



| | | | | |
|---|--|---------------------------------------|-------------------------------|---------------------------------|
| Key Strategic Activity | Implement Memo Numbering System | | | |
| Link to Strategic Pillar | Leading | | | |
| Link to Strategic Priority | Communication | | | |
| Link to Strategic Goal/s | Clear and agreed communication protocols throughout the game which facilitate effective working relationships and good governance. | | | |
| RACI | Responsible – Who? Reception & Admin. Assist | Accountable – Approval? CEO | Consulted Executive | Informed Member Zones |
| Outline of Strategic Activity What is the principal purpose? | Introduce a numbered memo system, similar to the procedure implemented with Premier Clubs in 2018 which will underpin formal communication with Member Zones. All memos will be filed consistently and accessible to all staff. Member Zones will receive a fortnightly summary of memo distribution and response status | | | |
| Desired outcome/s aligned to Goal | effective working relationships and good governance. | | | |



Prioritisation assessment matrix

| Measure | Urgency | Potential Impact | Success | Resources | Stakeholder readiness | Integration | Total Points |
|---------------------------------------|---|---|---|---|---|--|--------------|
| Definition | <i>Is this a priority activity which needs to be implemented?</i> | <i>Is it likely that the implementation of this activity will have a significant impact on one or more specific challenges?</i> | <i>Do you have reason to believe that the activity will be a success?</i> | <i>Are resources (funds, staff, expertise) readily available to implement the activity?</i> | <i>Will this activity be supported by relevant stakeholders? Is there momentum to move this initiative forward?</i> | <i>Is there opportunity for collaboration and/or opportunity to build on existing initiatives?</i> | |
| Rate 1 to 3 (3 is the highest) | 3 | 2 | 2 | 3 | 3 | 1 | 14 |