

**All staff webinar Thursday 17 September**

**Speakers: Carolyn Morris, Peter Cargin, Nicole Rudden, Jessie Gaunt**

**Carolyn**

- Good afternoon everybody and thanks for joining me. I hope you've been enjoying the sunshine this week.
- Before we get started, I would like to acknowledge the traditional custodians of the different lands we all meet on today. I am on the land of the Wurundjeri people of the Kulin nation, and I value their cultural heritage, beliefs and relationship with the land, sea and skies, which we can all learn from. I pay my respects to Elders past and present, and extend my welcome to any Aboriginal or Torres Strait Islanders who may be attending this event today.
- Today we will have updates from Peter on financials, Nicole on safety and Jessie on youth.

**Government updates**


- As you know, the Victorian Government released their roadmap towards COVID normal for the state last weekend, and of course, things have already progressed since this announcement.
- Last week I presented some slides that showed the four step roadmap and where each of our sectors sits for each step for our Metro Melbourne and regional Victorian.
- I will share these slides again since there have been a few things to update, particularly for regional Victoria.

## Victoria's four-step roadmap to 'COVID normal'

All steps are dependent on the current active case numbers and expert health advice



- This week the Premier announced that regional Victoria will move to Step Three of the roadmap beginning this morning.
- Step three means there are no longer restrictions on leaving the house, but masks are still mandatory. It also means each household can have one nominated household in their 'social bubble'.



## Our sectors in REGIONAL VICTORIA

	First Step	Second Step	Third Step	Last Step	COVID Normal
	<b>Trigger points for easing restrictions – the decision for easing restrictions will be considered with public Health advice, and preconditions being in place.</b>				
	11.59pm on 13 September 2020 First Step commences at 11.59pm on 13 September	Later of threshold being met and 28 September 2020 Move from the First Step to the Second Step if we reach an average daily case rate of 30-50 cases in Metro Melbourne over previous 14 days with public health advice regarding transmission source	Later of threshold being met and 26 October 2020 Move from Second Step to Third Step if we reach <5 new cases (state-wide average over previous 14 days) and <5 cases with unknown source (state-wide total last 14 days)	Later of threshold being met and 23 November 2020 Move from Third Step to Last Step if we reach no new cases for 14 days (state-wide)	When threshold met Move from Last Step to COVID Normal if we reach no new cases for 28 days (state-wide), no active cases (state-wide) and no outbreaks of concern in others states or territories
<b>Recreation</b>	Closed.	Heavily restricted.	Outdoor pools – One person per 4 square metres or no more than 50 people per pool	Restricted.	Open with a COVIDSafe Plan.
<b>Children's Programs</b>	Restricted.	Open with a COVIDSafe Plan.			
<b>Camping</b>	Closed.	Heavily restricted.	Restricted.	Open with a COVIDSafe Plan.	
<b>Youth</b>	Closed.	Heavily restricted.	Restricted.	Open with a COVIDSafe Plan.	

- Step three from a business perspective means our regional recreation facilities may open outdoor lap swimming pools at a density level of 50 people per pool or one person per four metre squared, whichever number is fewer.
- I can confirm that Warragul Leisure Centre will be reopening from 21 September for outdoor lap swimming. This will be the first YMCA pool to reopen in Victoria and will be among the first of four pools state-wide to reopen as COVID recovery commences.
- For our other regional sites, we are working with our regional council partners to understand when we will reopen.
- This is really exciting for regional Victorians and as the Premier said, this is only possible because the daily average for new cases in regional Victoria was down to 3.6 and there had been no mystery cases for two weeks.
- I'd like to give a shout out to all our staff in regional Victoria for your efforts in reducing the spread and following the rules.
- As in the previous restart earlier this year, we had to respond to the restrictions around gathering levels and density requirements allowed. We have been advocating to the Victorian government to put in place viable restriction levels.

- We find out about these restriction levels when you do. But rest assured, as soon as these are announced, we will work with our council partners to determine the best time to reopen based on the council's assessment of viability.
- We will be updating the emergency website each week with the latest information regarding reopening dates and specific restrictions for each sector. If your site is reopening and you are required to work, you will be notified by HR three days prior to being stood up.

### **RITEQ Update**

- Now for a RITEQ update. We have seen a 6% improvement in people clocking on/off RITEQ over the last two weeks, but unfortunately a slight drop in Scheduling. This is really important and if you are responsible for scheduling shifts, please ensure you are factoring this responsibility into your daily tasks.
- In order to meet our target of 80% compliance before the end of the month, we need another 4% increase for clocking off/on. After this date, we will be aiming for full compliance. This is a big priority for the organisation and we need everybody to play their part.
- Thank you to the 750 people who have attended the RITEQ training to date. If you have RITEQ issues you can email [rta.vic@ymca.org.au](mailto:rta.vic@ymca.org.au) for support.

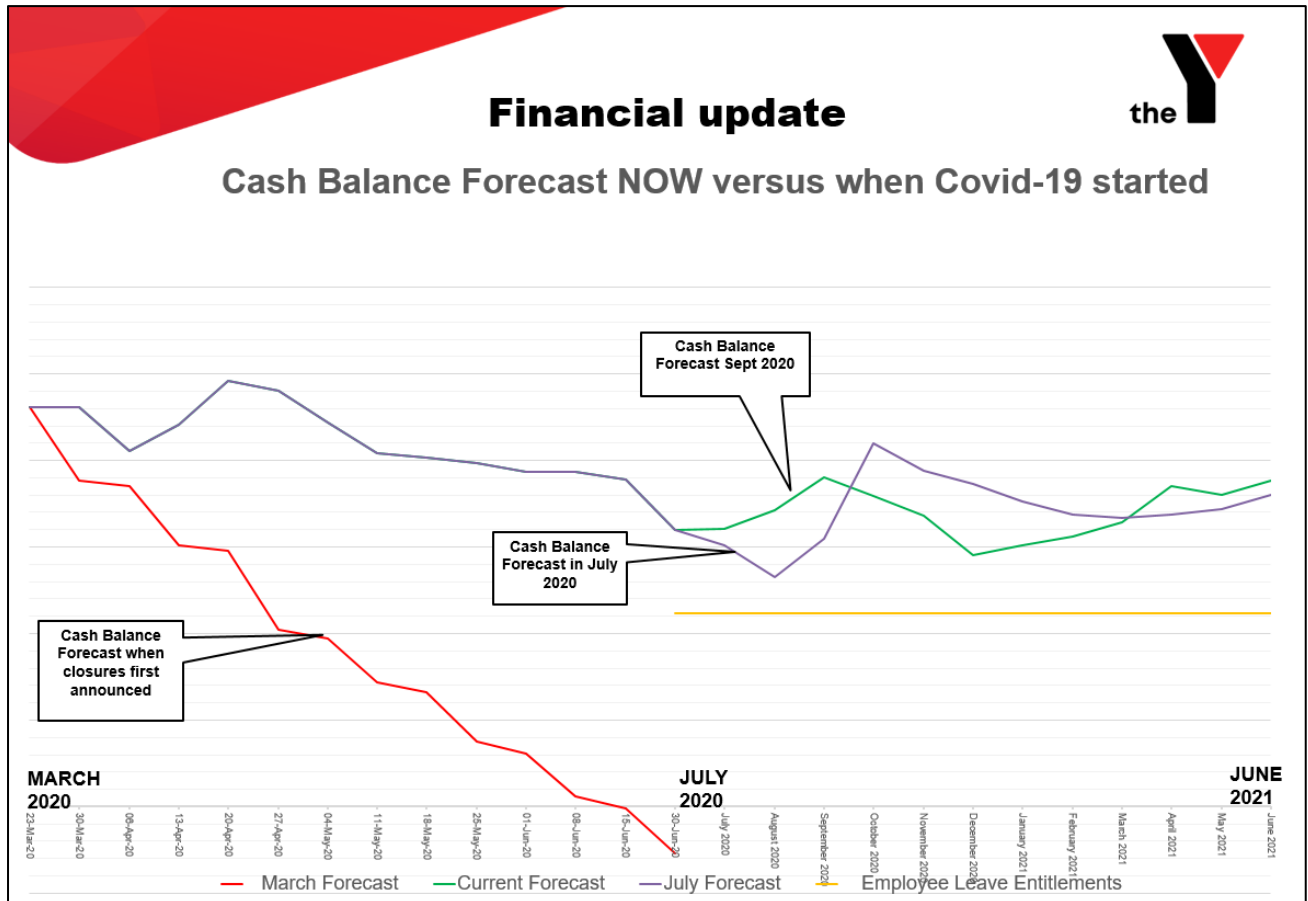
### **BSA – Kingswim and SAALC**

- And finally, I wanted to share some positive feedback from some of you after the Y has begun paying the Broken Shift Allowance.
- Staff have expressed their thanks, saying they're looking forward to the extra money which will towards things like extra coffees, postponed weddings and buying a new car! I'm really pleased that the Broken Shift Allowance will make such a positive difference for the staff receiving it.
- I'll now handover to Peter for a finance update.

### **Peter**

- Hi everybody and thanks Carolyn. The last time I came on the webinar was almost two months ago in July where I shared the financial position of the Y and the steps we had taken to get ourselves into a more positive financial position. I'll share with you in a moment a graph that highlights our cash position now and forecast compared to when COVID first hit in March and when I last presented in July.
- Since then, it has been two months of a strict lockdown which I think has been longer than any of us anticipated. Throughout this time, the business has essentially remained in hibernation, with approximately 80% of our staff remaining stood down, de-rostered or on reduced hours.

- So I wanted to share a finance update with you all as we begin to approach a turning point in Victoria with our roadmap to reopening, to give you some confidence in our financial position.



- You may recall this graph when I presented it back in July.
- It is a summary of the movement in our cash from the start of COVID in March 2020, through to June 2021, prepared at different points in time.
- The RED line is the forecast cash balance when the impact of COVID-19 first hit us in March 2020. It highlighted that we had approximately 13 weeks of cash remaining to before we would run out of cash. This would have been the impact had we not undertaken all those actions that I went through at the last webinar.
- The BLUE line is the actual and forecast movement in our cash balance that was prepared back in July this year.
- The GREEN line is the current forecast movement in our cash balance.

- As you will see there are some up's and downs between both the BLUE and GREEN lines – driven mainly by the positive impact of the JobKeeper 2.0, offset by the extension of the restrictions in Victoria.
- I'd like to highlight that our forecast cash position at June 2021 has improved from the earlier forecast prepared which is really pleasing. And..... we are certainly in a substantially better financial position than where we were back in the middle of March this year when we prepared the first forecast. (the RED line)
- And just to give you all some comfort, the graph also highlights that our cash balance at all times during the year is well in excess of the total employee entitlements, that is all those amounts owed to you – that's the yellow line.
- As you are aware, the JobKeeper wage subsidy amount will be extended to March 2021, albeit at reduced amounts. To be eligible as an employer, we need to demonstrate to the ATO that our turnover has declined by 15% or more. At this stage we believe all entities will remain eligible for the December quarter. This wage subsidy has been the most positive financial impact for the Y during the crisis. It has been one of the factors in us remaining solvent, and providing the financial capacity for us to re-launch out of this crisis.
- We have also applied for a Victorian State government support grant which is open to key businesses that are noteworthy contributors of social and economic benefits to Victoria. We have certainly got all our fingers and toes crossed for this one as it will also have a positive financial impact on the Y.
- I would just like to conclude my presentation by saying we are in as good a position as can be expected given the impact of Covid -19 over the past 6 months. We are also absolutely confident we have the necessary financial resources to relaunch out of this crisis successfully.
- We that concludes my presentation, I'll now hand over to Nicole.

#### **Nicole**

- Thanks Peter and hi everyone.
- As we begin to reopen for a second time, the good news is that we have our COVIDSafe Commitments and enhanced safety and hygiene practices already well-established.

## Y Victoria's Commitment:

In order to be COVIDSafe at all Y facilities we are committed to:

### Temperature Scanning

Temperature scanning is occurring at all Y facilities. Staff, visitors and patrons will be scanned upon entry. Anyone who displays a temperature of 38 and above will be politely asked to leave.

### Physical Distancing requirements

A distance of 1.5m between people throughout our facilities and programs. All spaces have been measured and 4m<sup>2</sup> capacity restrictions are in place for all facilities and spaces. Staff, visitors and Patrons will be counted as they enter and exit facilities. Removal of seats and equipment has occurred to ensure social distancing.

### Signage and Instruction

Throughout each Facility you will find signage and instructions on how staff and customers can be COVIDSafe. Hygiene signage and floor, seat and bench decals have been installed to assist with distancing.

### Increased Hygiene and Cleaning

Where required all staff, visitors and patrons will wear a mask within Y facilities. Each Facility has hand sanitiser stations at entry/exit, in high touch point areas and areas of high traffic. Cleaning has been increased with regular touch point cleans, 24 hour facility cleans and ready for decontamination cleans in the event of a confirmed case of COVID-19.

### Training for staff

All staff have been trained in the COVID Safety training provided by the Health department. Staff have also undergone Y Victoria training and signed a commitment to being COVIDSafe. Role specific training has also been completed to ensure all programs the Y offers within our facilities are COVIDSafe.

### Process for a confirmed Case

In the event of a confirmed case of COVID-19 the Y has a 8 step confirmed case flowchart. This flowchart ensures isolation, reporting, tracing and cleaning occurs before an area or facility can reopen. Everyone who enters our facilities will have their details recorded to assist with case tracing.

*Our commitment to community safety – Carolyn Morris. YMCA Victoria CEO*




Carolyn Morris  
CEO, YMCA Victoria

- These are: Temperature scanning, social distancing, signage and instructions, increased hygiene and cleaning, training for staff and the process for a confirmed case.
- There are also a few new elements that the government have introduced that we all need to be aware of, on top of our existing commitments.
- These are: wearing a face mask at all times unless you have a permitted reason not wear a mask - like being in the water. As you can see we have included this in our 6 COVIDSafe Commitments on screen.
- In addition, there is a requirement to declare that as an employee we are free from COVID symptoms prior to starting our shift. We are in the process of determining the best way to record this information across the sectors that fall into the restricted categories.
- The other new feature is working in 'bubbles'. The Y has already been doing this, that is, we haven't been allowing staff to work across multiple sites. We understand that as we move through the restriction categories from heavily restricted through to COVID normal, we anticipate that these rules will ease over time.

- We will also have to assess the density rules and these will be drip fed to us over time as well, so we will need to respond to these ever-evolving government regulations.
- I'd like to thank everybody for your commitment to adapting to the new COVIDSafe requirements in your workplaces.
- This new way of working is likely to be our new normal for quite some time, so I'd like to thank you all for approaching it with positivity and professionalism. Having seen how well you handled reopening under restrictions the first time, I am confident that we will be able to reopen this time around with even more success.
- To those of you who have taken the time to complete your mandatory training including COVIDSafe and Responding to Safeguarding Concerns training, thank you. If you have not yet completed your mandatory training please use this time to complete it – keeping in mind that you cannot return to work until you have done so.
- For job-specific training such as lifeguard training, Life Saving Victoria have confirmed that an extension to current qualifications will be provided up until six weeks after all Metro and Regional pools are permitted to open.
- First aid and CPR qualifications must be up to date as these can both be undertaken currently online.
- Acknowledging that our lifeguards have been away from pool deck for quite some time, we will be providing refresher training that will include an online re-induction and in service training.
- Finally, I wanted to share a learning from the aged care sector. Many staff who work in aged care contracted COVID-19 from gathering in the staff room. The staff room is a place where – normally – you can let your guard down and relax on your breaks. But right now, we need to maintain vigilance at all times and not let our guards down even when we are taking breaks. This means maintaining social distancing, cleaning and wearing masks when in the staff room, and limiting the number of people to the permitted number in the room at any given time.
- Please do not share communal food at any time and if you are taking a break for any reason including being outside please ensure you maintain the six COVIDSafe Commitments.
- Our COVIDSafe Commitments are not just designed to keep our customers safe or to meet the restrictions required by the government. Our COVIDSafe Commitments are designed to keep you safe too, so please ensure you adhere to the commitments whether performing work duties or taking a break.
- Thank you and I'll now handover to Jessie.



**Jessie**

- Hello everyone, I hope you're all finding ways to keep yourself happy and healthy this week.



- I'm Jessie, usually, my role in the Y is to plan and facilitate our Youth Camps, alongside our dedicated Youth Services volunteer team.
- Anyone who knows me will know how passionate and proud I am about the connection, sense of belonging and community building that this program and all of our youth leadership and development programs achieve.
- The strong community spirit which surrounds our youth camps, is formed in partnership between our powerful volunteers and our phenomenal young people. The campers we are so lucky to share these experiences with are often facing severe marginalisation and I can tell you first hand, they are some of the most resilient, kind, and insightful young people you will ever meet.
- Our youth campers are the definition of young people who deserve to have their voices amplified and their stories and experiences shared. I can confidently speak on behalf of my team when I say, we cannot wait to continue creating these safe spaces for young people to express themselves freely, when we can.

- Just last week a group of volunteer camp leaders and I hosted a zoom catch up for our camp community of young people. We had such a beautiful time sharing stories and hearing about their fondest camp memories. It was so lovely to hear that camp and the connections we have built there are still surrounding them and allowing them to feel less alone this year.
- One camper shared that the session we ran was like a beautiful picnic with friends and said she has missed us all so much. She is just about to finish Year 12 and plans on studying Community Services next year, thanks to her camp experiences, she is going to become a Youth Worker.
- We couldn't be prouder! We are hosting two more sessions for young campers through the Virtual Y Youth Timetable in the school holidays, and we can't wait to see some more friendly faces!
- Throughout this year, I have taken on a new role, of Youth Support Lead for Virtual Y. Working with the Youth Services team to create a digital platform that is youth focused and youth informed, has been a huge learning opportunity.
- So far to date, Virtual Y has just under 9,000 registrations and has had over 80,000 individual sessions since we launched the platform. The Youth Timetable is in the top ten most clicked on pages of the platform, which is a testament to the hard work of our team and our ability to adapt to this new environment.
- We have all understood the word 'pivot' with a whole new meaning and we feel fortunate to have had a means to channel our passion and energy throughout this ever-changing year. We hope that the Virtual Y continues to be a platform for connection, hope, belonging and development for young people, both within and outside the Y.
- We have some exciting interactive sessions launching just in time for term 4, our Youth Clubs! There will be more opportunities for young people to be engaged and feel connected to community on the Virtual Y than ever before. Look out for a session that suits you in the coming weeks.
- As a very reflective young person, I have really stepped back to examine my thoughts throughout this time of COVID-19 and considered what the world looks and feels like when we collectively have to stop and take a breath.
- I have found that seeking out new ways to propel my passion for elevating young people and ensuring that I feel useful but am also being kind to myself, has been key. This year has been surreal at the best of times and I have to say, working within a team that are so filled with compassion and determination to meaningfully maintain connection with young people, has been such a shining light during this time.

- I hope to see you all on an interactive session soon! Have a wonderful weekend, get outside for some sun-protected sunshine!
- Thank you, I'll now hand back over to Carolyn.

**Carolyn**  
**Q+A**

**Thank you**  
**Employee Wellbeing Self-Check In**

- Before we finish up I'd like to let you know that we are conducting as anonymous self-check in for all staff to complete so that we can gain a better understanding of how you are feeling right now, what is working well for you, what you think the Y could be doing differently, what support you need - anything else you would like to share.
- The self-check in only takes five minutes so please take the time to share your thoughts – your opinion is valued!

**Staff and Volunteer Awards**

- And finally, you may have been wondering what was happening with the Staff and Volunteer Awards this year. While we obviously cannot host the event in person, the decision has been made to host a virtual awards ceremony this year in line with the Y Australia nomination process.
- Nominations will be open from next week, and will align with the Y Australia awards - which will also be held virtually this year.
- There will be more details to come about how you can nominate in next week's webinar.
- Until next week, thank you everyone for tuning and thanks to Peter, Nicole and Jessie for joining me today.