



## 2015-16 public report form submitted by Elanor Investors Limited to the Workplace Gender Equality Agency

## Organisation and contact details

Organisation registration	Legal name ABN ANZSIC	Elanor Investors Limited 33169308187 6712 Non-Residential Property Operators
Organisation details	Trading name/s ASX code (if relevant)	· · · · · · · · · · · · · · · · · · ·
	Postal address	GPO Box 1511 Sydney NSW 2001 AUSTRALIA
·	Organisation phone number	0292398400
Reporting structure	Ultimate parent Number of employees covered in this report submission Other organisations reported on in this	Elanor Investors Limited 32





# Workplace profile Manager

			50	No. of employees
iva iagei occupational categories	CEDONIBABI ROMAN	Employment status	F. F. S.	/
		Full-time permanent	1 0 1	
		Full-time contract	0   0	
CEO/Head of Business in Australia	0	Part-time permanent	0 0	
		Part-time contract	0 0	
		Casual	0 0	0
		Full-time permanent	1 2	
		Full-time contract	0 0	
	7	Part-time permanent	0 0	
		Part-time contract	0 0	
Key management nemonal		Casual	0   0	0
		Full-time permanent	0   1	
		Full-time contract	0 0	
	7	Part-time permanent	0   0	0 6 0 0
٠		Part-time contract	0 0	
		Casual	0 0	
		Full-time permanent	0 1	
,		Full-time contract	0 0	
	T	Part-time permanent	0 0	
		Part-time contract	0 0	
Sonior Managare		Casual	0 0	
		Full-time permanent	0   1	
		Full-time contract	0 0	
	7-	Part-time permanent	0 0	0
		Part-time contract	0 0	0
		Casual	0 0	
		Full-time permanent	0   1	
		Full-time contract	0 0	
Other managers	ရာ	Part-time permanent	0 0	0 1
		Part-time contract	0 0	0
		Casual	0 0	0.
Grand total: all managers			1. S. C. S.	

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Total employees

Ö

o



Non-manager



#### No. of apprentices (if applicable) No. of graduates (if applicable) O No. of employees (excluding graduates and N apprentices Full-time contract Part-time permanent Full-time contract Full-time contract Full-time contract Full-time contract Employment status permanent Part-time contract permanent Part-time contract permanent permanent permanent permanent permanent permanent permanent Part-time contract Part-time contract Part-time Part-time Part-time Part-time Full-time Full-time Full-time Full-time Full-time Casual Casual Casual Casual Non-manager occupational categories Clerical and administrative Community and personal service Technicians and trade Professionals Sales



Non-manager occupational categories	Employment status	No. of employees ( api	No. of employees (excluding graduates and apprentices) F. R. M.	No. of gr appli F	No. of graduates (if applicable). F M	No. of application	No. of apprentices (if applicable) F. M. M.	Total employees
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	Ö	0	0	0	0
Machinery operators and drivers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	Ō	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0.	3	0	0	0	0	ę
	Full-time contract	0	0	0	0	0	0	0
Others	Part-time permanent	0	0	0	0	0	0	. •
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers				) O	0.5	0	0	77



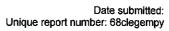




## Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

1 Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:
1.1 Recruitment?  ☐ Yes (you can select policy and/or strategy options)  ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> </ul>
1.2 Retention?  ☐ Yes (you can select policy and/or strategy options)  ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No
No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.3 Performance management processes?  ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy
☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority
1.4 Promotions?  ☑ Yes (you can select policy and/or strategy options)  ☐ Standalone policy  ☑ Policy is contained within another policy  ☐ Standalone strategy  ☐ Strategy is contained within another strategy
No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.5 Talent identification/identification of high potentials?  ☑ Yes (you can select policy and/or strategy options)







☐ No ☐ No, c ☐ No, ir ☐ No, d	☐ Standaione policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy currently under development insufficient human resources staff alon't have expertise anot a priority
☐ Yes (	Succession planning?  you can select policy and/or strategy options)  Standalone policy  Policy is contained within another policy  Standalone strategy  Strategy is contained within another strategy  currently under development assufficient human resources staff lon't have expertise another strategy
Yes (	Training and development? you can select policy and/or strategy options)  ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy  urrently under development nsufficient human resources staff on't have expertise ot a priority
Yes ()  No No, ci No, in	Resignations? you can select policy and/or strategy options)  Standalone policy  Policy is contained within another policy  Standalone strategy  Strategy is contained within another strategy  urrently under development asufficient human resources staff on't have expertise ot a priority
1.9 k  Yes ()  No No, co No, in	Key performance indicators for managers relating to gender equality? you can select policy and/or strategy options)  Standalone policy  Policy is contained within another policy  Standalone strategy  Strategy is contained within another strategy  urrently under development sufficient human resources staff on't have expertise of a priority
	Sender equality overall? you can select policy and/or strategy options)





☐ Standalone policy
□ Policy is contained within another policy
☐ Standalone strategy
Strategy is contained within another strategy
□ No
No, currently under development
No, insufficient human resources staff
No, don't have expertise
☐ No, not a priority

- 1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place:
- 1.12 In the table below, please provide the NUMBER of new appointments made during the reporting period (by gender and manager/non-manager categories). This should include appointments from both external and internal sources such that if an existing employee is appointed to another role within the organisation (promotion or not), they would need to be included.

All appointments need to be included regardless of how they were made, for example through recruitment exercises, cold canvassing, previously-submitted resumes.

·				
NUMBER of appointments made	0	2	6	5

1.13 In the table below, please provide the NUMBER of employees who were awarded promotions during the reporting period (by gender, employment status and manager/non-manager categories).

('Promotion' means where a person has advanced or been raised to a higher office or rank on an ongoing basis. Temporary higher duties are not considered a promotion. This does not typically include movement within a salary band unless it involves a move to higher office or rank.)

No cell should be left blank, please enter '0' (zero) where there is no data.

Permanent/ongoing full-time employees	0	0	1	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

1.14 In the table below, please provide the NUMBER of employees who have resigned during the reporting period (by gender, employment status, and manager/non-manager categories).

('Resigned' refers to employees who have given up their employment voluntarily, not those who are subject to employer-initiated terminations or redundancies.)

No cell should be left blank, please enter '0' (zero) where there is no data.





Permanent/ongoing full-time employees	0	0	1	1
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	0	1
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.15 Should you wish to provide additional information on any of your responses under gender equality indicator 1, please do so below:

Gender equality indicator 2: Gender composition of governing bodies

- Your organisation, or organisations you are reporting on, will have a governing body/board as defined in the Workplace Gender Equality Act 2012 (Act). (In the Act, a governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer".) For the purposes of reporting under the Act, this question relates to the ultimate or 'highest' governing body for your organisation. NB: if your governing body/board is located overseas, it still needs to be included.
- o For private or publicly listed companies, you will have one or more directors or a board of directors.
- o For trusts, the trustee is the governing body/board.
- o For partnerships, the governing body/board is likely to comprise all or some (if elected) partners.
- o For organisations whose governing body/board is the same as their parent entity's governing body/board, it is still deemed to have a governing body/board.
- o For religious structures, you may have a canonical advisor, bishop or archbishop.
- o For other structures that do not fall into any of the above categories, your committee of management would be considered your governing body/board.
- 2.1 Please complete the table below, ensuring data entered is based on the instructions in each column header. For each organisation, enter the number of women and men on that governing body/board (not percentage). If a target has been set to increase the representation of women on any of the governing bodies listed, please indicate the % target and the year it is to be reached.

If your organisation's governing body/board is the same as your parent entity's governing body/board, you will need to enter your organisation's name but the details of your parent entity's governing body/board in the table below.





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	If a target re erning bodies lis Governing body. Currently under nsufficient huma Don't have expe Do not have con	sted above /board ha: developm an resourd rtise	e, you ma s gender l ent ces staff	y specify v balance (e	why below: e.g. 40% wo		en/20% e	either)
	Not a priority Other (provide d The Group is st and the setting potentially influe	rongly cor of specific	objective	es for the o	quantum of	males/femal	es at any	s of merit level would
⊠ Ý	y/board membe 'es (you can se ☐ Standald ☐ Policy is ☐ Standald ☑ Strategy	rs for ALL lect policy one policy contained one strate	organisa and/or si d within a gy	tions cove trategy open nother pol	ered in this i tions) icy	selection streport?	ategy for	governing
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	lo, don't have e lo, not a priority lo, other (provid	, `	:					
	Partnership er a partnership corporated entit	structure,				on if your or ity (ie Pty Ltd		
partr	se enter the tota ner) in the follow -equity (salaried	ving table	against th	ne relevan	t WGEA sta	andardised n	nanager o	
	ils of your mana place profile.	aging part	ner shoul	d be inclu	ded separa	tely in the Cl	EO row of	f your
	Please ensure to ome of your equ						vhich may	/ include all
	quity partners versionnel (KMPs							





partner)		
Equity partners who are "Other executives/General managers"		
Equity partners who are "Senior managers"		
Equity partners who are "Other managers"		

2.5 Should you wish to provide additional information on any of your responses under gender equality indicator 2, please do so below:

Gender equality indicator 3: Equal remuneration between women and men
Do you have a formal policy and/or formal strategy on remuneration generally?  ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
<ul> <li>✓ Strategy is contained within another strategy</li> <li>✓ No</li> </ul>
<ul> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, included in workplace agreement</li> <li>No, don't have expertise</li> </ul>
<ul> <li>No, salaries set by awards or industrial agreements</li> <li>No, non-award employees paid market rate</li> </ul>
☐ No, not a priority
No, other (provide details):
3.1 Are specific gender pay equity objectives included in your formal policy and/or formal strategy?  Yes (provide details in questions 3.2 and/or 3.3 below)  No No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees are paid market rate No, not a priority No, other (provide details):
Has a gender remuneration gap analysis been undertaken? (This is a payroll analysis to determine whether there are any gaps between what women and men are paid.)  Yes. When was the most recent gender remuneration gap analysis undertaken?  Within last 12 months  Within last 1-2 years  More than 2 years ago but less than 4 years ago  Other (provide details):
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> </ul>





<ul> <li>No, don't have expertise</li> <li>No, 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)</li> <li>No, 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)</li> <li>No, non-award employees are paid market rate</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
4.2 Should you wish to provide additional information on any of your responses under gender equality indicator 3, please do so below:
Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities
5 Do you provide employer funded paid parental leave for PRIMARY CARERS, 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)
<ul> <li>No</li> <li>No, currently being considered</li> <li>No, insufficient human resources staff</li> <li>No, government scheme is sufficient</li> <li>No, don't know how to implement</li> </ul>
☐ No, not a priority ☐ No, other (provide details):
<ul> <li>5.1 Please indicate the MINIMUM number of weeks of EMPLOYER FUNDED paid parental leave that is provided for primary carers.</li> <li>12</li> </ul>
Optional: If you wish to provide additional details on the eligibility period/s and the maximum number of paid parental leave offered to primary carers, please do so below:
5.1a What is the eligibility period for employees to access the MINIMUM amount of employer funded paid parental leave (ie how long do employees need to be employed to access this MINIMUM amount - in months)?  12
5.1b If you offer different amounts of employer funded paid parental leave, what is the MAXIMUM number of weeks of employer funded paid parental leave that is provided for primary carers (in weeks)?
5.1c What is the eligibility period for employees to access the MAXIMUM amount of employer funded paid parental leave (ie how long do employees need to be employed to access this MAXIMUM amount – in months)?





12

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. For example, if ALL employees have access to employer funded paid parental leave for PRIMARY CARERS, including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.

You may enter a number that represents the actual percentage of employees, or round the number to the nearest 10th percentile, e.g. if 23.4% enter 20; if 45.7% enter 50).

Percentage:	97
	ee go to 6.2) es staff ficient

How many female and male managers, and female and male non-managers, have utilised parental leave (paid and/or unpaid) during the past reporting period (this is to include employees still on parental leave who commenced this leave in another reporting period)?

No cell should be left blank, please enter '0' (zero) where there is no data.

Managers	0	0	0	0
Non-managers	0	0	0	0

8 Provide the NUMBER of employees who, during the reporting period, ceased employment during, or at the end of, parental leave (by gender and manager/non-manager categories).

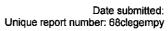
This includes employees on parental leave that had commenced in another reporting period. Include situations where the parental leave was taken continuously with any other leave type. For example, a person may have utilised paid/unpaid parental leave, annual leave or other unpaid leave during a single block of 'parental leave'.

'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

No cell should be left blank, please enter '0' (zero) where there is no data.

Managers	0	0
Non-managers	0	0

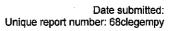
9 Do you have a formal policy and/or formal strategy on flexible working arrangements? ⊠ Yes (you can select policy and/or strategy options)







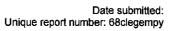
☐ Standalone policy ☑ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, included in workplace agreement</li> <li>No, don't have expertise</li> <li>No, don't offer flexible arrangements</li> <li>No, not a priority</li> </ul>
No, other (provide details):
10 Do you have a formal policy and/or formal strategy to support employees with fami or caring responsibilities?  ☑ Yes (you can select policy and/or strategy options)  ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy
☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development
<ul> <li>No, insufficient human resources staff</li> <li>No, included in workplace agreement</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
Do you have any non-leave based measures to support employees with family or caring responsibilities (e.g. employer-subsidised childcare, breastfeeding facilities, referral services)?  Yes
No     No, currently under development     No, insufficient human resources staff     No, don't have expertise
No, not a priority No, 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 (you can select policy and/or strategy options)  ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
No No
<ul> <li>No, insufficient human resources staff</li> <li>No, included in workplace agreement</li> <li>No, not aware of the need</li> <li>No, don't have expertise</li> </ul>
☐ No, not a priority ☐ No, other (please provide details):







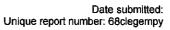
who are experies	vho are experiencing family or domestic violence?							
☑ Yes - please indicate the type of measures in place (more than one option can be selected):								
Employee assistance program (including access to a psychologist, chaplain or								
counsellor)	ing of kev	personnel						*
☐ A dor	nestic vio	ence claus		enterprise	agreemen	t or workpl	ace agree	ment
		ety planning domestic v		ave (conta	ined in an	enternrise	worknlace	_
agreement)	•			•		•	•	
Acce agreement)	ss to unpa	aid domesti	c violence	leave (cor	itained in a	an enterpri	se/workpla	ace
☐ Acce	ss to paid	domestic v	iolence le	ave (not co	ontained in	an enterp	rise/workp	lace
agreement)	ss to unpa	aid leave						
		of matters of ployees to a		e domestic	violence	sunnort ser	vices for	
expert advice		•				• •		
☐ Prote domestic violence		any adver	se action	or discrimii	nation bas	ed on the o	disclosure	of
☐ Flexil	ole workin	g arrangerr						-
		al support ( f office loca		nce bonus	payment o	or advance	d pay)	
☐ Emer	gency acc	commodatio	on assista					
	ss to med (provide	ical service details):	s (e.g. do	ctor or nurs	se)			
_	(1	, .						
☐ No ☐ No, currently	under dev	elopment						
No, insufficient human resources staff								
	☐ No, not aware of the need ☐ No, don't have expertise							
☐ No, not a priority								
No, other (provide details):								
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indicates that a p	articular e	employmen	t term, co	ndition or p	ractice is	not in place	e):	
Flexible hours								$\boxtimes$
of work								
Compressed working weeks				$\boxtimes$		$\boxtimes$		
Time-in-lieu						$\boxtimes$		
Telecommuting								$\boxtimes$
Part-time work					$\boxtimes$			
Job sharing					$\boxtimes$			
Carer's leave	×						X	
Purchased leave						$\boxtimes$		
Unpaid leave	$\boxtimes$		X					







			her employ		ns, condition	ns or prac	tices that a	ıre availab	le to
14.2 \\employe \  Curre \  Insuff \  Don't \  Not a	Where e es for ar ently und icient hu have ex priority	mploymen by of the co er develo	nt terms, co ategories li pment urces staff	onditions of sted abov	or practices ve, you may				
			provide a , please do		nformation /:	on any of	your respo	onses unde	<b>∋</b> Γ
Gender e equality i			5: Consulta	tion with e	employees	on issues	concerning	g gender	
workplac ☐ Yes ☑ No	e?		ed with emp e details wi	·	n issues col	ncerning (	gender equ	ality in you	ır
☐ No, de	on't have ot a prio	expertis		staff				÷	
			provide ad , please do		nformation :	on any of	your respo	onses unde	er
Gender e	equality i	ndicator 6	: Sex-base	ed harassr	ment and d	iscriminat	ion		
discrimin ⊠ Yes (∖ 	ation pre	evention? select pol alone pol is containalone stra	icy and/or s icy ned within a ategy	strategy o	olicy	y on sex-	based hara	assment ar	nd
☐ No, in ☐ No, in ☐ No, do	urrently u sufficien cluded i	under dev t human i n workpla e expertise	tained within elopment resources s ce agreeme	staff	strategy			·	







☐ No, other (provide details):
16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention policy and/or strategy?  ☐ Yes ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority ☐ No, other (provide details):
Does your workplace provide training for all managers on sex-based harassment and discrimination prevention?  Yes - please indicate how often this training is provided ('At induction' AND one of the other options can be selected):  At induction  At least annually  Every one-to-two years  Every three years or more  Varies across business units  Other (provide details):
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
17.1 Should you wish to provide additional information on any of your responses under gender equality indicator 6, please do so below:
Other
Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (As with all of the questions in this questionnaire, any information you provide here will appear in your public report.)





# Gender composition proportions in your workplace

#### Important notes:

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

#### Based upon your workplace profile and reporting questionnaire responses:

#### Gender composition of workforce

1. the gender composition of your workforce overall is 25.0% females and 75.0% males.

#### **Promotions**

- 2. 0.0% of employees awarded promotions were women and 0.0% were men
  - i. 0.0% of all manager promotions were awarded to women
  - 0.0% of all non-manager promotions were awarded to women.
- 3. 6.2% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

#### Resignations

- 4. 0.0% of employees who resigned were women and 0.0% were men
  - i. 0.0% of all managers who resigned were women
  - ii. 0.0% of all non-managers who resigned were women.
- 6.2% 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 and ceased employment before returning to work
- ii. N/A men who utilised parental leave and ceased employment before returning to work
- 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

Yes

CEO Signature:

Date: 6/6/2016