

All staff webinar Thursday 26 November

Speakers: Carolyn Morris and Martina Smythe



Webinar update: Thursday 26 November

Carolyn Morris
CEO YMCA Victoria and Kingswim


Martina Smythe
General Manager People and Culture



Carolyn

- Good afternoon everybody and thanks for your time this afternoon. Today I am joined by Martina.
- First, I'd like to acknowledge the traditional owners of the various lands on which we are meeting today. For me that is the Wurundjeri people of the Kulin nation, and I pay my respects to Elders past and present.
- Today I have a number of updates, first of which is that I would like to acknowledge our team at the South Australian Aquatic and Leisure Centre who had to close down at very short notice during South Australia's lockdown last week and then reopen again with equally short notice.
- Thank you for your quick response to this. We all need to be aware that this may be our future reality, whatever state we are in.

- In Victoria, on Sunday Daniel Andrews announced some changes to restrictions that are now in effect. Most notably, the wearing of masks is now mandatory indoors only and for industry COVID safe plans. This means we can now go for a walk outside without a mask – unless of course we can't socially distance.
- At our sites, the wearing of masks indoors will therefore continue, and for those working outside, as part of our COVID-Safe plan, and in acknowledgement that we can't always social distance, we will continue with the mandatory wearing of masks for staff.
- Capacity limits for recreation were also updated. The slide on screen shows the new capacity limits and requirements we need to meet.




Current Exercise and Recreation capacity limits

Outdoor sport and recreation:
 Contact and non-contact sport for all ages is allowed
 Patron cap of 500, group sizes align with public gathering limits of 50 people.
 Density quotient of 1 per 4 square metres

Outdoor pools, including lessons:
 Patron cap of 300 and a density quotient of 1 per 4 square metres.
 No group size limit

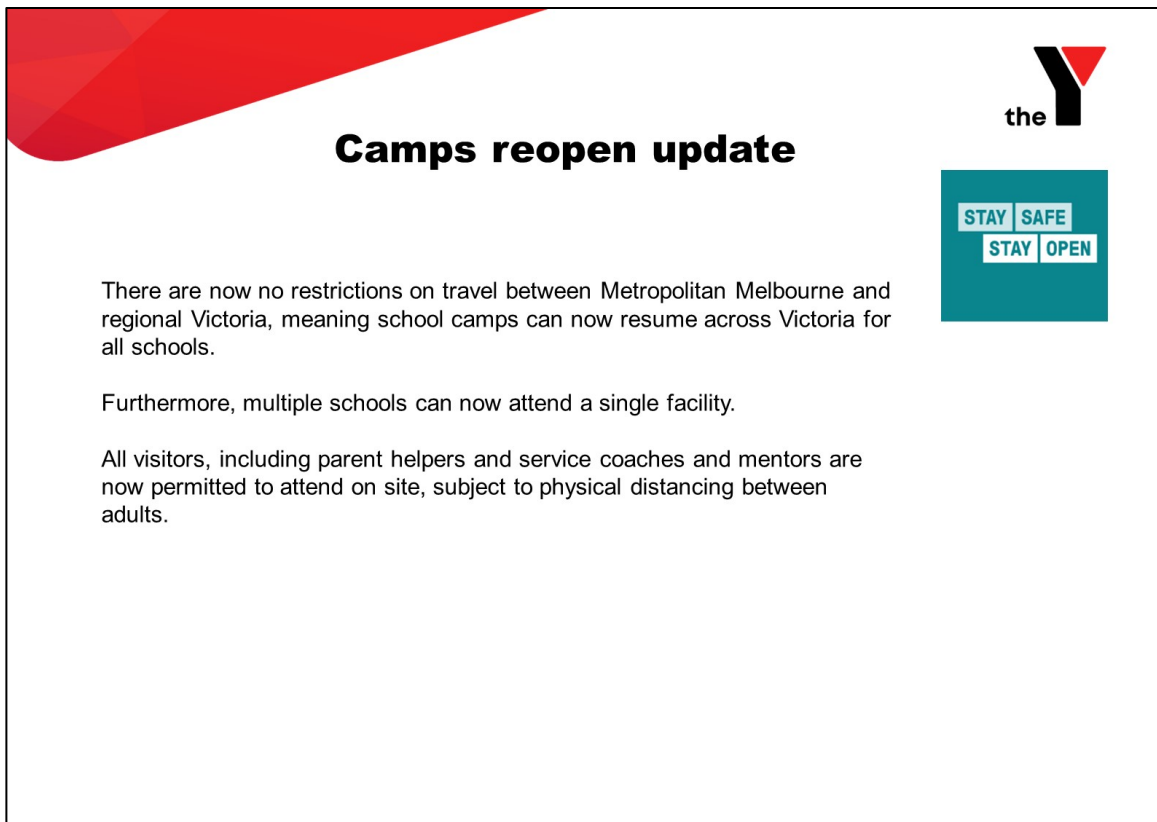
Indoor sport and recreation, including fitness centres and gyms:
 Patron cap of 150 people.
 Group limit of 20 people.
 Density quotient of 1 per 4 square metres
 Large multipurpose sporting facilities will be able to open with a 25 per cent total venue cap
 For classes, a group limit of 20 participants indoors, and 50 participants outdoors

Indoor pools, including lessons:
 Patron cap of 150 patrons.
 Density quotient of 1 per 4 square metres.
 No group size limit



- The capacity limit for outdoor recreation and outdoor pools has increased to 500 and 300 respectively, and the capacity limit for indoor recreation and indoor pools is now 150.
- The density quotient for one person per four square metres remains for all areas.

- A big shout-out to our recreation teams who have been managing the capacity limits as they are updated with such professionalism.
- It's so exciting to see these limits gradually increase and expect them to once again increase as we head into the COVID-normal step of the roadmap to recovery, after – touch wood – almost 28 days of no cases.
- We of course await direction from the government on this, but it is certainly looking positive.





Camps reopen update

There are now no restrictions on travel between Metropolitan Melbourne and regional Victoria, meaning school camps can now resume across Victoria for all schools.

Furthermore, multiple schools can now attend a single facility.

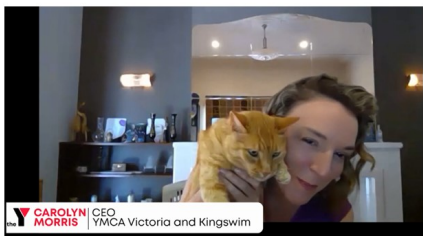
All visitors, including parent helpers and service coaches and mentors are now permitted to attend on site, subject to physical distancing between adults.



- On another positive note, we have also received an update today from the government regarding further changes for Camps.
- There are now no restrictions on travel between Metropolitan Melbourne and regional Victoria, meaning school camps can now resume across Victoria for all schools.
- Furthermore, multiple schools can now attend a single facility.
- All visitors, including parent helpers and service coaches and mentors are now permitted to attend on site, subject to physical distancing between adults.

- We know how in-demand bookings have been for camps as the year comes to a close so we're very pleased to be able to welcome back school groups from all around the state at our wonderful camp locations.
- Daniel Andrews also announced that from Monday next week, 25% of office workplaces may return to the office. You may be wondering what this will mean for the Y...
- As mentioned previously, we have informed staff who are working from home currently that they can do so until March. This has not changed.
- However, I know that some staff are keen to return to the office when they are able to do so.
- We are currently working through the details of how we can ensure a safe return for staff who wish to. It won't be from next week, but we are working through the process.
- I will keep you updated on this work and as I've mentioned in a previous webinar, those whose jobs lend themselves to an office environment, for example our contact centre staff will be prioritised.
- I'd also like to again acknowledge that some of you aren't ready to come back – whether that be because you have moved away, are anxious about COVID, or have simply grown accustomed to this new way of work. I want you to know that I am aware of this and want to ensure that everybody is happy with the approach to returning to the office as we work through the process.
- Finally, I'd like to thank those who attended the virtual Thank You Staff and Volunteers event last week. It was a great opportunity to celebrate our collective achievements and acknowledge some staff and volunteers who made an exceptional impact this year.

Thank You Staff and Volunteers 2020 virtual event



- The event was hosted by Meaghan, a volunteer from Youth Parliament, who was outstanding. Meaghan brought us all together with equal parts humour and professionalism and the amount of feedback I have heard of how amazing she was has been incredible. So thank you Meaghan!
- We were also joined by Terry Mitropoulos who shared his incredible story. Terry was diagnosed with brain cancer and told to fear the worse, and after brain surgery and four years in hospital, while having miraculously survived was told he would never walk again.
- Through YMCA Open Doors, Terry began a rehabilitation program at Macleod Fitness and Recreation Centre, where he slowly learned to walk again and developed a wonderful friendship with his personal trainer, Troy Haynes. The pair remain family friends.
- Terry's amazing story doesn't end there. Now keen to give back, last year Terry walked from Adelaide to Melbourne to raise money for causes he is passionate about. From his walk, Terry donated \$60,000 to the Y which is just incredible. This money will go towards supporting more members of the community in need, just like the Y supported Terry when he needed it most.

- I encourage you to watch the recording of the event, which was sent out to you earlier this week, as it really was an inspiring and entertaining event.
- I'd also like to once again congratulate our award winners, Todd Nicholls, Samantha Tantum, Kergen Angel, James Weston, Michael Delany, Jessica Gaunt, Jake Alway, Leon Tan and Virtual Y.
- I wish you all the best of luck in the National Y awards this weekend.
- And finally, now that we are returning to a more normal working environment, work is underway to revisit and refresh our organisational strategy. This will be ready to share in December.
- We are also working on our workplace culture, specifically ensuring we all understand the elements of our culture we all love and are non-negotiable to keep, as well as those elements we would like to aspire to. We will be looking for your input on this so watch this space as this is our collective culture which we are all part of.
- Once we have established our risk appetite and how we articulate our culture, we will move on to our strategic intent. That includes refreshing things like our vision, values and our strategic priorities.
- Like we did for our organisational goals last year we will be looking for volunteers to help us shape these.
- I'll now handover to Martina.

Martina

- Thanks Carolyn.
- I'll start with a positive stat for you all this week. We now have approximately 3,000 staff now back at work – which is 10% more than our last update.
- Earlier this week you will have received an email outlining the end of year office closure period.
- The dates of the close-down are from Wednesday 23 December to Friday 1 January.

End of year close-down

Staff in 'non-essential' roles during the close-down are required to take annual leave on the following dates:

Wednesday 23 December - Annual Leave /LWOP if no leave balance

Thursday 24 December - Annual Leave/LWOP if no leave balance

Friday 25 December – Public holiday – Christmas Day

Monday 28 December – Public holiday in lieu of 26 December (Boxing Day)

Tuesday 29 December - Annual Leave/LWOP if no leave balance

Wednesday 30 December - Annual Leave/LWOP if no leave balance

Thursday 31 December - Annual Leave/LWOP if no leave balance

Friday 1 January 2021 – Public Holiday – New Year's Day

- All staff in 'non-essential' roles are required to take annual leave and if you do not have enough annual leave it will be leave without pay (LWOP). This applies to all permanent full-time and part-time staff including those on JobKeeper, for the days displayed on the screen.
- As you can see, a number of the days are public holidays, so there are five days in total where annual leave needs to be taken, out of the eight business day close-down period.
 - **Wednesday 23 December - Annual Leave /LWOP if no leave balance**
 - **Thursday 24 December - Annual Leave/LWOP if no leave balance**
 - Friday 25 December – Public holiday – Christmas Day
 - Monday 28 December – Public holiday in lieu of 26 December (Boxing Day)
 - **Tuesday 29 December - Annual Leave/LWOP if no leave balance**
 - **Wednesday 30 December - Annual Leave/LWOP if no leave balance**
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- Your managers will be working with you to confirm if your role is essential or non-essential during this Christmas close-down period and will provide this list to the People and Culture Team by the first week of December.
- We are looking for as many people as possible to take a break over this time, to celebrate being COVID-free and spending quality time with friends and family.
- The majority of Shared Services roles will be taking leave at this time, with exceptions for areas that provide customer support. However don't be concerned as we will ensure there is enough support for sites operating during the close-down.

The next pay cycle will be paid as per RITEQ

- RITEQ will be the source of truth when it comes to paying staff going forward.
- The Payroll team will no longer be making manual corrections and will pay staff as per RITEQ.
- This means managers must ensure that all shifts are recorded correctly in RITEQ to ensure that correct payments are made to their teams.
- You can email the RITEQ helpdesk at rta.vic@ymca.org.au for support.

- The most important fact is that RITEQ will be the source of truth when it comes to paying staff going forward. Currently, the Payroll team are still having to do a huge number of manual corrections – which is not the intended use of RITEQ.
- The Payroll team will no longer be making these manual corrections and will be paying staff based on what is recorded in RITEQ only.

- This means managers must ensure that all shifts are recorded correctly in RITEQ to ensure that correct payments are made to their teams.
- After providing many opportunities for RITEQ training and with a great number of our staff attending these sessions, everyone should now understand how to use the system. If you do need help, you can email the RITEQ helpdesk at rta.vic@ymca.org.au for support.
- The same is true for the closedown period. Payroll will be processing all payments as per RITEQ. If you do not have a shift or annual leave rostered in the system they will be processed as LWOP.
- If you feel that you have been incorrectly paid please lodge a ticket with **Payroll and the HR inbox or speak to your manager.**
- If there are any questions regarding this process please type them in now and I will answer them.
- Finally, a big shout out to our staff who will be working over the close-down period. You will of course be encouraged to take a well-earned break over summer.

Q+A

Carolyn

- Thanks everybody for your questions.
- Before we finish up, there have been some exciting development opportunities happening within the YMCA Action Sports team. Nick Buskens, our long-serving Executive Manager was approached by Skate Australia to fill a temporary (9 month) secondment.
- When skateboarding was announced as an Olympic sport to debut at the Tokyo games, an independent commission was formed to develop a 'pathways program' to support young athletes aspiring to compete at the highest level.
- Nick will be responsible for developing a longer term strategy and funding streams for High Performance and 'Pathways programs', working with the sports key stakeholders including the Australian Institute of Sport, Sport Australia and Skateboarding Australia.

- These are important relationships to hold as YMCA Actions Sports grows as a prominent supporter of young people, and service provider in the skateboarding world.
- An internal Expression of Interest process was held to backfill Nick's role while he is on secondment, and I am very pleased to announce the successful applicant - Paul McPherson, current Centre Manager at Fawkner Leisure Centre.
- We look forward to Paul stepping into this new role in a few weeks, and would like to congratulate Nick on his secondment – what a fantastic opportunity for both Nick and Paul – and the Y.
- That's all for today, thanks Martina for joining me and see you next time.