



Public report

2017-18

Submitted by

Legal Name: Abacus Group Holdings Limited





Organisation and contact details

Submitting organisation details	Legal name	Abacus Group Holdings Limited
	ABN	31080604619
	ANZSIC	L Rental, Hiring and Real Estate Services 6712 Non-Residential Property Operators
	Business/trading name/s	
	ASX code (if applicable)	ABP
	Postal address	Level 34 Australia Square264-278 George Street Sydney NSW 2000 AUSTRALIA
	Organisation phone number	02 9253 8600
Reporting structure	Number of employees covered by this report	81

Date submitted: Unique report number: zokq3qrzfd



Workplace profile

Manager

					No of employees
Manager occupational categories	Reporting level to CEO	Employment status	ļ	ı	T. T. T.
			-	Ξ	l oral employees
		Full-time permanent	0	-	
		Full-time contract	0	0	
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	4	4
		Full-time contract	0	0	0
Key management personnel	7	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1 1	3	4
		Full-time contract	0	0	
Other executives/General managers	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	2	9	8
		Full-time contract	0	0	0
Senior Managers	.3	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casuai	0	0	0
		Full-time permanent	4	9	10
		Full-time contract	0	0	.0
Other managers	4	Part-time permanent	1	0	
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			8	20	28

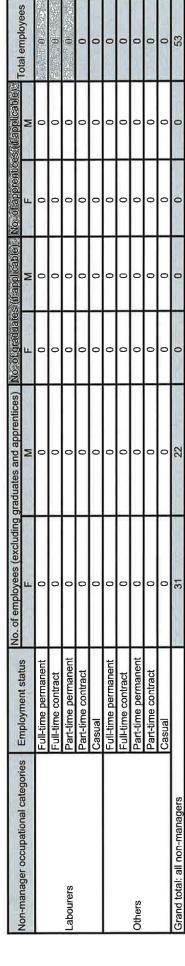


Workplace profile

Non-manager

		No. of employees (excluding graduates and apprentices)	raduates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		H
Non-manager occupational categories	Employment status	ш	M	1		E		l otal employees
	Full-time permanent	6	14	0	0	0	0	23
	Full-time contract	0	0	0	0	0	0	0
Professionals	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	4	0	0	0	0	4
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	1	0	0	0	0	
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	16	2	0	0	0	0	18
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	3	0	0	0	0	0	3
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	2	1	0	0	0	0	3
	Full-time contract	0	0	0	0	0	0	0
Sales	Part-time permanent	0 0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	1	0	0	0	0	0	
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	- 0
Machinery operators and drivers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0

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Reporting questionnaire

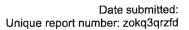
Gender equality indicator 1: Gender composition of workforce

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

NB. IMPORTANT:

- References to the Act mean the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2017 to 31 March 2018. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

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







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





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

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

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

1.11 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)	.1	0
Number of appointments made to NON-MANAGER roles (including promotions)	8	3

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

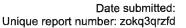
	Managers		Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	0	6	1
Permanent/ongoing part-time employees	0	1	1	3
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	1	7

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

Gender equality indicator 2: Gender composition of governing bodies

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

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







2 1	Please answer the following	questions relating	to each o	overning bod	v covered in this report	Ł

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?

Abacus Property Group is compromised of Abacus Group Holdings, Abacus Trust, Abacus Group Projects Limited, Abacus Income Trust, Abacus Storage Property Trust and Abacus Storage Operations 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	2	3

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

	☐ 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):
2.1e.1	What is the percentage (%) target?
	30
2.1f.1	What year is the target to be reached?
	2018
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 member for ALL organisations covered in this report?
	 ✓ Yes (select all applicable answers) ✓ Policy ✓ Strategy

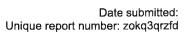
No (you may specify why no formal selection policy or formal selection strategy is in place)
 ☐ In place for some governing bodies
 ☐ Currently under development, please enter date this is due to be completed
 ☐ Insufficient resources/expertise
 ☐ Do not have control over governing body appointments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





Date submitted: Unique report number: zokq3qrzfd

		☐ 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
	2.5	If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.
		equality indicator 3: Equal remuneration between women and men
	remune r equali	ration between women and men is a key component of improving women's economic security and progressing by.
3.	Do yo	u have a formal policy and/or formal strategy on remuneration generally?
	⊠ Yes	s (select all applicable answers) □ Policy
	□No	Strategy (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise 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):
١.		ou analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. cted a gender pay gap analysis)?
	☐ Yes	s - the most recent gender remuneration gap analysis was undertaken: Within last 12 months Within last 1-2 years More than 2 years ago but less than 4 years ago Other (provide details):
	⊠ 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 or discretion in pay changes (for example because pay increases occur only when there is a change in tenure or cations)



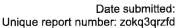




	☐ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there in for discretion in pay changes (because pay increases can occur with some discretion such as performance sments) ☐ Non-award employees paid market rate ☐ Not a priority ☐ Other (provide details):
4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:
der	equality indicator 4: Flexible working and support for employees

wit This i emple supper to con	nder equality indicator 4: Flexible working and support for employees h family and caring responsibilities Indicator will enable the collection and use of information from relevant employers about the availability and utility of comment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements corting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men makine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental under 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): □ 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 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) □ Insufficient resources/expertise □ Government scheme is sufficient □ Not a priority □ Other (provide details):
6.	A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the primary carer.
	Do you provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and women, in addition to any government funded parental leave scheme for secondary carers?
	☐ Yes ☐ No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) ☐ No, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY ☑ No (you may specify why employer funded paid parental leave for secondary carers is not paid) ☐ Currently under development, please enter date this is due to be completed

П	Yes	
		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
\boxtimes		(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.

	Prin	Primary carer's leave		Secondary carer's leave	
	Femal	e Male	Female	e Male	
Managers	0	0	0	0	

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

	Primary c	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male	
Non-managers	1	0	0	0	

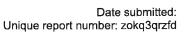
- 8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
 - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid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

	Female	Male
Managers	0	0

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

	Female	Male
Non-managers	0	0

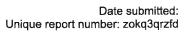
9.	Do you have a formal policy and/or formal strategy on flexible working arrangements?
	 Yes (select all applicable answers) □ Policy □ Strategy ☑ No (you may specify why no formal policy or formal strategy is in place) □ Currently under development, please enter date this is due to be completed □ Insufficient 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 ☐ Strategy ☑ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreement ☐ Not a priority ☐ Other (provide details):
11,	Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)? Yes No (you may specify why non-leave based measures are not in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority Other (provide details):
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence? Yes (select all applicable answers) Policy Strategy No (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed 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)







14.	AND Option Option For e	e any of the following options are available in your workplace, are those option/s available to both women men? flexible hours of work compressed working weeks time-in-lieu telecommuting part-time work job sharing carer's leave purchased leave unpaid leave. unpaid leave. unpaid leave. ins may be offered both formally and/or informally. example, if time-in-lieu is available to women formally but to men informally, you would select NO. ses, the option/s in place are available to both women and men. or, 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. 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					
		Time-in-lieu					
		Telecommuting					
		Part-time work			\boxtimes		
		Job sharing					
		Carer's leave	\boxtimes		\boxtimes		
		Purchased leave					
		Unpaid leave		\boxtimes			
	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):					
	14.4	4.4 If your organisation would like to provide additional information relating to gender equality indicator please do so below:					
COI	nceri gender e erning g	equality indicator 5: Coning gender equality in the equality in the workplace. you consulted with employees on issue	the workplace at consultation occurs to	etween employ	ers and employ	ees on issues	
	☐ Ye	es o (you may specify why you have not cons in Not needed (provide details why):	ulted with employees o	n gender equali	ty)		





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

Date submitted: Unique report number: zokq3qrzfd

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





Other

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

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





Gender composition proportions in your workplace

Important notes:

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

Based upon your workplace profile and reporting questionnaire responses:

Gender composition of workforce

1. the gender composition of your workforce overall is 48.1% females and 51.9% males.

Promotions

- 2. 71.4% of employees awarded promotions were women and 28.6% were men
 - i. 100.0% of all manager promotions were awarded to women
 - ii. 66.7% of all non-manager promotions were awarded to women.
- 3. 4.9% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 40.0% of employees who resigned were women and 60.0% were men
 - i. 0.0% of all managers who resigned were women
 - ii. 42.1% of all non-managers who resigned were women.
- 5. 4.9% of your workforce was part-time and 25.0% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- . 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.

Notification and access List of employee organisations: CEO sign off confirmation Name of CEO or equivalent: Steven Sewell CEO signature: Date: 18 72 2018