

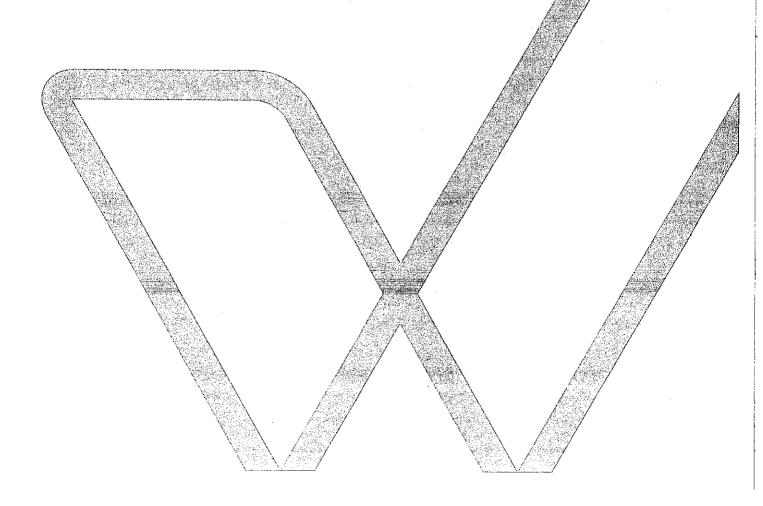


Public report

2018-19

Submitted by

Legal Name: Elanor Investors Limited





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Organisation and contact details

Submitting organisation details	Legal name	Elanor Investors Limited		
	ABN	33169308187		
	ANZSIC	L Rental, Hiring and Real Estate Services		
		6712 Non-Residential Property Operators		
	Business/trading name/s			
	ASX code (if applicable)			
	Postal address	GPO Box 1511		
		Sydney NSW 2001		
		AUSTRALIA 0292398400		
	Organisation phone number			
Reporting structure	Ultimate parent	Elanor Investors Limited		
	Number of employees covered by this report	40		

Unique report number: appnekmmvm

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Workplace profile

Manager

Martager docupational categories	Reporting level:locoEco	Employment straus		No. of en
		Full-time permanent	42 94 23	
CEO/Head of Business in Australia	c	Full-time contract	0 0	
	C	Part-time permanent	0 0	ないための教育を見
		Part-time contract	0	Constanting and a second second
		casual	0 0	
		Full-time permanent	1 6	
Key management personnel	٦	Full-time contract	0	
	<u>I-</u>	Part-time permanent	0	
		Part-time contract	┢	
		Casual	0	
		Full-time permanent	╞	
Senior Managers	¢	Full-time contract	0	
	- Z	Part-time permanent	0	
		Part-time contract	0	
		Casual	0	
		Full-time permanent	0	
Other managers	ſ	Full-time contract	0	
	Ϋ́,	Part-time permanent	0	
		Part-time contract	0	
Grand total: all managers		Casual	0	
			1. 1 m 1. 2 m 2	

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Workplace profile

Non-manager

Non-manager occupational pategories.	Employment status	No. of ampleyees (excludings	esi(excluding uraditates and apprentices); Mi	Net of statel tate	istration (frapp)(sable)/ Practices (frapp)(sable)/	No of apprentices (itapplicable)	is (it applicable)>	Total employees
	Full-time permanent	14	12	0	0	0	<u>N</u>	ac.
	Full-time contract	0	0	0	0	0	, c	0
Professionals	Part-time permanent	0	0	0	0	0	0	0 C
	Part-time contract	0	0	0	0	0	0	
	Casual Full-time nermanant			0	0	0	0	and a set of the set of the
	Full-time contract			0	0	0	0	
Technicians and trade	Part-time normanant			0	0	0	0	1.112 (M. O. S. A.
	Part-time contract			5	0	0	0	0
	Casual	, c			5	0	0	0
	Full-time nermanent	> c	» د	-	0	0	0	0.00 miles (0.00 miles)
	Full-time contract		5	0	0	0	0	0.5
Community and personal service	Part-fime narmanant		0	0	0	0	0	0
		5	0	0	0	0	0	1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.
		-) «	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	
	Full-time permanent	0	0	0	0	0	0	<u> </u>
	Full-time contract	0	0	0	0	0	0	Contraction of the second
	Part-time permanent	0	0	0	0	0		0
	Part-time contract	0	0	0	0	0	0	
	Casual	0	0	0	0	0	0	N N
	Full-time permanent	0	0	0	0	0	0	0.
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0000		0	0	0	0	0	0	0.
	ran-ume contract	0	0	0	0	0	0	and the second secon
	Casual	0	0	0	0	- -	C	A STATE OF A
	Full-time permanent	٥	0	0	0	0	Ň	
Machine	Full-time contract	0	0	0	0	0	0	Average of the second
IMACI III IEI ODELATOIS AND ORVERS	Part-time permanent	0	0	0	0	0	C	U
	Part-time contract	0	0	0	0	0	0	
	Casual	0	0	0	Ō	0	0	0

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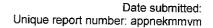


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itestukapplicable)% No%of appres		0	0	, U 0		0	0	0	0	0	0	0.1
					0	0	0	-				
ttis. Narof employees (exolucing	<u>-1</u> 0	0	ent 0					ant 0	0	0	14	
Von-manager. occupational categories Employment statu	Full-time permanent	Full-time contract	Part-time permanent	Part-time contract	Casual	Full-time permanent	Full-time contract	Part-time permanent	Part-time contract	Casual		
Non-manager occult		Labourers					Othere			Grand total: all non-managem		

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Reporting questionnaire

Gender Equality

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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:**

Australian G

• 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 2018 to 31 March 2019. (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 1. 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

Talent identification/identification of high potentials 1.5

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



Australian Government

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	igers		Non-managers	
Dermanentland	Female	Male	Female	Male	
Permanent/ongoing full-time employees	0	0	2	0	
Permanent/ongoing part-time employees	0	0	0	0	
Fixed-term contract full-time employees	0	0			
Fixed-term contract part-time employees	V	V	U	0	
	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.

Number of appointments made to MANIA OFF	Female	Male
Number of appointments made to MANAGER roles (including promotions)	0	0
Number of appointments made to NON-MANAGER roles (including promotions)	2	0

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

	Mana	igers	Non-ma	
Dormone - Marine - Annual - An	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	0	5	4
Permanent/ongoing part-time employees	0	0	0	
Fixed-term contract full-time employees	0	0	0	
-ixed-term contract part-time employees			U	0
Casual employees	0	0	0	0
Jasuar 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.



Please answer the following questions relating to each governing body covered in this report. 2.1 Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.

2.1a.1 Organisation name?

Elanor Investors Limited

2.1b.1 How many Chairs on this governing body?

Equality

	– .	
	Female	
		Male
Number		

2.1c.1 How many other members are on this governing body (excluding the Chair/s)?

	Female	Male
Number	0	3

2.1d.1 Has a target been set to increase the representation of women on this governing body?

🗋 Yes

No (you may specify why a target has not been set)

Governing body/board has gender balance (e.g. 40% women/40% men/20% either)

Currently under development, please enter date this is due to be completed .

Insufficient resources/expertise

Do not have control over governing body/board appointments (provide details why):

- Not a priority
- Other (provide details):

The Group is strongly committed to making all selection decisions on the basis of merit and the setting of specific objectives for the quantum of males/females at any level would potentially influence decision making to the detriment of the business

2.1g.1 Are you reporting on any other organisations in this report?

\Box	Yes
\boxtimes	No

Do you have a formal selection policy and/or formal selection strategy for governing body members for ALL 2.2 organisations covered in this report?

Yes (select all applicable answers)

Policy Strategy

□ No (you may specify why no formal selection policy or formal selection strategy is in place)

- In place for some governing bodies
 Currently under development, please enter date this is due to be completed
- Insufficient resources/expertise
- Do not have control over governing body appointments (provide details why)
- 🗍 Not a priority
- Other (provide details):
- Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an 2.3 "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)?

C Yes 🖾 No

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Gender Equality

If your organisation would like to provide additional information relating to gender equality indicator 2, 2.5 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?
 - 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):
 - Are specific gender pay equity objectives included in your formal policy and/or formal strategy? 3.1

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.

Have you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. 4. 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
- Other (provide details):
 - Remuneration of employees is decided on the basis of merit and is not gender specific.



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42 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):

By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks

As a lump sum payment (paid pre- or post- parental leave, or a combination)

No, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please indicate how employer funded paid parental leave is provided to women ONLY):

 \Box By paying the gap between the employee's salary and the government's paid parental leave scheme

By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks

As a lump sum payment (paid pre- or post- parental leave, or a combination)

No, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded paid parental leave is provided to men ONLY)

By paying the gap between the employee's salary and the government's paid parental leave scheme

By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks

As a lump sum payment (paid pre- or post- parental leave, or a combination)

No, not available (you may specify why this leave is not provided)

- Currently under development, please enter date this is due to be completed
- Insufficient resources/expertise
- 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

- If your organisation would like to provide additional information on your paid parental leave for primary 5a. 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%</p> ☐ 10-20% ☐ 21-30% ☐ 31-40% 51-60% 61-70% 0 71-80% 🔲 81-90% 91-99%

100%

Please indicate whether your employer funded paid parental leave for primary carers covers: 5.3

Adoption
Surrogacy
Stillbirth

A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the 6. 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?

No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave)

- 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 carer	s leave	Secondary care	
	Female	Male	Female	Male
Managers	0	0	0	0

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

	Primary carer	's leave		r's leave
	Female	Male	Female	Male
Non-managers	0	0	0	0

How many MANAGERS, during the reporting period, ceased employment before returning to work from parental 8. 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



How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from 8.1 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

9. Do you have a formal policy and/or formal strategy on flexible working arrangements?

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
 - Don't offer flexible arrangements
 - Not a priority
 - Other (provide details):

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

- 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):
- Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities 11. (eg, employer-subsidised childcare, breastfeeding facilities)?

Yes

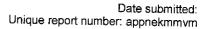
- No (you may specify why non-leave based measures are not in place)
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Not a priority
 - Other (provide details):
- Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic 12.
 - 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):





Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support 13 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

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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)
- Access to unpaid leave
- Confidentiality of matters disclosed

Referral of employees to appropriate domestic violence support services for expert advice

- Protection from any adverse action or discrimination based on the disclosure of domestic violence Flexible working arrangements
- Provision of financial support (e.g. advance bonus payment or advanced pay) Offer change of office location
- Emergency accommodation assistance
- Access to medical services (e.g. doctor or nurse)
- Other (provide details):
- No (you may specify why no other support mechanisms are in place)
 - Currently under development, please enter date this is due to be completed Insufficient resources/expertise

 - Not aware of the need
 - Not a priority
 - Other (provide details):
- Where any of the following options are available in your workplace, are those option/s available to both women 14. AND men?
 - flexible hours of work
 - compressed working weeks
 - time-in-lieu
 - telecommuting
 - part-time work
 - job sharing
 - carer's leave
 - purchased leave
 - unpaid leave.

Options may be offered both formally and/or informally.

For example, if time-in-lieu is available to women formally but to men informally, you would select NO.

Yes, the option/s in place are available to both women and men. No, some/all options are not available to both women AND men.

Which options from the list below are available? Please tick the related checkboxes. 14.1 Unticked checkboxes mean this option is NOT available to your employees.

		Managers N		
	Formal	Informal	Formal	Informal
Flexible hours of work		X		
Compressed working weeks				
Time-in-lieu				
Telecommuting				
Part-time work				
Job sharing				
Carer's leave				
Purchased leave				
Unpaid leave				



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You may specify why any of the above options are NOT available to your employees. 14.3

	Currently under development, please enter date this is due to be completed
	Insufficient resources/expertise
	Not a priority
\Box	Other (provide details):

If your organisation would like to provide additional information relating to gender equality indicator 4, 14.4 please do so below;

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.

Have you consulted with employees on issues concerning gender equality in your workplace? 15.

🗋 Yes

No (you may specify why you have not consulted with employees on gender equality) Not needed (provide details why):
Insufficient recourse it

- - 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.

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 you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?

(select all ⊠ Policy	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
- Included in award/industrial or workplace agreement
- Not a priority
- Other (provide details):
- Do you include a grievance process in any sex-based harassment and discrimination prevention formal 16.1 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

Equality

- Not a priority
 Other (provide details):

17. Do you provide training for all managers on sex-based harassment and discrimination prevention?

Yes - please indicate how often this training is provided:

- At induction
 At least annually
 Every one-to-two years
- Every three years or more
- Uvaries 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

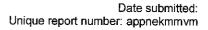
 - Not a priority
 - Other (provide details):
- If your organisation would like to provide additional information relating to gender equality indicator 6, 17.1 please do so below:

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 37.5% females and 62.5% males.

Promotions 2 100

- 100.0% of employees awarded promotions were women and 0.0% were men
 - i. 0.0% of all manager promotions were awarded to women
 - ii. 100.0% 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

5.

- 4. 55.6% of employees who resigned were women and 44.4% were men
 - 0.0% of all managers who resigned were women
 - ii. 55.6% of all non-managers who resigned were women.
 - 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

- 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.

CEO sign off confirmation

Name of CEO or equivalent:

i.

Confirmation CEO has signed the report:

CEO signature:

GLENN WILLIS

Date:

30/05/19





Public report

2018-19

Submitted by

Legal Name: Featherdale Management Pty Limited

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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	172				

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

Date submitted: Unique report number: lsp0zaw6b2

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Workplace Gender Equality Agency

Workplace profile

Manager

No. ef employees	3 2 1-2 1-2 1-2 1-2 1-2 1-2 1-2 1-2 1-2 1	0 0							╞				
Reporting level to OEO	Full-time permanent	-1	Part-time contract	Casual	Full-time permanent	2	Part-time contract	Casual	Full-time permanent	Full-time contract	Part-time contract	Casual	
Manager occupational categones	Kay monocorrect					Servior Managers				Umer managers		Grand total: all managers	

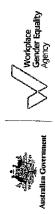
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Date submitted: Unique report number: Isp0zaw6b2

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Workplace profile

Non-manager

Non-manager occupational caregories		No: of employees (excluding dr	es (excluding/graditatestand apprentizes)).	NEW		Notectapprentio	osofappientipes (fappicable)>	Total sources
	Full-time permanent	0			Section Section	「「「「「」」」	Maria Maria	I vial cinployees
	Full-time contract	0		5	-	0	0	0.000
Professionals	Part-time permanent	, c		5	0	0	0	0,
<u> </u>	Part-time contract	, c			0	0	0	
	Casual) C			0	0	0	0.000
	Full-time permanent	27	- ¢	•	0	0	0	0.000
	Full-time contract	Ċ	20	-	0	0	0	200 CO
Technicians and trade	Part-time permanent) +-		5	0	0	0	0
	Part-time contract			5	0	0	0	
	Casual	13	ţ	5	0	0	0	0.000
	Full-time permanent	2	7 0	5	0	0	0	25
	Full-time contract		5 0	0	0	0	0	0
Community and personal service	Part-time permanent		5		-	0	0	0.2
	Part-time contract		51	-	0	0	0	
	Casual		⊃ (0	0	0	0	0
	Full-time permanent	> c		0	0	0	0	
	Full-time contract	7 0	0	0	0	0	0	6
Clerical and administrative	Part-time nermanent			0	0	0	0	Carlos Carlos
	Part-time contract		5	0	0	0	0	
	Castal			0	0	0	C	
	Full-time nermanent		0	0	0	0		
	Full-time contract	> c	7	0	0	0	0	10
Sales	Part-time permanent	, t	5	0	0	0	0	
	Part-time contract	- c	-	0	0	0	0	1000 1000 1000 1000 1000 1000 1000 100
	Casual	р Ч	5	0	0	0	0	
	Full-time nermanant	00	13	0	0	0	C	
	Full-time contract	-	-	0	0	0		0.
Machinery operators and drivers	Part-time normanont		0	0	0	0		
			0	0	0	-		
		0	0	0	0	, c		N N N
	Casual	0	0	0	-			n v

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Date submitted: Unique report number: Isp0zaw6b2

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Workplace Gender Equality Agency
Australian Government

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Non-manager occupational categories	Employment status	No. of employees (excluding/graduates and approvinges). No. of graduates (1	(fappileatie): [No. of apprentices (if applicable)] 7.00
	Full-time permanent		
	Full-time contract		
Labourers	Part-time permanent		
	Part-time contract		
	Casual		
	Full-time permanent		
	Full-time contract		
Others	Part fime pormonant		5 55
			, c
	Part-time contract		
	Casual	16	
Grand total: all non-managers			

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Reporting questionnaire

Gender Equality

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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 2018 to 31 March 2019. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).

- Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- 1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

1.1 Recruitment

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

1.2 Retention

- 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
- 1.3 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)

Delicy

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)

Dicy 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)

D 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.

	Managers		Non-managers	
	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	3	2

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)	3	2

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

	Managers		Non-managers	
-	Female	Male	Female	Male
Permanent/ongoing full-time employees	1	1	5	2
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.



Please answer the following questions relating to each governing body covered in this report. 2.1

Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.

2.1a.1 Organisation name?

Featherdale Wildlife Park Pty Limited Albany Hotel Management Pty Limited

2.1b.1 How many Chairs on this governing body?

	Female	Male
		inaio
Number	0	0
	5	10

2.1c.1 How many other members are on this governing body (excluding the Chair/s)?

	Female	Male
Number	0	0

2.1d.1 Has a target been set to increase the representation of women on this governing body?

☐ Yes

No (you may specify why a target has not been set)

Governing body/board has gender balance (e.g. 40% women/40% men/20% either)

Currently under development, please enter date this is due to be completed

- Insufficient resources/expertise
- Do not have control over governing body/board appointments (provide details why): П
- Π Not a priority
- Other (provide details):

2.1g.1 Are you reporting on any other organisations in this report?

 Yes 🖾 No

- 2.2 Do you have a formal selection policy and/or formal selection strategy for governing body members for ALL organisations covered in this report?
 - Yes (select all applicable answers)

Strategy

- No (you may specify why no formal selection policy or formal selection strategy is in place) In place for some governing bodies
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Do not have control over governing body appointments (provide details why)
 - 🔲 Not a priority
 - Other (provide details):
- 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

If your organisation would like to provide additional information relating to gender equality indicator 2, 2.5 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?

- Yes (select all applicable answers)
 - Policy
- 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
 - Not a priority

 - Other (provide details):

Are specific gender pay equity objectives included in your formal policy and/or formal strategy? 3.1

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.

Have you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. 4 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
 - 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.

A "PRIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having 5. 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):

By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks

As a lump sum payment (paid pre- or post- parental leave, or a combination)

No, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please indicate how employer funded paid parental leave is provided to women ONLY):

 \Box By paying the gap between the employee's salary and the government's paid parental leave scheme

By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks

As a lump sum payment (paid pre- or post- parental leave, or a combination)

No, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded paid parental leave is provided to men ONLY);

 \Box By paying the gap between the employee's salary and the government's paid parental leave scheme

By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks

As a lump sum payment (paid pre- or post- parental leave, or a combination)

- No, not available (you may specify why this leave is not provided)
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Government scheme is sufficient
 - Not a priority
 - Other (provide details):
- How many weeks of EMPLOYER FUNDED paid parental leave is provided for PRIMARY CARERS that is 5.1.1 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:

5a.

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- 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.
 - 5.2.1 What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS that is available for WOMEN ONLY?
 - In your calculation, you MUST INCLUDE CASUALS when working out the proportion.
 - □ <10%

10-20% 21-30% 🗌 31-40% 41-50% 51-60% 61-70% 71-80% 81-90% 91-99% 100%

5.3 Please indicate whether your employer funded paid parental leave for primary carers covers:

\Box	Adoption
\Box	Surrogacy
	Stillbirth

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?

 $\overline{]}$ 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 carer	s leave	Secondary carer's leave	
	Female	Male	Female	Male
Managers	0	0	0	0

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

	Primary care		Secondary care	r'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

How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from 8.1 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 arrangements? 9.

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

Vorkolace

ency

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

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):
- Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic 12. 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?

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)
- Access to unpaid leave
- Confidentiality of matters disclosed
- Referral of employees to appropriate domestic violence support services for expert advice
- Protection from any adverse action or discrimination based on the disclosure of domestic violence
- Flexible working arrangements
- Provision of financial support (e.g. advance bonus payment or advanced pay)
- Offer change of office location
- Emergency accommodation assistance
- Access to medical services (e.g. doctor or nurse)
- Other (provide details):

No (you may specify why no other support mechanisms are in place)

- Currently under development, please enter date this is due to be completed
 Insufficient resources/expertise
 Not aware of the need

- Not a priority
 Other (provide details):
- Where any of the following options are available in your workplace, are those option/s available to both women 14. AND men?
 - flexible hours of work
 - compressed working weeks
 - time-in-lieu
 - telecommuting
 - part-time work
 - job sharing
 - carer's leave
 - purchased leave
 - unpaid leave.

Options may be offered both formally and/or informally.

For example, if time-in-lieu is available to women formally but to men informally, you would select NO.

Yes, the option/s in place are available to both women and men. No, some/all options are not available to both women AND men.

Which options from the list below are available? Please tick the related checkboxes. 14.1

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

	Managers		Non-managers	
	Formal	Informal	Formal	Informal
Flexible hours of work				
Compressed working weeks		\boxtimes		
Time-in-lieu				
Telecommuting		\boxtimes		
Part-time work				
Job sharing				
Carer's leave				
Purchased leave				
Unpaid leave				



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
Other (arrivide details)

Other (provide details).

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

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?

Yes

No (you may specify why you have not consulted with employees on gender equality)

Not needed (provide details why):

Insufficient resources/expertise

Insufficient re

Other (provide details):

15.3 If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.

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 you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?

Yes	(select	all :	apolica	ble	answers
100			applica	UIC .	0119444015

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):

Do you provide training for all managers on sex-based harassment and discrimination prevention? 17.

Yes - please indicate how often this training is provided:

Norkolace

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iender Equality

- At induction
- Every one-to-two years Every three years or more
- Uvaries across business units Other (provide details):

- No (you may specify why this training is not provided)
 - □ Insufficient resources/expertise □ Not a priority

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

Other

Australian C

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 69.8% females and 30.2% males.

Promotions 2. 60.0

- 60.0% of employees awarded promotions were women and 40.0% were men
 - i. 0.0% of all manager promotions were awarded to women
 - ii. 60.0% of all non-manager promotions were awarded to women.
- 3. 3.5% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

5

- 4. 66.7% of employees who resigned were women and 33.3% were men
 - 50.0% of all managers who resigned were women
 - ii. 71.4% of all non-managers who resigned were women.
 - 3.5% 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. 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:

CEO signature:

Date:

GLENN WILLIS

Date:

30/05/19

Australian Government

Workplace Gender Equality Ασεπα

Public report

2018-19

Submitted by

Legal Name: JCF Management Pty Limited



1

Organisation and contact details

Submitting organisation details	Legal name	JCF Management Pty Limited	
	ABN	91155119645	
	ANZSIC	G Retail Trade	
		4211 Furniture Retailing	
	Business/trading name/s	John Cootes Furniture	
	ASX code (if applicable)		
	Postal address	258 Woodville Road	
		MERRYLANDS NSW 2160	
		AUSTRALIA	
Reporting structure	Organisation phone number	02 9681 1199	
	Ultimate parent	Elanor Investors Limited	
	Number of employees covered by this report	1	



Date submitted: Unique report number: 4ot2ila4xq

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Workplace profile

Manager

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Date submitted: Unique report number: 4ot2ila4xq

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Workplace profile

Non-manager

Non-manager.coccupational categories	Employment status	<u>No. of employees (excluding.</u>	es.(excluding.unaduates.and.apprentices).a	adua		No. of apprentices: (frapplicable)	es:(if/applicable))	
	Full-time permanent	C				E Construction	No. No. No. of Street, Str	l otal employees
	Full-time contract	,	5	-	0	0	0	0.0
Professionals	Part-time permanent			0	0	0	0	
	Part-time contract		5	5	0	0	0	0
	Casual) _	7	-	0	0	0	0
	Full-time permanent) a	- c	-	0	0	0	
	Full-time contract) C			-	0	0	10 Million
Technicians and trade	Part-time permanent) c		0	0	0	0	
	Part-time contract	0			0	0	0	
	Casual	0		5	0	0	0	0
	Full-time permanent	C) c		D		0	
	Full-time contract			-	0	0	0	0
Community and personal service	Part-time permanent			-	0	0	0	0
	Part-time contract	,	5 (5	0	0	0	
	Casual		-	•	0	0	0	0
	Full-time permanent		5	0	0	0	0	0
	Full-time contract		-	0	0	0	0	A State Of State of State
Clerical and administrative	Part-time permanent		⊃ (0	0	0	0	Carlos Ca
	Part-time contract		5	0	0	0	0	
-	Casual	, c		0	0	0	0	
	Full-time permanent			0	0	0	0	0
	Full-time contract	» c		0	0	0	0	0
Sales	Part-time permanent) 0		5		0	0	0
	Part-time contract			5	-	0	0	
	Casual	,	5	-	0	0	0	A MARK DOWNER AND A WAY
	Full-time nermanent			Ð	0	0	0	Contraction of the second s
	Full-time contract			0	0	0	0	一人に大学したたが、
Machinery operators and drivers	Part-time permanent			0	0	0	0	Contraction of the second
	Part-time contract		-	0	0	0	0	
-	Casual		0	0	0	0	0	0
		>	0	0	0	0	0	U

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Date submitted: Unique report number: 4ot2ila4xq

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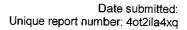
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Workplace Gender Equality Agency
Australian Government

Non-manager. occupational pategories		No: of employees (excluding graduates and apprentices). No: of graduates (if applicable) No: of a	es (if applicable)
	Full-time permanent		PROVINCE AND
	Full-time contract		0
Labourers	Part-time permanent		0 0
	Part-time contract		0 0
	Casual		
	Full-time nermanent		
	run-ume contract		8
Omers	Part-time permanent		0
	Part-time contract		0 0
	Casual		
Grand total: all non-managers			0 0
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Reporting questionnaire

Workplace

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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 2018 to 31 March 2019. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- 1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

1.1 Recruitment

- 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

12 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

Talent identification/identification of high potentials 1.5

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

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



Workplace Sender Equality

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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-managers	
	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		Non-managers	
	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.



Please answer the following questions relating to each governing body covered in this report. 2.1 Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.

2.1a.1 Organisation name?

John Cootes Furniture

2.1b.1 How many Chairs on this governing body?

	· · · · · · · · · · · · · · · · · · ·	
	Female	Mala
		Male
Number		
Nullibel	0	^
		0

2.1c.1 How many other members are on this governing body (excluding the Chair/s)?

	Female	Male
		IVIAIC
Number	n	-
	0	0

2.1d.1 Has a target been set to increase the representation of women on this governing body?

No (you may specify why a target has not been set)

☐ Governing body/board has gender balance (e.g. 40% women/40% men/20% either) ☐ Currently under development, please enter date this is due to be completed

- Insufficient resources/expertise
 Do not have control over governing body/board appointments (provide details why):
 Not a priority
- Other (provide details):

Company is closed in Feb 19

2.1g.1 Are you reporting on any other organisations in this report?

🗌 Yes No No

- Do you have a formal selection policy and/or formal selection strategy for governing body members for ALL 2.2 organisations covered in this report?
 - Yes (select all applicable answers)
 - Policy
 - Strategy
 - No (you may specify why no formal selection policy or formal selection strategy is in place) ☐ In place for some governing bodies ☐ Currently under development, please enter date this is due to be completed

 - Insufficient resources/expertise
 - Do not have control over governing body appointments (provide details why)
 - Not a priority
 - Other (provide details):
- Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an 2.3 "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)?

C 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?

- Yes (select all applicable answers)
 - Policy

- 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 process is on the basis of merit only and is not gender specific.

Have you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. 4. 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
- 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 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.

A "PRIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having 5. 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):

By paying the gap between the employee's salary and the government's paid parental leave scheme

By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks

As a lump sum payment (paid pre- or post- parental leave, or a combination)

No, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please indicate 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 time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks

As a lump sum payment (paid pre- or post- parental leave, or a combination)

□ No, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded paid parental leave is provided to men ONLY):

By paying the gap between the employee's salary and the government's paid parental leave scheme

By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks

As a lump sum payment (paid pre- or post- parental leave, or a combination)

- No, not available (you may specify why this leave is not provided)
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise Government scheme is sufficient

 - Not a priority
 - Other (provide details):
- A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the 6 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?

No i	we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) we offer paid parental leave for SECONDARY CARERS that is available to women ONLY 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):

How many MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include 7. employees still on parental leave, regardless of when it commenced.





Primary carer	sieave	Secondary care	r's leave
Female	Male	Female	Male
Managers			

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

	Primary carer	s leave	Secondary care	er's leave
	Female	Male	Female	Male
Non-managers				

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	Mal-
		Male
Managara		
Managers		· · · · · · · · · · · · · · · · · · ·

How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from 8.1 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		

Do you have a formal policy and/or formal strategy on flexible working arrangements? 9.

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

- Don't offer flexible arrangements Not a priority
- Other (provide details):

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

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

Other (provide details):





Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities 11. (eg, employer-subsidised childcare, breastfeeding facilities)?

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 Insufficient resources/expertise

 - Included in award/industrial or workplace agreements
 Not aware of the need
 Not a priority

 - Other (please provide details):

Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support 13. employees who are experiencing family or domestic violence?

Yes (select all applicable answers)

- igcap 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)
- Access to unpaid leave
 Confidentiality of matters disclosed
- Referral of employees to appropriate domestic violence support services for expert advice
- Protection from any adverse action or discrimination based on the disclosure of domestic violence
- Flexible working arrangements
- Provision of financial support (e.g. advance bonus payment or advanced pay)
- Offer change of office location
 Emergency access
- Emergency accommodation assistance
- Access to medical services (e.g. doctor or nurse)

Other (provide details):

No (you may specify why no other support mechanisms are in place)

- Currently under development, please enter date this is due to be completed
- Insufficient resources/expertise
- Not aware of Not a priority Not aware of the need
- Other (provide details):
- 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



unpaid leave.

Options may be offered both formally and/or informally. For example, if time-in-lieu is available to women formally but to men informally, you would select NO.

Yes, the option/s in place are available to both women and men. □ No, some/all options are not available to both women AND men.

Which options from the list below are available? Please tick the related checkboxes. 14.1 Unticked checkboxes mean this option is NOT available to your employees.

	Mar	agers	Non-m	nanagers	
	Formai	Informal	Formal	Informal	
Flexible hours of work					
Compressed working weeks					
Time-in-lieu					
Telecommuting					
Part-time work					
Job sharing					
Carer's leave					
Purchased leave					
Unpaid leave		<u> </u>		<u>L</u>	

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

Other (provide details):

If your organisation would like to provide additional information relating to gender equality indicator 4, 14.4 please do so below:

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

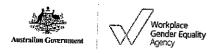
This gender equality indicator seeks information on what consultation occurs between employers and employees on issues concerning gender equality in the workplace.

Have you consulted with employees on issues concerning gender equality in your workplace? 15.

2 Yes

No (you may specify why you have not consulted with employees on gender equality) Not needed (provide details why):

- Insufficient resources/expertise
- Other (provide details):
- If your organisation would like to provide additional information relating to gender equality indicator 5, 15.3 please do so below.



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.

Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention? 16.

- 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):
- Do you include a grievance process in any sex-based harassment and discrimination prevention formal 16.1 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):

Do you provide training for all managers on sex-based harassment and discrimination prevention? 17

☐ Yes - please indicate how often this training is provided:

- At induction
- 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):
- If your organisation would like to provide additional information relating to gender equality indicator 6, 17.1

Other

If your organisation has introduced any outstanding initiatives that have resulted in improved gender equality in 18. 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:

1.00

- Proportions are based on the data contained in your workplace profile and reporting questionnaire. 1. 2.
- 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 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

the gender composition of your workforce overall is 0.0% females and 100.0% males.

Promotions 2.

- 0.0% of employees awarded promotions were women and 0.0% were men
 - 0.0% of all manager promotions were awarded to women ii.
 - 0.0% 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

5.

- 0.0% of employees who resigned were women and 0.0% were men 4
 - 0.0% of all managers who resigned were women i.
 - ü. 0.0% of all non-managers who resigned were women.
 - 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 i.
- N/A men who utilised parental leave ceased employment before returning to work ii. 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:

CEO signature:

Date:

GLENN WILLIS

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Australian Government

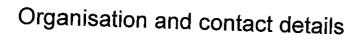


Public report

2018-19

Submitted by

Legal Name: EHAF Management Pty Limited



, Workplace Gender Equality Agency

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Australian

Submitting organisation details	Legal name	EHAF Management Pty Limited					
	ABN	54609090422					
	ANZSIC	H Accommodation and Food Services 4400 Accommodation					
	Business/trading name/s						
	ASX code (if applicable)						
Reporting structure	Postal address	Lvl 38, 259 George Street					
		Sydney NSW 2000					
		AUSTRALIA 0292398000					
	Organisation phone number						
	Ultimate parent	EHAF Management Pty Limited					
	Number of employees covered by this report	176					

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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

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Workplace profile

Manager

	╡┤┨	Part-time contract 0 0 0 0 0 Cascial	Full-time permanent 0 0 0 Eull-time contract 0 0	le permanent le contract	1	000		×.
Marrager docupational categories	Other executives/General managers			Other managers			Grand total: all managers	

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Workplace Gender Equality Agency Australian Governmen

Workplace profile

Non-manager

CONTRACTOR OF

Non-manager occupational categories	Employment status	<u>No. of emplayces (excluding gr.</u> F	ces (avoluding draduates and apprentices) al	Nov of graduates.	lf apolleable)	Nosof apprentices (frapplicable)	ss:(frapplicable)=	
	Full-time permanent	c				Alternation Frank Street	March March	ciotal employees
	Full-time contract	C		5	0	0	0	0
Professionals	Part-time permanent			0	0	0	0	0
	Part-time contract			0	0	0	0	0
	Casual		5	0	0	0	0	0
	Full-time permanent	» «	5,	0	0	0	0	
	Full-time contract	, c	4 0	0	0	0	Van	7
Technicians and trade	Part-time permanent	÷c			0	0	0	0
	Part-time contract	c			0	0	0	
	Casual) ~		-	0	0	0	
	Full-time permanent	· a			0	0	0	4
	Full-time contract			- «	Ð	0	0	. 0
Community and personal service	Part-time permanent		5		-	0	0	
	Part-time contract		5		0	0	0	0
	Casual			-	0	0	0	1.22 M. O. 1.2 M. 1.2
	Full-time permanent	, c		-	0	0	0	
	Full-time contract		5	-	0	0	0	Contraction of the second s
Clerical and administrative	Part-time nermanent		0	0	0	0	0	Contraction of the second
	Part-time contract		0	0	0	0	0	
	Casual Casual		0	0	0	0		
	Full-time nermanent		0	0	0	0	0	0
	Full-time contract		-	0	0	0	0	0
Sales	Part-time nermanent			0	0	0	0	101
	Part-time contract			0	0	0	0	0
	Casual		-	0	0	0	0	Street Section Section
	Full-time nermanant	5 0	Ð	0	0	0	C	
		-	0	0	0	0		0
Machinery operators and drivers		0	0	0	0	c		
	rait-une permanent	0	0	0	6			
	Part-time contract	0	0	c			-	0
	Casual	0	C	, ,			0	0
			>	2	- 	D	0	

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Workplace Gender Equality Agency
Australian Government

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ilicente Moscoloraduarea (Gap)					0	0 0	0	0		0		
is (excluding graduates and appre	0										2 .	
No. of employed	arient 0	act 0	anent 0	act		anent 11	of .	anent 25		95	136	
Von-manager occupational categories Embloyment status		r-uil-time contract	Part-time permanent	Part-time contract	Casual	Full-time permanent	Full-time contract	Part-time permanent	Part-time contract	Casual	ers	
Non-manager occupations		abourers						louers		Grand tot-1. all a set	renaria total: all non-managers	

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Reporting questionnaire

Vorkplace Gender Equality

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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:

Austra

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 2018 to 31 March 2019. (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 1. 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 re Insufficient resources/expertise

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

Gender equality overall 1.9

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-managers	
Pormononi/ana in fill (Female	Male	Female	Male	
Permanent/ongoing full-time employees	0	0	0	0	
Permanent/ongoing part-time employees	0	0	-		
Fixed-term contract full-time employees	0	0	0	U	
Fixed-term contract part-time employees		U	10	0	
Casual 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.

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

	Managers		Non-managers	
Permanant/aparing full i	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	0	0	0
Permanent/ongoing part-time employees	0	n	0	0
Fixed-term contract full-time employees	0	0	0	10
Fixed-term contract part-time employees		0	0	0
	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.

Please answer the following questions relating to each governing body covered in this report. 2.1

Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.

2.1a.1 Organisation name?

Elanor Investors Limited

2.1b.1 How many Chairs on this governing body?

	Female	Male
Number	0	1

2.1c.1 How many other members are on this governing body (excluding the Chair/s)?

	Female	Male
Number	0	Male
	0	3

2.1d.1 Has a target been set to increase the representation of women on this governing body?

	-	
Yes		
No (you may specify why a target has not been set)		
Governing body/board has gender balance (a = 40%)	(400/	1000/ 14
	40% mer	1/20% either)
Do not have control over governing body/board oppointments	(manulata	der de la companya d
	(provide (details why):
Other (provide details)		

2.1g.1 Are you reporting on any other organisations in this report?

	Yes
\boxtimes	No

M

- 2.2 Do you have a formal selection policy and/or formal selection strategy for governing body members for ALL organisations covered in this report?
 - ☐ Yes (select all applicable answers)
 - Policy

- No (you may specify why no formal selection policy or formal selection strategy is in place) In place for some governing bodies
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise

 - Do not have control over governing body appointments (provide details why) Not a priority
 - Other (provide details):
- Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an 2.3 "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)?





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

- Do you have a formal policy and/or formal strategy on remuneration generally? 3.
 - Yes (select all applicable answers)
 - Delicy
 - 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
- Non-award employees paid market rate
- Not a priority
- Other (provide details):

Are specific gender pay equity objectives included in your formal policy and/or formal strategy? 3.1

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):
- Have you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. 4. 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

Other (provide details)

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



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.

A "PRIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having 5. 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):

By paying the gap between the employee's salary and the government's paid parental leave scheme

By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks

As a lump sum payment (paid pre- or post- parental leave, or a combination)

No, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please indicate 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 time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination)

No, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded paid parental leave is provided to men ONLY):

By paying the gap between the employee's salary and the government's paid parental leave scheme

By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks

As a lump sum payment (paid pre- or post- parental leave, or a combination)

□ No, not available (you may specify why this leave is not provided)

Currently under development, please enter date this is due to be completed

Insufficient resources/expertise

Government scheme is sufficient

Not a priority

Other (provide details):

How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different 5.1 amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:

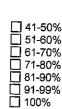
12

If your organisation would like to provide additional information on your paid parental leave for primary 5a. 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.

What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY 5.2 CARERS?

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

	<10%
\Box	10-20%
	21-30%
\boxtimes	31-40%



Equality епсу

5.3 Please indicate whether your employer funded paid parental leave for primary carers covers:

Adoption
Surrogacy
Stillbirth

A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the 6. 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

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):
- How many MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include 7. employees still on parental leave, regardless of when it commenced.

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

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

	Primary care	r's leave	Secondary care	
	Female Male		Female	Male
Non-managers	0	0	0	0

How many MANAGERS, during the reporting period, ceased employment before returning to work from parental 8. 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

9. Do you have a formal policy and/or formal strategy on flexible working arrangements?

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

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

- 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)

Delicy

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?

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)
- Access to unpaid leave

Sender Equality

- Confidentiality of matters disclosed Referral of employees to appropriate domestic violence support services for expert advice
- Protection from any adverse action or discrimination based on the disclosure of domestic violence
- Flexible working arrangements
 Provision of financial support (e.g. advance bonus payment or advanced pay)
- Offer change of office location
- Emergency accommodation assistance
 Access to medical services (e.g. doctor
- Access to medical services (e.g. doctor or nurse)
- Other (provide details):
- No (you may specify why no other support mechanisms are in place)
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Not aware of the need
 - Not a priority
 - Other (provide details):
- Where any of the following options are available in your workplace, are those option/s available to both women 14. AND men?
 - flexible hours of work
 - compressed working weeks
 - time-in-lieu
 - telecommuting
 - part-time work
 - job sharing
 - carer's leave
 - purchased leave
 - unpaid leave.

Options may be offered both formally and/or informally.

For example, if time-in-lieu is available to women formally but to men informally, you would select NO.

Yes, the option/s in place are available to both women and men.

- DNo, some/all options are not available to both women AND men.
- 14.1 Which options from the list below are available? Please tick the related checkboxes.

•	chicked checkboxes mean this option is NOT available to your employees.	

	Mar	Managers		Non-managers	
	Formal	Informal	Formal	Informal	
Flexible hours of work					
Compressed working weeks					
Time-in-lieu					
Telecommuting					
Part-time work					
Job sharing					
Carer's leave					
Purchased leave					
Unpaid leave					

You may specify why any of the above options are NOT available to your employees. 14.3

Currently under development, please enter date this is due to be completed

Australian Government	Workplace Gender Equalit Agency
Australian Government	Workplace Gender Equalit Agency

Insufficient resources/expertise Not a priority Other (provide details):

If your organisation would like to provide additional information relating to gender equality indicator 4, 14.4 please do so below:

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?

🗌 Yes

No (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):

If your organisation would like to provide additional information relating to gender equality indicator 5, 15.3 please do so below.

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.

Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention? 16.

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):
- Do you include a grievance process in any sex-based harassment and discrimination prevention formal 16.1 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):

Equality.

17. Do you provide training for all managers on sex-based harassment and discrimination prevention?

Yes - 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

 - 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

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

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

5, 1[°] '



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 82.4% females and 17.6% males.

Promotions 2. 0.09

- 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. 15.3% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

5.

- 4. 0.0% of employees who resigned were women and 0.0% were men
 - 0.0% of all managers who resigned were women
 - 0.0% of all non-managers who resigned were women.
 - 15.3% 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:

i. ii

Confirmation CEO has signed the report:

CEO signature:

GLENN WILLIS

Date:

0510