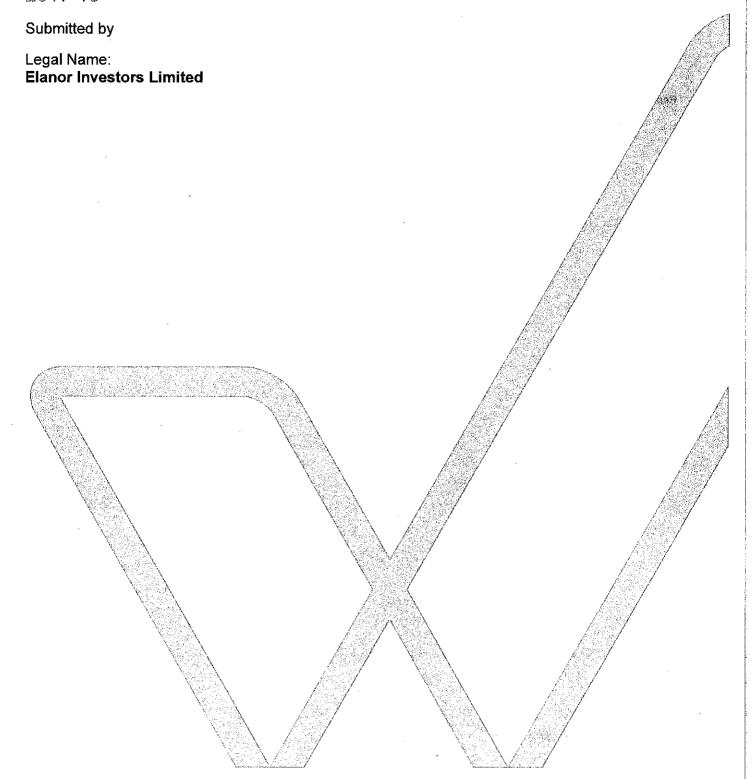




Public report

2017-18







Organisation and contact details

Submitting organisation details	Legal name	Elanor Investors Limited	
	ABN	33169308187	
	ANZSIC	L Rental, Hiring and Real Estate Services	
	Business/trading name/s	6712 Non-Residential Property Operators	
	ASX code (if applicable)		
	Postal address	GPO Box 1511	
		Sydney NSW 2001 AUSTRALIA	
•	Organisation phone number	0292398400	
Reporting structure	Ultimate parent	Elanor Investors Limited	
	Number of employees covered by this report	35	



Workplace profile

Manager

Full-time permanent 0 Full-time permanent 0 1	Manager occupational categories	Reporting level to CEO	Employment status	FIW	No of employees Total employees
Full-time contract		<u> </u>	ull-time permanent	0 1	
Part-time permanent 0 0		<u> </u>	ull-time contract		
Part-time contract	CEO/Head of Business in Australia		art-time permanent		0.00
Casual Casual 0 0 Full-time permanent 1 5 Full-time contract 0 0 Part-time contract 0 0 Casual 0 0 Full-time permanent 0 0 Part-time contract 0 0 Part-time contract 0 0 Casual 0 0 Full-time permanent 0 0 Part-time contract 0 0 Casual 0 0 Full-time contract 0 0 Part-time permanent 0 0 Part-time contract 0 0 Casual 0 0 Part-time contract 0 0 Casual 0 0 0 0 0		<u>a</u>	art-time contract		0
Full-time permanent		O	asual		0
Full-time contract			ull-time permanent	1 5	8
Part-time permanent			ull-time contract	H	0
Part-time contract 0 0 Casual 0 0 Full-time permanent 0 4 Full-time contract 0 0 Part-time contract 0 0 Casual 0 0 Full-time permanent 0 1 Full-time contract 0 0 Part-time permanent 0 0 Part-time contract 0 0 Casual 0 0 Casual 0 0 Part-time contract 0 0 Casual 0 0	Key management personnel		art-time permanent		
Casual Coasual 0 0 4 Full-time permanent 0 4 4 Full-time contract 0 0 0 Casual 0 0 0 Full-time permanent 0 0 1 Full-time contract 0 0 0 Part-time permanent 0 0 0 Part-time contract 0 0 0 Casual 0 0 0		<u>a</u>	art-time contract	\vdash	
Full-time permanent 0 4 Full-time contract 0 0 Part-time permanent 0 0 Casual 0 0 Full-time permanent 0 1 Full-time contract 0 0 Part-time permanent 0 0 Part-time contract 0 0 Casual 0 0 Casual 0 0		<u>o</u>]	Sasual		and the second s
Full-time contract		ш.	ull-time permanent	_	
-2 Part-time permanent 0 0 0 Part-time contract 0 0 0 Casual Casual Full-time permanent 0 1 Full-time contract 0 0 Part-time contract 0 0 Casual Casual		L	'ull-time contract		.0
Part-time contract 0 0 0 Casual 0 0 0 Full-time permanent 0 1 Full-time contract 0 0 Part-time permanent 0 0 Casual 0 0	Senior Managers		art-time permanent	-	0
Casual 0 0 0 0 0 0 1 Full-time permanent 0 1 Part-time contract 0		<u>a</u>	art-time contract		0
Full-time permanent		0	asual		
Full-time contract 0 0 0 -3 Part-time permanent 0 0 Part-time contract 0 0 Casual 0 0		<u> </u>	ull-time permanent	0 1	
-3 Part-time permanent 0 0 0 Part-time contract 0 0 Casual 0 0			ull-time contract	L	
Part-time contract 0 0 0 Casual 0 0 0	Other managers		art-time permanent	_	0
Casual 0 0 0		<u>a</u>	art-time contract		
		2	asual		0
	Grand total: all managers				75



Workplace profile

Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding	ees (excluding graduates and apprentices)	No. of graduates F	(frapplicable): M	No. of apprention	oes (frapplicable): M	Total employees
	Full-time permanent	10	12	0	0	0	0	22
	Full-time contract	0	0	0	0	Ò	0	0
Professionals	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	1	0	0	0	0	
	Full-time permanent	0	0	0	0	0	0	
	Full-time contract	0	0	0	0	Ö	0	0
Technicians and trade	Part-time permanent	0	0	0	0	0	0	0.00
	Part-time contract	0	0	0	0	0	0	0
	Casuai	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
Community and personal service	Part-time permanent	0	0	0	0	0	0	0
	Part-fime contract	0	0	0	0	0	0	
	Casual	Ö	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	7
Clerical and administrative	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 1
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	ō	0	0	Ö	0
Sales	Part-time permanent	0	0	0	0	0	0	
	Part-time contract	0	0	0	0	0	0 .	The second of the second of the second
	Casual	0	.0	0	0	0	0	
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	Ö	Ó	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



Non-manager occumational categories Employment eratits	Emolovment status	No. of employees (excluding	graduates and apprentices).	No. of graduates	(if applicable)	No. of apprentice	s (if applicable)	
			i M		M	E	M A	oral employees
	Full-time permanent	0	0	0	0	0	0	0.3
	Full-time contract	0	0	0	0	0	0	
Labourers	Part-time permanent	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	
Grand total: all non-managers		(0	8	0	\$	0.2	1985 O See See	23





Reporting questionnaire

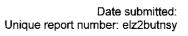
Gender equality indicator 1: Gender composition of workforce

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 mean 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 2017 to 31 March 2018. (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.
- Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

1.1	Recruitment
	 ✓ Yes (select all applicable answers) ✓ Policy ☐ Strategy ☐ No (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 ☐ Insufficient resources/expertise ☐ Not a priority
1,2	Retention
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (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 ✓ Insufficient resources/expertise ✓ Not a priority
1.3	Performance management processes
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (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 ✓ Insufficient resources/expertise ✓ Not a priority







1.4	Promotions
	 Yes (select all applicable answers) ☐ Policy ☐ Strategy ☐ No (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 ☐ Insufficient resources/expertise ☐ Not a priority
1.5	Talent identification/identification of high potentials
	 ✓ Yes (select all applicable answers) ✓ Policy ☐ Strategy ☐ No (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 ☐ Insufficient resources/expertise ☐ Not a priority
1.6	Succession planning
	 Yes (select all applicable answers) ☐ Policy ☐ Strategy ☑ No (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 ☐ Insufficient resources/expertise ☐ Not a priority
1.7	Training and development
	 Yes (select all applicable answers) □ Policy □ Strategy □ No (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 □ Insufficient resources/expertise □ Not a priority
1.8	Key performance indicators for managers relating to gender equality
	 Yes (select all applicable answers) ☐ Policy ☐ Strategy No (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 ☐ Insufficient resources/expertise ☐ Not a priority
1.9	Gender equality overall
	 ✓ Yes (select all applicable answers) ✓ Policy ☐ Strategy ☐ No (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 ☐ Insufficient resources/expertise ☐ Not a priority





1.10 How many employees were promoted during the reporting period against each category below?
IMPORTANT: Because promotions are included in the number of appointments in Q1.11, the number of promotions should never exceed appointments.

	Mana	gers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	3	5	4
Permanent/ongoing part-time employees	0	0	0	0
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	1

1.11 How many appointments in total (including the number of promotions above in Q1.10), were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/nonmanagers)?

IMPORTANT: promotions need to be added to these totals because they are considered internal appointments.

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	0	6
Number of appointments made to NON-MANAGER roles (including promotions)	1	8

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

	Mana	gers	Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	1	3	14
Permanent/ongoing part-time employees	; O	0	0	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	1	0

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

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

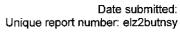


	organisation before proces	more than one organeding to question 2.2	lisation, the question !.	s below will be repeat	ed for each
	If your organisation's gove organisation's name BUT	erning body is the sa the numerical details	me as your parent er of your parent entity	tity's, you will need to 's governing body.	o add your
2.1a.1	Organisation name?				
	Elanor Investors Limited				
2.1b.1	How many Chairs on this o	governing body?			
			Female	Ma	 ale
	Number	0		1	
2.1c.1	How many other members	are on this governin	g body (excluding th	e Chair/s)?	
			Female	Ma	ale
	Number	0		3	
2 1a 1	☐ Insufficient resour ☐ Do not have contr ☐ Not a priority ☑ Other (provide det The Group is stro specific objectives	ces/expertise of over governing body tails): ngly committed to mal s for the quantum of m riment of the business	ales/females at any le		
9	☐ Yes ☑ No	ener organisacione i			
2.2	Do you have a formal selection organisations covered in the second covered in the second covered in the second covered covered in the second covered c		rmal selection strate	gy for governing body	members for ALL
	☑ Yes (select all applicable	answers)			
	☐ Policy ☐ Strategy				
	No (you may specify why ☐ In place for some	no formal selection po governing bodies	olicy or formal selection	strategy is in place)	
		evelopment, please en	ter date this is due to I	e completed	
			y appointments (provid	e details why)	
	Other (provide det	tails):			

Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)?

Please answer the following questions relating to each governing body covered in this report.

2.3







	Yes
\boxtimes	Nο

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

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.

	☐ Yes (select all applicable answers)
	⊠ Policy □ Strategy
	 □ No (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 □ Insufficient resources/expertise
	☐ Salaries set by awards/industrial or workplace agreements ☐ 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 question 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
	☐ Insufficient resources/expertise ☐ Non-award employees paid market rate
	☐ Not a priority
	Other (provide details):
	Remuneration decision process of employee is based on merit only and is not gender specific.
i.	Have you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. conducted 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 room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or
	qualifications)
	☐ 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)
	☐ Non-award employees paid market rate
	☐ Not a priority
	remaneration of employees is decided on the basis of ment and is not gender specific.





4.2 If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:

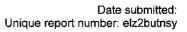
Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.

5.		RIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having ter 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 of 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 attent 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 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 men ONLY. (Please indicate how employer funded 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 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 pover 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 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 Government scheme is sufficient Not a priority Other (provide details):
	5.1	How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:
		12
5a.	carer	ir organisation would like to provide additional information on your paid parental leave for primary s e.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.
	5 2	What proportion of your total workforce has access to employer funded paid parental leave for PPIMARY

In your calculation, you MUST INCLUDE CASUALS when working out the proportion.

CARERS?







A "SECONDARY CARE primary carer. Do you provide EMPLO women, in addition to a yes No, we offer paid pare No, we offer paid pare No (you may specify Currently under the primary of the year of the ye	YER FUNDED iny governmen	paid parenta	l leave fo	gle care	r, REGARDLESS	OF GEN	
Do you provide EMPLO women, in addition to a Yes No, we offer paid pare No, we offer paid pare No (you may specify we have the content of th	iny governmen ental leave for S						DER, who is no
No, we offer paid pareNo, we offer paid pareNo (you may specify week)	ental leave for S		ental lea				
☐ Insufficient res☐ Government s☐ Not a priority☐ Other (provide How many MANAGERS employees still on pare	cources/expertis cheme is suffici details): have taken pa	e ent ental leave	during th	e report	ting period (paic	l and/or u	npaid)? Include
employees still on pare		carer's leave	ien it cor	nmence	α.		
ATA-CONTACT		carci 3 icave		!	Secondary	carer's lea	VA
#20mmms	Female		/lale		Secondary Female	carer's lea	ve Male
Managers 0			//ale	0		carer's lea	
Managers 0 7.1 How many NON-include employe	Female MANAGERS h	0 ave taken pa	rental les egardies arer's leav	ave during of whe	Female ng the reporting n it commenced	0 period (p l. ndary care	Male aid and/or unpa

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.

8.1





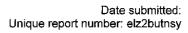
		Female	Male
	Non-managers	0	0
Do	you have a formal policy and/or formation	al strategy on flexible working arrangement	ts?
\boxtimes	Yes (select all applicable answers) ☑ Policy		
		cy or formal strategy is in place) ease enter date this is due to be completed	
	☐ Insufficient resources/expertise ☐ Don't offer flexible arrangements ☐ Not a priority ☐ Other (provide details):		
Do	you have a formal policy and/or forma	al strategy to support employees with famil	y or caring responsibilities?
	Yes (select all applicable answers) ☑ Policy ☐ Strategy		
	No (you may specify why no formal polic Currently under development, ple Insufficient resources/expertise	ease enter date this is due to be completed	
	☐ Included in award/industrial or wo ☐ Not a priority ☐ Other (provide details):	orkplace agreement	
	you offer any other support mechanis , employer-subsidised childcare, brea	sms, other than leave, for employees with fa stfeeding facilities)?	amily or caring responsibilities
	Yes No (you may specify why non-leave base Currently under development, ple Insufficient resources/expertise Not a priority	ed measures are not in place) ease enter date this is due to be completed	•
	Other (provide details):		
	you have a formal policy and/or forma lence?	al strategy to support employees who are e	xperiencing family or domesti
⊠,	Yes (select all applicable answers) ☑ Policy ☐ Strategy		
	No (you may specify why no formal polic	y or formal strategy is in place) ase enter date this is due to be completed	
	 ☐ Included in award/industrial or wo ☐ Not aware of the need ☐ Not a priority ☐ Other (please provide details): 	orkplace agreements	
	ner than a formal policy and/or formal	strategy, do you have any support mechani	isms in place to support
	ployees who are experiencing family of Yes (select all applicable answers)	or domestic violence?	
	res (select all applicable atiswels)	icluding access to a psychologist, chaplain or c	



14.



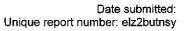
Wher AND • • • • •	☐ Workplace safety planning ☐ Access to paid domestic violence lea ☐ Access to unpaid domestic violence lea ☐ Access to paid domestic violence lea ☐ Access to paid domestic violence lea ☐ Access to unpaid leave ☐ Confidentiality of matters disclosed ☐ Referral of employees to appropriate ☐ Protection from any adverse action o ☐ Flexible working arrangements ☐ Provision of financial support (e.g. addition) ☐ Emergency accommodation assistan ☐ Access to medical services (e.g. doction) ☐ Emergency accommodation assistan ☐ Access to medical services (e.g. doction) ☐ Currently under development, please ☐ Insufficient resources/expertise ☐ Not aware of the need ☐ Not a priority ☐ Other (provide details): The any of the following options are available to the provide details of the part of th	ve (contained in an eneave (contained in an ve (not contained in an ve (not contained in an domestic violence sur discrimination based (vance bonus payment) ce (or or nurse) sechanisms are in place enter date this is due	enterprise/work n enterprise/work oport services fo on the disclosur t or advanced pa	ce agreement) place agreement kplace agreeme r expert advice re of domestic v	ent)
⊠ Ye	es, the option/s in place are available to boto, some/all options are not available to boto. Which options from the list below are	th women and men. n women AND men. available? Please tid	k the related cl	neckboxes.	lect NO.
14.1	 Unticked checkboxes mean thi 	o opaon lo mon anal	_	-	
14.1	 Unticked checkboxes mean thi 			Non-m	anagere
14.1	 Unticked checkboxes mean thi 		agers Informal	Non-m Formal	anagers Informal
14.1	Unticked checkboxes mean thi Flexible hours of work	Man	agers	 	
14.1		Man Formal	lagers Informal	Formal	Informal
14.1	Flexible hours of work	Man Formal	Informal	Formal	Informal
14.1	Flexible hours of work Compressed working weeks	Man Formal	Informal	Formal	Informal
14.1	Flexible hours of work Compressed working weeks Time-in-lieu	Man Formal □ □ □ □	Informal Informal	Formal	Informal
14.1	Flexible hours of work Compressed working weeks Time-in-lieu Telecommuting Part-time work	Man Formal □ □ □ □ □ □	Informal Informal Informal Informal Informal	Formal	Informal Informal
14.1	Flexible hours of work Compressed working weeks Time-in-lieu Telecommuting	Man Formal □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Informal Informal Informal Informal Informal Informal Informal	Formal	Informal Informal
14.1	Flexible hours of work Compressed working weeks Time-in-lieu Telecommuting Part-time work Job sharing ,	Man Formal □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Informal Informal III III III III III III III	Formal	Informal Informal Informal Informal
14.1	Flexible hours of work Compressed working weeks Time-in-lieu Telecommuting Part-time work Job sharing Carer's leave	Man Formal □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Informal Informal Informal Informal Informal Informal Informal	Formal	Informal Informal Informal







		Other (provide details):
	14.4	If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:
		equality indicator 5: Consultation with employees on issues ning gender equality in the workplace
		equality indicator seeks information on what consultation occurs between employers and employees on issues ender equality in the workplace.
15.	Have	you consulted with employees on issues concerning gender equality in your workplace?
	☐ Ye ⊠ No	s (you may specify why you have not consulted with employees on gender equality) Not needed (provide details why): Insufficient resources/expertise Not a priority Other (provide details):
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
The poartic	reventio	equality indicator 6: Sex-based harassment and discrimination not 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 yo	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
	⊠ Yes	s (select all applicable answers) ☑ Policy ☑ Strategy
	□ No	(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 Insufficient resources/expertise Included in award/industrial or workplace agreement Not a priority Other (provide details):
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		 ✓ Yes ☐ No (you may specify why a grievance process is not included) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):







17.	Do yo	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:

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.
- 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

the gender composition of your workforce overall is 31.4% females and 68.6% males.

Promotions

- 2. 38.5% of employees awarded promotions were women and 61.5% were men
 - . 0.0% of all manager promotions were awarded to women
 - ii. 50.0% of all non-manager promotions were awarded to women.
- 3. 0.0% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 21.1% of employees who resigned were women and 78.9% were men
 - i. 0.0% of all managers who resigned were women
 - ii. 22.2% of all non-managers who resigned were women.
- 5. 0.0% of your workforce was part-time and 0.0% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- N/A 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. N/A non-managers who utilised parental leave and ceased employment before returning to work were women.

CEO sign off confirmation

Name of CEO or equivalent: CIENN WILLS	Confirmation CEO has signed the report:
CEO signature:	Date: 30/3/2018







Public report

2017-18

Submitted by

Legal Name: Featherdale Management Pty Limited





Organisation and contact details

Submitting organisation details	Legal name	Featherdale Management Pty Limited
	ABN	92163915008
		R Arts and Recreation Services
	ANZSIC	8922 Nature Reserves and Conservation Parks Operation
	Business/trading name/s	Featherdale Wildlife Park
	ASX code (if applicable)	
	Postal address	PO Box 8011 Westpoint Post Shop
		BLACKTOWN NSW 2148
		AUSTRALIA
	Organisation phone number	(02) 9239 8400
Reporting structure	Ultimate parent	Elanor Investors Limited
	Number of employees covered by this report	188





All organisations covered by this report

Legal name	Business/trading name/s
Featherdale Management Pty Limited	Featherdale Wildlife Park
Albany Hotel Management Pty Ltd	Ibis Styles Albany





Workplace profile

Manager

Manager occupational categories	Reporting level to GEO	Employment status		M	No. of employ	/des émployaés
		Full-time permanent	2	2		
		Full-time contract	0	0		0
Senior Managers		Part-time permanent	0	0		
	ш.	Part-time contract	0	0		0
		Casual	0	0		0 -
		Full-time permanent	1 1	1		
	<u> </u>	Full-time contract	0	0		
Other managers	-2	Part-time permanent	0	0		
	<u> </u>	Part-time contract	0	0		- 0
		Casual	0	0		0
Grand total: all managers			. 6	3		and the second second



Date submitted: Unique report number: j3sfayrqgc

() () () () ()

Workplace profile

Non-manager

Total employees 40 36 23 13 0 0 27 36 Full-time contract Part-time permanent Part-time contract Non-manager occupational categories Employment status Part-time permanent Part-time permanent Part-time contract Part-time permanent Part-time permanent Full-time permanent Full-time contract Full-time contract Part-time permanent Full-time permanent Full-time permanent Full-time permanent Full-time permanent Full-time permanent Part-time contract Part-time contract Part-time contract Part-time contract Full-time contract Full-time contract Full-time contract Casual Casual Casual Casual Casual Casual Community and personal service Machinery operators and drivers Clerical and administrative Technicians and trade Professionals Sales

Date submitted: Unique report number: j3sfayrggc



		No. of employees (excluding gra	duates and apprentices)	No. of graduates	(ff abblicable)	No of aborantice	ss (if applicable)	
Non-manager occupational categories Employment status	Employment status	불	M. The second second	Ь	Ν	۵	N	Total 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	ō	0	0	0	0.00
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	e de la Company de la comp
	Full-time contract	Ó	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		117		. 0	0	. 0	0	- 178





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 mean 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 2017 to 31 March 2018. (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.
- Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

1.1	Recruitment
	 ✓ Yes (select all applicable answers) ✓ Policy ☐ Strategy ☐ No (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 ☐ Insufficient resources/expertise ☐ Not a priority
1.2	Retention
	 ✓ Yes (select all applicable answers) ✓ Policy ☐ Strategy ☐ No (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 ☐ Insufficient resources/expertise ☐ Not a priority
1.3	Performance management processes
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (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 ✓ Insufficient resources/expertise ✓ Not a priority





1.4	Promotions
	 Yes (select all applicable answers) ☑ Policy ☐ Strategy
	 No (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 ☐ Insufficient resources/expertise ☐ Not a priority
1.5	Talent identification/identification of high potentials
	 Yes (select all applicable answers) ☑ Policy ☐ Strategy
	☐ No (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 ☐ Insufficient resources/expertise ☐ Not a priority
1.6	Succession planning
	☐ Yes (select all applicable answers)☐ Policy☐ Strategy
	 No (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 ☐ Insufficient resources/expertise ☐ Not a priority
1.7	Training and development
	☑ Yes (select all applicable answers) ☑ Policy ☑ Strategy
	 No (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 ☐ Insufficient resources/expertise ☐ Not a priority
1.8	Key performance indicators for managers relating to gender equality
	Yes (select all applicable answers)
	 ☐ Strategy ☑ No (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 ☐ Insufficient resources/expertise ☐ Not a priority
1.9	Gender equality overall
	☐ Yes (select all applicable answers) ☐ Policy
	☐ Strategy ☐ No (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 ☐ Insufficient resources/expertise ☐ Not a priority





1.10 How many employees were promoted during the reporting period against each category below?
IMPORTANT: Because promotions are included in the number of appointments in Q1.11, the number of promotions should never exceed appointments.

	Managers Non-		Non-ma	managers	
	Female	Male	Female	Male	
Permanent/ongoing full-time employees	6	0	4	5	
Permanent/ongoing part-time employees	0	0	0	0	
Fixed-term contract full-time employees	0	0	0	0	
Fixed-term contract part-time employees	0	0	0	0	
Casual employees	0	0	4	3	

1.11 How many appointments in total (including the number of promotions above in Q1.10), were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)?

IMPORTANT: promotions need to be added to these totals because they are considered internal appointments.

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	8	2
Number of appointments made to NON-MANAGER roles (including promotions)	26	19

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

	Managers		Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	3	2	7	6
Permanent/ongoing part-time employees	0	0	0	5
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	16	9

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

Gender equality indicator 2: Gender composition of governing bodies

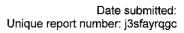
Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant 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	Please answer the following of	uestions relating	to each governing bo	dy covered in	this report.		
	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 governi organisation's name BUT the						
2.1a.1	Organisation name?						
	Featherdale Wildlife Park Pty Lin Albany Hotel Management Pty L						
2.1b.1	How many Chairs on this gove	erning body?					
			Female		Male		
	Number	0		1			
<u> </u>	How many other members are	_	Female		Male		
	Number	0		3			
	☐ Currently under devel ☐ Insufficient resources ☐ Do not have control o ☐ Not a priority ☑ Other (provide details The Group is strongly	lopment, please en /expertise over governing body s): y committed to mal r the quantum of m	king all selection decisi ales/females at any lev	pe completed provide details ons on the basi			
2.1g.1	Are you reporting on any othe	er organisations ir	this report?				
	□ Yes ⊠ No						
2.2	Do you have a formal selectio organisations covered in this		rmal selection strate	gy for governir	ng body members for ALI		
	✓ Yes (select all applicable ans☐ Policy✓ Strategy	swers)					
	No (you may specify why no ☐ In place for some gov ☐ Currently under devel	erning bodies	-		lace)		
	☐ Insufficient resources ☐ Do not have control o ☐ Not a priority	/expertise					
	☐ Not a priority ☐ Other (provide details	s):					







	2.3	Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)?
		☐ Yes ☑ No
	2.5	If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.
C a	. d a z	oquality indicator 2. Equal removemention between suggestion and more
Equa		equality indicator 3: Equal remuneration between women and men eration between women and men is a key component of improving women's economic security and progressing ity.
3.	Do yo	u have a formal policy and/or formal strategy on remuneration generally?
		s (select all applicable answers) Policy Strategy
		☐ Salaries set by awards/industrial or workplace agreements ☐ 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 question 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 □ Insufficient resources/expertise □ Non-award employees paid market rate □ Not a priority □ Other (provide details): Remuneration process of employee is based on merit only.
4.	Have y	you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. acted a gender pay gap analysis)?
	☐ Yes	s - 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):
	room f	(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 or discretion in pay changes (for example because pay increases occur only when there is a change in tenure or
	IS roor	cations) Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there in for discretion in pay changes (because pay increases can occur with some discretion such as performance sments) Non-award employees paid market rate Not a priority





☐ Other	(provide	details):
---------	----------	-----------

If your organisation would like to provide additional information relating to gender equality indicator 3, 4.2 please do so below:

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

This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements

to cor	nbine pa	nployees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men aid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental ality and to maximising Australia's skilled workforce.
5.		RIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having 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	S. (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), we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please te 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 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), we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded arental 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 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), 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 Government scheme is sufficient Not a priority Other (provide details):
	5.1.1	How many weeks of EMPLOYER FUNDED paid parental leave is provided for PRIMARY CARERS that is available for WOMEN ONLY (e.g. maternity leave)? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:
		0
5a.	carers	r organisation would like to provide additional information on your paid parental leave for primary s e.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.
	5.2.1	What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS that is available for WOMEN ONLY?





A "SECONDAR primary carer.	<10% 10-20% 21-30% 31-40% 41-50% 51-60% 61-70% 71-80% 81-90% 91-99% 100%						
primary carer.	51-60% 61-70% 71-80% 81-90% 91-99% 100%						
primary carer.	☐ 81-90% ☐ 91-99% ቯ 100%						
primary carer.	Ī 100%						
primary carer.	Y CARER" is a						
Do you provide		member of	a couple or a si	ngle carer	, REGARDLESS	OF GEN	DER, who is not th
			d parental leave nded parental le				vailable for men a
☐ No, we offer ☐ No (you may ☐ Curre ☐ Insuff ☐ Gove	paid parental lea specify why em	eve for SECG ployer funde opment, ple /expertise is sufficient	ONDARY CARER ONDARY CARER od paid parental le ase enter date thi	S that is a arear	vailable to wome condary carers is	n ONLY	
	,	,					
employees still	on parental lea	ive, regardl Primary care	tal leave during ess of when it co er's leave	ommence	Secondary		
	Fe	male	Male		Female		Male
Managers	0		0	0		•	
			10			0	
7.1 How mai Include 6	ny NON-MANA(employees still	on parenta	taken parental le I leave, regardle Primary carer's lea	eave durir ss of whe	Seco	period (p l. ndary care	
7.1 How mainclude e	employees still	on parenta	taken parental l I leave, regardle	eave durir ss of whe	n it commenced	period (p l. ndary care	





		*	
	Non-managers	Female 0	Male 0
	THE TOTAL PROPERTY OF THE PROP	<u> </u>	
9.	Do you have a formal policy and/or formal strategy on flex	tible working arrangemen	ts?
	☐ Yes (select all applicable answers) ☐ Policy ☐ Strategy ☑ No (you may specify why no formal policy or formal strategy		
	 ☐ Currently under development, please enter date this ☐ Insufficient resources/expertise ☐ Don't offer flexible arrangements ☐ Not a priority ☐ Other (provide details): 	s is due to be completed	
10.	Do you have a formal policy and/or formal strategy to sup	port employees with fami	ly or caring responsibilities?
	☑ Yes (select all applicable answers)☑ Policy☑ Strategy		
	☐ No (you may specify why no formal policy or formal strateg ☐ Currently under development, please enter date this ☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreemen	s is due to be completed	
	☐ Not a priority ☐ Other (provide details):	•	
11.	Do you offer any other support mechanisms, other than le (eg, employer-subsidised childcare, breastfeeding facilitie		amily or caring responsibilities
	☐ Yes ☑ No (you may specify why non-leave based measures are n ☐ Currently under development, please enter date this ☐ Insufficient resources/expertise ☐ Not a priority		
	Other (provide details):		•
12.	Do you have a formal policy and/or formal strategy to sup violence?	port employees who are e	experiencing family or domestic
	☑ Yes (select all applicable answers)☑ Policy☑ Strategy		
	☐ No (you may specify why no formal policy or formal strateg ☐ Currently under development, please enter date this ☐ Insufficient resources/expertise		
	 ☐ Included in award/industrial or workplace agreemen ☐ Not aware of the need ☐ Not a priority ☐ Other (please provide details): 	ts	
13.	Other than a formal policy and/or formal strategy, do you employees who are experiencing family or domestic viole		nisms in place to support
		a psychologist, chaplain or	counsellor)



14.



□ No	☐ Training of key personnel ☐ A domestic violence clause is in an enterprise ☐ Workplace safety planning ☐ Access to paid domestic violence leave (cor ☐ Access to unpaid domestic violence leave (cor ☐ Access to unpaid leave ☐ Confidentiality of matters disclosed ☐ Referral of employees to appropriate domes ☐ Protection from any adverse action or discrite ☐ Flexible working arrangements ☐ Provision of financial support (e.g. advance) ☐ Offer change of office location ☐ Emergency accommodation assistance ☐ Access to medical services (e.g. doctor or n) ☐ Other (provide details): ☐ (you may specify why no other support mechani) ☐ Currently under development, please enter of	ntained in an encontained in an accontained in an accontained in an actic violence supmination based bonus payment urse)	nterprise/workplarenterprise/wor	ce agreement) blace agreement cplace agreement r expert advice e of domestic v	nt) ent)
	☐ Insufficient resources/expertise ☐ Not aware of the need ☐ Not a priority ☐ Other (provide details):	ace this is due	to be completed		
AND r	e any of the following options are available in men? flexible hours of work compressed working weeks time-in-lieu telecommuting part-time work job sharing carer's leave purchased leave unpaid leave. ns may be offered both formally and/or inform cample, if time-in-lieu is available to women for s, the option/s in place are available to both women, some/all options are not available to both women	nally. ormally but to r en and men.			
14.1	Which options from the list below are available Unticked checkboxes mean this option	on is NOT avail	able to your em	ployees.	
			agers		lanagers
	Flexible house of week	Formal	Informal	Formal	Informal
	Flexible hours of work				
	Compressed working weeks				
	Time-in-lieu				
	Telecommuting	<u> </u>		<u> </u>	
	Part-time work			☒	
	Job sharing				

14.3	You may specify why any of the above options are NOT available to your employees.
	 ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☑ Not a priority

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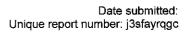
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Carer's leave

Unpaid leave

Purchased leave







		☐ Other (provide details):
	14.4	If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:
con	cerr	equality indicator 5: Consultation with employees on issues aing gender equality in the workplace
		ender equality in the workplace.
15.	☐ Ye	you consulted with employees on issues concerning gender equality in your workplace? s (you may specify why you have not consulted with employees on gender equality) Not needed (provide details why): Insufficient resources/expertise Not a priority Other (provide details):
Ger	15.3 nder	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
The pr	reventio	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 yo	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
		s (select all applicable answers) Policy Strategy (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 Insufficient resources/expertise Included in award/industrial or workplace agreement Not a priority Other (provide details):
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		 ✓ Yes ☐ No (you may specify why a grievance process is not included) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):





7.	Do yo	ou provide training for all managers on sex-based harassment and discrimination prevention?
	∐ Ye	es - please indicate how often this training is provided:
		At least annually
		☐ Every one-to-two years
		Every three years or more
		☐ Varies across business units
		Other (provide details):
	☑ No (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.

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 65.4% females and 34.6% males.

Promotions

- 2. 63.6% of employees awarded promotions were women and 36.4% were men
 - i. 100.0% of all manager promotions were awarded to women
 - ii. 50.0% of all non-manager promotions were awarded to women.
- 3. 2.1% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 54.2% of employees who resigned were women and 45.8% were men
 - i. 60.0% of all managers who resigned were women
 - ii. 53.5% of all non-managers who resigned were women.
- 5. 2.1% of your workforce was part-time and 10.4% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 0.0% 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. N/A non-managers who utilised parental leave and ceased employment before returning to work were women.

CEO sign off confirmation

Name of CEO or equivalent:	Confirmation CEO has signed the report:
gienn willis	
CEO signature:	Date: ろ0 / 5 / 2018

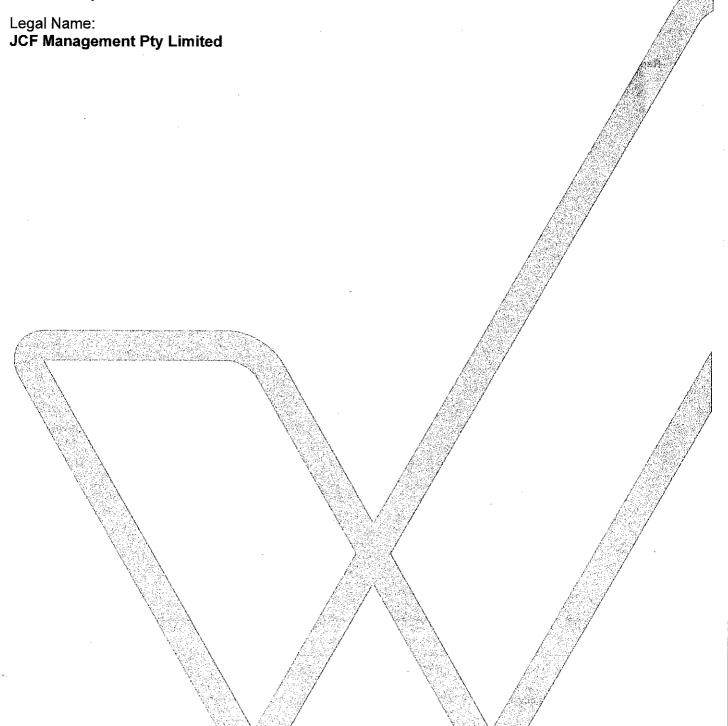




Public report

2017-18

Submitted by







Organisation and contact details

Submitting organisation details	Legal name	JCF Management Pty Limited		
	ABN	91155119645		
	ANZCIC	G Retail Trade		
	ANZSIC	4211 Furniture Retailing		
	Business/trading name/s	John Cootes Furniture		
	ASX code (if applicable)			
	Postal address	258 Woodville Road		
		MERRYLANDS NSW 2160		
		AUSTRALIA		
	Organisation phone number	02 9681 1199		
Reporting structure	Ultimate parent	Elanor Investors Limited		
	Number of employees covered by this report	132		



Workplace profile

Manager

Menager nonlinellation	O D THE WIND PROPERTY OF THE P			οN	No; of employees
	Nepoliting level to GEO	employment signs		N .	Total employees
		Full-time permanent	1	3	うしてあるのでは、前におかかってきているとうという。
		Full-time contract	0	0	
	7	Part-time permanent	0	ି 0	0
		Part-time contract	0	ି 0	0
Sanior Managers	,	Casual	0	0	0
		Full-time permanent	0	-	
		Full-time contract	0	0	C
	-2	Part-time permanent	0	<u> </u>	0
		Part-time contract	0	0	
		Casual	0	0	
		Full-time permanent	9	10	18 September 18 Se
		Full-time contract	0	<u> </u>	0
	2-	Part-time permanent	2	0	2
-		Part-time contract	0	0	0
Other managers		Casual	0	0	0
		Full-time permanent	5	0	5
		Full-time contract	0	0	
	ဇှ	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	The second of th
Grand total: all managers			10 P 10 10 10 10 10 10 10 10 10 10 10 10 10	14	28



Workplace profile

Non-manager

Full-line permanent 1 0	Non-manager occupational categories	Employment status	No. of employees (excluding:	(excluding graduates and apprentices)	No of graduates (if	i (if applicable). M	No: of apprentice	(firspilospie)	Total employees
Sinalshy (Helline contract) 0<		Full-time permanent	1	1	0	0	0	0	2
Signals Part-Lime centract 0 <td></td> <td>Full-time contract</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td>		Full-time contract	0	0	0	0	0	0	0
Casual Casual Casual Contract 0	Professionals	Part-time permanent	0	0	0	ō	0	0	. 0
Casual contract		Part-time contract	0	0	0	0	0	0	0
Claim and trade from the demandant of the sand trade from the demandant of the same from the demandation of the same from the demandation of the same from the demandation of the same from t		Casual	0	0	0	0	0	0	10 Sept. 10
table to the contract of the c		Full-time permanent	0	4	0	0	0	0	4
Cidant adiable permanent logism of the definition of the defi		Full-time contract	0	0	0	0	0	0	Section of the second section
Part-line contract 0	Technicians and trade	Part-fime permanent	0	1	0	0	0	0	The Art Ship All to the course of the
Casual 0 <td></td> <td>Part-time contract</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td>		Part-time contract	0	0	0	0	0	0	0
Full-time permanent 0		Casual	0	0	0	0	0	0	9
Lull-time contract 0		Full-time permanent	0	0	0	0	0	0	- 0
unity and personal service Part-lime permanent contract 0		Full-time contract	0	0	0	0	0	Ō	0
Part-time contract 0	Community and personal service	Part-time permanent	0	0	0	0	0	0	0
Full-time permanent I Full-time permanent I Full-time permanent I Full-time permanent I Full-time contract I Full-time contract I Full-time contract I Full-time permanent I Fu		Part-time contract	0	0	0	0	0	0	
Lul-time permanent 5 1 0		Casual	0	0	0	0	0	0	Control Overen
Full-time contract 0		Full-time permanent	5	1	0	0	0	0	
Part-time permanent 4 0	-	Full-time contract	0	0	0	0	0	0	street, of the street
Part-lime contract 0	Clerical and administrative	Part-time permanent	4	0	0	0	0	0	** ** ** *** ****
Casual 1 0 <td></td> <td>Part-time contract</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>. 0</td>		Part-time contract	0	0	0	0	0	0	. 0
Full-time permanent 6 0		Casual	1	0	0	Ö	0	0	
Full-time contract 0		Full-time permanent	9	8 .	0	0	0	0	
Part-time permanent 8 6 0		Full-time contract	0	0	0	0	0	0	0
Part-time contract 0	Sales	Part-time permanent	8	9	0	0	0	0	Service of the service of
Casual 24 13 0<		Part-time confract	0	0	0	0	0	0	e e e O es escen
Full-time permanent 0		Casual	24	13	0	0	0	0	
Full-time contract 0		Full-time permanent	0	0	0	0	0	0	0 = 0
Part-time permanent 0 0 0 0 0 0 Part-time contract 0 0 0 0 0 0 Casual 0 3 0 0 0 0 0		Full-time contract	0	0	0	0	Ö	0	0
	Machinery operators and drivers	Part-time permanent	0	0	0	0	0	0	0
		Part-time contract	0	0	0	0	Ö	0	0
		Casual	0	3	0	0	0	0	8



Date submitted: Unique report number: ux3weerbcm

Non-manager occupational categories Employment stafus	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduates	(frapplicable)	No. of apprentice	s (f applicable).	Total employees
	Full-time permanent	0	8	0	0	0	0	8
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	0	3	0	0	0	0	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	Part-time contract	0	0	0	0	0	0	0
	Casual	1	ġ	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	
	Casual	0	0	0	0	0	0	0.000
Grand total: all non-managers			19	The second of the second	- O	5 5 5 0 6 3 5 5	0	- V - 10





Reporting questionnaire

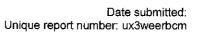
Gender equality indicator 1: Gender composition of workforce

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 mean 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 2017 to 31 March 2018. (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.
- Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

1.1	Recruitment
	 ✓ Yes (select all applicable answers) ✓ Policy ☐ Strategy ☐ No (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 ☐ Insufficient resources/expertise ☐ Not a priority
1.2	Retention
	 ✓ Yes (select all applicable answers) ✓ Policy ☐ Strategy ☐ No (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 ☐ Insufficient resources/expertise ☐ Not a priority
1.3	Performance management processes
6	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (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 ✓ Insufficient resources/expertise ✓ Not a priority







1.7	Tomodona
	 ✓ Yes (select all applicable answers) ✓ Policy ☐ Strategy
	☐ No (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 ☐ Insufficient resources/expertise ☐ Not a priority
1.5	Talent identification/identification of high potentials
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (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 ✓ Insufficient resources/expertise ✓ Not a priority
1.6	Succession planning
	 Yes (select all applicable answers) □ Policy □ Strategy ☒ No (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
	☐ Insufficient resources/expertise☐ Not a priority
1.7	Training and development
	☐ Strategy ☐ No (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 ☐ Insufficient resources/expertise ☐ Not a priority
1.8	Key performance indicators for managers relating to gender equality
	☐ Strategy ☐ No (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 ☐ Insufficient resources/expertise ☐ Not a priority
1.9	Gender equality overall
	 ✓ Yes (select all applicable answers) ✓ Policy
	☐ Strategy ☐ No (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 ☐ Insufficient resources/expertise ☐ Not a priority





1.10 How many employees were promoted during the reporting period against each category below?
IMPORTANT: Because promotions are included in the number of appointments in Q1.11, the number of promotions should never exceed appointments.

	Mana	gers	Non-ma	nagers
	, Female	Male	Female	Male
Permanent/ongoing full-time employees	3	2	6	0
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	1	0

1.11 How many appointments in total (including the number of promotions above in Q1.10), were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)?

IMPORTANT: promotions need to be added to these totals because they are considered internal appointments.

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	8	6
Number of appointments made to NON-MANAGER roles (including promotions)	36	32

1,12 How many employees resigned during the reporting period against each category below?

	Mana	gers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	4	2	8
Permanent/ongoing part-time employees	0	0	5	4
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	9	16

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

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	Please answer the following	g questions relating to each gove	erning body cove	red in this report.
	Note: If this report covers r organisation before proceed	nore than one organisation, the quiding to question 2.2.	questions below v	vill be repeated for each
		rning body is the same as your p he numerical details of your pare		
2.1a.1	Organisation name?			
	John Cootes Furniture Pty Lin	nited		
2.1b.1	How many Chairs on this g	overning body?		
		Female	e	Male
	Number	0		1
2.1c.1	How many other members	are on this governing body (exclu	uding the Chair/s))?
	N	Female		Male
	Number	0		3
2,1g,1	☐ Not a priority ☐ Other (provide deta Are you reporting on any of	ails): ther organisations in this report?		
•	□ Yes ⊠ No			
2.2	Do you have a formal selectorganisations covered in the	tion policy and/or formal selectio is report?	on strategy for go	verning body members for Al
	 ✓ Yes (select all applicable a ✓ Policy ✓ Strategy 	answers)		
	☐ No (you may specify why to ☐ In place for some of ☐ Currently under de	velopment, please enter date this is		
	☐ Insufficient resource ☐ Do not have contro ☐ Not a priority ☐ Other (provide deta	ol over governing body appointment	s (provide details v	νhy)
2.3	Does your organisation ope "incorporated" entity - Pty I	erate as a partnership structure (i Ltd, Ltd or Inc; or an "unincorpor	i.e. select NO if yo ated" entity)?	our organisation is an
	☐ Yes ⊠ No			





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

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.

3.	Do yo	ou have a formal policy and/or formal strategy on remuneration generally?
	⊠ Ye	s (select all applicable answers) ☑ Policy □ Strategy
	□ No	o (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 Insufficient resources/expertise
		☐ Salaries set by awards/industrial or workplace agreements ☐ 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 question 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 □ Insufficient resources/expertise
		 Non-award employees paid market rate Not a priority
		Other (provide details): Remuneration process is on the basis of merit only and is not gender specific.
4.		you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)?
	☐ Ye	s - 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
	⊠ No	Other (provide details): (you may specify why you have not analysed your payroll for gender remuneration gaps)
	Z 140	☐ 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 for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or
	•	cations) Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there
		m for discretion in pay changes (because pay increases can occur with some discretion such as performance sments)
		 ☐ Non-award employees paid market rate ☐ Not a priority ☐ Other (provide details):
•		Li Other (provide details).
	4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:





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

This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.

5.	A "PRIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having greater responsibility for the day-to-day care of a child.
	Do you provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND men, in addition to any government funded parental leave scheme for primary carers?
	 Yes. (Please indicate how employer funded paid parental leave is provided to the primary carer):
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?
	☐ 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 ☐ Not a priority ☐ Other (provide details):
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 c	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		carer's leave
	Female	Male	Female	Male
Non-managers	1	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.

	Female	Male
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	0	0

Do you have a formal policy and/or formal strategy on flexible working arrangement	9.	Do you have a formal	I policy and/or formal	strategy on flexible working	g arrangements
--	----	----------------------	------------------------	------------------------------	----------------

Policy Po
☐ Strategy
☐ No (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
☐ Insufficient resources/expertise
☐ Don't offer flexible arrangements
☐ Not a priority
Other (provide details):

10. Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?

by the state of th
☐ Yes (select all applicable answers)
☐ Policy
☐ Strategy
No (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
☐ Insufficient resources/expertise
☐ Included in award/industrial or workplace agreement
☐ Not a priority
Other (provide details):





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):
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domesti violence?
	 ✓ Yes (select all applicable answers) ✓ Policy ☐ Strategy
	 No (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 ☐ Insufficient resources/expertise
	 ☐ Included in award/industrial or workplace agreements ☐ Not aware of the need ☐ Not a priority ☐ Other (please provide details):
13.	Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?
14.	Where any of the following options are available in your workplace, are those option/s available to both women AND men? • flexible hours of work
	compressed working weeks
	• time-in-lieu
	 telecommuting part-time work
	• job sharing
	• carer's leave
	purchased leave uppeid leave
	unpaid leave.





	⊠ Ye	xample, if time-in-lieu is available to wes, the option/s in place are available to be some/all options are not available to be	oth women and men.	men mormany,	, you would so	iou no.
	14.1	Which options from the list below ar Unticked checkboxes mean the				
			Man	agers	Non-m	anagers
			Formal	Informal	Formal	informal
		Flexible hours of work		⋈		⊠
		Compressed working weeks				
		Time-in-lieu	⊠			
		Telecommuting		\boxtimes		⋈
		Part-time work				
		Job sharing	,			
		Carer's leave				
		Purchased leave	: 🔲			
		Unpaid leave		×		⊠
		If your organisation would like to proplease do so below: equality indicator 5: Coning gender equality in	onsultation wi	ith emplo		
This g	ender e rning ge	equality indicator seeks information on whender equality in the workplace.	nat consultation occurs i	between employ	ers and employ	ees on issues
15.	Have	you consulted with employees on issu	ues concerning gende	r equality in yo	ur workplace?	
	☐ Ye ☑ No	s (you may specify why you have not cons (not needed (provide details why)) (not needed (provide details why)) (not needed (provide details)) (not needed) (not needed) (not needed) (not needed) (not needed) (not needed)	sulted with employees o	en gender equali	ty)	
	15.3	If your organisation would like to proplease do so below.	ovide additional inform	nation relating t	o gender equa	lity indicator 5,





Gender equality indicator 6: Sex-based harassment and discrimination

The prevention of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace participation. Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy and whether training of managers on SBH is in place.

16.	Do yo	ou have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
	⊠ Ye	s (select all applicable answers) Discrete all applicable answers in the second secon
	□No	Strategy (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 □ Insufficient resources/expertise □ Included in award/industrial or workplace agreement □ Not a priority □ Other (provide details):
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		⊠ Yes
		 No (you may specify why a grievance process is not included) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise
		☐ Not a priority ☐ Other (provide details):
17.	Do yo	u provide training for all managers on sex-based harassment and discrimination prevention?
	☐ Ye	s <u>- pl</u> ease 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):
	⊠ No	(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:
Oth	er	
18.		organisation has introduced any outstanding initiatives that have resulted in improved gender equality in vorkplace, please tell us about them.
	-	th 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 48.5% females and 51.5% males.

Promotions

- 2. 83.3% of employees awarded promotions were women and 16.7% were men
 - i. 60.0% of all manager promotions were awarded to women
 - ii. 100.0% of all non-manager promotions were awarded to women.
- 3. 18.2% of your workforce was part-time and 0,0% of promotions were awarded to part-time employees.

Resignations

- 4. 33.3% of employees who resigned were women and 66.7% were men
 - i. 0.0% of all managers who resigned were women
 - ii. 36.4% of all non-managers who resigned were women.
- 5. 18.2% of your workforce was part-time and 18.8% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 0.0% 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. N/A non-managers who utilised parental leave and ceased employment before returning to work were women.

CEO sign off confirmation

Name of CEO or equivalent:	Confirmation CEO has signed the report:		
Glenn Willis	- · · · · · · · · · · · · · · · · · · ·		
CEO signature:	Date:		
ghous	30/5/2018		
<i>y</i>			

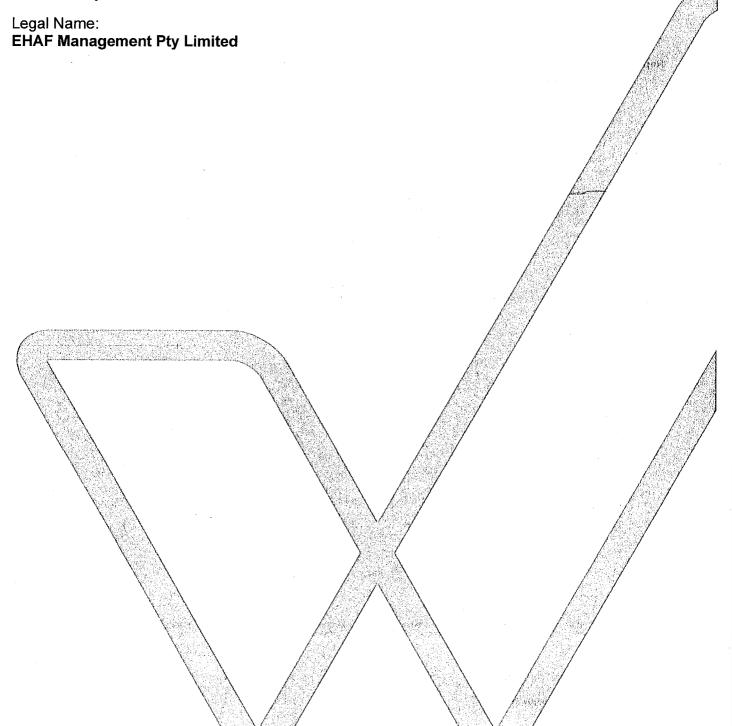




Public report

2017-18

Submitted by







Organisation and contact details

Submitting organisation details	Legal name	EHAF Management Pty Limited							
	ABN	54609090422							
	ANZSIC	H Accommodation and Food Services							
	Business/trading name/s	4400 Accommodation							
	ASX code (if applicable)								
	Postal address	Lvl 38, 259 George Street							
		Sydney NSW 2000							
		AUSTRALIA							
	Organisation phone number	0292398000							
Reporting structure	Ultimate parent	EHAF Management Pty Limited							
	Number of employees covered by this report	245							





All organisations covered by this report

Legal name	Business/trading name/s
EHAF Management Pty Limited	
Port Macquarie Hotel Management Pty Limited	
Tall Trees Hotel Management Pty Ltd	
Pavallion Wagga Wagga Hotel Management Pty Limited	·
Wollongong Hotel Management Pty Ltd	Mantra Wollongong Hotel
Parklands Resort Hotel Management Pty Limited	
Cradle Mountain Lodge Management Pty Limited	Waldheim Alpine Spa
	Cradle Mountain Resort
	Cradle Mountain Wilderness Lodge
	Cradle Mountain Lodge



Workplace profile

Manager

				Action	
Manager occupational calegories	Reporting jevel to CEO	Employment status		M==	s en
		Full-time permanent	0	3	(5)
		Full-time contract	0	0	0.
	4	Part-time permanent	0	0	(6)
		Part-time contract	0	0	0
Occion Management		Casual	0	0	6
Selliof Mariagers		Full-time permanent	0	1	
		Full-time contract	0	0	
	5-	Part-time permanent	0	0	\mathbf{i}
		Part-time contract	0	0	
		Casual	0	0	[b]
		Full-time permanent	2	1	
		Full-time contract	0	0	
	4	Part-time permanent	0	0	0.
		Part-time contract	0	0	
Other many and the		Casual	0	0	0
Office Hallagers		Full-time permanent	10	5	
		Full-time contract	0	0	6)
	5-	Part-time permanent	1	0	
		Part-time contract	0	0	
		Casual	0	0	
Grand total: all managers			OPEN MAGILIA	340	200



Date submitted: Unique report number: 4fekuj9n04

Workplace profile

Non-manager

Total employees		-0.	0	0		8	0	0	0	E.	24	0	0	0	43		0	0	0	7		0	0	0	0		0	0	0	0
sk(if applicable)	0		0		0			0					0	0	0		0	0	0		0	0	0				0		0	0
Novofapprentices (fapplicable)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nexofigraduates (If applicable)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No of graduate	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
es (excluding graduates and apprentices).	0	0	0	0	0	7	0	0	0	1	9	0	0	0	10	1	0	0	0	0	2	0	0	0	0	0	0	0	0	0
No.:of:employees:(excluding:gra	1	0	0	0	0	1	0	0	0	2	18	0	0	0	33	1	0	0	0	4	0	0	0	0	0	0	0	0	0	0
Employment status	Full-time permanent	Full-time contract	Part-time permanent	Part-time contract	Casual	Full-time permanent	Full-time contract	Part-time permanent	Part-time contract	Casual	Full-time permanent	Full-time contract	Part-time permanent	Part-time contract	Casual	Full-time permanent	Full-time contract	Part-time permanent	Part-time contract	Casual	Full-time permanent	Full-time contract	Part-time permanent	Part-time contract	Casual	Full-time permanent	Full-time contract	Part-time permanent	Part-time contract	Casual
Non-manager occupational categories			Professionals					Technicians and trade		1			Community and personal service					Clerical and administrative				•	Sales					Machinery operators and drivers	<u> 1</u>	



Non-worden commentation		Nonofemployees (excluding gra	duates and apprentices)	No. of graduates	(frapplicable) =	No. of apprentice	ss ((fapplicable)	
ivoir-illailage occupationalicategories	Cilipioyilletii status	Principles Principles	Section Management	S. S	M	**************************************	- W	otal employees
	Full-time permanent	11	11	0	0	0	0	
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	0	0	0	0	0	0	
	Part-time contract	0	0	0	0	0	0	0
	Casual	79	18	0	0	0	0	**************************************
	Full-time permanent	3	0	0	0	0	0	Bridge Book
	Full-time contract	0	0	0	0	0	0	0
Others	Part-time permanent	0	0	0	0	0	0	
	Part-time contract	0	0	0	0	0	0	
	Casual	11	2	0	0	. 0	0	
Grand total: all non-managers		104		*******	property Ones on the		0.00	75.00





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 mean 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 2017 to 31 March 2018. (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.
- Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

1.1	Recruitment
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy
	 No (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 □ Insufficient resources/expertise □ Not a priority
1.2	Retention
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (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 ✓ Insufficient resources/expertise ✓ Not a priority
1.3	Performance management processes
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy
	□ No (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 □ Insufficient resources/expertise □ Not a priority





1.4	Promotions
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (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 ✓ Insufficient resources/expertise ✓ Not a priority
1.5	Talent identification/identification of high potentials
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (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 ✓ Insufficient resources/expertise ✓ Not a priority
1.6	Succession planning
	 ✓ Yes (select all applicable answers) ✓ Policy ☐ Strategy ☐ No (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 ☐ Insufficient resources/expertise ☐ Not a priority
1.7	Training and development
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (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 ✓ Insufficient resources/expertise ✓ Not a priority
1.8	Key performance indicators for managers relating to gender equality
·	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (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 ✓ Insufficient resources/expertise ✓ Not a priority
1.9	Gender equality overall
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy ✓ No (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 ✓ Insufficient resources/expertise ✓ Not a priority





1.10 How many employees were promoted during the reporting period against each category below?

IMPORTANT: Because promotions are included in the number of appointments in Q1.11, the number of promotions should never exceed appointments.

	Mana	gers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	0	0	0
Permanent/ongoing part-time employees	0	0	0	0
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

1.11 How many appointments in total (including the number of promotions above in Q1.10), were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)?

IMPORTANT: promotions need to be added to these totals because they are considered internal appointments.

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	0	0
Number of appointments made to NON-MANAGER roles (including promotions)	0	0

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

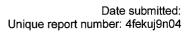
	Mana	gers	Non-ma	
•	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	0	0	0
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0 .	0	0
Casual employees	0	0	0	0

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

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	Please answer the following	questions relating to each govern	ning body covered	in this report.
	Note: If this report covers m organisation before proceed	ore than one organisation, the queling to question 2.2.	estions below will	be repeated for each
		ning body is the same as your pare e numerical details of your parent		
2.1a.1	Organisation name?			
	Elanor Investors Limited			
2.1b.1	How many Chairs on this go	verning body?	·	
		Female		Male
	Number	0	1	
2.1c.1	How many other members a	re on this governing body (exclud	ling the Chair/s)?	
		Female		Male
	Number	0	3	
2.1g.1	☐ Not a priority ☐ Other (provide detai	over governing body/board appoints	ments (provide deta	ils why):
2.2	Do you have a formal selecti organisations covered in this	on policy and/or formal selection s report?	strategy for gover	ning body members for ALL
	Yes (select all applicable an Policy Strategy			
	In place for some go	elopment, please enter date this is o		
		over governing body appointments	(provide details why	<i>(</i>)
2.3		ate as a partnership structure (i.e td, Ltd or Inc; or an "unincorporat		organisation is an
	☐ Yes ⊠ No			





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

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.

3.	Do you have a formal policy and/or formal strategy on remuneration generally?	
	⊠ Strategy	
	☐ No (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 ☐ Insufficient resources/expertise	
	☐ Salaries set by awards/industrial or workplace agreements	
	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 question 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	
	☐ Insufficient resources/expertise	
	Non-award employees paid market rate	
	□ Not a priority	
	☐ Other (provide details):	
4.	Have you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. conducted 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	
	☐ Currently direct 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	,
	room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or	
	qualifications)	
	☐ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and the	er
	IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments)	
	□ Non-award employees paid market rate	
	Not a priority	
	Other (provide details):	
	4.2 If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:	





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

This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.

5.	A "PRIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having greater responsibility for the day-to-day care of a child.							
	Do you provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND men, in addition to any government funded parental leave scheme for primary carers?							
	time of indical time of paid p	ss. (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) 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 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) We offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded 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 gap between the employee's salary and 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) To remain the payment (paid pre- or post- parental leave, or a combination) To remain the payment (paid pre- or post- parental leave, or a combination) To remain the payment (paid pre- or post- parental leave, or a combination) To remain the payment (paid pre- or post- parental leave, or a combination) By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of payment payment (paid pre- or post- parental leave, or a combination) Currently under development, please enter date this is due to be completed insufficient resources/expert						
	5.1	How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:						
		12						
5a.	carers	If your organisation would like to provide additional information on your paid parental leave for primary carers e.g. eligibility period, where applicable the maximum number of weeks provided, and other arrangements you may have in place, please do so below.						
	5.2	What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS? • In your calculation, you MUST INCLUDE CASUALS when working out the proportion. □ <10% □ 10-20%						
		☐ 21-30% ☑ 31-40%						



6.

7.

8.



	☐ 51 ☐ 61 ☐ 71 ☐ 81	-50% -60% -70% -80% -90% -99%						
	ECONDARY Ca	ARER" is a r	nember of a	couple or a sin	gle carer, REG	GARDLESS OF (GENDER, who is not the	
				parental leave fo ded parental lea			t is available for men ar ers?	
□ No	o, we offer paid o, we offer paid o (you may spec	parental leave cify why emplunder develo tresources/eent scheme is rity vide details):	re for SECON loyer funded pment, pleas expertise s sufficient ken parenta	NDARY CARERS paid parental lea e enter date this	that is availab ve for seconda is due to be co	ole to women ON ary carers is not p ampleted	(e.g. paternity leave) LY paid) or unpaid)? Include	
empl	oyees still on p			s of when it co				
			rimary carer'	T		Secondary carer'		
Mana		en 0	nale	Male 0	0 Fe	male	Male	
7.1			on parental l	ken parental lea	of when it co	ommenced.		
***			on parental l	mary carer's leav	e of when it co	ommenced. Secondary	carer's leave	
***	Include empl	loyees still o	on parental le Pri Fem	mary carer's leav	e Male	ommenced.	carer's leave	
•••		loyees still o	on parental l	mary carer's leav	e of when it co	ommenced. Secondary	carer's leave	
How I leave • annua	Non-manager many MANAGE , regardless of Include those al leave or any	ERS, during when the lee where pare other paid of solonyment' me	Pri	mary carer's leavale ale 0 g period, cease nced? vas taken continue ave is also taken who has exited	e Male 0 d employment uously with a at that time. I the organisa	Secondary Female t before returning other leave to	carer's leave Male 0 ong to work from parentarype. For example, where reason, including	
How I leave • annua	Non-manager many MANAGE , regardless of Include those al leave or any 'Ceased emp nations, redun	ERS, during when the lee where pare other paid of solonyment' me	Pri	mary carer's leavale ale 0 g period, cease nced? vas taken continue ave is also taken who has exited	e Male 0 d employment	Secondary Female t before returning other leave to	carer's leave Male 0 ng to work from parentarype. For example, when	
How I leave • annua • resign	Mon-manager many MANAGE , regardless of Include those al leave or any 'Ceased emp nations, redun gers How many N parental leav Include where annua	ERS, during when the lee where pare other paid of oloyment' med dancies and ON-MANAGI e, regardles is those when ed employment and ed empl	the reporting ave comme ental leave vor unpaid leave dismissals. ERS, during s of when the reparental by other paid ent' means	mary carer's leavale and ale 0 g period, cease nced? was taken continue as also taken who has exited 0 the reporting pure leave comme leave was taken or unpaid leavale anyone who has	e Male 0 d employment uously with a a at that time. I the organisa emale eriod, ceased need? continuously is also taker is exited the organisa exi	Secondary Female t before returning other leave to the for whatever the forward of the forward	carer's leave Male 0 O	
How I leave • annua • resign	Mon-manager many MANAGE , regardless of Include those al leave or any 'Ceased emp nations, redun gers How many N parental leav • Include where annua	ERS, during when the lee where pare other paid coloyment' medancies and ON-MANAGI e, regardles le those when I leave or an ed employment, redundancies	the reporting ave comme ental leave vor unpaid leave dismissals. ERS, during s of when the reparental by other paid ent' means	g period, cease nced? vas taken continue is also taken who has exited the reporting price leave comme leave was taken for unpaid leave anyone who has existed to the reporting price leave comme leave was taken to runpaid leave anyone who has existed to runpaid leave any existed to runpaid leave anyone who has existed to runpa	e Male 0 d employment uously with a a at that time. I the organisa emale eriod, ceased need? continuously is also taker is exited the organisa exi	Secondary Female t before returning other leave to the for whatever the forwhatever the forwh	carer's leave Male 0 ng to work from parentarype. For example, where reason, including Male fore returning to work fleave type. For example	





9.	Do you have a formal policy and/or formal strategy on flexible working arrangements?
	 No (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 □ Insufficient resources/expertise □ Don't offer flexible arrangements □ Not a priority
	☐ Other (provide details):
10.	Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy
	☐ Strategy No (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 ☐ Insufficient resources/expertise
	☐ Included in award/industrial or workplace agreement ☐ Not a priority ☐ Other (provide details):
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):
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
	☐ Yes (select all applicable answers)
	☐ Policy ☐ Strategy
	No (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
	☐ Not aware of the need ☐ Not a priority
	☐ Other (please provide details):
13.	Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?
	 ☐ Yes (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)



14.



	□ Access to uppoid locus				
	□ Access to unpaid leave □ Confidentiality of matters disclosed □ Referral of employees to appropriate □ Protection from any adverse action of				riolence
	☐ Flexible working arrangements ☐ Provision of financial support (e.g. a ☐ Offer change of office location	dvance bonus payment	t or advanced pa	ay)	
	☐ Emergency accommodation assistar	nce			
	Access to medical services (e.g. doc Other (provide details):				
⊠ No	you may specify why no other support r Currently under development, please			I	
	Insufficient resources/expertise	c chief date this is due	to be completed	•	
	☐ Not aware of the need☐ Not a priority				
	Other (provide details):			ţ	
Wher	e any of the following options are avail	lable in your workplac	e, are those op	otion/s availabl	e to both womer
AND	men? flexible hours of work				
•	compressed working weeks				
•	time-in-lieu telecommuting				
•	part-time work				
•	job sharing carer's leave				
•	purchased leave				
• Ontio	unpaid leave.	- info			
	ns may be offered both formally and/o xample, if time-in-lieu is available to we		men informally	. vou would se	lect NO.
∐ No	which options from the list below are unticked checkboxes mean the	e available? Please tic			
		Man	agers	Non-m	anagers
		Formal	Informal	Formal	Informal
	Flexible hours of work		\boxtimes		\boxtimes
	Compressed working weeks		\boxtimes		×
	Time-in-lieu		\boxtimes		
	Telecommuting				
	Part-time work				
	Job sharing				
	Carer's leave		Ш		
	Purchased leave				
	Unpaid leave				<u> </u>
14.3	You may specify why any of the above	ve options are NOT av	ailable to your	employees.	
	☐ Currently under development, please ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):	e enter date this is due	to be completed		

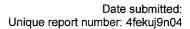




Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace

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	s (you may specify why you have not consulted with employees on gender equality) Not needed (provide details why): Insufficient resources/expertise Not a priority Other (provide details):
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
Ger	nder	equality indicator 6: Sex-based harassment and discrimination
partici	pation. 🤄	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 yo	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
		s (select all applicable answers) Policy Strategy (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 Insufficient resources/expertise Included in award/industrial or workplace agreement Not a priority Other (provide details):
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy? Yes No (you may specify why a grievance process is not included) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority Other (provide details):
17.		u provide training for all managers on sex-based harassment and discrimination prevention? - 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):
⊠ No	(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 72.2% females and 27.8% males.

Promotions

- 2. 0.0% of employees awarded promotions were women and 0.0% were men
 - i. 0.0% of all manager promotions were awarded to women
 - ii. 0.0% of all non-manager promotions were awarded to women.
- 3. 0.4% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 0.0% of employees who resigned were women and 0.0% were men
 - i. 0.0% of all managers who resigned were women
 - ii. 0.0% of all non-managers who resigned were women.
- 5. 0.4% of your workforce was part-time and 0.0% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. N/A 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. N/A 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: .	Confirmation CEO has signed the report:			
CEO signature:	Date: 31/8/2018			