



Healesville Community Renewable Energy Inc RACI Matrix (Responsible/Accountable/Consulted/Informed)

Policy Id	Management03	Version	1.2
Policy Type	Management	Subject	RACI Matrix (Responsible/Accountable/Consulted/Informed)
Approved	November 2024	Scheduled review	November 2027

Introduction

The Healesville CoRE working group was established after an initial community gathering in June 2017. This large group of volunteers continued to meet regularly and chose to incorporate as Healesville Community Renewable Energy Inc on 1 November 2017. Healesville CoRE follows the Model Rules for an Incorporated Association to govern its operations. Rule 42 (1) of the Model Rules states that the business of the Association must be managed by or under the direction of a Committee.

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

This RACI Policy 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 (Management01). 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: →\Management03 RACI Matrix

Deliverable/Accountability	<i>President</i>	<i>Vice President</i>	<i>Secretary</i>	<i>Treasurer</i>	<i>Communic. Manager</i>	<i>Technical Manager</i>	<i>IT Manager</i>	<i>Yarra Glen Representative</i>	<i>Sustainability Advisor</i>	<i>Newsletter Coordinator</i>	<i>Accountant</i>	<i>Membership Coord.</i>	<i>Governance Officer</i>	<i>Graphics designer</i>	<i>Grants Officer</i>	<i>Feedback Analyst</i>	<i>Events Coord.</i>		
Chair Central Committee	AR	C	C	C	C	C	C	C	C	C								I	
Succession Plan	AR	C	C	C	C	C	C	AR	C									I	
Presidents report for AGM	AR	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	I	I								I	
Public announcements/messages	A	I	I	I	I	I	I	C	I	I	I	I	I	I	I	I	I	I	
Strategic Business Plan	A	RC	RC	RC	RC	RC	RC	RC	RC	RC								C	
Role accountability List	AR	C	C	C	C	C	C	C	C	C								C	
Policy Management	A	C	C	C	C	C	C	C	C	C		C			R			C	
Constitution reference	C	I	I	I	I	I	I	I	I	I	I	I	AR	I	I	I	I	I	
Feedback Analysis	I	A	I	I	I	I	I	I	I	I					I	C		R	C
Contacts database	C	C	C	C	C	C	R	C	I	I	I	I							
Grant application	C	A	C	C	C	C	C	C	C	C								R	
Central Committee meeting minutes	C	C	AR	C	C	C	C	C	C	C	I	I	I	I	I	I	I	I	
Committee Correspondence In	C	C	AR	C	C	C	C	C	C	C		I	I		I	I		I	
Committee Correspondence Out	C	C	AR	C	C	C	C	C	C	C		C	C		C	C		C	
Membership List	C	I	A	I	I	I	I	I	I	I	I		R						
ASIC regulatory actions	C	I	AR	I	I	I	I	I	I	I								I	
Central Committee meeting agenda	R	C	AR	C	C	C	C	C	C	C								I	
CAV regulatory actions	C	I	AR	I	I	I	I	I	I	I								I	
Welcome new members	R	C	A	C	C	C	C	C	C	C			I						
Monitor revenue and expenses	C	C	C	AR	C	C	C	C	C	C		C			I				
Banking of finance received	I	I	I	AR	I	I	I	I	I	I		I							
Financial Policies and Procedures	R	R	R	A	R	R	R	R	R	R					R				
Payment of expenses	C	C	C	AR	C	C	C	C	C	C		C						C	C
Annual Healesville CoRE Budget	C	C	C	AR	C	C	C	C	C	C		C							

Deliverable/Accountability	<i>President</i>	<i>Vice President</i>	<i>Secretary</i>	<i>Treasurer</i>	<i>Communic. Manager</i>	<i>Technical Manager</i>	<i>IT Manager</i>	<i>Yarra Glen Representative</i>	<i>Sustainability Representative</i>	<i>Newsletter Advisor</i>	<i>Accountant</i>	<i>Membership Coord.</i>	<i>Governance Officer</i>	<i>Graphics designer</i>	<i>Grants Officer</i>	<i>Feedback Analyst</i>	<i>Events Coord.</i>
Bank Account Management	I	I	I	AR	I	I	I	I	I	I	C						
Auditing	I	I	I	A	I	I	I	I	I	I	R		I				
Financial Statement for AGM	I	I	I	AR	I	I	I	I	I	I	C						
Signatory for financials	R	C	C	AR	C	C	C	C	C	I		C					
ATO/ASIC regulated correspondence	I	I	I	A	I	I	I	I	I	R		I					
Media publications	I	I	I	I	I	I	AR	I	I	I			C				
Web URL maintenance	I	I	I	I	I	I	A	I	C				C				C
Facebook maintenance	I	I	I	I	I	I	A	I	C				C				C
Social Media management	I	I	I	I	I	I	A	I	C								C
Online publication – web and social	I	I	I	I	I	I	AR	I	C	R			C			C	C
Online discussion – social media					R	C	AR	I	C								R
Healesville CoRE Newsletter	C	C	I	I	C	C	A	C	C	R			C			C	C
Managing contact@ email account	I	I	I	I	C	I	AR	I	I								
Graphic Design	I	I	I	I	I	I	A	I	I				R				I
Promotion of events	I	I	I	I	AR	I	C	I	I				C			C	R
Oversee Event Delivery					A	C	C	I		I						I	R
Organise volunteers for events	C	C	I	I	AR	C	C	C	C	C		C				I	C
Asset Register	C	C	I	AR	I	C	C	C	C	I	I						
WWCC Register	AR	I	I	I	I	I	I	I	I								
PC Register	AR	I	I	I	I	I	I	I	I								