



# Healesville Community Renewable Energy Inc

## POLICY DOCUMENT

<b>Policy number</b>	HCMP003		
<b>Policy Type</b>	Management Policy		
<b>Policy subject</b>	RACI Matrix		
<b>Policy purpose</b>	Healesville Community Renewable Energy Inc is managed by a Central Committee. Volunteers in the Healesville CoRE organisation have defined responsibilities that they deliver for running of the organisation. This HCMP003 document illustrates who is Responsible, Accountable, Consulted and Informed (RACI) about each of the deliverables.		
<b>Effective policy date</b>	August 2018	<b>Scheduled policy review date</b>	June 2019

### Introduction

Healesville CoRE follows the Model Rules for an Incorporated Association to govern its operations. Rule 43 (1) states that the Central Committee may delegate to a member of the Committee, a subcommittee or staff any of its powers and functions (other than this power of delegation or a duty imposed on the Central Committee by the Incorporations Act or any other law).

### Purpose

Policy HCMP003 lists the deliverables and accountabilities that have been identified as necessary for effective running of the organisation. Each deliverable or accountability is mapped to a role within Healesville CoRE as identified in the Central Committee Structure document (HCMP001). The resultant RACI matrix shows who is Responsible, Accountable, Consulted and/or Informed for each deliverable or accountability.

### Stakeholder Roles in Task Delivery

The four roles that stakeholders might play in Task Delivery are:

- **Responsible:** People or stakeholders who do the work. They must complete the task or objective or make the decision. Several people can be jointly *Responsible*.
- **Accountable:** Person or stakeholder who is the "owner" of the work. The person must sign off or approve when the task, objective or decision is complete. This person must make sure that responsibilities are assigned in the matrix for all related activities. Success requires that there is only one person *Accountable*, which means that "the buck stops there."
- **Consulted:** People or stakeholders who need to give input before the work can be done and signed-off on. These people are "in the loop" and active participants.
- **Informed:** People or stakeholders who need to be kept "in the picture." They need updates on progress or decisions, but they do not need to be formally consulted, nor do they contribute directly to the task or decision.

**RACI Matrix in Spreadsheet: → Governance\HCMP003 RACI Matrix**

<b>Deliverable/Accountability</b>	<i>President</i>	<i>Vice President</i>	<i>Secretary</i>	<i>Treasurer</i>	<i>Media Manager</i>	<i>Engagement Community Manager</i>	<i>Technical Manager</i>	<i>Committee Manager</i>	<i>Newsletter Member</i>	<i>Accountant</i>	<i>Membership Coord.</i>	<i>Photographer</i>	<i>Event Catering Coord.</i>	<i>Graphics designer</i>	<i>Grants Officer</i>	<i>Lawyer</i>	<i>Feedback Analyst</i>	<i>Project Coord.</i>	<i>Events Coord.</i>	<i>Business Planner</i>	<i>IT Sp.</i>	
Chair Central Committee	AR	C	C	C	C	C	C	C														
Succession Plan	AR	C	C	C	C	C	C	C														
Presidents report for AGM	AR	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
Legal Documentation and/or Review	A	I	C	I	I	I	I	I							R							
Public announcements/messages	A	I	I	I	R	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
Strategic Business Plan	A	RC	RC	RC	RC	RC	RC	RC													C	
Role accountability List	AR	C	C	C	C	C	C	C														
Policy Management	AR	C	C	C	C	C	C	C	C		C		C		C			C	C	C		
Constitution reference	C	AR	I	I	I	I	I	I	I	I	I	I	I	I	I	C	I	I	I	I		
Feedback Analysis	I	A	I	I	I	I	I	I				C	C	C			R		C			
Project delivery	C	A	I	C	I	I	C	I	I							C		R				
Contacts database	C	C	C	C	R	C	C	I	I	I	I											R
Grant application	C	A	C	C	C	C	C	C							R							
Central Committee meeting minutes	C	C	AR	C	C	C	C	C	I	I	I	I	I	I	I	I	I	I	I	I	I	I
Committee Correspondence In	C	C	AR	C	C	C	C	C		I	I		I	I	I	I	I	I	I	I		
Committee Correspondence Out	C	C	AR	C	C	C	C	C	C	C		C	C	C	C	C		C	C			
Membership List	C	I	A	I	I	I	I	I	I		R											
ASIC regulatory actions	C	I	AR	I	I	I	I	I														
Central Committee meeting agenda	R	C	AR	C	C	C	C	C														
CAV regulatory actions	C	I	AR	I	I	I	I	I														
Welcome new members	R	C	A	C	C	C	C	C		I												
Monitor revenue and expenses	C	C	C	AR	C	C	C	C	C													
Banking of finance received	I	I	I	AR	I	I	I	I	I													
Financial Policies and Procedures	R	R	R	A	R	R	R	C														
Payment of expenses	C	C	C	AR	C	C	C	C	C	C		C		C	C			C	C			
Annual Healesville CoRE Budget	C	C	C	AR	C	C	C	C	C													

<b>Deliverable/Accountability</b>	<b>President</b>	<b>Vice President</b>	<b>Secretary</b>	<b>Treasurer</b>	<b>Media Manager</b>	<b>Engagement Community Manager</b>	<b>Technical Manager</b>	<b>Committee Manager</b>	<b>Newsletter Member</b>	<b>Accountant</b>	<b>Membership Coord.</b>	<b>Photographer</b>	<b>Event Catering Coord.</b>	<b>Graphics designer</b>	<b>Grants Officer</b>	<b>Lawyer</b>	<b>Feedback Analyst</b>	<b>Project Coord.</b>	<b>Events Coord.</b>	<b>Business Planner</b>	<b>IT Sp.</b>
Bank Account Management	I	I	I	AR	I	I	I	I		C											
Auditing	I	I	I	A	I	I	I	I		R											
Financial Statement for AGM	I	I	I	AR	I	I	I	I		C											
Signatory for financials	R	C	C	AR	C	C	C	C		I											
Produce BAS and send to ATO	I	I	I	A	I	I	I	I		R											
Chair Media Subcommittee	I	I	I	I	AR	I	I	I	C		C		C								
Media publications	I	I	I	I	AR	I	I	I	I		C		C								
Web URL maintenance	I	I	I	I	A	I	I	I			C		C						C		R
Facebook maintenance	I	I	I	I	A	I	I	I			C		C						C		R
Twitter management	I	I	I	I	A	I	I	I											C		R
Online publication – web and social	I	I	I	I	AR	I	I	I	R		C		C			C	C	C			R
Online discussion – social media					AR	R	C										R	R			
Healesville CoRE Newsletter	C	C	I	I	A	C	C	C	R		C		C			C	C	C			
Managing contact@ email account	I	I	I	I	AR	C	I	I													
Graphic Design	I	I	I	I	A	I	I	I			C		R						I		
Chair CEG Subcommittee	I	I	I	I	C	AR	I	I	I			C				C		C			
Promotion of events	I	I	I	I	C	AR	I	I			C		C			C		R			
Oversee Event Delivery					C	A	C		I		I	C				I		R			
Organise volunteers for events	C	C	I	I	C	AR	C	C	C		C		C			I		C			
Prepare Posters	I	I	I	I	C	A	I	I			C		R	C			C	C			
Put up Posters						AC					C	C				C		R			
Produce Brochures	I	I	I	I	C	A	I	I			C		R	C			C	C			
Manage printing of materials				C	AR	C	C						C				C	C			
Manage venue booking and setup	I	I	I	I	I	A	I	I											R		
Manage venue live activity	C	C	C	C	C	A	C	C			C	C				C		R			
Chair Technical Subcommittee	I	I	I	I	I	I	AR	I	I	I					I		C				



