



Healesville Community Renewable Energy Inc Governance10 – Governance Policy

Policy Id	Governance10	Version	1.0
Policy Type	Governance	Subject	Governance
Approved	August 2020	Scheduled review	August 2023

1 Introduction

Governance refers to the framework of rules, relationships, systems and processes by which an organisation is directed, controlled and held to account.

Healesville CoRE has an established Central Committee. The Central Committee is the controlling body of the organisation.

Healesville CoRE Central Committee recognises that high standards of organisation governance are essential to achieving its stated objectives. Healesville CoRE continues to review its governance practices as the organisation develops.

2 Purpose

The purpose of this policy is for Healesville CoRE Central Committee to communicate its commitment to effective governance. The existence of a policy alone isn't enough and inherent in the adoption of a written policy is the expectation that the organisation will follow the direction outlined in the policy.

3 Governance Summary

Healesville CoRE is committed to develop, implement and maintain governance arrangements to ensure it:

- fulfils the functions of the organisation and the expectations of the Healesville CoRE members, partners and sponsors;
- conducts activities in a manner that reflects values and builds reputation as a valued and trusted community group;
- has systems and policies in place for risk management, internal compliance and control, codes of conduct and compliance with legislative requirements and ethical standards.

Healesville CoRE has established a Policy Governance Framework that provides a mechanism for reviewing and maintaining the organisation's practices in a consistent manner.

The following categories of policies have been developed:

- Value Policies: describing the organisation Vision and Mission with Code of Ethics and Environmental considerations;
- Governance Policies: describing the way that the Central Committee organises its own work and carries out its role;
- Person Policies: describing how the organisation will manage important personal issues such as Health, Safety and Wellbeing, Child Safety, and Bullying;
- Management Policies: describing the management structure of the organisation and addressing aspects such as accountability, responsibility and confidentiality;
- Financial Policies: describing how the organisation will finance its operational requirements;
- Communication Policies: describing methods and discipline for communicating news and broadcasts within the organisation and outwards to the community;
- Event Policies: describing the model and template for planning, advertising and implementing events for the community.

4 Policy

Healesville CoRE members “own” the strategic plan and changes in strategic direction or key result areas can only be made by consensus at a General Meeting for all members.

Healesville CoRE Central Committee is responsible for maintaining organisation governance through policy compliance activities that include:

- maintaining the approved mission and strategic direction of Healesville CoRE’
- establishing, monitoring and maintaining its system of reporting, management and maintenance of business;
- declaring, managing and monitoring potential conflicts of interest;
- ensuring that Healesville CoRE manages and maintains systems that preserve and protect financial probity and internal controls;
- monitoring of risk, including for commercial undertakings.

All policies shall be available for any Healesville CoRE member to view. Any member can request this from the Governance Officer or Secretary.

Any Central Committee member may propose that a policy be added, altered or deleted. Any Healesville CoRE member can request, through a Central Committee member, that a policy be added, altered or deleted. Before the Board determines its position in respect to any policy proposal it must be satisfied that:

- the purpose of the policy proposal is explicit and clear;
- the proposed policy is compatible with and fits within one of the policy categories listed above;
- the Central Committee has had sufficient time to consider the proposal and to understand the rationale for, and the implications of its adoption.

All policies will be reviewed periodically according to a Central Committee determined schedule. It is preferable that the review period should be no longer than three years,

5 Related Documents

Governance06 - Legislative Compliance

Governance11 - Code of Conduct

Management01 - Central Committee Structure

Management02 - Healesville CoRE Subcommittees