



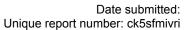
# Public report

2016-17

Submitted by

Legal Name: YHA Limited



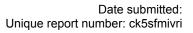






# Organisation and contact details

Submitting organisation details	Legal name	YHA Limited
	ABN	94008387791
	ANZSIC	H Accommodation and Food Services 4400 Accommodation
	Business/trading name/s	YHA Ltd
	ASX code (if applicable)	
	Postal address	GPO Box 5276 SYDNEY NSW 2001 AUSTRALIA
	Organisation phone number	(02) 9261 1111
Reporting structure	Number of employees covered by this report	372





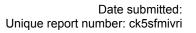


# Workplace profile

# Manager

Manager	Demonstrative level to CEO	Fuereles manages estatus		N	o. 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
	Ī	Full-time permanent	1	5	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	5	4	9
		Full-time contract	0	0	0
Other executives/General managers	-2	Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	5	10	15
		Full-time contract	0	0	0
Senior Managers	-2	Part-time permanent	1	1	2
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	24	10	34
		Full-time contract	0	0	0
Other managers	-3	Part-time permanent	6	0	6
		Part-time contract	2	2	4
		Casual	1	0	1
Grand total: all managers			46	33	79

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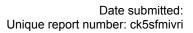


# Workplace profile

# Non-manager

Non manager equipational estagaries	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	es (if applicable)	No. of apprentic	es (if applicable)	Total employees
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	13	12	0	0	0	0	25
	Full-time contract	0	0	0	0	0	0	0
Professionals	Part-time permanent	3	0	0	0	0	0	3
	Part-time contract	0	0	0	0	0	0	0
	Casual	2	0	0	0	0	0	2
	Full-time permanent	0	9	0	0	0	0	9
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	0	5	0	0	0	0	5
	Part-time contract	0	1	0	0	0	0	1
	Casual	0	2	0	0	0	0	2
	Full-time permanent	21	12	0	0	0	0	33
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	80	59	0	0	0	0	139
Community and personal service	Part-time contract	18	14	0	0	0	0	32
	Casual	25	14	0	0	0	0	39
	Full-time permanent	2	0	0	0	0	0	2
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	1	0	0	0	0	0	1
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Sales	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
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

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Non manager equipational estagaries	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduates	s (if applicable)	No. of apprentice	es (if applicable)	Total ampleyage
Non-manager occupational categories	Employment status	F	M	F	M	F	М	rotal employees
	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	_	165	128	0	0	0	0	293

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Date submitted: Unique report number: ck5sfmivri





# Reporting questionnaire

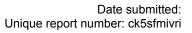
# Gender equality indicator 1: Gender composition of workforce

This indicator seeks information about the gender composition of relevant employers in a standardised format, to enable the aggregation of data across and within industries. The aggregated data in your workplace profile assists relevant employers in understanding the characteristics of their workforce, including in relation to occupational segregation, the position of women and men in management within their industry or sector, and patterns of potentially insecure employment.

# NB. IMPORTANT:

- References to the Act means the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2016 to 31 March 2017. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- · Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- 1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

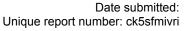
1.1	Recruitment
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)</li> <li>✓ Currently under development, please enter date this is due to be completed</li> <li>✓ Insufficient resources/expertise</li> <li>✓ Not a priority</li> </ul>
1.2	Retention
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)</li> <li>✓ Currently under development, please enter date this is due to be completed</li> <li>✓ Insufficient resources/expertise</li> <li>✓ Not a priority</li> </ul>
1.3	Performance management processes
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)</li> <li>✓ Currently under development, please enter date this is due to be completed</li> <li>✓ Insufficient resources/expertise</li> <li>✓ Not a priority</li> </ul>







1.4	Promotions
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>☑ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>☑ Insufficient resources/expertise</li> <li>□ Not a priority</li> </ul>
1.5	Talent identification/identification of high potentials
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>☑ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>☑ Insufficient resources/expertise</li> <li>☑ Not a priority</li> </ul>
1.6	Succession planning
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>☑ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>☑ Insufficient resources/expertise</li> <li>☑ Not a priority</li> </ul>
1.7	Training and development
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>☑ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>☑ Insufficient resources/expertise</li> <li>☑ Not a priority</li> </ul>
1.8	Key performance indicators for managers relating to gender equality
	<ul> <li>Yes (select all applicable answers)</li> <li>Policy</li> <li>Strategy</li> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Not a priority</li> </ul>
1.9	Gender equality overall
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>☑ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>☑ Insufficient resources/expertise</li> <li>☑ Not a priority</li> </ul>







1.10 How many new appointments were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)? IMPORTANT: this should incorporate appointments from both external and internal sources (including all promotions).

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	8	5
Number of appointments made to NON-MANAGER roles (including promotions)	139	96

1.11 How many employees were promoted during the reporting period against each category below? IMPORTANT: Because promotions are included in the number of appointments in Q1.10, the number of promotions should never exceed appointments.

	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	8	4	6	1
Permanent/ongoing part-time employees	0	0	2	1
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.12 How many employees resigned during the reporting period against each category below?

	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	8	10	13	14
Permanent/ongoing part-time employees	1	1	24	22
Fixed-term contract full-time employees	2	0	2	1
Fixed-term contract part-time employees	1	0	58	36
Casual employees	0	0	23	14

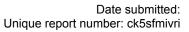
1.13 If your organisation would like to provide additional information relating to gender equality indicator 1, please do so below.

YHA is an equal opportunity employer an it follows these principles when recruiting and / or promoting employees. Due to the small employee count and variety of locations some of the YHA teams experience low turnover making some gender equity issues difficult to correct. The corporate roles are also difficult to correct due to low turnover of staff.

# Gender equality indicator 2: Gender composition of governing bodies

Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant employer is broad and depends on the nature of your organisation. It can mean the board of directors, trustees, committee of management, council or other governing authority of the employer.

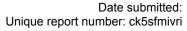
2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, even if it is located overseas.







2.1	Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.					
	If your organisation's governing body organisation's name BUT the numerical					
2121	Organisation name?					
2.1a.1						
	YHA Ltd					
2.1b.1	How many Chairs on this governing be	ody?				
		Female	Male			
	Number	2	1			
2.1c.1	How many other members are on this	governing body (excluding the Chair/	s)?			
		Female	Male			
	Number	4	4			
2.10.1	Has a target been set to increase the r	epresentation of women on this gove	rning body?			
	<ul><li>☐ Yes</li><li>☐ No (you may specify why a target has</li></ul>	not been set)				
	Governing body/board has ger	nder balance (e.g. 40% women/40% me				
	☐ Insufficient resources/expertise					
	<ul><li>☐ Do not have control over gove</li><li>☐ Not a priority</li></ul>	rning body/board appointments (provide	details why):			
	Other (provide details):					
2 4 ~ 4	Are you reporting an any other organi	nations in this renewt?				
2.1g.1	Are you reporting on any other organic	sations in this report?				
	∐ Yes ⊠ No					
2.2	Do you have a formal selection policy and/or formal selection strategy for governing body members for AL organisations covered in this report?					
	Yes (select all applicable answers)					
	<ul><li>☑ Policy</li><li>☐ Strategy</li></ul>					
	<ul> <li>☐ No (you may specify why no formal selection policy or formal selection strategy is in place)</li> <li>☐ In place for some governing bodies</li> </ul>					
	☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise					
	☐ Do not have control over governing body appointments (provide details why)					
	<ul><li>☐ Not a priority</li><li>☐ Other (provide details):</li></ul>					
2.3	Does your organisation operate as a p "incorporated" entity - Pty Ltd, Ltd or		your organisation is an			
	☐ Yes ⊠ No					
	M INO					







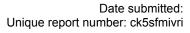
2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

Our Governing body has a election committee which deliberates on skill and diversity.

# Gender equality indicator 3: Equal remuneration between women and men

Equal remuneration between women and men is a key component of improving women's economic security and progressing gender equality.

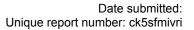
⊠ Y	′es (select all applicable answers) ⊠ Policy
	☐ Strategy
	lo (you may specify why no formal policy or formal strategy is in place)
	☐ Currently under development, please enter date this is due to be completed
	<ul><li>☐ Insufficient resources/expertise</li><li>☐ Salaries set by awards/industrial or workplace agreements</li></ul>
	☐ Non-award employees paid market rate
	☐ Not a priority
	☐ Other (provide details):
3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
	☐ Yes (provide details in guestion 3.2 below)
	No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)
	Currently under development, please enter date this is due to be completed
	Salaries set by awards/industrial or workplace agreements
	<ul> <li>☐ Insufficient resources/expertise</li> <li>☒ Non-award employees paid market rate</li> </ul>
	☐ Not a priority ☐ Other (provide details):
	☐ Not a priority ☐ Other (provide details):  e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e.
cond	☐ Not a priority ☐ Other (provide details):  e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)?
cond	□ Not a priority □ Other (provide details):  e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)?  'es - the most recent gender remuneration gap analysis was undertaken:
cond	□ Not a priority □ Other (provide details):  e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)?  Yes - the most recent gender remuneration gap analysis was undertaken: □ Within last 12 months
cond	□ Not a priority □ Other (provide details):  e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)?  'es - the most recent gender remuneration gap analysis was undertaken:
cond	□ Not a priority □ Other (provide details):  e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)?  Yes - the most recent gender remuneration gap analysis was undertaken: □ Within last 12 months □ Within last 1-2 years □ More than 2 years ago but less than 4 years ago □ Other (provide details):
cond	□ Not a priority □ Other (provide details):  e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)?  Yes - the most recent gender remuneration gap analysis was 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 (you may specify why you have not analysed your payroll for gender remuneration gaps)
cond	<ul> <li>Not a priority</li> <li>Other (provide details):</li> </ul> e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)? Yes - the most recent gender remuneration gap analysis was undertaken: <ul> <li>Within last 12 months</li> <li>Within last 1-2 years</li> <li>More than 2 years ago but less than 4 years ago</li> <li>Other (provide details):</li> </ul> Io (you may specify why you have not analysed your payroll for gender remuneration gaps) <ul> <li>Currently under development, please enter date this is due to be completed</li> </ul>
cond	<ul> <li>Not a priority</li> <li>Other (provide details):</li> </ul> e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)? (es - the most recent gender remuneration gap analysis was undertaken: <ul> <li>Within last 12 months</li> <li>Within last 1-2 years</li> <li>More than 2 years ago but less than 4 years ago</li> <li>Other (provide details):</li> </ul> lo (you may specify why you have not analysed your payroll for gender remuneration gaps) <ul> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> </ul>
CONC Y	<ul> <li>Not a priority</li> <li>Other (provide details):</li> </ul> e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)? (es - the most recent gender remuneration gap analysis was undertaken: <ul> <li>Within last 12 months</li> <li>Within last 1-2 years</li> <li>More than 2 years ago but less than 4 years ago</li> <li>Other (provide details):</li> </ul> lo (you may specify why you have not analysed your payroll for gender remuneration gaps) <ul> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no</li> </ul>
CONG	<ul> <li>Not a priority</li> <li>Other (provide details):</li> </ul> e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)? (es - the most recent gender remuneration gap analysis was undertaken: <ul> <li>Within last 12 months</li> <li>Within last 1-2 years</li> <li>More than 2 years ago but less than 4 years ago</li> <li>Other (provide details):</li> </ul> lo (you may specify why you have not analysed your payroll for gender remuneration gaps) <ul> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> </ul>
Cond	Not a priority   Other (provide details):    Page 1
room quali	Not a priority   Other (provide details):    Other (provide details):   Other (provide details):
room quali	Other (provide details):  e you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ducted a gender pay gap analysis)?  Yes - the most recent gender remuneration gap analysis was 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 (you may specify why you have not analysed your payroll for gender remuneration gaps)  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise  Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no not for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or iffications)  Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and the complete of the provided of the provide
room quali	Not a priority   Other (provide details):    Other (provide details):   Other (provide details):







		YHA have analysed like for like as well as organisation wide.
	4.1	Did you take any actions as a result of your gender remuneration gap analysis?
		<ul> <li>Yes – indicate what actions were taken (select all applicable answers)</li></ul>
	4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:
		YHA has gender pay equity in mot employee categories. Any gender pay gap is skewed by low numbers of employees in particular specialist roles which also have low turnover.
This incomploy support to comploy	dicator ment ting er	requality indicator 4: Flexible working and support for employees mily and caring responsibilities  r will enable the collection and use of information from relevant employers about the availability and utility of terms, conditions and practices relating to flexible working arrangements for employees and to working arrangement imployees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and menaid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundament utility and to maximising Australia's skilled workforce.
	great	RIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as havir er responsibility for the day-to-day care of a child. ou provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND
		in addition to any government funded parental leave scheme for primary carers?
	time o	es. (Please indicate how employer funded paid parental leave is provided to the primary carer):  By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination) by we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please the how employer funded paid parental leave is provided to women ONLY): By paying the gap between the employee's salary and the government's paid parental leave scheme







	<ul> <li>☐ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks</li> <li>☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)</li> </ul>
	☐ No, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded paid parental leave is provided to men ONLY):
	☐ By paying the gap between the employee's salary and the government's paid parental leave scheme
	☐ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
	☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)
	No, not available (you may specify why this leave is not provided)
	☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise
	Sovernment scheme is sufficient
	☐ Not a priority ☐ Other (provide details):
	☐ Other (provide details).
6.	A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the primary carer.
	Do you provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and women, in addition to any government funded parental leave scheme for secondary carers?
	women, in addition to any government funded parental leave scheme for secondary carers?  Yes No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave)
	women, in addition to any government funded parental leave scheme for secondary carers?  Yes No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) No, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY
	women, in addition to any government funded parental leave scheme for secondary carers?  Yes No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave)
	women, in addition to any government funded parental leave scheme for secondary carers?  Yes No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) No, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY No (you may specify why employer funded paid parental leave for secondary carers is not paid) Currently under development, please enter date this is due to be completed Insufficient resources/expertise
	women, in addition to any government funded parental leave scheme for secondary carers?  Yes No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) No, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY No (you may specify why employer funded paid parental leave for secondary carers is not paid) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Government scheme is sufficient
	women, in addition to any government funded parental leave scheme for secondary carers?  Yes No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) No, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY No (you may specify why employer funded paid parental leave for secondary carers is not paid) Currently under development, please enter date this is due to be completed Insufficient resources/expertise
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7. How many MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Managers	0	0	0	0

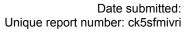
7.1 How many NON-MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Non-managers	2	0	0	0

- 8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
  - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
  - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Females	Males
Managers	0	0

8.1 How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?







- Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
   'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Non-managers	2	0

€.	Do you have a formal policy and/or formal strategy on flexible working arrangements?
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>□ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Don't offer flexible arrangements</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
10.	Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	<ul> <li>Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>☐ Strategy</li> <li>☑ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Included in award/industrial or workplace agreement</li> <li>☐ Not a priority</li> <li>☑ Other (provide details):</li> <li>The low number of employees with this need does not warrant a formal policy and each case is handle on individual circumstances.</li> </ul>
11.	Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?  Yes No (you may specify why non-leave based measures are not in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority Other (provide details): The low number of employees with this need does not warrant a formal policy and each case is handle on individual circumstances.
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
	<ul> <li>Yes (select all applicable answers)</li> <li>Policy</li> <li>Strategy</li> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Included in award/industrial or workplace agreements</li> <li>Not aware of the need</li> <li>Not a priority</li> <li>Other (please provide details):</li> </ul>

Date submitted: Unique report number: ck5sfmivri



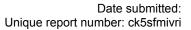


The low number of employees with this need does not warrant a formal policy and each case is handle on individual circumstances.

IXI 1	res (select all applicable answers)
_	Employee assistance program (including access to a psychologist, chaplain or counsellor)
	Training of key personnel
	☐ A domestic violence clause is in an enterprise agreement or workplace agreement
	☐ Workplace safety planning
	Access to paid domestic violence leave (contained in an enterprise/workplace agreement)
	Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)
	Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)
	Caracteristic Access to unpaid leave
	Confidentiality of matters disclosed
	Referral of employees to appropriate domestic violence support services for expert advice
	Protection from any adverse action or discrimination based on the disclosure of domestic violence
	Flexible working arrangements
	Provision of financial support (e.g. advance bonus payment or advanced pay)
	Offer change of office location
	☐ Emergency accommodation assistance ☐ Access to medical services (e.g. doctor or nurse)
	Other (provide details):
	No (you may specify why no other support mechanisms are in place)
ш.	Currently under development, please enter date this is due to be completed
	☐ Insufficient resources/expertise
	☐ Not aware of the need
	☐ Not a priority
	Other (provide details):
Whe	ere any of the following options are available in your workplace, are those option/s available to both w
AND	D men?
•	flexible hours of work
•	compressed working weeks
•	time-in-lieu
•	telecommuting
•	part-time work job sharing
	carer's leave
•	
•	
•	purchased leave
•	unpaid leave. ions may be offered both formally and/or informally.

- Which options from the list below are available? Please tick the related checkboxes.

   Unticked checkboxes mean this option is NOT available to your employees.





14.3



	Managers Non-managers		anagers	
	Formal	Informal	Formal	Informal
Flexible hours of work		$\boxtimes$		$\boxtimes$
Compressed working weeks		$\boxtimes$		$\boxtimes$
Time-in-lieu	$\boxtimes$		$\boxtimes$	
Telecommuting	$\boxtimes$		$\boxtimes$	
Part-time work	$\boxtimes$		$\boxtimes$	
Job sharing		$\boxtimes$		$\boxtimes$
Carer's leave	$\boxtimes$		$\boxtimes$	
Purchased leave		$\boxtimes$		$\boxtimes$
Unpaid leave		$\boxtimes$		$\boxtimes$
You may specify why any of the above option  Currently under development, please enter developme		_	employees.	

□ Currently under development, please enter date this is due to be completed
□ Insufficient resources/expertise
□ Not a priority
□ Other (provide details):
YHA feels the options available are sufficient at the moment.

If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:

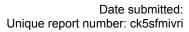
YHA conducts and annual engagement survey and scores have been consistently high for the past 5 years and have not received any free form suggestions that further gender equity options or flexibility options are a priority other than more representation of women at the KMP. Due to low numbers and turnover in the KMP roles equity in this category has been difficult to achieve.

# Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace

This gender equality indicator seeks information on what consultation occurs between employers and employees on issues concerning gender equality in the workplace.

15.	Have	you consulted with employees on issues concerning gender equality in your workplace?
	⊠ Ye	
	15.1	How did you consult with employees on issues concerning gender equality in your workplace?  Survey Consultative committee or group Focus groups Exit interviews Performance discussions Other (provide details):

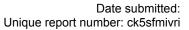
15.2 Who did you consult?







	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
		equality indicator 6: Sex-based harassment and discrimination
particip	oation. S	n of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy raining of managers on SBH is in place.
16.	Do you	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
	⊠ Yes	s (select all applicable answers)
	□No	<ul> <li>Strategy</li> <li>(you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Included in award/industrial or workplace agreement</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		<ul> <li>Yes</li> <li>No (you may specify why a grievance process is not included)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
17.	Do you	u provide training for all managers on sex-based harassment and discrimination prevention?
		s - please indicate how often this training is provided:  At induction  At least annually  Every one-to-two years  Every three years or more  Varies across business units  Other (provide details):  (you may specify why this training is not provided)  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise  Not a priority  Other (provide details):





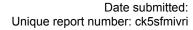


17.1 If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:

# Other

18. If your organisation has introduced any outstanding initiatives that have resulted in improved gender equality in your workplace, please tell us about them.

(As with all questions in this questionnaire, information you provide here will appear in your public report.)







# Gender composition proportions in your workplace

# Important notes:

- 1. Proportions are based on the data contained in your workplace profile and reporting questionnaire.
- Some proportion calculations will not display until you press **Submit** at step 6 on the reporting page in the portal. When your CEO signs off the report prior to it being submitted, it is on the basis that the proportions will only reflect the data contained in the report.
- 3. If any changes are made to your report after it has been submitted, the proportions calculations will be refreshed and reflect the changes after you have pressed **Re-submit** at step 6 on the reporting page.

# Based upon your workplace profile and reporting questionnaire responses:

### Gender composition of workforce

1. the gender composition of your workforce overall is 56.7% females and 43.3% males.

# **Promotions**

- 2. 72.7% of employees awarded promotions were women and 27.3% were men
  - i. 66.7% of all manager promotions were awarded to women
  - ii. 80.0% of all non-manager promotions were awarded to women.
- 3. 51.9% of your workforce was part-time and 13.6% of promotions were awarded to part-time employees.

# Resignations

- 4. 57.4% of employees who resigned were women and 42.6% were men
  - i. 52.2% of all managers who resigned were women
  - ii. 58.0% of all non-managers who resigned were women.
- 51.9% of your workforce was part-time and 62.2% of resignations were part-time employees.

# Employees who ceased employment before returning to work from parental leave

- i. 100.0% of all women who utilised parental leave ceased employment before returning to work
- ii. N/A men who utilised parental leave ceased employment before returning to work
- iii. N/A managers who utilised parental leave and ceased employment before returning to work were women
- iv. 100.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

# Notification and access List of employee organisations: CEO sign off confirmation Name of CEO or equivalent: Julian Ledger CEO signature: Date: