



Australian Government



Workplace
Gender Equality
Agency

2021 - 22 Gender Equality Reporting

Submitted by:

**Young Mens Christian Association Of
Canberra (ABN:89952764183)**

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#Workplace overview

Policies and strategies

1: Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

...Recruitment	Yes(<i>Select all that apply</i>)
...Yes	Policy
...Retention	No(<i>Select all that apply</i>)
...No	Not a priority
...Performance management processes	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Promotions	No(<i>Select all that apply</i>)
...No	Not a priority
...Talent identification/identification of high potentials	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Succession planning	No(<i>Select all that apply</i>)
...No	Currently under development(<i>Select the estimated completion date.</i>)
...Currently under development	30-Jun-2023
...Training and development	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Key performance indicators for managers relating to gender equality	No(<i>Select all that apply</i>)
...No	Not a priority

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

Yes(<i>Select all that apply</i>)	
...Yes	Policy

3: Does your organisation have any of the following targets to address gender equality in your workplace?

4: If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

Governing bodies

Young Mens Christian Association Of Canberra

1: Does this organisation have a governing body?	Yes(<i>Provide further details on the governing body(ies) and its composition</i>)
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1.1: What is the name of your governing body?	YMCA Canberra Board of Directors
1.2: What type of governing body does this organisation have?	Board of directors
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	
...Male	1
...Non-binary	
...Members	
...Female	3
...Male	4
...Non-binary	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	No(<i>Select all that apply</i>)
	Not a priority
1.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
	Not a priority
1.6: Do you have a formal policy and/or formal strategy in place on the gender composition of your governing body?	No
	Not a priority

2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

#Action on gender equality

Gender pay gaps

1: Do you have a formal policy and/or formal strategy on remuneration generally?

No(*Select all that apply*)

...No

Salaries set by awards/industrial or workplace agreements

2: What was the snapshot date used for your Workplace Profile?

1-Dec-2021

Employer action on pay equity

1: Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?

No(*Select all that apply*)

...No

Salaries set by awards/industrial or workplace agreements
Salaries for SOME employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (for example because pay increases can occur with some discretion such as performance assessments)

3: If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

Employee consultation

1: Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?

No(*Select all that apply*)

...No

Not a priority

2: Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?

No

...No

Not a priority

3: On what date did your organisation share your previous year's public reports with employees?

4: Does your organisation have shareholders?

No

5: Have you shared previous Executive Summary and Benchmark reports with the governing body?

6: If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

#Flexible work

Flexible working

1: Do you have a formal policy and/or formal strategy on flexible working arrangements?

Yes (*Select all that apply*)

...Yes	Strategy
...Leaders are visible role models of flexible working	Yes
...Flexible working is promoted throughout the organisation	No (<i>Select all that apply</i>)
...No	Other (provide details)
...Targets have been set for engagement in flexible work	No (<i>Select all that apply</i>)
...No	Other (provide details)
...Targets have been set for men's engagement in flexible work	No (<i>Select all that apply</i>)
...No	Other (provide details)
...Leaders are held accountable for improving workplace flexibility	No (<i>Select all that apply</i>)
...No	Not a priority
...Manager training on flexible working is provided throughout the organisation	No (<i>Select all that apply</i>)
...No	Not a priority
...Employee training is provided throughout the organisation	No (<i>Select all that apply</i>)
...No	Not a priority
...Team-based training is provided throughout the organisation	Yes
...Employees are surveyed on whether they have sufficient flexibility	No (<i>Select all that apply</i>)
...No	Other (provide details)
...The organisation's approach to flexibility is integrated into client conversations	Yes
...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	No (<i>Select all that apply</i>)
...No	Not a priority
...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	No (<i>Select all that apply</i>)

...No	Not a priority Insufficient resources/expertise
...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise Not a priority
...Other (provide details)	Yes
...Yes	The Enterprise Agreement has provisions for individual flexibility terms that are available to all staff.

2: Do you offer any of the following flexible working options to MANAGERS in your workplace?

...Flexible hours of work	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Compressed working weeks	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Informal options are available Formal options are available
...Time-in-lieu	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Telecommuting (e.g. working from home)	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Informal options are available Formal options are available
...Part-time work	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Job sharing	No(<i>You may specify why the above option is not available to your employees.</i>)
...No	Not a priority
...Carer's leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available

...Purchased leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Unpaid leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available

3: Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?

No	
3.1: You need to indicate which of the following flexible working options are available to NON-MANAGERS in your workplace.	No(<i>You may specify why the above option is not available to your employees.</i>)
.. Flexible hours of work	
...No	Other (provide details)
...Other (provide details)	The majority of our services are customer facing and require staff to be on site during operating hours
...Compressed working weeks	No(<i>You may specify why the above option is not available to your employees.</i>)
...No	Not a priority
...Other (provide details)	
...Time-in-lieu	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Telecommuting (e.g. working from home)	No(<i>You may specify why the above option is not available to your employees.</i>)
...No	Other (provide details)
...Other (provide details)	The majority of our services are customer facing and require staff to be on site during operating hours
...Part-time work	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Job sharing	No(<i>You may specify why the above option is not available to your employees.</i>)
...No	Not a priority
...Carer's leave	Yes(<i>Select one option only</i>)
	SAME options for women and men(<i>Select all</i>

...Yes	<i>that apply)</i>
...SAME options for women and men	Formal options are available
...Purchased leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Unpaid leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available

4: Has your organisation implemented an 'all roles flex' approach to flexible work?

No

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce during the 2021-22 reporting period?

No

6: If your workplace includes hybrid teams (i.e. some employees in a team work remotely while other employees in a team work at the organisation's usual workplace), have any of the following measures been utilised to ensure the fair treatment of all employees regardless of work location?

7: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, including specific changes due to the impact of the COVID-19 pandemic on your workplace, please do so below.

#Employee support

Paid parental leave

1: Do you provide employer funded paid parental leave regardless of carer's status (i.e. primary/secondary) in addition to any government funded parental leave scheme?

Yes, we offer employer funded parental leave that is gender equal (without using the primary/secondary carer definition)

1.1: Please indicate whether your employer-funded paid parental leave is available to:	All, regardless of gender
1.2: Please indicate whether your employer-funded paid parental leave covers:	Birth Adoption Stillbirth
1.3: How do you pay employer funded paid parental leave?	Paying the employee's full salary
1.4: Do you pay superannuation contribution to your carers while they are on parental leave?	Yes, on employer funded parental leave
1.5: How many weeks (minimum) of employer funded paid parental leave is provided?	6
1.6: What proportion of your total workforce has access to employer funded paid parental leave, including casuals?	61-70%
1.7: Do you require carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?	Yes
1.7.1: How long is the qualifying period?	12
1.8: Do you require carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Yes
1.8: Do you require carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Within 6 months
.. Yes	

2: If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.

Support for carers

1: Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?

Yes (*Select all that apply*)

...Yes

Policy

2: Do you offer any of the following support mechanisms for employees with family or caring responsibilities?

...Employer subsidised childcare

Yes (*Please indicate the availability of this support mechanism.*)

...Yes

Available at ALL worksites

...On-site childcare

Yes (*Please indicate the availability of this support mechanism.*)

...Yes

Available at SOME worksites

...Breastfeeding facilities

Yes (*Please indicate the availability of this support mechanism.*)

...Yes

Available at SOME worksites

...Childcare referral services

Yes (*Please indicate the availability of this support mechanism.*)

...Yes

Available at ALL worksites

...Internal support networks for parents

No (*You may specify why the above support mechanism is not available to your employees.*)

...No

Not a priority

...Return to work bonus (only select if this bonus is not the balance of paid parental leave)

No (*You may specify why the above support mechanism is not available to your employees.*)

...No

Not a priority

...Information packs for new parents and/or those with elder care responsibilities

No (*You may specify why the above support mechanism is not available to your employees.*)

...No

Not aware of the need

...Referral services to support employees with family and/or caring responsibilities

Yes (*Please indicate the availability of this support mechanism.*)

...Yes

Available at ALL worksites

...Targeted communication mechanisms (e.g. intranet/forums)

No (*You may specify why the above support mechanism is not available to your employees.*)

...No

Not aware of the need

...Support in securing school holiday care

No (*You may specify why the above support mechanism is not available to your employees.*)

...No

Not aware of the need

...Coaching for employees on returning to work from paid parental leave

Yes (*Please indicate the availability of this support mechanism.*)

...Yes

Available at ALL worksites

...Parenting workshops targeting mothers

No (*You may specify why the above support mechanism is not available to your employees.*)

...No	Not aware of the need
...Parenting workshops targeting fathers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not aware of the need
...Other (provide details)	No

3: If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.

Sex-based harassment and discrimination

1: Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?

Yes(*Select all that apply*)

...Yes	Policy
1.1: Do you provide a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?	Yes

2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

...All managers	No(<i>You may specify why this training is not provided.</i>)
...No	Not a priority
...All employees	No(<i>You may specify why this training is not provided.</i>)
...No	Not a priority

3: If your organisation would like to provide additional information relating to sex-based harassment and discrimination, please do so below.

Family or domestic violence

1: Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?

No(*Select all that apply*)

...No	Included in award/industrial or workplace agreement
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2: Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

...Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
...Training of key personnel	No(<i>Select all that apply</i>)
...No	Not a priority
...A domestic violence clause is in an enterprise agreement or workplace agreement	Yes

...Workplace safety planning	Yes
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	Yes(<i>Is the leave period unlimited?</i>)
...Yes	No
: How many days of paid domestic violence leave (contained in an enterprise/workplace agreement) are provided?	10
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	Yes(<i>Is the leave period unlimited?</i>)
...Yes	Yes
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Not aware of the need
...Access to unpaid leave	Yes(<i>Is the leave period unlimited?</i>)
...Yes	Yes
...Confidentiality of matters disclosed	Yes
...Referral of employees to appropriate domestic violence support services for expert advice	Yes
...Protection from any adverse action or discrimination based on the disclosure of domestic violence	Yes
...Flexible working arrangements	Yes
...Provision of financial support (e.g. advance bonus payment or advanced pay)	Yes
...Offer change of office location	Yes
...Emergency accommodation assistance	Yes
...Access to medical services (e.g. doctor or nurse)	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Other (provide details)	No

3: If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below.

Workforce Management Statistics Table

Industry: Social Assistance Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Non-managers	35	2	37
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	3		3
			Non-managers	3	1	4
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers	4	2	6
			Non-managers	37	9	46
	Part-time	Permanent	Non-managers	49	12	61
	N/A	Casual	Non-managers	30	11	41

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Social Assistance Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	Non-managers	10	1	11
	Part-time	Permanent	Non-managers	7	2	9
	N/A	Casual	Non-managers	7	1	8
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	1	1	2
			Non-managers	7		7
	Part-time	Permanent	Non-managers	8		8

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Social Assistance Services

Question	Contract Type	Employment Type	Manager Category	Female	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	Managers	1	1
			Non-managers	2	2

* Total employees includes Gender X

Workplace Profile Confidential Table

Industry: Social Assistance Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**	Annualised average full-time equivalent salary (\$)			
		F	M	F	M		Base salary		Total remuneration	
							F	M	F	M
Managers	Full-time permanent	10	3	0	0	13	98,727	110,663	108,600	121,730
	Part-time permanent	3	0	0	0	3	106,813		117,494	
Professionals	Full-time permanent	30	5	0	0	35	73,757	79,285	81,133	87,213
	Part-time permanent	5	3	0	0	8	62,495	69,452	68,744	76,397
	Casual	8	3	0	0	11	53,600	79,405	58,960	87,345
Technicians And Trades Workers	Full-time permanent	1	8	0	0	9	58,191	60,980	64,011	67,078
	Part-time permanent	0	1	0	0	1		66,295		72,924
	Casual	0	1	0	0	1		45,511		50,062
Community And Personal Service Workers	Full-time permanent	77	5	0	0	82	59,922	61,223	65,914	67,345
	Part-time permanent	72	18	0	0	91	52,556	49,580	57,811	54,538
	Casual	83	19	0	0	102	52,552	55,396	57,808	60,935
Clerical And Administrative Workers	Full-time permanent	3	2	0	0	5	72,199	58,053	79,419	63,858
	Part-time permanent	4	0	0	0	4	63,110		69,421	
	Part-time contract	1	0	0	0	1	71,407		78,547	
	Casual	0	1	0	0	1		47,968		52,765
Machinery Operators And Drivers	Part-time permanent	0	1	0	0	1		58,607		64,468
	Casual	0	1	0	0	1		47,393		52,132

* Categorized using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

** Total employees includes Gender X

*** CEO excluded from headcount and average salaries

Workplace Profile Confidential Table

Industry: Social Assistance Services

Manager category	Level to CEO	Employment status	No. of employees			Annualised average full-time equivalent salary (\$)			
			F	M	Total*	Base salary		Total remuneration	
						F	M	F	M
CEO	0	Full-time contract	0	1	1		228,961		251,857
KMP	-1	Full-time permanent	3	2	5	117,030	123,496	128,733	135,845
		Part-time permanent	2	0	2	112,598		123,858	
SM	-2	Full-time permanent	5	0	5	92,524		101,776	
OM	-2	Full-time permanent	0	1	1		84,999		93,498
		Part-time permanent	1	0	1	95,242		104,766	
	-3	Full-time permanent	2	0	2	86,782		95,460	

* Total employees includes Gender X