

**POLICY AND PROCEDURE REFRESH**

| Department                      | Policy Title                               | Training                         | Priority                       | Related Procedure                                     | Business Area  | Estimated effort for first draft (days) | Current Status | Comments                              | Policy Owner                          | Review Cycle  | Review Date   | Review Status | YHUB Upload |          |
|---------------------------------|--|----------------------------------|--------------------------------|---|--|---|----------------|---------------------------------------|---------------------------------------|---------------|---------------|---------------|-------------|----------|
| Human Resources                 | Standards of Conduct                       | eLearning                        | ACF                            |   |  | 3                                       | Finalised      |                                       | HR                                    | Annually      | 22/02/17      |               | 23/02/16    |          |
|                                 | Equity and Diversity                       | Comms                            | Operational                    |   | Organisational   | 1                                       | Finalised      |                                       | HR                                    | Every 2 years | 2/11/17       |               | 3/11/15     |          |
|                                 | Discrimination, Harassment and Bullying    | Comms                            | Operational                    |   | Organisational   | 1                                       | Finalised      |                                       | HR                                    | Every 2 years | 2/11/17       |               | 3/11/15     |          |
|                                 | Grievance Policy                           | Comms                            | Operational                    |   | Organisational   | 1                                       | Finalised      |                                       | HR                                    | Every 2 years | 2/11/17       |               | 3/11/15     |          |
|                                 | Recruitment and Selection Policy           |                                  | Comms                          | RC  |  | Organisational                          | 2              | Finalised                             | Training to continue                  | HR            | Annually      | 12/10/16      | Complete    | 13/10/15 |
|                                 |  |                                  | Comms                          | RC  | Recruitment and Selection Procedure  | Organisational                          |                | Finalised                             |                                       | HR            | Every 2 years | 12/10/17      |             | 13/10/15 |
|                                 |  |                                  | Comms                          | RC  | Guide Recruitment through a safe lense   | Organisational                          |                | Finalised                             |                                       | HR            | Every 2 years | 12/10/17      |             | 13/10/15 |
|                                 |  |                                  | Comms                          | RC  | Contractors Recruitment and Induction  | Organisational                          |                | Finalised                             |                                       | HR            | Every 2 years | 12/10/17      |             | 13/10/15 |
|                                 |  |                                  | Comms                          | RC  | NSW Working with Children Check and ACT Working with Vulnerable People Check Procedure | Organisational                          |                | Finalised                             |                                       | HR            | Every 2 years | 12/10/17      |             | 13/10/15 |
|                                 |  |                                  | Comms                          | RC  | National Police History Check Procedure  | Organisational                          |                | Finalised                             |                                       | HR            | Every 2 years | 12/10/17      |             | 13/10/15 |
|                                 | Remuneration                               | Comms                            | 2                              |   | Organisational   |   | 1st Bus Review | Combine Higher grade relief procedure | HR                                    | Every 2 years | 30/12/01      |               |             |          |
|                                 | Managing and Developing Performance Policy |                                  | Comms                          | 1   |  | Organisational                          | 1              | 2nd Bus Review                        |                                       | HR            | Every 2 years | 30/12/01      |             |          |
|                                 |  |                                  | Comms                          | 1   | Managing Unsatisfactory Performance Procedure  | Organisational                          |                | 2nd Bus Review                        |                                       | HR            | Every 2 years | 30/12/01      |             |          |
|                                 | Leave Entitlements Policy                  |                                  | Comms                          | 1   | Performance and development review procedure   | Organisational                          | 1              | 2nd Bus Review                        |                                       | HR            | Every 2 years | 30/12/01      |             |          |
|                                 |  |                                  | Comms                          | 2   |  | Organisational                          | 1              | 1st Bus Review                        |                                       | HR            | Every 2 years | 30/12/01      |             |          |
|                                 |  |                                  | Comms                          | 2   | Leave Entitlements Procedure   | Organisational                          |                | 1st Bus Review                        |                                       | HR            | Every 2 years | 30/12/01      |             |          |
|                                 |  |                                  | Comms                          | 2   | Paid Parental Leave Procedure  | Organisational                          | 1              | 1st Bus Review                        | Combines all leave related Procedures | HR            | Every 2 years | 30/12/01      |             |          |
|                                 | Flexible Work Arrangements Policy          |                                  | Comms                          | 2   | Other Leave procedure  | Organisational                          |                | 1st Bus Review                        |                                       | HR            | Every 2 years | 30/12/01      |             |          |
|                                 |  |                                  | Comms                          | 2   | Flexible Work Arrangements Procedure   | Organisational                          | 1              | 1st Bus Review                        | Flex Proc and Hours Bank Proc.        | HR            | Every 2 years | 30/12/01      |             |          |
|                                 | Workplace Practices Policy                 |                                  | Comms                          | 2   |  | Organisational                          | 1              | 1st Bus Review                        |                                       | HR            | Every 2 years | 30/12/01      |             |          |
|                                 |  |                                  | Comms                          | 2   |  | Organisational                          | 1              | 1st Bus Review                        | Combine Dress and Appearance and      | HR            | Every 2 years | 30/12/01      |             |          |
|                                 | Staff Uniform and Appearance Policy        |                                  | Comms                          | 2   | Staff Uniform and Appearance Procedure   | Organisational                          | 1              | 1st Bus Review                        |                                       | HR            | Every 2 years | 30/12/01      |             |          |
|                                 | Alcohol and Drugs in the Workplace Policy  |                                  | Comms                          | Operational   |  | Organisational                          | 1              | 2nd Bus Review                        |                                       | HR            | Every 2 years | 30/12/01      |             |          |
|                                 | Staff and Family Access Policy             |                                  | Comms                          | 3   |  | Organisational                          | 1              | 1st Bus Review                        |                                       | HR            | Every 2 years | 30/12/01      |             |          |
|                                 | Employee Assistance Program Policy         |                                  | Comms                          | RC  |  | Organisational                          | 1              | Finalised                             |                                       | HR            | Every 2 years | 2/11/17       |             | 3/11/15  |
|                                 | Staff and Volunteer Hardship Fund Policy   |                                  | Comms                          | 3   |  | Organisational                          | 1              | 1st Bus Review                        |                                       | HR            | Every 2 years | 30/12/01      |             |          |
|                                 | Recognition of Service Policy              |                                  | Comms                          | 3   |  | Organisational                          | 1              | 1st Bus Review                        |                                       | HR            | Every 2 years | 30/12/01      |             |          |
|                                 | Termination Policy                         |                                  | Comms                          | RC  |  | Organisational                          | 1              | Finalised                             |                                       | HR            | Every 2 years | 2/11/17       |             | 3/11/15  |
|                                 |  |                                  | Operational                    |   | Termination Procedure  | Organisational                          |                | Finalised                             |                                       | HR            | Every 2 years | 2/11/17       |             | 3/11/15  |
|                                 |  |                                  | Operational                    |   | Redundancy and Redeployment Procedure  | Organisational                          | 1              | Finalised                             |                                       | HR            | Every 2 years | 2/11/17       |             | 3/11/15  |
|                                 | Essential Qualifications Policy            |                                  | Comms                          | RC  |  | Organisational                          |                | Finalised                             |                                       | HR            | Every 2 years | 30/12/01      |             |          |
|                                 |  |                                  | Operational                    |   | Essential Qualifications Matrix - Children's Services                                  | Childrens Services                      |                | Finalised                             |                                       | HR            |               |               |             |          |
| Operational                     |  |                                  |                                | Essential Qualifications Matrix - Recreation          | Recreation   |   | Finalised      |                                       | HR                                    |               |               |               |             |          |
| Operational                     |  |                                  |                                | Essential Qualifications Matrix - Camping             | Camping  |   | Finalised      |                                       | HR                                    |               |               |               |             |          |
| Learning and Development Policy |  | Comms                            | RC                             |   | Organisational   |   | Finalised      |                                       | HR                                    | Every 2 years | 30/12/01      |               |             |          |
|                                 |  | Comms                            | RC                             | Induction Procedure                                   | Organisational   | 1                                       | Finalised      |                                       | HR                                    | Every 2 years | 30/12/01      |               |             |          |
| <b>TOTAL</b>                    | <b>19</b>                                  |                                  |                                | <b>19</b>   |  | <b>21</b>                               |                |                                       |                                       |               |               |               |             |          |
| WHS                             | Work Health and Safety Policy              | Comms                            | Other                          |   | Organisational   |   | Finalised      |                                       | WHS                                   | Every 2 years | 30/12/01      |               |             |          |
|                                 |  | Comms                            | Other                          | WHS Legislative and other requirements Procedure      | Organisational   |   | Finalised      |                                       | WHS                                   | Every 2 years | 20/04/18      |               | 21/04/16    |          |
|                                 |  | Comms                            | Other                          | WHS Training Procedure                                | Organisational   |   | Not required   | Request denied                        | WHS                                   |               |               |               |             |          |
|                                 |  | Comms                            | Other                          | WHS Consultation and Communication Procedure          | Organisational   |   | Finalised      |                                       | WHS                                   | Every 2 years | 23/11/17      |               | 24/11/15    |          |
|                                 |  | Comms                            | Other                          | WHS Document Control and Records Management Procedure | Organisational   |   | Not required   | Approved in Interim                   | WHS                                   |               |               |               |             |          |
|                                 |  | Comms                            | Other                          | WHS Chemical Management Procedure                     | Organisational   |   | Finalised      |                                       | WHS                                   | Every 2 years | 30/12/01      |               |             |          |
|                                 |  | Comms                            | Other                          | WHS Confined Space Procedure                          | Organisational   |   | Finalised      |                                       | WHS                                   | Every 2 years | 20/04/18      |               | 21/04/16    |          |
|                                 |  | Comms                            | Other                          | WHS Contractor Management Procedure                   | Organisational   |   | Finalised      |                                       | WHS                                   | Every 2 years | 15/10/17      |               | 16/10/15    |          |
|                                 |  | Comms                            | Other                          | WHS HIRAC Procedure                                   | Organisational   |   | Finalised      |                                       | WHS                                   | Every 2 years | 15/10/17      |               | 16/10/15    |          |
|                                 |  | Comms                            | Other                          | WHS Working at Heights Procedure                      | Organisational   |   | Finalised      |                                       | WHS                                   | Every 2 years | 25/08/17      |               | 17/09/15    |          |
|                                 |  | Comms                            | Other                          | WHS Emergency Management Procedure                    | Organisational   |   | Finalised      |                                       | WHS                                   | Every 2 years | 25/08/17      |               | 17/09/15    |          |
|                                 |  | Comms                            | Other                          | WHS First Aid Requirements Procedure                  | Organisational   |   | Not required   | Replaced with First Aid Policy        | WHS                                   |               |               |               |             |          |
|                                 |  | Comms                            | Other                          | WHS Monitoring and Evaluation Procedure               | Organisational   |   | Finalised      |                                       | WHS                                   | Every 2 years | 20/04/18      |               | 21/04/16    |          |
|                                 |  | Comms                            | Other                          | WHS Incident Reporting and Investigation Procedure    | Organisational   |   | Not required   | Replaced with Risk Incident Policy    | WHS                                   |               |               |               |             |          |
|                                 |  | Comms                            | Other                          | WHS Asbestos Management Procedure                     | Organisational   |   | Finalised      |                                       | WHS                                   | Every 2 years | 3/08/18       |               |             |          |
|                                 |  | Comms                            | Other                          | WHS Electrical Management Procedure                   | Organisational   |   | Finalised      |                                       | WHS                                   | Every 2 years | 3/08/18       |               |             |          |
|                                 |  | Comms                            | Other                          | WHS Plant and Equipment Procedure                     | Organisational   |   | Finalised      |                                       | WHS                                   | Every 2 years | 3/08/18       |               |             |          |
|                                 |  | Comms                            | Other                          | WHS Manual Handling Procedure                         | Organisational   |   | Finalised      |                                       | WHS                                   | Every 2 years | 20/04/18      |               | 21/04/16    |          |
|                                 | Comms                                      | Other                            | WHS Noise Management Procedure | Organisational  |  | Finalised                               |                | WHS                                   | Every 2 years                         | 20/04/18      |               | 21/04/16      |             |          |
|                                 | Comms                                      | Other                            | WHS Food Safety Procedure      | Organisational  |  | Training/Comms                          |                | WHS                                   | Every 2 years                         | 20/04/18      |               | 21/04/16      |             |          |
|                                 | Injury Management Policy                   |                                  | Comms                          | Other   |  | Organisational                          |                | Finalised                             |                                       | WHS           | Every 2 years | 25/08/17      |             | 17/09/15 |
|                                 |  |                                  | Comms                          | Other   | Injury Management Procedure  | Organisational                          |                | Finalised                             |                                       | WHS           | Every 2 years | 25/08/17      |             | 17/09/15 |
| Return to Work Policy           |  | Comms                            | Other                          | Workplace Violence Procedure                          | Organisational   |   | 1st Draft      |                                       | WHS                                   |               | FALSE         |               |             |          |
|                                 |  | Comms                            | Other                          |   | Organisational   |   | 1st Draft      |                                       | WHS                                   |               | FALSE         |               |             |          |
| First Aid Policy                |  | Comms                            | 1                              |   | Organisational   |   | Training/Comms |                                       | WHS                                   | Every 2 years | 8/11/18       |               |             |          |
| Comms                           | 1  | First Aid Requirements Procedure | Organisational                 |   | Training/Comms   |   |                | WHS                                   | Every 2 years                         | 8/11/18       |               |               |             |          |
| <b>TOTAL</b>                    | <b>4</b>                                   |                                  |                                | <b>22</b>   |  | <b>0</b>                                |                |                                       |                                       |               |               |               |             |          |
|                                 | Privacy and Confidentiality                | Comms                            |                                |   |  |   |                | Whittens feedback 02.08.16            | Risk                                  | Annually      | 30/12/00      |               |             |          |
|                                 | Complaints and Feedback Policy             | Comms                            | 1                              |   | Organisational   |   | 2nd Bus Review |                                       | Risk                                  | Annually      | 30/12/00      |               |             |          |
|                                 | Complaints and Feedback Procedure          | Comms                            | 1                              |   | Organisational   |   | 2nd Bus Review |                                       | Risk                                  | Annually      | 30/12/00      |               |             |          |
| Whistle-Blower Policy           | Comms                                      | RC                               |                                |   | Organisational   |   | Finalised      | Update 08/15                          | Risk                                  | Annually      | 20/08/16      | In Progress   | 17/09/15    |          |

|                              |  |  |   |  |   |                    |                |                                |                      |               |              |              |             |          |
|------------------------------|--|--|---|--|---|--------------------|----------------|--------------------------------|----------------------|---------------|--------------|--------------|-------------|----------|
| Risk                         | Safeguarding Children and Young People Policy            | eLearning                              | RC                                      | Whistle Blower Procedure   | Organisational  |                    | Finalised      |                                | Risk                 | Annually      | 20/08/16     | In Progress  |             |          |
|                              | Reporting Child Protection Concerns Policy               | eLearning                              | ACF                                     |  | Organisational  |                    | Finalised      |                                | Risk                 | Annually      | 23/06/16     | Complete     | 17/09/15    |          |
|                              | Safe Behaviours Policy                                   | F2F<br>Comms<br>eLearning              | ACF                                     |  | Mandatory Reporting Procedure                                   | Organisational     |                | Finalised                      |                      | Risk          | Annually     | 23/06/16     | Complete    | 17/09/15 |
|                              |  |  | ACF                                     |  | Responding to Child Protection Allegations Involving YMCA Staff | Organisational     |                | Finalised                      | Training to continue | Risk          | Annually     | 24/06/16     | Complete    | 17/09/15 |
|                              |  |  | RC                                      |  |   | Organisational     |                | Finalised                      | Training to continue | Risk          | Annually     | 25/06/16     | Complete    | 17/09/15 |
|                              |  |  | ACF                                     |  | Recreation Fitness Specific Safe Behaviours Procedure           | Recreation         |                | 1st Draft                      |                      | Risk          | Annually     | 15/12/16     | Complete    | 16/02/16 |
|                              |  |  | ACF                                     |  | Recreation Swimming Lesson and Squad Safe Behaviours Procedure  | Recreation         |                | 1st Draft                      |                      | Risk          | Annually     | 30/12/00     |             |          |
|                              |  |  | ACF                                     |  | Gymnastics Safe Behaviours Procedure                            | Recreation         |                | 1st Draft                      |                      | Risk          | Annually     | 30/12/00     |             |          |
|                              | Risk Management Policy                                   | Comms                                  | ACF                                     |  | Change Rooms Safe Behaviours Procedure                          | Organisational     |                | Not started                    |                      | Risk          | Annually     | 30/12/00     |             |          |
|                              |  |  | ACF                                     |  | Overnight Stays Safe Behaviours Procedure                       | Organisational     |                | 1st Bus Review                 |                      | Risk          | Annually     | 30/12/00     |             |          |
|                              |  |  | ACF                                     |  | Children's Services Safe Behaviours Procedure                   | Childrens Services |                | Not started                    |                      | CCS           | Annually     | 30/12/00     |             |          |
|                              |  |  | RC                                      |  | Risk Management Procedure                                       | Organisational     |                | Finalised                      |                      | Risk          | Annually     | 23/11/16     | In Progress | 25/11/15 |
|                              |  |  | RC                                      |  |   | Organisational     |                | Finalised                      |                      | Risk          | Annually     | 23/11/16     | In Progress | 25/11/15 |
|                              | Incident Reporting and Management Policy                 | Comms                                  | 1                                       |  | Incident Reporting and Management Procedure                     | Organisational     |                | Training/Comms                 |                      | Risk          |              | FALSE        |             |          |
|                              |  |  | 1                                       |  | Investigation Procedure   | Organisational     |                | Training/Comms                 |                      | Risk          |              | FALSE        |             |          |
|                              |  |  | RC                                      |  | Critical Incident Procedure                                     | Organisational     |                | Finalised                      |                      | Risk          |              | FALSE        |             |          |
|                              | Business Continuity Management Policy                    | Comms                                  | 1                                       |  | Organisational  |                    | Not started    |                                | Risk                 | Every 2 years | 30/12/01     | In Progress  |             |          |
|                              | Legal Compliance Policy                                  | Comms                                  | 1                                       |  | Organisational  |                    | Not started    |                                | CEO                  |               | FALSE        |              |             |          |
|                              | <b>TOTAL</b>   |  | <b>10</b>                               |  | <b>14</b>   |                    | <b>0</b>       |                                |                      |               |              | <b>FALSE</b> |             |          |
|                              | Business Operations                                      | Records and Document Management Policy | Comms                                   | 1  |   |                    |                | WG Review                      |                      | Business Ops  | Annually     | 3/08/17      |             |          |
| 1                            |  |  |   | Information Management Procedure                                 |   |                    | Not started    |                                | Business Ops         |               |              |              |             |          |
| 3                            |  |  |   | Knowledge Management Framework                                   |   |                    | Not started    | On hold                        | Business Ops         |               |              |              |             |          |
| 1                            |  |  |   | Document Breakdown Structure - Business Operations               |   |                    | Not started    | Phase 3                        | Business Ops         |               |              |              |             |          |
| 1                            |  |  |   | Document Breakdown Structure - Recreation                        |   |                    | 1st Draft      | Phase 1                        | Rec                  |               |              |              |             |          |
| 3                            |  |  |   | Document Breakdown Structure - Risk and Compliance               |   |                    | Not started    | Phase 3                        | Risk                 |               |              |              |             |          |
| 2                            |  |  |   | Document Breakdown Structure - Community and Children's Services |   |                    | Not started    | Phase 2                        | CCS                  |               |              |              |             |          |
| 1                            |  |  |   | Document Breakdown Structure - WHS                               |   |                    | 1st Draft      | Phase 1                        | Rec                  |               |              |              |             |          |
| 3                            |  |  |   | Document Breakdown Structure - Finance                           |   |                    | Not started    | Phase 3                        | Finance              |               |              |              |             |          |
| 2                            |  |  |   | Document Breakdown Structure - Human Resources                   |   |                    | Not started    | Phase 2                        | HR                   |               |              |              |             |          |
| <b>TOTAL</b>                 |  | <b>1</b>                               |   | <b>11</b>  |   | <b>0</b>           |                |                                |                      |               | <b>FALSE</b> |              |             |          |
| IT                           | Information and Communication Technology Security Policy | Comms                                  | 1                                       |  | Organisational  |                    | Finalised      |                                | IT                   | Every 2 years | 25/08/17     |              | 17/09/15    |          |
|                              |  | Comms                                  | 1                                       | IT Access Control Procedure                                      | Organisational  |                    | 2nd Draft      | Internal IT                    | IT                   |               |              |              |             |          |
|                              |  | Comms                                  | 1                                       | Information Backup and Restore Procedure                         | Organisational  |                    | 2nd Draft      | Internal IT                    | IT                   |               |              |              |             |          |
|                              |  | Comms                                  | 2                                       | Account Management Procedure                                     |   |                    | 1st Bus Review |                                | IT                   |               |              |              |             |          |
|                              |  | Comms                                  | 2                                       | Patch Management Procedure                                       |   |                    | 1st Draft      |                                | IT                   |               |              |              |             |          |
|                              |  | Comms                                  | 1                                       | Virus Protection Procedure                                       |   |                    | 1st Draft      |                                | IT                   |               |              |              |             |          |
|                              |  | Comms                                  | 1                                       | Helpdesk Procedure   |   |                    | 1st Draft      |                                | IT                   |               |              |              |             |          |
|                              |  | Comms                                  | 1                                       | Change Request Document  |   |                    | Finalised      |                                | IT                   |               |              |              |             |          |
|                              |  | Comms                                  | 2                                       | IT Service Overview  |   |                    | Finalised      |                                | IT                   |               |              |              |             |          |
| <b>TOTAL</b>                 |  | <b>2</b>                               |   | <b>8</b>   |   | <b>0</b>           |                |                                |                      |               | <b>FALSE</b> |              |             |          |
| Finance                      | Corporate Credit Card Policy                             | Comms                                  | 1                                       |  |   |                    | Complete       | Approval in draft for 6 months | Finance              |               | 10/04/17     |              |             |          |
|                              | Petty Cash Policy  | Comms                                  | 1                                       |  |   |                    | Not started    |                                | Finance              |               |              |              |             |          |
|                              | Car Parking Policy                                       | Comms                                  | 2                                       |  |   |                    | Not started    |                                | Finance              |               |              |              |             |          |
|                              | Fringe Benefit policy                                    | Comms                                  | 1                                       |  |   |                    | Not started    |                                | Finance              |               |              |              |             |          |
|                              |  | Comms                                  | 1                                       |  | End of Month Reporting  |                    |                | Not started                    | Finance              |               |              |              |             |          |
|                              |  | Comms                                  | 1                                       |  | Direct Debit  |                    |                | Not started                    | Finance              |               |              |              |             |          |
|                              |  | Comms                                  | 1                                       |  | Personal Expense Claim  |                    |                | Not started                    | Finance              |               |              |              |             |          |
|                              |  | Comms                                  | 1                                       |  | Debt Collection and Banking                                     |                    |                | Not started                    | Finance              |               |              |              |             |          |
|                              | External Audit Policy                                    | Comms                                  | 1                                       |  | Organisational  |                    | Not started    |                                | Finance              |               |              |              |             |          |
|                              | Motor Vehicle Policy                                     | Comms                                  | 1                                       |  |   |                    | Not started    |                                | Property             |               |              |              |             |          |
|                              |  | Comms                                  | 1                                       |  | Motor Vehicle Claims Procedure                                  |                    |                | Not started                    | Property             |               |              |              |             |          |
|                              | Procurement Policy                                       | Comms                                  | 1                                       |  |   |                    | Not started    |                                | Property             |               |              |              |             |          |
|                              | Building and Equipment: Repairs and Maintenance          | Comms                                  | 2                                       |  | Organisational  |                    | Not started    |                                | Property             |               |              |              |             |          |
| Travel Policy                | Comms  | 2                                      |   | Organisational   | 1   | 1st Bus Review     |                | Property                       |                      |               |              |              |             |          |
|                              | Comms  | 2                                      |   | Travel Procedure   | Organisational  | 1st Bus Review     |                | Property                       |                      |               |              |              |             |          |
| <b>TOTAL</b>                 |  | <b>10</b>                              |   | <b>6</b>   |   | <b>0</b>           |                |                                |                      |               |              |              |             |          |
| Governance                   | Intellectual Property Policy                             | Comms                                  | 1                                       |  |   |                    | Not started    | New CL                         | Governance           |               |              |              |             |          |
|                              | Directors Professional Assistance Services               | Comms                                  | 3                                       |  | Organisational  |                    | Not started    |                                | Governance           |               |              |              |             |          |
|                              | Governance and management                                | Comms                                  | other                                   |  | Organisational  |                    | 1st Bus Review |                                | Governance           | Every 2 years | 30/12/01     |              |             |          |
| <b>TOTAL</b>                 |  | <b>3</b>                               |   | <b>0</b>   |   | <b>0</b>           |                |                                |                      |               |              |              |             |          |
| Marketing and Communications | Social Media Policy                                      | Comms                                  | RC                                      |  | Organisational  | 1                  | Finalised      |                                | Comms/Market         | Annually      | 10/12/16     | In Progress  | 4/04/16     |          |
|                              | Communications Policy                                    | Comms                                  | RC                                      |  | Organisational  |                    | Complete       | Approved in interim            | Comms/Marketing      | Annually      | 28/04/17     |              |             |          |
|                              |  | 1                                      |   | Communication Sign Off Procedure                                 | Organisational  |                    | Complete       | Approved in interim            | Comms/Marketing      | Annually      | 28/04/17     |              |             |          |
|                              |  | 1                                      |   | Media Contact Plan   |   |                    | Not started    |                                | Comms/Marketing      |               | FALSE        |              |             |          |
|                              |  | 1                                      |   | This is Y Guidelines   |   |                    | Not started    |                                | Comms/Marketing      |               | FALSE        |              |             |          |
|                              |  | 1                                      |   | Social Media Strategy  |   |                    | Not started    |                                | Comms/Marketing      |               | FALSE        |              |             |          |
|                              | 1  |  | Social Media Crisis Communications Plan |  |   | Not started        |                | Comms/Marketing                |                      | FALSE         |              |              |             |          |





|              |                          |   |                        |         |          |             |         |
|--------------|--------------------------|---|------------------------|---------|----------|-------------|---------|
|              |                          | 2 | Booking Procedures     | Camping |          | Not started | Camping |
|              | Programming Policy (New) | 3 |                        | Camping |          | Not started | Camping |
|              |                          | 3 | Programming Procedures | Camping |          | Not started | Camping |
| <b>TOTAL</b> | <b>5</b>                 |   | <b>60</b>              |         | <b>0</b> |             |         |

|               |          |  |  |
|---------------|----------|--|--|
| Every 2 years | 30/12/01 |  |  |
| Every 2 years | 30/12/01 |  |  |
|               | FALSE    |  |  |