

Y Australia

Speak Up Procedure

(Formerly Whistle-blower Procedure)

1. Introduction:

Y Australia is committed to fostering a respectful and safe workplace for all individuals involved in our organisation. To support this commitment, we have established a Policy Framework that applies exclusively to Y Australia (The National Council of the Young Men's Christian Association of Australia) and Y Safeguarding, collectively referred to as 'The Y,' 'we,' 'us,' or 'our organization.' This framework does not extend to individual member Ys, affiliates, or associated entities.

The Policy Framework applies to all employees (permanent, fixed-term, full-time, part-time, and casual), volunteers, contractors, subcontractors, labour hire workers, apprentices, trainees, and any volunteers engaged in activities with The Y.

The purpose of the policy framework is to ensure Y Australia meets legal requirements, ensuring it aligns with both strategic objectives and compliance standards. It also provides guidance on how Y People and Relevant Organisations should respond if they witness or experience breaches of these standards.

The Policy Framework is built around four key policies:

- Safeguarding Children and Young People Policy
- Code of Conduct
- Respectful Workplace Behaviours Policy
- Discipline and Termination Policy (which outlines the procedures for addressing and resolving allegations of misconduct)

These policies, collectively known as the Relevant Policies, should be read and applied together. Importantly, nothing in the Policy Framework supersedes any Commonwealth, state, or territory law, which must be adhered to first and foremost.

2. Scope:

This procedure applies to all Y People of Y Australia and Y Safeguarding who elect to make a disclosure of suspected alleged corruption, unethical behaviour or improper conduct, and seeks protection. It also encompasses other stakeholders including anyone who visits a Y, or engages in other ways with the Y, including clients, partners and the general public.

Please note: This policy does not apply to collective Member Ys.

3. Definitions:

Y Person/People - includes employees, volunteers, contractors or subcontractors, labour hire employees, apprentices or trainees and volunteers involved with the activities of the Y. It also includes the Y Board Members and any person serving the Y on a committee or in an advisory capacity.

Y Australia- means the employer as The National Council of the Young men's Christian Association of Australia ("**Y**", "**we**", "**us**", "**our**", "**our organisation**").

Y Safeguarding- means the employer as Y Safeguarding ("**Y**", "**we**", "**us**", "**our**", "**our organisation**").

Member Y's- An autonomous organisation which is a chartered member of the National Council of the YMCAs of Australia and must therefore act in accordance with the National Council of YMCAs of Australia's constitution and formal decisions.

WBS Advisor - A suitably capable employee of WBS who does not hold an office position at Y Australia and who acts as an ethics advisor for the Y Australia National Office.

Stakeholder - anyone who works at or visits a Y, or engages in other ways with the Y, including clients, partners and the general public.

** Refer to the Y Australia Speak Up Policy for all other definitions.*

4. Operational Guidelines:

4.1 Reporting

- Disclosures may be made orally, in writing, electronically, or anonymously.
- Individuals making a disclosure must provide sufficient detail describing the alleged corrupt or improper conduct, in line with the definitions outlined above.
- Disclosures may be submitted to the National CEO in the first instance.
- Where the disclosure relates to the National CEO, the disclosure must be made directly to the President of the National Board.
- Disclosures may also be submitted via Whistle Blowing Services (WBS) at (TBA).
- Where the National CEO and/or the President of the National Board are not appropriate contacts, or are the subject(s) of the disclosure, the disclosure must be made directly to WBS via (TBA).

4.2 Assessment of Disclosure

- The National CEO/Board President/WBS Advisor will impartially assess the allegation to determine if it is a public interest disclosure.
- Following an investigation, the National CEO/Board President/WBS Advisor will determine within 30 days of receiving the disclosure whether improper conduct or detrimental action has occurred.

4.3 Resolution of Disclosure

- The National CEO/Board President/WBS Advisor must notify the person who speaks up of the findings of the investigation.
- Throughout this process, the National CEO/Board President/Speak Up Advisor must oversee the investigation, maintain confidential records and ensure support for the person who speaks up and the person or persons who are the subject of the disclosure.
- If the National CEO/Board President/WBS Advisor determines that improper conduct has occurred, Y Australia will take all reasonable steps to prevent the conduct from continuing or occurring in the future.

4.4 Escalation

Disclosures should be made directly to the National CEO/Board President/Speak Up Advisor as the first point of contact. If further escalation is required, a disclosure may also be made directly to the Ombudsman:

[Commonwealth Ombudsman](#)

[NSW Ombudsman](#)

[QLD Ombudsman](#)

[Victorian Ombudsman](#)

[WA Ombudsman](#)

4.5 Making a Report

Go to www.whistleblowingservice.com.au/the-y/

How do I make an online report ?

To make an “**Online**” report please click on the ‘**Make a Report**’ button. You will be redirected to a new page where you need to enter: ‘**THEY**’ for the “**Unique Key**”; and ‘**They2025**’ for the “**Client Reference Number**”.

5. Related Documents:

- Y Australia Speak Up Procedure
- Y Australia Internal Grievance and Dispute Resolution Policy
- Y Australia Disciplinary and Termination Policy
- Y Safeguarding Children and Young People Policy
- Y Australia Health, Safety and Wellbeing Policy
- Y Australia WHS Issue Resolution Policy

- Y Australia Fair Treatment Policy
- Y Australia Privacy Policy

The documents listed above can be accessed in the [Y Australia Policy and Procedure Library](#).

- The Treasury Laws Amendment (Enhancing Whistleblower Protections) Act 2019 (C'weath)
- Also refer to relevant State/Territory Work Health and Safety and Public Interest Disclosure legislation.

6. Consequences of Breaching this Procedure

All elements of this procedure must be adhered to, and any breach will be dealt with in accordance with the Y Australia Disciplinary and Termination Policy. If an individual's conduct results in a breach under law they may also be personally liable.

7. Policy Owner

The Executive Manager Governance is responsible for keeping this procedure current - including ensuring amendments and reviews occur as scheduled.

8. Document Control

Review of this procedure will be undertaken every two years, or prior as required by law, in consultation with appropriate Y personnel.

This document is due for review on 30th June 2028.

Version:	Description of Amendment, Approver and Date:	Amendment Rating (L, M or H)	Amended by:	New Issue Date:	Policy Location:
1.0	Procedure created	M	Olivia Brown	5 May 2016	-
2.0	Procedure updated to reflect new version control	L	Alli Carr	6 Jun 2016	-
3.0	Procedure updated to reflect draft amendments to YMCA Australia Whistle-blower Policy	L	Jacki Whitwell	26 Aug 2017	-
4.0	Procedure approved by National Board at 26 th August 2017 meeting.	H	Jacki Whitwell	26 Aug 2017	-
5.0	Policy updated and redrafted in new format. Currently in 'Updated' status due to extension of review date to 30 June 2022.	H	Alli Carr	27 Oct 2021	Hyperlink
6.0	Update to include Whise blower services for Y Australia and contact details for WBS.	H			

Note: to ensure correct version control when amendments are made, the new issue date must be inserted in the footer of this document. To determine amendment rating, please refer to Section 4 in the Y Australia Policy Framework.