our staff, our clients, or the general public. It includes, but is not limited to,
 - physical hazards
 - legal hazards
 - financial hazards
 - reputational hazards.
- 3.3 **'Risk'** includes both internal hazards (which the organisation can potentially prevent) and external hazards (which may be outside its control).

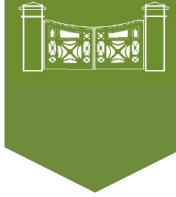


4. Policy

- 4.1 The Yackandandah Cemetery Trust Board has a duty to provide a safe workplace for its staff, and a safe environment for its clients and visitors.
- 4.2 The Cemetery Trust Board will put procedures in place that will, as far as possible, ensure that risks are minimised and their consequences averted.
- 4.3 The Cemetery Trust Board will at least once a year review its risk management policies and procedures against reported risk outcomes to ensure that its management of risk conforms to current standards.
- 4.4 The Cemetery Trust Board will at least once a year review the risks contained within the risk register, and update the risks, consequences, and mitigation strategies as required during this annual review.

5. Responsibilities

- 5.1 It is the responsibility of the **Trust Board** to ensure that risks of a societal, developmental, or commercial nature are considered in the preparation of the Cemetery Trusts risk register and other relevant policies.
- 5.2 It is the responsibility of the **Trust Board**, with the assistance of the **Chair** and the **designated Risk Management Officer**, to carry out risk management analyses focused on risks relating to death, injury, property damage or financial loss and to implement appropriate mitigation measures.
- 5.3 It is the responsibility of the **Chair** to ensure that:
 - a Risk Management Officer for the Cemetery Trust is appointed, and a risk management register is established and maintained;
 - The Risk Management Officer receives training in SIFCWHS001 - Identify hazards and assess risks in a cemetery or crematorium;



- effective risk management procedures are in place, applicable to all relevant areas;
- risk management procedures are reviewed regularly, and at least annually;
- recommendations arising out of the risk management process are evaluated and, if necessary, implemented;
- staff are aware of all applicable risks and familiar with the Cemetery Trust's risk management procedures and register; and
- a current copy of each risk management checklist is held centrally in the organisation's risk management register.

5.4 It is the responsibility of the **Risk Management Officer** to ensure that:

- risk management analyses (inspection/assessment) are routinely carried out for all relevant sectors of the Cemetery Trust;
- risk management checklists are prepared for each relevant section of the organisation;
- risk management register is reviewed regularly by relevant staff with the assistance of the risk management officer to ensure that no risks have been overlooked or have ceased to be relevant; and
- each risk documented within the risk register is reviewed by every Trust Member to which it is applicable at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact.



5.5 It is the responsibility of all **Staff members** to ensure that:

- they are familiar with the Cemetery Trust's risk management procedures applicable to their section;
- they observe those risk management procedures; and
- they inform the Chair and Risk Management Officer if they become aware of any risk not covered by existing procedures.

6. Processes

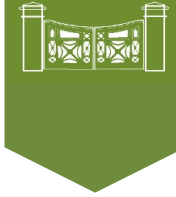
6.1 The risk management officer shall carry out risk assessment exercises.

These exercises will specifically, though not exclusively, address the following areas:

- Financial fraud;
- Workplace health and safety; and
- Privacy and data Security.

6.2 Conducting a risk management exercise in any section will involve:

- Participation and contribution from Trust Members;
- identifying the risks attached to every element of their operation and the likelihood of that risk eventuating;
- identifying practices to avert those risks and identifying practices to mitigate the effects of those risks;
- communicating information on those risks and practices to all Trust Members for review and agreement; and



- recording those risks, those precautions, and those remedies in the form of the Risk Register.