



Risk Management Policy

Last updated Dec 2022

Policy number	103	Version	001
Drafted by	Nicholas Reaburn Vanessa Clark	Approved by Trustees on	31 st March 2023
Responsible person	Vanessa Clark	Scheduled review date	31 st March 2024

1. Introduction

The University of Tasmania Community Music Trust (“UTCMP”) will endeavour to minimise the risk that foreseeable hazards pose to its activities and/or to any person, whether Trustee, office bearer, musical director, instrument player, volunteer or visitor (“Participant”).

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 any Participant as well as contractors and consultants of third parties who interact with UTCMP.

3. Definitions

3.1 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, Participants or the general public. It includes, but is not limited to,

- physical hazards
- legal hazards
- financial hazards
- reputational hazards.

3.2 ‘Risk’ includes both internal hazards (which the organisation can potentially prevent) and external hazards (which may be outside its control).

4. Policy

4.1 UTCMP has a duty to provide a safe physical environment for its Participants.

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- 4.2 UTCMP will put procedures in place that will, as far as possible, ensure that risks are minimised, and their consequences averted.
- 4.3 The Trustees will at least once a year review UTCMP’s risk management policies and procedures against reported risk outcomes to ensure that its management of risk conforms to current standards.

Authorisation by UTCMP Trustees

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 Trustee
 20th Dec 2022

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 Trustee
 20th Dec 2022

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Risk Management Procedures

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Procedure number	103	Version	001
Drafted by	Nicholas Reaburn Vanessa Clark	Approved on	20 th Dec 2022
Authorised person	Vanessa Clark	Scheduled review date	July 2023

1. Responsibilities

It is the responsibility of the Trustees when developing or reviewing strategic planning and relevant policies, to ensure that it considers risks of a social, environmental, or commercial nature.

- 1.1 It is the responsibility of the Trustees, with the assistance of the Administrator and the designated risk management officer or risk management committee, to carry out risk management analyses of the organisation focused on risks relating to death, injury, property damage or financial loss and to implement appropriate mitigation measures.
- 1.2 It is the responsibility of the Administrator to ensure that:
- a risk management officer and/or risk management committee for the organisation is appointed, and a risk management register is established and maintained
 - 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
 - Participants are aware of all applicable risks and familiar with the organisation's risk management procedures.
- 1.3 It is the responsibility of the Administrator to ensure that:
- risk management analyses are routinely carried out
 - risk management checklists are prepared
 - risk management checklists are reviewed regularly by an appointed risk management officer to ensure that no risks have been overlooked or have ceased to be relevant
 - each risk management checklist is reviewed 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
 - copies of up-to-date risk management checklists are kept in the risk management register.
- 1.4 It is the responsibility of all Participants to ensure that:
- they are familiar with UTCMP's risk management procedures
 - they observe those risk management procedures

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- they inform the Administrator or the Risk Management Officer if they become aware of any risk not covered by existing procedures.

2. Processes

Managing risk

2.1 The Risk Management Officer or risk management committee shall as appropriate review the following areas:

- Financial fraud
- Physical environment health and safety
- Epidemics and pandemics
- Privacy and Cyber Security

2.2 The conduct of a review pursuant to Clause 2.1 should involve:

- identifying the risks attached different aspects of the activities of UTCMP and the likelihood of that risk eventuating
- identifying practices to avert those risks
- identifying practices to mitigate the effects of those risks
- communicating information on those risks and practices to all Participants
- recording those risks, those precautions, and those remedies in the form of deliverable checklists.

Risk management checklists

3. Related documents

[Cyber Security and Privacy Policy](#)

[Epidemic and Pandemic Policy](#)

[Financial Controls Policy](#)

[Fraud Policy](#)

[Physical Environment Health & Safety Policy](#)

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Authorisation by UTCMP Trustees

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Trustee
20th Dec 2022

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