

## Appendix 4G

### Key to Disclosures Corporate Governance Council Principles and Recommendations

Introduced 01/07/14 Amended 02/11/15

**Name of entity**

GDI Property Group Limited GDI Property Trust
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**ABN / ARBN**

GDI Property Group Limited ACN 166 479 189  GDI Property Trust ARSN 166 598 161
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**Financial year ended:**

30 June 2019
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Our corporate governance statement<sup>2</sup> for the above period above can be found at:<sup>3</sup>

These pages of our annual report:

This URL on our website: <http://www.gdi.com.au/about-gdi/#corporate-governance>

The Corporate Governance Statement is accurate and up to date as at 26 August 2019 and has been approved by the board.

The annexure includes a key to where our corporate governance disclosures can be located.

Date: 26 August 2019

Name of Director or Secretary authorising lodgement: David Williams

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<sup>1</sup> Under Listing Rule 4.7.3, an entity must lodge with ASX a completed Appendix 4G at the same time as it lodges its annual report with ASX.

Listing Rule 4.10.3 requires an entity that is included in the official list as an ASX Listing to include in its annual report either a corporate governance statement that meets the requirements of that rule or the URL of the page on its website where such a statement is located. The corporate governance statement must disclose the extent to which the entity has followed the recommendations set by the ASX Corporate Governance Council during the reporting period. If the entity has not followed a recommendation for any part of the reporting period, its corporate governance statement must separately identify that recommendation and the period during which it was not followed and state its reasons for not following the recommendation and what (if any) alternative governance practices it adopted in lieu of the recommendation during that period.

Under Listing Rule 4.7.4, if an entity chooses to include its corporate governance statement on its website rather than in its annual report, it must lodge a copy of the corporate governance statement with ASX at the same time as it lodges its annual report with ASX. The corporate governance statement must be current as at the effective date specified in that statement for the purposes of rule 4.10.3.

<sup>2</sup> "Corporate governance statement" is defined in Listing Rule 19.12 to mean the statement referred to in Listing Rule 4.10.3 which discloses the extent to which an entity has followed the recommendations set by the ASX Corporate Governance Council during a particular reporting period.

<sup>3</sup> Mark whichever option is correct and then complete the page number(s) of the annual report, or the URL of the web page, where the entity's corporate governance statement can be found. You can, if you wish, delete the option which is not applicable.

Throughout this form, where you are given two or more options to select, you can, if you wish, delete any option which is not applicable and just retain the option that is applicable. If you select an option that includes "OR" at the end of the selection and you delete the other options, you can also, if you wish, delete the "OR" at the end of the selection.

## ANNEXURE – KEY TO CORPORATE GOVERNANCE DISCLOSURES

Corporate Governance Council recommendation		We have followed the recommendation in full for the whole of the period above. We have disclosed ...	We have NOT followed the recommendation in full for the whole of the period above. We have disclosed ... <sup>4</sup>
<b>PRINCIPLE 1 – LAY SOLID FOUNDATIONS FOR MANAGEMENT AND OVERSIGHT</b>			
1.1	A listed entity should disclose: (a) the respective roles and responsibilities of its board and management; and (b) those matters expressly reserved to the board and those delegated to management.	... the fact that we follow this recommendation: <input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> at <i>[insert location]</i> ... and information about the respective roles and responsibilities of our board and management (including those matters expressly reserved to the board and those delegated to management): <input checked="" type="checkbox"/> at <a href="http://www.gdi.com.au/about-gdi/#corporate-governance">http://www.gdi.com.au/about-gdi/#corporate-governance</a>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable
1.2	A listed entity should: (a) undertake appropriate checks before appointing a person, or putting forward to security holders a candidate for election, as a director; and (b) provide security holders with all material information in its possession relevant to a decision on whether or not to elect or re-elect a director.	... the fact that we follow this recommendation: <input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> at <i>[insert location]</i>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable
1.3	A listed entity should have a written agreement with each director and senior executive setting out the terms of their appointment.	... the fact that we follow this recommendation: <input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> at <i>[insert location]</i>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable
1.4	The company secretary of a listed entity should be accountable directly to the board, through the chair, on all matters to do with the proper functioning of the board.	... the fact that we follow this recommendation: <input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> at <i>[insert location]</i>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable

<sup>4</sup> If you have followed all of the Council's recommendations in full for the whole of the period above, you can, if you wish, delete this column from the form and re-format it.

## Key to Disclosures Corporate Governance Council Principles and Recommendations

Corporate Governance Council recommendation		We have followed the recommendation in full for the whole of the period above. We have disclosed ...	We have NOT followed the recommendation in full for the whole of the period above. We have disclosed ... <sup>4</sup>
1.5	<p>A listed entity should:</p> <p>(a) have a diversity policy which includes requirements for the board or a relevant committee of the board to set measurable objectives for achieving gender diversity and to assess annually both the objectives and the entity's progress in achieving them;</p> <p>(b) disclose that policy or a summary of it; and</p> <p>(c) disclose as at the end of each reporting period the measurable objectives for achieving gender diversity set by the board or a relevant committee of the board in accordance with the entity's diversity policy and its progress towards achieving them and either:</p> <p>(1) the respective proportions of men and women on the board, in senior executive positions and across the whole organisation (including how the entity has defined "senior executive" for these purposes); or</p> <p>(2) if the entity is a "relevant employer" under the Workplace Gender Equality Act, the entity's most recent "Gender Equality Indicators", as defined in and published under that Act.</p>	<p>... the fact that we have a diversity policy that complies with paragraph (a):</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <u>OR</u></p> <p><input type="checkbox"/> at <i>[insert location]</i></p> <p>... and a copy of our diversity policy or a summary of it:</p> <p><input checked="" type="checkbox"/> at <a href="http://www.gdi.com.au/about-gdi/#corporate-governance">http://www.gdi.com.au/about-gdi/#corporate-governance</a> and the measurable objectives for achieving gender diversity set by the board or a relevant committee of the board in accordance with our diversity policy and our progress towards achieving them:</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <u>OR</u></p> <p><input type="checkbox"/> at <i>[insert location]</i></p> <p>... and the information referred to in paragraphs (c)(1) or (2):</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <u>OR</u></p> <p><input type="checkbox"/> at <i>[insert location]</i></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <u>OR</u></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>
1.6	<p>A listed entity should:</p> <p>(a) have and disclose a process for periodically evaluating the performance of the board, its committees and individual directors; and</p> <p>(b) disclose, in relation to each reporting period, whether a performance evaluation was undertaken in the reporting period in accordance with that process.</p>	<p>... the evaluation process referred to in paragraph (a):</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <u>OR</u></p> <p><input type="checkbox"/> at <i>[insert location]</i></p> <p>... and the information referred to in paragraph (b):</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <u>OR</u></p> <p><input type="checkbox"/> at <i>[insert location]</i></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <u>OR</u></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>
1.7	<p>A listed entity should:</p> <p>(a) have and disclose a process for periodically evaluating the performance of its senior executives; and</p> <p>(b) disclose, in relation to each reporting period, whether a performance evaluation was undertaken in the reporting period in accordance with that process.</p>	<p>... the evaluation process referred to in paragraph (a):</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <u>OR</u></p> <p><input type="checkbox"/> at <i>[insert location]</i></p> <p>... and the information referred to in paragraph (b):</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <u>OR</u></p> <p><input type="checkbox"/> at <i>[insert location]</i></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <u>OR</u></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>

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<b>PRINCIPLE 2 - STRUCTURE THE BOARD TO ADD VALUE</b>			
2.1	<p>The board of a listed entity should:</p> <p>(a) have a nomination committee which:</p> <p>(1) has at least three members, a majority of whom are independent directors; and</p> <p>(2) is chaired by an independent director, and disclose:</p> <p>(3) the charter of the committee;</p> <p>(4) the members of the committee; and</p> <p>(5) as at the end of each reporting period, the number of times the committee met throughout the period and the individual attendances of the members at those meetings; or</p> <p>(b) if it does not have a nomination committee, disclose that fact and the processes it employs to address board succession issues and to ensure that the board has the appropriate balance of skills, knowledge, experience, independence and diversity to enable it to discharge its duties and responsibilities effectively.</p>	<p>[If the entity complies with paragraph (a):]</p> <p>... the fact that we have a nomination committee that complies with paragraphs (1) and (2):</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at <i>[insert location]</i></p> <p>... and a copy of the charter of the committee:</p> <p><input checked="" type="checkbox"/> at <a href="http://www.gdi.com.au/about-gdi/#corporate-governance">http://www.gdi.com.au/about-gdi/#corporate-governance</a> and the information referred to in paragraphs (4) and (5):</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at <i>[insert location]</i> [If the entity complies with paragraph (b):]</p> <p>... the fact that we do not have a nomination committee and the processes we employ to address board succession issues and to ensure that the board has the appropriate balance of skills, knowledge, experience, independence and diversity to enable it to discharge its duties and responsibilities effectively:</p> <p><input type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at <i>[insert location]</i></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>
2.2	<p>A listed entity should have and disclose a board skills matrix setting out the mix of skills and diversity that the board currently has or is looking to achieve in its membership.</p>	<p>... our board skills matrix:</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at <i>[insert location]</i></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>

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2.3 A listed entity should disclose: <ul style="list-style-type: none"> <li>(a) the names of the directors considered by the board to be independent directors;</li> <li>(b) if a director has an interest, position, association or relationship of the type described in Box 2.3 but the board is of the opinion that it does not compromise the independence of the director, the nature of the interest, position, association or relationship in question and an explanation of why the board is of that opinion; and</li> <li>(c) the length of service of each director.</li> </ul>	... the names of the directors considered by the board to be independent directors: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> in our Corporate Governance Statement <u>OR</u></li> <li><input type="checkbox"/> at <i>[insert location]</i></li> </ul> ... and, where applicable, the information referred to in paragraph (b): <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> in our Corporate Governance Statement <u>OR</u></li> <li><input type="checkbox"/> at <i>[insert location]</i></li> </ul> ... and the length of service of each director: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> in our Corporate Governance Statement <u>OR</u></li> <li><input type="checkbox"/> at <i>[insert location]</i></li> </ul>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement
2.4 A majority of the board of a listed entity should be independent directors.	... the fact that we follow this recommendation: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> in our Corporate Governance Statement <u>OR</u></li> <li><input type="checkbox"/> at <i>[insert location]</i></li> </ul>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <u>OR</u> <input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable
2.5 The chair of the board of a listed entity should be an independent director and, in particular, should not be the same person as the CEO of the entity.	... the fact that we follow this recommendation: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> in our Corporate Governance Statement <u>OR</u></li> <li><input type="checkbox"/> at <i>[insert location]</i></li> </ul>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <u>OR</u> <input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable
2.6 A listed entity should have a program for inducting new directors and provide appropriate professional development opportunities for directors to develop and maintain the skills and knowledge needed to perform their role as directors effectively.	... the fact that we follow this recommendation: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> in our Corporate Governance Statement <u>OR</u></li> <li><input type="checkbox"/> at <i>[insert location]</i></li> </ul>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <u>OR</u> <input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable
<b>PRINCIPLE 3 – ACT ETHICALLY AND RESPONSIBLY</b>		
3.1 A listed entity should: <ul style="list-style-type: none"> <li>(a) have a code of conduct for its directors, senior executives and employees; and</li> <li>(b) disclose that code or a summary of it.</li> </ul>	... our code of conduct or a summary of it: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> in our Corporate Governance Statement <u>OR</u></li> <li><input type="checkbox"/> at <i>[insert location]</i></li> </ul>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement

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<b>PRINCIPLE 4 – SAFEGUARD INTEGRITY IN CORPORATE REPORTING</b>			
4.1	<p>The board of a listed entity should:</p> <p>(a) have an audit committee which:</p> <p>(1) has at least three members, all of whom are non-executive directors and a majority of whom are independent directors; and</p> <p>(2) is chaired by an independent director, who is not the chair of the board,</p> <p>and disclose:</p> <p>(3) the charter of the committee;</p> <p>(4) the relevant qualifications and experience of the members of the committee; and</p> <p>(5) in relation to each reporting period, the number of times the committee met throughout the period and the individual attendances of the members at those meetings; or</p> <p>(b) if it does not have an audit committee, disclose that fact and the processes it employs that independently verify and safeguard the integrity of its corporate reporting, including the processes for the appointment and removal of the external auditor and the rotation of the audit engagement partner.</p>	<p>[If the entity complies with paragraph (a):]</p> <p>... the fact that we have an audit committee that complies with paragraphs (1) and (2):</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at <i>[insert location]</i></p> <p>... and a copy of the charter of the committee:</p> <p><input type="checkbox"/> at <a href="https://www.gdi.com.au/about-gdi/">https://www.gdi.com.au/about-gdi/...</a> and the information referred to in paragraphs (4) and (5):</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at <i>[insert location]</i></p> <p>[If the entity complies with paragraph (b):]</p> <p>... the fact that we do not have an audit committee and the processes we employ that independently verify and safeguard the integrity of our corporate reporting, including the processes for the appointment and removal of the external auditor and the rotation of the audit engagement partner:</p> <p><input type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at <i>[insert location]</i></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement</p>
4.2	<p>The board of a listed entity should, before it approves the entity's financial statements for a financial period, receive from its CEO and CFO a declaration that, in their opinion, the financial records of the entity have been properly maintained and that the financial statements comply with the appropriate accounting standards and give a true and fair view of the financial position and performance of the entity and that the opinion has been formed on the basis of a sound system of risk management and internal control which is operating effectively.</p>	<p>... the fact that we follow this recommendation:</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at <i>[insert location]</i></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement</p>
4.3	<p>A listed entity that has an AGM should ensure that its external auditor attends its AGM and is available to answer questions from security holders relevant to the audit.</p>	<p>... the fact that we follow this recommendation:</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at <i>[insert location]</i></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity that does not hold an annual general meeting and this recommendation is therefore not applicable</p>

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<b>PRINCIPLE 5 – MAKE TIMELY AND BALANCED DISCLOSURE</b>			
5.1	A listed entity should: (a) have a written policy for complying with its continuous disclosure obligations under the Listing Rules; and (b) disclose that policy or a summary of it.	... our continuous disclosure compliance policy or a summary of it: <input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> at <i>[insert location]</i>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement
<b>PRINCIPLE 6 – RESPECT THE RIGHTS OF SECURITY HOLDERS</b>			
6.1	A listed entity should provide information about itself and its governance to investors via its website.	... information about us and our governance on our website: <input checked="" type="checkbox"/> at <a href="http://www.gdi.com.au/about-gdi/">http://www.gdi.com.au/about-gdi/</a>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement
6.2	A listed entity should design and implement an investor relations program to facilitate effective two-way communication with investors.	... the fact that we follow this recommendation: <input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> at <i>[insert location]</i>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement
6.3	A listed entity should disclose the policies and processes it has in place to facilitate and encourage participation at meetings of security holders.	... our policies and processes for facilitating and encouraging participation at meetings of security holders: <input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> at <i>[insert location]</i>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> we are an externally managed entity that does not hold periodic meetings of security holders and this recommendation is therefore not applicable
6.4	A listed entity should give security holders the option to receive communications from, and send communications to, the entity and its security registry electronically.	... the fact that we follow this recommendation: <input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> at <i>[insert location]</i>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement

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<b>PRINCIPLE 7 – RECOGNISE AND MANAGE RISK</b>			
7.1	<p>The board of a listed entity should:</p> <p>(a) have a committee or committees to oversee risk, each of which:</p> <p>(1) has at least three members, a majority of whom are independent directors; and</p> <p>(2) is chaired by an independent director, and disclose:</p> <p>(3) the charter of the committee;</p> <p>(4) the members of the committee; and</p> <p>(5) as at the end of each reporting period, the number of times the committee met throughout the period and the individual attendances of the members at those meetings; or</p> <p>(b) if it does not have a risk committee or committees that satisfy (a) above, disclose that fact and the processes it employs for overseeing the entity's risk management framework.</p>	<p>[If the entity complies with paragraph (a):]</p> <p>... the fact that we have a committee or committees to oversee risk that comply with paragraphs (1) and (2):</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at <i>[insert location]</i></p> <p>... and a copy of the charter of the committee:</p> <p><input checked="" type="checkbox"/> at <a href="http://www.gdi.com.au/about-gdi/#corporate-governance">http://www.gdi.com.au/about-gdi/#corporate-governance</a> and the information referred to in paragraphs (4) and (5):</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at <i>[insert location]</i></p> <p>[If the entity complies with paragraph (b):]</p> <p>... the fact that we do not have a risk committee or committees that satisfy (a) and the processes we employ for overseeing our risk management framework:</p> <p><input type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at <i>[insert location]</i></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement</p>
7.2	<p>The board or a committee of the board should:</p> <p>(a) review the entity's risk management framework at least annually to satisfy itself that it continues to be sound; and</p> <p>(b) disclose, in relation to each reporting period, whether such a review has taken place.</p>	<p>... the fact that board or a committee of the board reviews the entity's risk management framework at least annually to satisfy itself that it continues to be sound:</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at <i>[insert location]</i></p> <p>... and that such a review has taken place in the reporting period covered by this Appendix 4G:</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at <i>[insert location]</i></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement</p>



## Key to Disclosures Corporate Governance Council Principles and Recommendations

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<p>7.3</p> <p>A listed entity should disclose:</p> <p>(a) if it has an internal audit function, how the function is structured and what role it performs; or</p> <p>(b) if it does not have an internal audit function, that fact and the processes it employs for evaluating and continually improving the effectiveness of its risk management and internal control processes.</p>	<p>[If the entity complies with paragraph (a):]</p> <p>... how our internal audit function is structured and what role it performs:</p> <p><input type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at <i>[insert location]</i></p> <p>[If the entity complies with paragraph (b):]</p> <p>... the fact that we do not have an internal audit function and the processes we employ for evaluating and continually improving the effectiveness of our risk management and internal control processes:</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at <i>[insert location]</i></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement</p>
<p>7.4</p> <p>A listed entity should disclose whether it has any material exposure to economic, environmental and social sustainability risks and, if it does, how it manages or intends to manage those risks.</p>	<p>... whether we have any material exposure to economic, environmental and social sustainability risks and, if we do, how we manage or intend to manage those risks:</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at <i>[insert location]</i></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement</p>

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Corporate Governance Council recommendation	We have followed the recommendation in full for the whole of the period above. We have disclosed ...	We have NOT followed the recommendation in full for the whole of the period above. We have disclosed ... <sup>4</sup>	
<b>PRINCIPLE 8 – REMUNERATE FAIRLY AND RESPONSIBLY</b>			
8.1	<p>The board of a listed entity should:</p> <p>(a) have a remuneration committee which:</p> <p>(1) has at least three members, a majority of whom are independent directors; and</p> <p>(2) is chaired by an independent director, and disclose:</p> <p>(3) the charter of the committee;</p> <p>(4) the members of the committee; and</p> <p>(5) as at the end of each reporting period, the number of times the committee met throughout the period and the individual attendances of the members at those meetings; or</p> <p>(b) if it does not have a remuneration committee, disclose that fact and the processes it employs for setting the level and composition of remuneration for directors and senior executives and ensuring that such remuneration is appropriate and not excessive.</p>	<p>[If the entity complies with paragraph (a):]</p> <p>... the fact that we have a remuneration committee that complies with paragraphs (1) and (2):</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at <i>[insert location]</i></p> <p>... and a copy of the charter of the committee:</p> <p><input checked="" type="checkbox"/> at <a href="http://www.gdi.com.au/about-gdi/#corporate-governance">http://www.gdi.com.au/about-gdi/#corporate-governance</a> and the information referred to in paragraphs (4) and (5):</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at <i>[insert location]</i></p> <p>[If the entity complies with paragraph (b):]</p> <p>... the fact that we do not have a remuneration committee and the processes we employ for setting the level and composition of remuneration for directors and senior executives and ensuring that such remuneration is appropriate and not excessive:</p> <p><input type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at <i>[insert location]</i></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>
8.2	<p>A listed entity should separately disclose its policies and practices regarding the remuneration of non-executive directors and the remuneration of executive directors and other senior executives.</p>	<p>... separately our remuneration policies and practices regarding the remuneration of non-executive directors and the remuneration of executive directors and other senior executives:</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at <i>[insert location]</i></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>
8.3	<p>A listed entity which has an equity-based remuneration scheme should:</p> <p>(a) have a policy on whether participants are permitted to enter into transactions (whether through the use of derivatives or otherwise) which limit the economic risk of participating in the scheme; and</p> <p>(b) disclose that policy or a summary of it.</p>	<p>... our policy on this issue or a summary of it:</p> <p><input type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input checked="" type="checkbox"/> at pages 15 to 29 of the 2019 Financial Report – Remuneration Report.</p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we do not have an equity-based remuneration scheme and this recommendation is therefore not applicable <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>

## Key to Disclosures Corporate Governance Council Principles and Recommendations

Corporate Governance Council recommendation	We have followed the recommendation in full for the whole of the period above. We have disclosed ...	We have NOT followed the recommendation in full for the whole of the period above. We have disclosed ... <sup>4</sup>
<b>ADDITIONAL DISCLOSURES APPLICABLE TO EXTERNALLY MANAGED LISTED ENTITIES</b>		
<p>- <i>Alternative to Recommendation 1.1 for externally managed listed entities:</i> The responsible entity of an externally managed listed entity should disclose:</p> <p>(a) the arrangements between the responsible entity and the listed entity for managing the affairs of the listed entity;</p> <p>(b) the role and responsibility of the board of the responsible entity for overseeing those arrangements.</p>	<p>... the information referred to in paragraphs (a) and (b):</p> <p><input type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at <i>[insert location]</i></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement</p>
<p>- <i>Alternative to Recommendations 8.1, 8.2 and 8.3 for externally managed listed entities:</i> An externally managed listed entity should clearly disclose the terms governing the remuneration of the manager.</p>	<p>... the terms governing our remuneration as manager of the entity:</p> <p><input type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at <i>[insert location]</i></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement</p>

# GDI Property Group

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## Corporate Governance Statement

30 June 2019

GDI Property Group comprises GDI Property Group Limited ACN 166 479 189 (the Company) and its subsidiaries and GDI Property Trust ARSN 166 598 161 (the Trust) and its subsidiaries. The responsible entity of the Trust is GDI Funds Management Limited ACN 107 354 003, AFSL 253 142, a wholly owned subsidiary of the Company.

## GDI PROPERTY GROUP

### CORPORATE GOVERNANCE STATEMENT

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GDI Property Group (GDI) through its Board, Board Committees and executive management team believes sound corporate governance practices enhance stakeholder outcomes. GDI is therefore committed to meeting the expectations of all stakeholders in relation to corporate governance.

The 3<sup>rd</sup> Edition of the ASX Corporate Governance Council Principles and Recommendations (**ASX Recommendations**) was released on 27<sup>th</sup> March 2014. GDI has adopted the ASX Recommendations and all governance practices outlined in the Corporate Governance Statement applied for the entire reporting period. Where a Recommendation has not been followed, the reason for not following the Recommendation and the alternative governance practices GDI has adopted in respect of that Recommendation are disclosed.

This Corporate Governance Statement is current as at 30 June 2019. It was approved by the Board and is available on GDI's website.

#### Overview of corporate structure

GDI comprises the stapled entities GDI Property Group Limited (ACN 166 479 189) and GDI Property Trust (ARSN 166 598 161). GDI Funds Management Limited (ACN 107 354 003, AFSL 253 142), a wholly owned subsidiary of GDI Property Group Limited, is the responsible entity of GDI Property Trust. The Boards of GDI Property Group Limited and GDI Funds Management Limited each have common membership. Pursuant to an Investment Management Agreement, GDI Investment Management Pty Limited (ACN 126 353 820), a wholly owned subsidiary of GDI Property Group Limited, is the Investment Manager of GDI Property Trust.

GDI Funds Management Limited and GDI Investment Management Pty Limited, either directly or through wholly owned subsidiaries, also act as trustees and Investment Managers (as the case may be) of the unlisted unregistered managed investment schemes operated by GDI.

#### Principle 1: Lay solid foundations for management and oversight

The Boards of GDI Property Group Limited and GDI Funds Management Limited each have common membership (collectively the Board). The Board has adopted a Board Charter which details the composition, values and functions of the Board and those matters delegated to various committees and to the executive management team. The Board Charter is reviewed at least annually. A copy of the Board Charter is available on GDI's website. The key responsibilities of the Board are:

- reviewing, approving and monitoring corporate strategy;
- defining GDI's purpose and approving GDI's statement of values and code of conduct that underpin GDI's desired culture;
- overseeing management;
- promoting and facilitating effective communication with security holders;
- establishing and monitoring policies governing GDI's relationship with other stakeholders;
- establishing, maintaining and promoting ethical and responsible decision-making;
- overseeing financial and capital management; and
- compliance and risk management.

The Board holds at least eight scheduled monthly meetings during the year and additional meetings are convened as required. Board papers are designed to focus Board attention on key issues and standing items, including corporate governance, compliance, asset performance and initiatives and financial performance. Day-to-day management of GDI's affairs and implementation of corporate strategy and property initiatives are delegated by the Board to management under the direction of the Managing Director.

Prior to any new Board appointment, GDI will undertake numerous steps to qualify a candidate as appropriate for election. Such steps could include the use of third party consultants, conducting interviews, stakeholder consultation and referencing. In addition, appropriate checks such as a person's character, experience, education, criminal record and bankruptcy searches will be undertaken. This was undertaken for all current directors, in the case of Gina Anderson as part of the IPO process during FY14, and in the case of John Tuxworth (appointed to the Board on 20 February 2017), Giles Woodgate (appointed to the Board on 16 November 2017), and Stephen Burns (appointed to the Board on 15 November 2018) prior to their appointments.

## GDI PROPERTY GROUP

### CORPORATE GOVERNANCE STATEMENT

In accordance with GDI Property Group Limited's Constitution and the ASX Listing Rules, at each annual general meeting there must be an election of directors, even if there is neither a director who has served three years nor a director filling a casual vacancy. In relation to directors seeking re-election, GDI provides security holders with biographical details, details on other material directorships, the term of office currently served, a statement from the Board that confirms the Board's view of that director's independence and its support for the re-election.

In addition, biographical details of all directors are provided on GDI's website in the 'About GDI' section.

Each director has received a letter of appointment which details the key terms of their appointment, including such issues as performance expectations, conflicts of interest, disclosure obligations, remuneration and GDI policies. The Managing Director and all other members of the executive management team have a formal job description and letter of appointment outlining the terms of their employment.

The Company Secretary is accountable directly to the Board on all matters to do with the proper functioning of the Board. The Company Secretary's role includes advising the Board and its Committees on governance matters, monitoring that the Board's and its Committees' policies and procedures are followed, co-ordinating Board papers and ensuring minutes accurately capture the business of the Board's and Committees' meetings. The Company Secretary also facilitates the professional development of directors. The Chair of the Board and each Committee provides feedback to both the Managing Director and the Nomination and Remuneration Committee on the effectiveness of the Company Secretary in performing these duties and this feedback forms an important component of the Company Secretary's annual performance review and remuneration outcomes.

The Board has approved a Diversity Policy which sets out the framework GDI has in place to achieve appropriate diversity in its Board, executive management team and broader workplace. Diversity in the context of GDI's Diversity Policy covers gender, age, language, ethnicity, cultural background, sexual orientation, religious belief, educational levels, life and work experiences, socio economic background, personality and marital status and family responsibilities. A copy of the Diversity Policy is available on GDI's website.

The Board established measurable objectives in relation to gender diversity for FY19:

<b>Objective</b>	<b>Compliant</b>	<b>Progress / Commentary</b>
At least one female director	✓	One of the four independent directors (25%) is female.
At least one female is interviewed for greater than 75% of vacant roles	X	During FY19, there were no vacant roles and therefore no new employees.
Parents (or carers) are offered flexible working arrangements	✓	Parents (or carers) are offered flexible working arrangements via a number of means, including: <ul style="list-style-type: none"><li>• additional non-cumulative annual leave;</li><li>• working from home arrangements;</li><li>• a generous maternity leave policy; and</li><li>• flexible working hours.</li></ul>
Over a three year period, hire at least one female senior executive and at least one female in the asset side of the business	X	During FY19, there were no new hires in either the asset side of the business or at the senior executive level.

The table on the next page outlines the proportion of permanent women and men employed by GDI Property Group as at 30 June 2019:

	<b>Women</b>		<b>Men</b>	
	<b>Number</b>	<b>%</b>	<b>Number</b>	<b>%</b>
Board	1	20	4	80
Senior Executives <sup>1</sup>	0	0	4	100
Whole organisation	5	42	7	58

<sup>1</sup> Senior Executives includes all executives reporting directly to the Managing Director.

Although the above objectives will apply for FY20 and be reported in the 2020 Corporate Governance Statement, GDI does not intend to make any additional hires during FY20.

The Nomination and Remuneration Committee oversees a Board performance evaluation program, which addresses the performance of individual directors, as well as the overall performance of the Board and its Committees. The program runs on a two year evaluation cycle. In addition, the Board regularly considers its and the Committees performance at Board meetings and considers ways it can improve its and the Committees effectiveness and individual contributions. As the second formal performance evaluation program was completed during FY18, no formal performance evaluation program was undertaken in FY19.

GDI has an established process for the performance review of all staff. The performance of the executive management team is evaluated at least annually, in addition to regular feedback during the performance period. At the reviews, the professional development of the executive is also discussed, along with any training which could enhance their performance. Both qualitative and quantitative measures are used in the evaluation. Prior to its IPO in 2013, GDI engaged the services of an independent consultant to assist with establishing key performance indicators that align performance to securityholder returns. This remains relevant and formed the framework for the evaluation process of the executive management team, including the Managing Director, which was undertaken in the year ended 30 June 2019.

#### **Principle 2: Structure the Board to add value**

GDI recognises that independent directors are important in reassuring securityholders that the Board properly fulfils its role. The Board comprises a majority of independent directors. The independent directors (including the Chair) are considered to meet the test of independence under the ASX Guidelines and those contained in the Board Charter. Each year, their independence is assessed and they have each undertaken to inform the Board as soon as practical if they think that their status as an independent director has or may have changed.

The Board is comprised of five members, four independent non-executive directors, including an independent non-executive Chair, and the Managing Director. The Board considers that its members comprise individuals with an appropriate mix of skills, personal attributes and experience that allow the directors individually, and the Board collectively, to discharge their duties effectively and efficiently. The Board comprises individuals who understand the business of GDI and the environment in which it operates and who can effectively assess the executive management team's performance in meeting agreed objectives and goals. A summary of each director's qualifications and experience is provided on GDI's website.

If warranted, the Board may resolve to obtain professional advice about the execution of the Board's responsibilities at GDI's expense and an individual director may, subject to the Chair's approval, also at GDI's expense, seek professional advice.

The Board has established two Board committees to assist in the execution of the Board's responsibilities, a Nomination and Remuneration Committee and an Audit, Risk and Compliance Committee. Each Committee consists of a majority of independent directors, is chaired by an independent director, other than the Chair, and has a separate charter which includes a description of its duties and responsibilities, copies of which are available on GDI's website. The Board's membership, length of service and attendance record for both the Board and its committees is as follows:

## GDI PROPERTY GROUP

### CORPORATE GOVERNANCE STATEMENT

Name	Description	Years of service	Board		Audit, Risk and Compliance Committee		Nomination and Remuneration Committee			
			Meetings held	Meetings attended	Meetings held	Meetings attended	Meetings held	Meetings attended		
Ms. G Anderson <sup>1</sup>	Independent Chair	5.5 years	8	8	Member	3	3	Member	2	2
Mr. J Tuxworth <sup>1</sup>	Independent	2.5 years	8	8	Member	2	2	Chair	2	2
Mr. G Woodgate <sup>1</sup>	Independent	1.8 years	8	8	Chair	5	5	Member	1	1
Mr. S Burns <sup>1</sup>	Independent	0.8 years	5	5	Member	3	3	Member	1	1
Mr G.Kelly <sup>1</sup>	Retired	5.0 years	3	3	Member	2	2	-	-	-
Mr. S Gillard	Managing Director	5.5 years	8	8	-	-	-	-	-	-

1. Mr S Burns was appointed as a Director on 15<sup>th</sup> November 2018, immediately following the retirement of Mr G Kelly, and was appointed to both the Audit, Risk and Compliance Committee and the Nomination and Remuneration Committee. On Mr Kelly's retirement, Ms. G Anderson was appointed Chairman of the Board and joined the Audit, Risk and Compliance Committee, and Mr J. Tuxworth was appointed Chair of the Nomination and Remuneration Committee and retired from the Audit, Risk and Compliance Committee, and Mr Woodgate retired from the Nomination and Remuneration Committee.



### CORPORATE GOVERNANCE STATEMENT

The Nomination and Remuneration Committee oversees the Board performance evaluation program, which addresses the performance of individual directors, as well as the overall performance of the Board and committees. The program runs on a two year evaluation cycle. The Nomination and Remuneration Committee also make recommendations to the Board in relation to succession planning generally, board induction programs and professional development, board recruitment, re-election of directors and Managing Director and the executive management team succession planning.

When the appointment of another independent director is being considered, or if a director vacancy occur, the Board, through the Nomination and Remuneration Committee, by reference to the Board Skills Matrix (see below) firstly identifies any gaps or weaknesses in the skills and experience of the existing directors and then identify the particular skills, experience and expertise that would best complement Board effectiveness.

Candidates are then identified using both established professional networks and if necessary professional intermediaries. The extent to which each candidate addresses any identified gaps or weaknesses and provides an appropriate cultural and values fit for GDI are the main factors taken into account in the selection process. Any relevant gender diversity objectives set by the Board are also taken into account when identifying appropriate candidates. However, selection and appointment occurs on the basis of merit.

Once appointed, a director is provided with induction materials to familiarise themselves with GDI.

The Nomination and Remuneration Committee, in conjunction with the Company Secretary, reviews the relevant skill areas required by the Board both individually and as a whole for the proper functioning of GDI's Board utilising a Board Skills Matrix. The Board Skills Matrix benchmarks the individuals skills against pre-determined minimal requirements, which when reviewed with the Board's Diversity Policy identifies any skill gaps within the Board as a whole, development requirements of individual board members and focus areas to achieve the Board's diversity objectives. GDI encourages its Board members to participate in on-going training to both keep their skills relevant and develop their individual skills and, where appropriate, provides in-house training to Board members. During the year ended 30 June 2019, the Board had briefings on office market conditions and attended numerous presentations held by brokers.

GDI considers the individual outcomes of the Board Skills Matrix confidential, but provides securityholders with the following summary output. Skills "ticked" are where the Board believes it has exceeded, as a collective, the pre-determined minimal requirements.

<b>Skill</b>	<b>Board</b>
Experience as a director and senior executive	✓
Commercial expertise	✓
Strategic thinking	✓
Risk, compliance and governance	✓
Stakeholder engagement	✓
Personal attributes	✓

The Board does not weight any particular requirement higher than any other, but does strive to have the right mix of strategic thinking and commercial expertise within a sound risk, compliance and governance framework. The Board currently believes it has the mix right and that, coupled with a harmonious working relationship, has resulted in what it believes to be a very effective Board.

#### **Principle 3: Promote ethical and responsible decision making**

GDI directors and staff are required to maintain high ethical standards of conduct. The various practices and policies of GDI reinforce this, in particular the Code of Conduct which, amongst other things, states all directors and staff must:

### CORPORATE GOVERNANCE STATEMENT

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- act fairly, honestly and with integrity in all GDI matters;
- perform their duties to the best of their ability;
- never take advantage of the property or information of GDI, or their individual position for personal gain;
- never act in a manner which is likely to harm the reputation of GDI; and
- always abide by applicable laws.

A copy of the Code of Conduct is available on GDI's website.

The Code of Conduct also includes a whistleblower policy to ensure that concerns regarding unethical, unlawful or improper conduct may be raised without fear of reprisal. A separate Whistleblower Policy was also adopted during FY19. Employees are encouraged to report any genuine matter or behaviour that they honestly believe contravenes GDI's Code of Conduct, policies or the law. A report on any whistleblower activity is provided to the Audit, Risk and Compliance Committee.

During FY19 the Board also adopted a Fraud, Bribery and Corruption Prevention policy. Fraud, bribery and/or corruption in all forms are behaviours that are contrary to GDI's values and culture. GDI is actively committed to preventing fraud, bribery and corrupt conduct throughout the organisation. GDI developed its Fraud, Bribery and Corruption Prevention Policy as part of its overall corporate governance framework.

The Board has adopted a Securities Trading Policy. Whilst the Board encourages its members and all staff to own securities, any trading in those securities is governed by the Securities Trading Policy. The key provisions of the Securities Trading Policy include insider trading prohibitions, Board and employee trading restrictions and approval processes, media and analyst briefings and the requirements of Directors to firstly seek approval from and subsequently notify the Company Secretary in the event of any trading in securities. A copy of the Securities Trading Policy is available on GDI's website.

#### **Principle 4: Safeguard integrity in financial reporting**

While responsibility for GDI's financial accounts rest with the Board, it has established an Audit, Risk and Compliance Committee as an efficient and effective mechanism to oversee the corporate reporting process. The responsibilities, roles, composition and structure of the Audit, Risk and Compliance Committee are set out in its charter and include:

- oversight of the integrity of GDI's financial reporting;
- oversight of the effectiveness of GDI's risk management and internal controls;
- oversight of GDI's systems and procedures for compliance with applicable legal and regulatory requirements;
- monitoring the extent of compliance with GDI Property Trust's Compliance Plan;
- reporting any breaches of the Corporations Act or GDI Property Trust's Constitution;
- assessing the adequateness of the Compliance Plan; and
- reporting to the Board.

The charter includes information on the procedures for selection and appointment of the external auditor and for the rotation of external audit engagement partners. Details of the risk monitoring duties of the Audit, Risk and Compliance Committee are set out in Principle 7 below. A copy of the Audit, Risk and Compliance Committee Charter is available on GDI's website.

The Audit, Risk and Compliance Committee consists of three independent non-executive directors, with a Chair who is not the Chair of the Board. All members of the Audit, Risk and Compliance Committee are financially literate and understand GDI's business. The names of the members of the Audit, Risk and Compliance Committee are provided in Principle 2 above and their qualifications are as described on GDI's website.

The Audit, Risk and Compliance Committee meets at least quarterly, including with external auditors at least twice each year (and more frequently if required) to review the adequacy of existing external audit arrangements and the scope of the audit. The external auditors will have a direct line of communication at any time to either the Chair of the Audit, Risk and Compliance Committee or the Chair of the Board. The chair will

### CORPORATE GOVERNANCE STATEMENT

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report the activities of the Audit, Risk and Compliance Committee to the Board after each meeting. The external auditors, GDI's Managing Director, the Risk Manager and Chief Financial Officer will be invited to attend Audit, Risk and Compliance Committee meetings at the discretion of the Committee. The external auditor also attends the AGM.

Prior to approving GDI's financial statements at half and year end, the Board receives a declaration from the Managing Director and Chief Financial Officer that, in their opinion, the financial records of GDI have been properly maintained and that the financial statements comply with the appropriate accounting standards and give a true and fair view of the financial position and performance of GDI, and that the opinion has been formed on the basis of a sound system of risk management and internal control, which is operating effectively.

#### **Principle 5: Make timely and balanced disclosure**

GDI is committed to complying with both the letter and spirit of its continuous disclosure obligations and providing securityholders with comprehensive, timely and equal access to information about its activities to enable them to make informed decisions.

GDI has established a number of policies designed to ensure compliance with the ASX Listing Rule disclosure requirements including its Continuous Disclosure Policy and its Media and External Communication Policy, both of which are on GDI's website. These policies ensure that information required to be disclosed to the ASX is firstly identified and then secondly disclosed in a full, timely and accurate manner. The policies include a vetting and authorisation process and in relation to the Media and External Communication Policy, strict limitation on anyone other than the nominated person, usually the Managing Director, making any public comments.

All directors and employees are aware of their obligations to ensure GDI complies with the ASX Listing Rules and the limits of their respective authority.

#### **Principle 6: Respect the rights of securityholders**

GDI recognises that securityholders, in addition to their rights to be informed in a timely manner of all major developments affecting GDI, should have ready access to information that is balanced and understandable about results, proposals or meetings.

Generally, information will be provided to securityholders through:

- releases to the ASX in accordance with the continuous disclosure obligations;
- GDI's website: [www.gdi.com.au](http://www.gdi.com.au);
- Annual Reports; and
- General meetings to be held at least annually.

GDI's website is a key source of information for securityholders and is used to complement the official release of company information to the market. GDI encourages securityholders to receive information electronically by registering their email address with GDI's security registry, Link Market Services.

GDI has also designed and implemented an investor relations program to facilitate effective two way communication with securityholders. The program has been designed to maximise the opportunities for securityholder engagement without over burdening GDI's small executive management team. This is achieved through active engagement at the AGM, post yearly and half yearly result briefings, meeting with investors on request and responding to any enquiries, and participation at broker sponsored conferences. GDI also recognises the benefit of independent research (including broker research) and the CFO has as an objective increasing independent research coverage. However, in accordance with the Continuous Disclosure Policy and the Securities Trading Policy, no selective information is provided to any analysts.

GDI has also adopted a Securityholder Communication Policy, a copy of which can be found on GDI's website. The Securityholder Communication Policy includes processes GDI has in place to facilitate and encourage participation at meetings, including the AGM.

#### **Principle 7: Recognise and manage risk**

GDI's Board believes risks arise at every level of business, from the implementation of high-level strategies through to the physical security and safety of any working environment. As such, it is the responsibility of every person within GDI to be aware of enterprise risks and to provide feedback with respect to perceived risks, either through informal staff channels or within the context of more formal risk identification processes.

GDI's risk management framework is documented in its Enterprise Risk Management Policy. This policy is reviewed at least annually by the Board, including in the last year.

Ultimately it is the responsibility of the Board and executive management team to ensure that risk is managed appropriately within GDI. It is also a function of the Board and executive management team to develop overall risk management awareness across GDI.

GDI has established an Audit, Risk and Compliance Committee, one objective of which is to assist the Board in managing the risks within GDI and fulfilling its corporate governance responsibilities. The duties and responsibilities of the Audit, Risk and Compliance Committee are contained in the Audit, Risk and Compliance Committee Charter. The duties and responsibilities specifically in relation to risk management include:

- overseeing the identification, evaluation and implementation of measures to deal with any actual or perceived Conflicts of Interest;
- monitoring and reviewing management of GDI's enterprise risks;
- reviewing the adequacy of GDI's processes for managing risk;
- considering any incident involving fraud or other break down of internal controls;
- reviewing GDI's insurance program;
- monitoring and reviewing the effectiveness of GDI's internal control environment, including the effectiveness of internal control procedures; and
- monitoring the adequacy and effectiveness of compliance systems in relation to the legal exposures of GDI.

The Audit, Risk and Compliance Committee meets at least quarterly, with the chair reporting the activities to the Board after each meeting. A copy of the Audit, Risk and Compliance Committee Charter is available on GDI's website.

The Board has delegated specific risk related responsibilities to the Risk Manager, who is responsible for, amongst other things:

- establishing and implementing the Risk Management Program and the policies and procedures that are required to effectively manage risk within GDI;
- promoting a risk management culture within GDI;
- establishing clear delineations of lines of responsibility for managing the end to end risk process;
- continuously monitoring changes in GDI's activities and ensuring that risks arising from any significant changes are considered within the risk framework;
- maintaining GDI's risk register;
- ensuring that risk controls and treatment plans are carried out efficiently and effectively; and
- preparing risk management reports for management and the Board.

## GDI PROPERTY GROUP

### CORPORATE GOVERNANCE STATEMENT

GDI utilises a workflow management tool that enables the Board and employees to manage and monitor GDI's risks and its overall compliance performance. GDI's Risk Manager has the principal responsibility of co-ordinating GDI's Risk Management Program. Within its operations the Risk Management Program requires GDI to review its risks and to consider risks arising from the relationships with key stakeholders, including other group entities, as well as those arising from external events that are beyond its control. Each identified risk event is loaded onto the workflow management tool, assessed as to its likelihood and consequence, ranked in priority and linked to existing controls and/or treatment plans. The workflow management tool is supported by day-to-day monitoring of risks by GDI staff, who are trained to be aware of risk issues and raise them with the Risk Manager as they arise.

During the reporting period, management reported to the Board (through the Audit, Risk and Compliance Committee) on the effectiveness of the management of the material risks faced by GDI. The Board/Audit, Risk and Compliance Committee has reviewed the risk management framework and is satisfied that it continues to be sound.

In the absence of an internal audit function, the Audit, Risk and Compliance Committee reviews and evaluates GDI's risk management framework quarterly and such review and evaluation is a standing agenda item at Committee meetings. The Audit, Risk and Compliance Committee also receives a degree of assurance from the fact that compliance by GDI Funds Management Limited, the Responsible Entity of GDI Property Trust, with GDI Property Trust's Compliance Plan is also audited by an external auditor.

GDI recognises that all businesses have some level of exposure to risks and these are disclosed in the Directors Report contained in the Annual Financial Report. The specific economic, environmental and social sustainability risks that GDI is exposed to are:

Risk	Effect	Mitigant(s)	Management
Economic	<ul style="list-style-type: none"><li>• Lower rents and increased vacancy;</li><li>• Lower property valuations;</li><li>• Capital scarcity impacting its availability and cost</li><li>• Rapid inflation increasing costs of interest rates</li></ul>	<ul style="list-style-type: none"><li>• Well located, multi tenanted buildings</li><li>• No large exposure to a single tenant</li><li>• Conservative balance sheet reflective of the business objectives</li><li>• Annual revaluations</li><li>• Possible interest rate hedging</li></ul>	<ul style="list-style-type: none"><li>• Monitoring of asset performance and asset markets</li><li>• Monitoring of capital availability</li><li>• Monitoring of capital structure, debt expiries and interest rates</li></ul>
Environmental	<ul style="list-style-type: none"><li>• Increased cost of occupancy, decreasing appeal of assets to existing and potential tenants</li></ul>	<ul style="list-style-type: none"><li>• NABERS ratings for all assets</li><li>• Utility audits and formal monitoring programs</li><li>• Energy procurement improvements</li></ul>	<ul style="list-style-type: none"><li>• "Go-Green" program</li></ul>

GDI does not believe that it has any material exposure to social sustainability risks.

#### Principle 8: Remunerate fairly and responsibly

The following principles shape GDI's remuneration strategy:

- creating and enhancing value for all GDI stakeholders;
- emphasising the 'at risk' component of total remuneration to increase alignment with security holders and encourage behaviour that supports both entrepreneurship and long term financial soundness within the confines of GDI's risk management framework;
- rewarding performance; and
- providing a competitive remuneration proposition to attract, motivate and retain the highest quality individuals within a framework of ethical standards of behaviour.

The Board has established a Nomination and Remuneration Committee operating under an approved written charter that incorporates various responsibilities, including reviewing and recommending compensation arrangements for the directors, the Managing Director and key executives and setting remuneration policy. Minutes of all committee meetings are available to the Board and the Chair of the committee reports to the Board after each committee meeting. The committee has three members, all of which are independent non-executive directors. A copy of the Nomination and Remuneration Committee Charter is available on GDI's website.

GDI's remuneration policy is determined by the Nomination and Remuneration Committee which makes recommendations to the Board in relation to remuneration:

- in the case of non-executive directors, for consideration of any increase by securityholders at the AGM; and
- in the case of the executive management team, for decision.

Although the Board may seek external professional advice from experienced consultants, where appropriate, to assist in the Committee's and the Board's deliberations, it did not do so in FY19.

GDI's remuneration policy links the nature and amount of Managing Director and the executive management team's remuneration to GDI's financial and operational performance.

GDI operates a Performance Rights Plan and issues performance rights to all staff. GDI does not currently pay any other form of security-based remuneration. The Board has on-going and absolute discretion to cancel unvested performance rights at any time where the Board considers such cancellation is necessary to protect the financial soundness of GDI, or if the Board subsequently considers that having regard to information which has come to light after the grant of performance rights, the granting of performance rights was not justified. GDI's Security Trading Policy and the terms of the Performance Rights Plan prohibit any holder of performance rights from entering into transactions in associated products which limit the economic risk of participating in unvested entitlements. A copy of the Security Trading Policy is available on GDI's website.

The structure, policies and practices in relation to non-executive directors', the Managing Director and senior executive remuneration is described in the Remuneration Report (within the Directors' Report). Details of the nature and amount of each element of the remuneration of each director of GDI and other Key Management Personnel (KMP) are also disclosed in the relevant section of the Directors' Report. Non-executive directors receive a fixed fee, are not entitled to participate in any performance related compensation and there is no retirement benefit scheme for non-executive directors other than payment of statutory superannuation.