



Date Created: 15-07-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 15-07-2023

2022 - 23 Gender Equality Reporting

Submitted By:

Young Mens Christian Association Of Canberra 89952764183

#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

Policy

Retention: No

Performance management processes: Yes

Policy; Strategy

Promotions: No.

Talent identification/identification of high potentials: No

Succession planning: No

Training and development: Yes

Strategy

Key performance indicators for managers relating to gender equality: No

2. Do you have a formal policy and/or formal strategy in place that supports gender equality overall?

YesPolicy

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

Governing Bodies

Organisation: Young Mens Christian Association Of Canberra

1.Name of the governing body: YMCA Canberra Board of Directors

2.Type of the governing body: Board of Directors

Number of governing body chair and member by gender:

Chair	Female (F) 1	Male (M) 0	Non-Binary 0
Member	Female (F) 2	Male (M) 5	Non-Binary 0

4.Formal section policy and/or strategy: Yes

Selected value: Policy

6. Target set to increase the representation of women: No

Selected value:

Other

Other value: In process of appointing more board members

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value: Not a priority

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

We have no formal policy on gender or diversity our Board is cognisant of the need to be inclusive and actively seeks diversity and representation on the Board.

#Action on gender equality

Gender Pay Gaps

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

No

Salaries set by awards/industrial or workplace agreements

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

20/01/2023

4. If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

Employer action on pay equality

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

Salaries for ALL 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/Not a priority

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

No

Not a priority

3. On what date did your organisation share your last year's public reports with employees and shareholders?

Employees:

Shareholder:

4. Have you shared previous Executive Summary and Industry Benchmark reports with the governing body?

Yes

5. 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

Policy

1.1. Please indicate which of the following are included in your flexible working arrangements strategy or policy:

A business case for flexibility has been established and endorsed at the leadership level

Yes

The organisation's approach to flexibility is integrated into client conversations

No

Not a priority

Employees are surveyed on whether they have sufficient flexibility

No

Other

Other: Unable to deliver flexible options to a large portion of our co-hort as they are front facing client service positions, governed by legislative requirements

Employee training is provided throughout the organisation

No

Not a priority

The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)

No

Not a priority

Flexible working is promoted throughout the organisation

No

Other

Other: Not the entire organisation as unable to deliver flexible options to a large portion of our co-hort as they are front facing client service positions, governed by legislative requirements

Targets have been set for engagement in flexible work

No

Other

Other:

Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body

No

Insufficient resources/expertise; Not a priority

Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel

No

Insufficient resources/expertise; Not a priority

Leaders are held accountable for improving workplace flexibility

No

Not a priority

Leaders are visible role models of flexible working

Yes

Manager training on flexible working is provided throughout the organisation

No

Not a priority

Targets have been set for men's engagement in flexible work

No

Not a priority

Team-based training is provided throughout the organisation

No

Other

Other: Not the entire organisation as unable to deliver flexible options to a large portion of our co-hort as they are front facing client service positions, governed by legislative requirements

Other: Yes

Provide Details: Not the entire organisation as unable to deliver flexible options to a large portion of our co-hort as they are front facing client service positions, governed by legislative requirements

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

Carer's leave: Yes

SAME options for women and men Formal options are available

Compressed working weeks: Yes

SAME options for women and men Formal options are available; Informal options are available

Flexible hours of work: Yes

SAME options for women and men Formal options are available; Informal options are available

Job sharing: No

Not a priority

Part-time work: Yes

SAME options for women and men Formal options are available

Purchased leave: Yes

SAME options for women and men Formal options are available

Remote working/working from home: Yes

SAME options for women and men Formal options are available; Informal options are available

Time-in-lieu: Yes

SAME options for women and men

Formal options are available; Informal options are available

Unpaid leave: Yes

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.

Carer's leave: Yes

SAME options for women and men

Formal options are available

Compressed working weeks: No

Not a priority

Flexible hours of work: No

Other

Other: Not the entire organisation as unable to deliver flexible options to a large portion of our co-hort as they are front facing client service positions, governed by legislative requirements

Job sharing: No
Not a priority

Part-time work: Yes
SAME options for women and men

Formal options are available

Purchased leave: Yes
SAME options for women and men

Formal options are available

Telecommuting (e.g. working from home):No

Time-in-lieu: Yes
SAME options for women and men

Formal options are available

Unpaid leave: Yes
SAME options for women and men

Formal options are available

5. Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce between the 2021-22 and the 2022-23 reporting periods?
No
7. If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.

#Employee Support

Paid Parental leave

1. Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?
Yes, we offer employer funded parental leave to all genders without using the primary/secondary carer definition
 - 1.1. Please indicate whether your employer-funded paid parental leave covers:
Birth; Adoption; Stillbirth

- 1.2. **How do you pay employer-funded paid parental leave to your carers, regardless of primary/secondary status?**
Paying the employee's full salary
- 1.3. **Do you pay superannuation contribution to your carers while they are on parental leave?**
Yes, on employer funded parental leave
- 1.4. **How many weeks of employer-funded paid parental leave for carers is provided?**
8
- 1.5. **What proportion of your total workforce has access to employer-funded paid parental leave, including casuals?**
61-70%
- 1.6. **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
 - 1.6.1 **How long is the qualifying period (in months)?**
12
- 1.7. **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
within 6 months

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
Policy
2. **Do you offer any of the following support mechanisms for employees with family or caring responsibilities?**
 - 2.1. **Employer subsidised childcare**
Yes
Available at ALL worksites
 - 2.2. **Return to work bonus (only select if this bonus is not the balance of paid parental leave)**
No
Not a priority

2.3. Breastfeeding facilities

Yes

Available at SOME worksites

2.4. Childcare referral services

Yes

Available at ALL worksites

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

Yes

Available at ALL worksites

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

No

2.7. Internal support networks for parents

No

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

No

2.9. Parenting workshops targeting fathers

No

2.10. Parenting workshops targeting mothers

No

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

Yes

Available at ALL worksites

2.12. Support in securing school holiday care

No

2.13. On-site childcare

Yes

Available at SOME worksites

2.14. Other details: No

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

Sexual harassment, harassment on the grounds of sex or discrimination

1. Do you have a formal policy and/or formal strategy on the prevention and response to sexual harassment, harassment on the grounds of sex or discrimination?

Yes

Policy

- 1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?

Yes

2. Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?

All Managers:

Yes

At induction

9. If your organisation would like to provide additional information relating to measures to prevent and response to sexual harassment, harassment on the grounds of sex or 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

Not a priority

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?

Date Created: 15-07-2023

A domestic violence clause is in an enterprise agreement or workplace agreement

Yes

Confidentiality of matters disclosed

Yes

Protection from any adverse action or discrimination based on the disclosure of domestic violence

Yes

Employee assistance program (including access to psychologist, chaplain or counsellor)

Yes

Emergency accommodation assistance

Yes

Provision of financial support (e.g. advance bonus payment or advanced pay)

Yes

Flexible working arrangements

Yes

Offer change of office location

Yes

Access to medical services (e.g. doctor or nurse)

No

Insufficient resources/expertise

Training of key personnel

No

Not a priority

Referral of employees to appropriate domestic violence support services for expert advice

Yes

Workplace safety planning

Yes

Access to paid domestic violence leave (contained in an enterprise/workplace agreement)

Yes

Is the leave period unlimited?

No

How many days are provided?

10

Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)

No

Not aware of the need

Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)

Yes

Is the leave period unlimited?

Yes

Access to unpaid leave

Yes

Is the leave period unlimited?

Yes

Other: No

Provide Details:

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



Date Created: 15-07-2023

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	Managers	3		3
			Non-managers	19	2	21
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	3		3
			Non-managers	22	2	24
3. How many employees (including partners with an employment contract) were externally appointed?	Part-time	Permanent	CEO, KMPs, and HOBs	1		1
			Managers	2		2
			Non-managers	150	20	170

* Total employees includes Non-binary

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	CEO, KMPs, and HOBs		1	1
			Managers	13	2	15
			Non-managers	117	24	143
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	1		1
			Non-managers	19		19

* Total employees includes Non-binary

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	1	1

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			Non-managers	1	1

* Total employees includes Non-binary

Workplace Profile Table

Industry: Social Assistance Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	13	3	0	0	16
	Full-time contract	0	1	0	0	1
	Part-time permanent	1	0	0	0	1
Professionals	Full-time permanent	10	2	0	0	12
	Part-time permanent	1	1	0	0	2
Technicians And Trades Workers	Full-time permanent	1	7	0	0	8
	Part-time permanent	1	3	0	0	4
	Casual	1	2	0	0	3
Community And Personal Service Workers	Full-time permanent	73	7	0	0	80
	Part-time permanent	108	29	0	0	138
	Casual	68	18	0	0	86
Clerical And Administrative Workers	Full-time permanent	10	1	0	0	11
	Part-time permanent	5	2	0	0	7
Labourers	Part-time permanent	0	1	0	0	1

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

** Total employees includes Non-binary

Workplace Profile Table

Industry: Social Assistance Services

Manager category	Employment status	No. of employees		
		F	M	Total*
CEO	Full-time contract	0	1	1
KMP	Full-time permanent	4	1	5
GM	Full-time permanent	9	2	11
	Part-time permanent	1	0	1

* Total employees includes Non-binary

Workplace Profile Table

Industry: Social Assistance Services

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	Part-time permanent	1	0	0	0	1
Professionals	Full-time permanent	10	2	0	0	12
	Part-time permanent	1	1	0	0	2
Technicians And Trades Workers	Full-time permanent	1	7	0	0	8
	Part-time permanent	1	3	0	0	4
	Casual	1	2	0	0	3
Community And Personal Service Workers	Full-time permanent	73	7	0	0	80
	Part-time permanent	108	29	0	0	138
	Casual	68	18	0	0	86
Clerical And Administrative Workers	Full-time permanent	10	1	0	0	11
	Part-time permanent	5	2	0	0	7
Labourers	Part-time permanent	0	1	0	0	1

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

** Total employees includes Non-binary

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CEO	Full-time contract	0	1	1
KMP	Full-time permanent	4	1	5
GM	Full-time permanent	9	2	11
	Part-time permanent	1	0	1

* Total employees includes Non-binary