

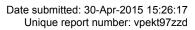




2014-15 public report form submitted by The Young Men's Christian Association of Perth Incorporated to the Workplace Gender Equality Agency

Organisation and contact details

Organisation registration	Legal name	The Young Men's Christian Association of Perth Incorporated
	ABN	37276356812
	ANZSIC	8790 Other Social Assistance Services
Organisation details	Trading name/s ASX code (if relevant)	YMCA Perth
	Postal address	PO Box 2155
		CARLISLE WA 6101
		AUSTRALIA
	Organisation	(08) 9473 8400
	phone number	
Reporting structure	Ultimate parent	The Young Men's Christian Association of Perth Incorporated
	Number of employees covered in this report submission	880
	Other organisations reported on in this report	YMCA of Perth Youth And Community Services Inc.







Workplace profile Manager

Managar accumational actogorica	Paparting level to CEO	Employment status		No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees		
		Full-time permanent	0	1	1		
		Full-time contract	0	0	0		
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	3	3	6		
		Full-time contract	0	0	0		
Key management personnel	-1	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	3	4	7		
		Full-time contract	0	0	0		
Other executives/General managers	-2	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	31	8	39		
		Full-time contract	0	0	0		
Senior Managers	-3	Part-time permanent	6	0	6		
		Part-time contract	0	0	0		
		Casual	9	1	10		
Grand total: all managers			52	17	69		





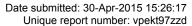
Non-manager

Non-manager occupational	Employment	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total
categories	status	F	М	F	М	F	М	employees
Professionals Technicians and trade Community and personal	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	89	11	0	0	0	0	100
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	108	9	0	0	0	0	117
	Part-time contract	0	0	0	0	0	0	0
	Casual	432	124	0	0	0	0	556
	Full-time permanent	18	1	0	0	0	0	19
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	13	1	0	0	0	0	14
	Part-time contract	0	0	0	0	0	0	0
	Casual	5	0	0	0	0	0	5
	Full-time permanent	0	0	0	0	0	0	0
Sales	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0





Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total
Categories		F	M	F	M	F	М	employees
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Others	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		665	146	0	0	0	0	811







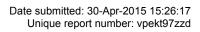
Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

Note: Additional help can be accessed by hovering your cursor over question text.

1 Do you have formal policies or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:

1.1 Recruitment? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority
1.2 Retention? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority
1.3 Performance management processes? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.4 Promotions? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority







1.5 Talent identification/identification of high potentials? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No, currently under development ☐ No, insufficient human resources staff
No, don't have expertiseNo, not a priority
1.6 Succession planning? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.7 Training and development? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.8 Resignations? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
 Key performance indicators for managers relating to gender equality? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority





year the target is to be reached.

1.10 Gender equality overall? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
No □ No, currently under development □ No, insufficient human resources staff □ No, don't have expertise □ No, not a priority
1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place:
1.12 Should you wish to provide additional information on any of your responses under Gender equality indicator 1, please do so below:
Gender equality indicator 2: Gender composition of governing bodies
 Does your organisation, or any organisation you are reporting on, have a governing body/board? ☑ Yes ☐ No
2.1 Please complete the table below. List the names of organisations on whose governing bodies/boards you are reporting. For each organisation, enter the gender composition (in numbers, not percentages) of that governing body/board; and where in place

IMPORTANT NOTE: where an organisation name has been entered in the table, you must enter the gender composition NUMBERS of that governing body/board. If no target has been set for that particular governing body/board, please enter the number 0 in the '% Target' column and leave the 'Year to be reached' column blank. Otherwise, please enter a number from 0-100 in the '% Target' column and a date in the format of YYYY in the 'Year to be reached' column.

include what percentage target has been set relating to the representation of women, and the

	Organisation	Gender and NUMBER (NOT percentage) of chairperson/s		Gender and NUMBER (NOT percentage) of other board members		% target for representation of women on each board	Year to be reached
	name	F	M	F	M	(enter a percentage number from 0-100)	(in YYYY format; if no target has been set, leave blank)
1	YMCA of Perth Inc	0	1	2	4	0	
2							
3							
4							





	Organisation	NUN (N percen	er and /IBER OT (tage) of erson/s	percentage) of other board members representation of women each board		% target for representation of women on each board	Year to be reached
	name	F	M	F	M	(enter a percentage number from 0-100)	(in YYYY format; if no target has been set, leave blank)
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
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26							
27							
28							
29							





	Organisation	Gender and NUMBER (NOT percentage) of chairperson/s		NUMBER NUMBER (NOT percentage) of other board		% target for representation of women on each board	Year to be reached	
	name		M	F M		(enter a percentage number from 0-100)	(in YYYY format; if no target has been set, leave blank)	
30								

2.1a If you have reported a large number of governing body/board members (over 17) for any organisation listed as having a governing body/board in the table in question 2.1, please tick the box confirming this is an accurate NUMBER, and NOT a PERCENTAGE. Yes, the data provided in question 2.1 reflect numbers not percentages.
2.2 For any governing bodies/boards where a target relating to the representation of women has not been set, you may specify why below: Governing body has gender balance (e.g. 40% women/40% men/20% either) Currently under development Insufficient human resources staff Don't have expertise Do not have control over board appointments (provide details why):
☐ Not a priority ☐ Other (provide details):
2.3 Do you have a formal selection policy or formal selection strategy for governing body/board members for ALL organisations covered in this report? Yes Standalone policy Policy is contained within another policy
☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No
 No, in place for some governing bodies No, currently under development No, insufficient human resources staff No, do not have control over board appointments (provide details why):
 No, don't have expertise No, not a priority No, other (provide details): YMCA Perth governance is led by a significant detailed charter that provides for the selection of board members.
Partnership structures only: (do NOT answer this question if your organisation is an incorporated entity (i.e. Pty Ltd, Ltd or Inc)). For partnerships, please enter the total number of female and male equity partners (excluding the managing partner) in the following table. Details of your managing partner should be included separately in the CEO row of your workplace profile. If you have a separate governing body/board of directors, please enter its composition in question 2.1.
Full- Part- Full- Part- time time time females females males males
Equity partners who ARE key management





	Full- time females	Part- time females	Full- time males	Part- time males
personnel (KMPs) (excluding your managing partner)				
Equity partners who are NOT key management personnel (KMPs)				

2.5 Should you wish to provide additional information on any of your responses under Gender equality indicator 2, please do so below:

Gender equality indicator 3: Equal remuneration between women and men
3 Do you have a formal policy or strategy on remuneration generally?☐ Yes
Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees paid market rate No, not a priority No, other (provide details): A majority of salaries are set by awards, salaries for roles outside of awards are position based common law contracts with salaries market tested
Has a gender remuneration gap analysis been undertaken? Yes. When was the most recent gender remuneration gap analysis undertaken? Within last 12 months Within last 1-2 years More than 2 years ago but less than 4 years ago Other (provide details):
No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries for ALL employees (including managers) are set by awards or industrial agreements, AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications) No, salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments) No, non-award employees are paid market rate No, not a priority No, other (provide details):

4.2 Should you wish to provide additional information on any of your responses under Gender equality indicator 3, please do so below:





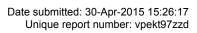
Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

☐ Yes No, No, On No, O						
Yes No No, No, No, No, No, No,	addition to any government funded parental leave scheme for secondary carers? Yes, one week or greater Yes, less than one week No No, currently being considered No, insufficient human resources staff No, government scheme is sufficient No, don't know how to implement No, not a priority No, other (provide details): How many female and male managers, and female and male non-managers, have					
		Primary care	r's leave	Secondary car	er's leave	
N	Managers	Female 1	Male 0	Female 0	Male 0	
Non-managers		15	0	0	0	
8 leave?			kforce has acc	ess to employer fund		
	Primary carer's leave Secondary carer's leave					
%		0		0		
9 ⊠ Yes	S Standalone	policy ntained within anot	ther policy	on flexible working ar	rangements?	

No, currently under development
 No, insufficient human resources staff
 No, included in workplace agreement
 No, don't have expertise
 No, don't offer flexible arrangements

No, not a priority

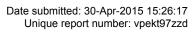
☐ No, other (provide details):







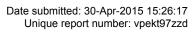
10 caring re ⊠ Yes	Do you have a formal policy or formal strategy to support employees with family and esponsibilities?
	 Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
 No, i No, i No, o No, o No, o No, r 	currently under development insufficient human resources staff included in workplace agreement don't have expertise don't offer flexible arrangements not a priority other (provide details):
	Do you have any non-leave based measures to support employees with family and esponsibilities?
☐ No, o ☐ No, i ☐ No, o ☐ No, o ☐ No, r	currently under development insufficient human resources staff don't have expertise not a priority other (provide details):
	Do you have a formal policy or formal strategy to support employees who are noting family or domestic violence? Standalone policy Policy is contained within another policy
No, i No, i No, r No, r No, r No, r No, c	Standalone strategy Strategy is contained within another strategy currently under development insufficient human resources staff included in workplace agreement not aware of the need don't have expertise not a priority other (provide details): a formal strategy, however all employees have access to an employer funded ployee Assistance Program
are expe	Other than a policy or strategy, do you have any measures to support employees who eriencing family or domestic violence? - please indicate the type of measures in place (more than one option can be d): Employee assistance program Access to leave Training of human resources (or other) staff Referral to support services Other (provide details):
	currently under development insufficient human resources staff







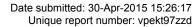
 No, not aware of the need No, don't have expertise No, not a priority No, other (provide details): 								
conditions or pra	ctices are		o your em	ployees (pl	lease note	that not ti	cking a bo	
	ates that a particular employment term, condition or practice is not in place): Managers Non-managers Female							ale
	Female Male Female Male Formal Informal Informal Formal Informal Informal Informal Informal Information Informatio							Informa
Flexible hours of work								\boxtimes
Compressed working weeks								
Time-in-lieu								
Telecommuting								
Part-time work								
Job sharing								\boxtimes
Carer's leave				\boxtimes				\boxtimes
Purchased leave								
Unpaid leave								\boxtimes
14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below: 14.2 Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why below: Currently under development Insufficient human resources staff Don't have expertise Not a priority Other (provide details):								
14.3 Should you wish to provide additional information on any of your responses under Gender equality indicator 4, please do so below:								
Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace								
Have you consulted with employees on issues concerning gender equality in your workplace? ☐ Yes ☐ No, not needed (provide details why):								
☐ No, insufficier	nt human	resources s	staff					







No, don't have expertiseNo, not a priorityNo, other (provide details):
15.3 Should you wish to provide additional information on any of your responses under Gender equality indicator 5, please do so below:
Gender equality indicator 6: Sex-based harassment and discrimination
Do you have a formal policy or formal strategy on sex-based harassment and discrimination prevention? ✓ You
 ✓ Yes ✓ Standalone policy ✓ Policy is contained within another policy ✓ Standalone strategy ✓ Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, not a priority No, other (provide details):
16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention policy or strategy? ☐ Yes ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority ☐ No, other (provide details):
17 Does your workplace provide training for all managers on sex-based harassment and discrimination prevention? Yes - please indicate how often this training is provided ('At induction' AND one of the other options can be selected): At induction At least annually Every one-to-two years Every three years or more Varies across business units Other (provide details):
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):



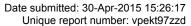




17.1 Should you wish to provide additional information on any of your responses under Gender equality indicator 6, please do so below:

Other

Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (As with all of the questions in this questionnaire, any information you provide here will appear in your public report.)







Notification and access

List of employee organisations

CEO sign off confirmation

Name of CEO or equivalent Ross Kyrwood

Confirmation CEO has signed the report Yes

CEO Signature: Date: 30/04/2015