

YMCA NSW

Policy Working Group Charter



Business Area	Policy Working Group Member	ELT Member	Delegated Replacement Representative
Recreation	Jackie Bolger	Richard Price	Danielle Gilbert
Camping	Danielle Gilbert	Karen Twitchett	Nick Payne
Children's Services	Rachel Scarlett	Jenni Hutchins	Donna Brooks
Community Programs	Shi-Shi Luo	Jenni Hutchins	Cath Hogan
Human Resources	Kristy Sharpe	Karen Twitchett	Katrina Ryder
Risk and Compliance	Lorna Willis	Lisa Giacomelli	Bryan Rackham
Risk and Compliance	Bryan Rackham	Lisa Giacomelli	Lorna Willis
Risk and Compliance	Liz Durrell	Lisa Giacomelli	Lorna Willis
Communications and Marketing	Emma Whale	Leisa Hart	Trevor Tye

Purpose and Scope

The purpose and accountability of the Policy Working Group is to ensure:

1. Policies and procedures are aligned with strategic direction of organisation
2. Policy content is concise and consistent
3. Policies and procedures are cross organisational
4. Policies are provided to key stakeholders such as relevant GM's, managers and staff members for review and contribution
5. Policies are implemented effectively and thoroughly across the organisation.

<i>File</i>	Policy Request Form			Page 1 of 2	
<i>Saved</i>	27 Jun 16	<i>Version author</i>	Liz Durrell	<i>Distribution</i>	Unlimited
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Policy Working Group Responsibilities

- Representing stakeholder groups impacted by the policies and acting in place of Policy Owner in decision making
- Ensuring a replacement representative from relevant business area is available to attend PWG for any absences and ensuring replacement has all collated feedback to provide to PWG
- Reviewing and distributing draft policies and procedures to gather feedback from key stakeholders prior to and after PWG meetings
- Providing content expertise on policies and procedures
- Making decisions about policy content
- Development and approval of the Policy Implementation Plans
- The applicable Policy Working Group Business Owner has responsibility for the Implementation Plan development and deployment for policies and procedures allocated to their business area
- Identifying other policies and procedures across the organisation that could impact or be impacted by the framework.

Participants

The Chair of the Policy Working Group is Liz Durrell – Policy Manager

Policy Working Group members comprise:

- Shi-Shi Luo – Community Development Manager
- Kristy Sharpe – Human Resources Acting General Manager
- Danielle Gilbert – Manager, Camping and Outdoor Education
- Jackie Bolger – Recreation Regional Manager
- Bryan Rackham – Child Protection Manager
- Lorna Willis – Internal Audit Manager
- Rachel Scarlett - Children's Services Regional Manager
- Emma Whale – Communications Manager
- Finance and IT representatives when relevant

Practice and Procedure

- The Policy Working Group will meet once a month for a 4 hour minimum as standard. Additional meetings may be scheduled throughout the month depending on need.
- A meeting agenda and draft policies will be distributed a minimum two weeks prior to the meeting. PWG members are to circulate draft policies to the business for feedback prior to the meeting and collate and approve all feedback to be discussed at Policy Working Group.
- The PWG member representing the Policy Owner is required to discuss the preferred implementation of a policy/procedure with the Policy Owner and provide this information to the PWG for the development of the Policy Implementation Plan.

<i>File</i>	Policy Request Form				Page 2 of 2
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