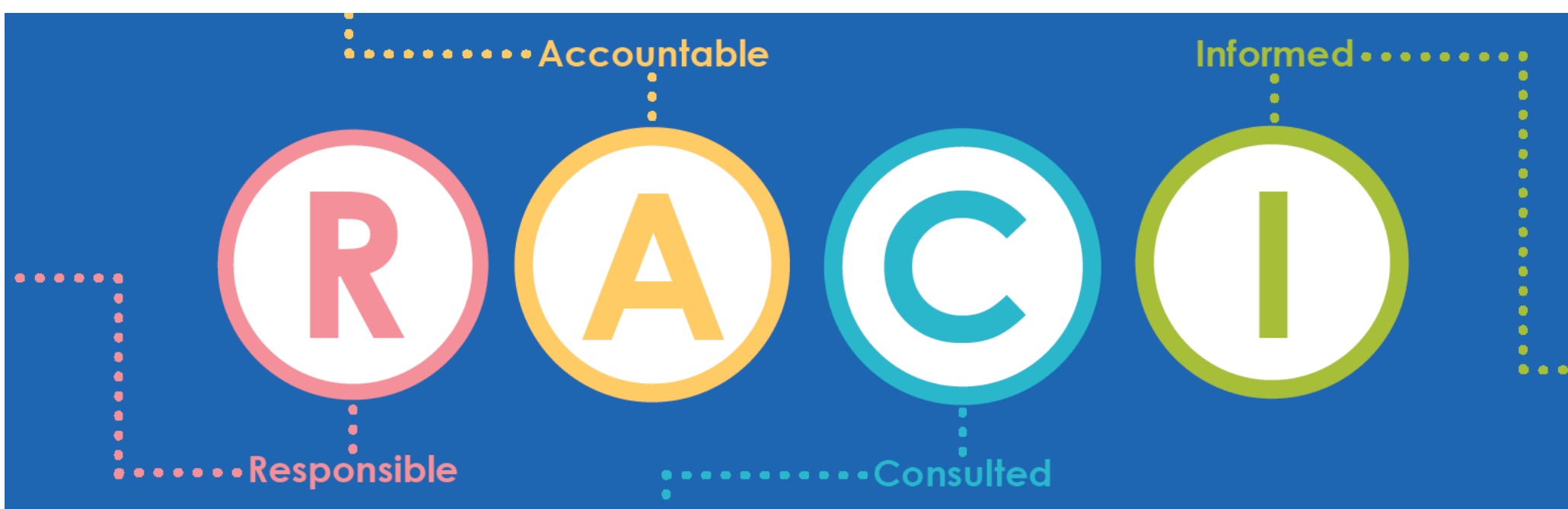


RACI Chart

Task List	Deadline to Complete	Responsible	Accountable	Consulted	Informed	Comments
Draft terms of reference for Request for Proposal for water meter installation and project administration	End of January 2024	Lara, Bradey	Kate	John Vary, Mike Duncan, Mark Hill, Natalie Stephens, Christine Gilbert	Committee	
Undertake procurement process	End of March 2024 – pending Procurement staff workloads and	Bradey Carbert	Lara		John Vary, Mike Duncan, Mark Hill, Natalie Stephens, Christine Gilbert	





	Council agenda	Responsible	Accountable	Consulted	Informed	
Review contractor's business case	Late September 2024	Lara	Kate	John Vary, Mike Duncan, Mark Hill, Natalie Stephens, Christine Gilbert, Bradey Carbert	Committee	
Oversee project rollout and administer contract	December 31, 2026	Lara	Kate	John Vary, Mike Duncan, Mark Hill, Natalie Stephens, Christine Gilbert, Bradey Carbert	Committee	

