

BEECHWORTH CEMETERY TRUST

Policy: Risk Management.

Purpose

The primary purpose of this policy is to identify and minimise any risks that may affect and/or impede the strategic and operations processes of the Beechworth Public Cemetery. Potential risks are to be identified, assessed and treated to an acceptable level to provide a safe environment for all users of the facility.

Consultation:

During the development of this Policy, the Trust consulted with the Department of Health and Human Services – Victoria (DHHS) and the Cemeteries and Crematorium Association of Victoria (CCAV) as well as a desktop scan of other Cemetery Trust websites. The Australian/New Zealand Risk Management (Standards) AS/NZS ISO 31000:2018 were also used.

Scope:

This policy applies to all trust members, monumental masons, funeral directors, contractors, mourners, visitors, researchers and volunteers in relation to the Cemetery Trust's activities and outlines the overall objectives and processes for managing risk. The Policy also covers users of both the General Cemetery and the adjacent Lawn Cemetery.

Objectives:

The key objectives of this Risk Management Policy are to:

- develop and embed a culture of effective risk management by taking a systems approach to integrate risk management principles,
- provide the facility with appropriate tools to support risk decision making and management reporting by providing mechanisms for the Trust to assess, prioritise, manage and monitor all material risks in a consistent and effective manner,
- facilitate the achievement of strategic, operational and project objectives and priorities by reducing threats and maximising opportunities,
- provide assurances that critical risks are being managed effectively.

Policy Principles:

The Principles of this Risk Management Policy is to:

- protect values by contributing to the achievement of objectives and improvements of Cemetery business performance,

- be an integral part of organisational processes by it not being a stand-alone activity that is separate from the main activities and processes of the Cemetery,
- be part of decision making and assist decision making by the Trust to make informed choices, prioritise actions and distinguish among alternative courses of action,
- explicitly address uncertainty and the nature of that uncertainty, and how it can be appropriately addressed,
- be systematic, structured and timely by contributing to efficiency and to be consistent, comparable and reliable with outcomes,
- based on the best available information and the inputs to the process of managing risk which is based on multiple information sources (such as historical data, experience, stakeholder feedback, observation, forecasts and expert judgement),
- be tailored by aligning existing processes,
- take human and cultural factors into account by recognising the capabilities, perceptions and intentions of external and internal people that can facilitate or hinder achievements of the Trust's objectives,
- be transparent and inclusive by the timely involvement of stakeholders of the Trust's activities,
- be dynamic, iterative and responsive to change by continually responding to change,
- facilitates continual improvement of the Cemetery by identifying, developing and implementing strategies to improve risk management maturity.

Mitigating Risk:

The Trust will practise due diligence in managing potential Beechworth Cemetery risks by adhering to the relevant Standards, Guidelines, Commonwealth and Victorian State Government Acts and relevant Legislation and other mandatory requirements. The Trust holds a Public Liability Insurance Policy with the "Victorian Management Insurance Authority" (VMIA) that covers the possibility of legal recourse resulting from a risk incident within the facility.

Role & Responsibilities:

The management of risks and subsequent outcomes are the responsibility of the Beechworth Cemetery Trust. These risks are to be documented via a relevant register and reported at the bi-monthly Cemetery Trust Meetings.

Implementation of Policy:

The Trust authorises the Chairperson or Delegate to implement this policy, and where applicable, consistent with any strategic documents or plans for the Beechworth Cemetery Trust.

References:

- Victorian Cemeteries & Crematoria Act – 2004.
- Victorian Cemeteries & Crematoria Amendment Bill 2021.
- Australian/New Zealand Risk Management (Standards) Guidelines AS/NZS ISO 31000:2018.
- Victorian Occupational Health and Safety & Other Legislation Amendment Act 2021.
- Victorian Occupational Health and Safety Regulations 2017.
- Victorian Department of Health & Community Services (DHHS) –Manual for Class B Cemeteries – Topic 5 - Risk Management – Pages 116 & 117.
- Cemeteries & Crematoria Regulations - 2025

Adopted: 20th March 2023

20th January 2025