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| Key performance indicators governance attestation  |
| Class A cemetery trusts |

# Governance key performance indicators

Class A cemetery trust chairpersons are required to complete the declarations below and submit this form to the department to demonstrate performance in governance as part of annual key performance indicator (KPI) reporting. Please refer to the *Key performance indicators* fact sheet for an overview of the reporting requirements.

## KPI 7: Board self-assessment

Each year, trusts are expected to undertake a self-assessment process capturing the performance of individual trust members (including the chairperson) and the board as a whole. Performance should be measured against the trust’s functions and any specific goals set out during the annual planning process.

Please detail any significant issues that emerged from the board self-assessment process:

### Declaration

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name), Chairperson of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cemeteries Trust, declare that the trust has undertaken a performance self-assessment process and that all significant issues emerging from the process have been noted above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

(signed) (date)

## KPI 8: Independent board assessment

*Note: Independent board assessments must be undertaken at least once every three years*

In addition to self-assessment, trusts must engage an independent assessor to measure the board’s collective performance at least once every three years. Trusts should ensure that the independent assessor evaluates the board using criteria comparable to those for the board self-assessment, to allow comparison of the outcomes of the two processes.

Please detail any significant issues that emerged from the independent board assessment process:

### Declaration

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name), Chairperson of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cemeteries Trust, declare that the trust has undertaken an independent board assessment process and that all significant issues emerging from the process have been noted above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

(signed) (date)

## KPI 9: Risk management (including review of critical systems and policies)

Class A trusts are required to comply with the Standing Directions of the Minister for Finance under the *Financial Management Act 1994*.

Standing Direction 3.7.1 ‘Risk management framework and processes’ requires that the Victorian Government Risk Management Framework is applied.

Trusts must include an attestation in their Annual Report that they comply with the Standing Directions of the Minister for Finance. Making that attestation fulfils this KPI.

Any issues with the trust’s critical systems and policies should be identified through the trust’s risk management processes.

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