



## 2014-15 public report form submitted by Countplus Limited to the Workplace Gender Equality Agency

### Organisation and contact details

Organisation registration	Legal name ABN ANZSIC	Countplus Limited 11126990832 6932 Accounting Services
Organisation details	Trading name/s ASX code (if relevant)	CUP
	Postal address	GPO Box 1453 SYDNEY NSW 2001 AUSTRALIA
	Organisation phone number	0284884500
Reporting structure	Ultimate parent Number of employees covered in this report submission	Countplus Limited 655
	Other organisations reported on in this report	Kidmans Partners Pty Ltd Wearne & Co Pty Ltd Kidmans PEC Pty Ltd Cartwright Brown & Company Financial Planning Pty Ltd Change Accountants & Advisors Pty Ltd Countplus FS Holdings Pty Ltd The MBA Partnership Pty Ltd Achieve, Corporation Pty Ltd Robson Partners Pty Ltd Specialised Business Solutions Pty Ltd Evolution Advisers Pty Ltd Countplus One Pty Ltd Crosby Dalwood Pty Ltd Twomeys Pty Ltd Bentleys (WA) Pty Ltd 360 Financial Advantage Pty Ltd Cooper Reeves Pty Ltd Beames & Associates Accounting and Financial Services Pty Ltd Mogg Osborne Pty Ltd





# Workplace profile Manager

Managan accomplished askensiisa	Deposition level to CEO	Francis and status		No. c	f employees
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	0	19	19
		Full-time contract	0	0	0
CEO/Head of Business in Australia	0	Part-time permanent	0	1	1
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	7	36	43
		Full-time contract	0	0	0
	-1	Part-time permanent	0	1	1
		Part-time contract	0	0	0
		Casual	0	0	0
Key management personnel		Full-time permanent	0	1	1
		Full-time contract	0	0	0
	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	5	5
		Full-time contract	0	0	0
	-1	Part-time permanent	2	0	2
		Part-time contract	0	0	0
0.1		Casual	0	0	0
Other executives/General managers		Full-time permanent	1	3	4
		Full-time contract	0	2	2
	-2	Part-time permanent	1	1	2
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	6	7	13
		Full-time contract	0	0	0
	-1	Part-time permanent	2	1	3
		Part-time contract	0	0	0
Ossisa Managara		Casual	0	0	0
Senior Managers		Full-time permanent	7	3	10
		Full-time contract	0	0	0
	-2	Part-time permanent	4	1	5
		Part-time contract	0	0	0
		Casual	0	0	0





Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	3	7	10
		Full-time contract	0	0	0
	-1	Part-time permanent	3	0	3
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	9	10	19
		Full-time contract	0	0	0
	-2	Part-time permanent	2	0	2
		Part-time contract	0	0	0
Other managers		Casual	0	1	1
Other managers		Full-time permanent	0	8	8
		Full-time contract	0	0	0
	-3	Part-time permanent	3	1	4
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	1	1
		Full-time contract	0	0	0
	-4	Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			51	109	160





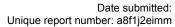
#### Non-manager

Non-manager occupational	Employment	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total
categories	status	F	M	F	М	F	М	employees
	Full-time permanent	81	105	7	6	0	0	199
	Full-time contract	1	1	0	0	0	0	2
Professionals	Part-time permanent	50	9	3	1	0	0	63
	Part-time contract	0	1	0	0	0	0	1
	Casual	5	2	0	1	0	0	8
	Full-time permanent	4	4	0	0	0	0	8
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	6	1	0	0	0	0	7
	Part-time contract	0	0	0	0	0	0	0
	Casual	1	0	0	0	0	0	1
	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	108	8	0	3	0	0	119
	Full-time contract	1	0	0	0	0	0	1
Clerical and administrative	Part-time permanent	52	2	0	0	0	0	54
	Part-time contract	1	0	0	0	0	0	1
	Casual	10	3	1	1	0	0	15
	Full-time permanent	0	5	0	0	0	0	5
Sales	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	1	0	0	0	0	1





Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total
categories	Sidius	F	M	F	М	F	М	employees
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	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
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	1	0	2	0	0	3
	Full-time contract	0	0	0	0	0	0	0
Others	Part-time permanent	1	1	0	0	0	0	2
	Part-time contract	0	0	0	0	0	0	0
	Casual	3	2	0	0	0	0	5
Grand total: all non-managers		324	146	11	14	0	0	495







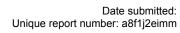
### Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

Note: Additional help can be accessed by hovering your cursor over question text.

1 Do you have formal policies or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:

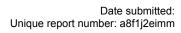
1.1 Recruitment?  ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority
1.2 Retention?  ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development
<ul> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> </ul>
1.3 Performance management processes?  Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy No No, currently under development No, insufficient human resources staff No, don't have expertise
No, not a priority  1.4 Promotions?
<ul> <li>✓ Yes (you can select policy and/or strategy options)</li> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> <li>☐ No</li> </ul>
No, currently under development     No, insufficient human resources staff     No, don't have expertise     No, not a priority







1.5 Talent identification/identification of high potentials?  ☑ Yes (you can select policy and/or strategy options)  ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
□ No □ No, currently under development □ No, insufficient human resources staff □ No, don't have expertise □ No, not a priority
1.6 Succession planning?  Yes (you can select policy and/or strategy options)  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> </ul>
1.7 Training and development?  ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> </ul>
1.8 Resignations?  ☐ Yes (you can select policy and/or strategy options)  ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> </ul>
1.9 Key performance indicators for managers relating to gender equality?  ☐ Yes (you can select policy and/or strategy options)  ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
□ No □ No, currently under development □ No, insufficient human resources staff □ No, don't have expertise □ No, not a priority







1.10 Gender equality overall?  Yes (you can select policy and/or strategy options)  Standalone policy  Policy is contained within another policy  Standalone strategy  Strategy is contained within another strategy  No  No, currently under development  No, insufficient human resources staff  No, don't have expertise  No, not a priority
1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place: As a publicly listed company we have a Corporate Governance Statement that sets certain minimum standards (which also addresses gender equality, gender diversity) that must be maintained and adhered to. This Corporate Governance Statement is available on our website.
1.12 Should you wish to provide additional information on any of your responses under Gender equality indicator 1, please do so below:
Gender equality indicator 2: Gender composition of governing bodies
<ul> <li>Does your organisation, or any organisation you are reporting on, have a governing body/board?</li> <li>☑ Yes</li> <li>☐ No</li> </ul>
2.1 Please complete the table below. List the names of organisations on whose governing bodies/boards you are reporting. For each organisation, enter the gender composition (in numbers, not percentages) of that governing body/board; and where in place, include what percentage target has been set relating to the representation of women, and the year the target is to be reached.
IMPORTANT NOTE: where an organisation name has been entered in the table, you must enter the gender composition NUMBERS of that governing body/board. If no target has been set for that particular governing body/board, please enter the number 0 in the '% Target' column and leave the 'Year to be reached' column blank. Otherwise, please enter a number from 0-100 in the '% Target' column and a date in the format of YYYY in the 'Year to be reached' column.
Gender and Gender and % target for

Teat	med Column.						
	Organisation	Gender and NUMBER (NOT percentage) of chairperson/s		Gender and NUMBER (NOT percentage) of other board members		% target for representation of women on each board	Year to be reached
	name	F	M	F	M	(enter a percentage number from 0-100)	(in YYYY format; if no target has been set, leave blank)
1	Countplus Limited	0	1	0	5	30	2019
2							
3							





	Organisation name	NUN (N percen	NUMBER NUMBE (NOT percent percentage) of other		ler and ER (NOT Itage) of board Inbers	% target for representation of women on each board	Year to be reached
	Hame	F	М	F	M	enter a percentage number from 0-100)	(in YYYY format; if no target has been set, leave blank)
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							





	Organisation	NUN (N percen	er and /IBER OT tage) of erson/s	Gender and NUMBER (NOT percentage) of other board members		% target for representation of women on each board	Year to be reached
	name	F	M	F	M	(enter a percentage number from 0-100)	(in YYYY format; if no target has been set, leave blank)
28							
29							
30							

2.1a If you have reported a large number of governing body/board members (over 17) for any organisation listed as having a governing body/board in the table in question 2.1, pleas tick the box confirming this is an accurate NUMBER, and NOT a PERCENTAGE.  Yes, the data provided in question 2.1 reflect numbers not percentages.
2.2 For any governing bodies/boards where a target relating to the representation of women has not been set, you may specify why below:  Governing body has gender balance (e.g. 40% women/40% men/20% either)  Currently under development  Insufficient human resources staff  Don't have expertise  Do not have control over board appointments (provide details why):
<ul><li>☐ Not a priority</li><li>☐ Other (provide details):</li></ul>
2.3 Do you have a formal selection policy or formal selection strategy for governing body/board members for ALL organisations covered in this report?  Yes  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy  No No, in place for some governing bodies No, currently under development No, insufficient human resources staff No, do not have control over board appointments (provide details why):
<ul> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> <li>These companies are mainly small pty companies. Group policies that are in place suc as the Diversity Policy, Code of Ethics &amp; Conduct as well as the group's Corporate Governance Statement provides a good mechanism &amp; framework to direct the desired behaviour by the group.</li> </ul>

2.4 Partnership structures only: (do NOT answer this question if your organisation is an incorporated entity (i.e. Pty Ltd, Ltd or Inc)). For partnerships, please enter the total number of female and male equity partners (excluding the managing partner) in the following table. Details of your managing partner should be included separately in the CEO row of your





workplace profile. If you have a separate governing body/board of directors, please enter its composition in question 2.1.

Composition in question 2.1:				
	Full- time females	Part- time females	Full- time males	Part- time males
Equity partners who ARE key management personnel (KMPs) (excluding your managing partner)				
Equity partners who are NOT key management personnel (KMPs)				

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

Gender equality indicator 3: Equal remuneration between women and men
3 Do you have a formal policy or strategy on remuneration generally? ☐ Yes
☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No
<ul> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, included in workplace agreement</li> <li>No, don't have expertise</li> <li>No, salaries set by awards or industrial agreements</li> <li>No, non-award employees paid market rate</li> <li>No, not a priority</li> </ul>
☐ No, other (provide details):
Has a gender remuneration gap analysis been undertaken?  Yes. When was the most recent gender remuneration gap analysis undertaken?  Within last 12 months  Within last 1-2 years  More than 2 years ago but less than 4 years ago  Other (provide details):
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, salaries for ALL employees (including managers) are set by awards or industrial agreements, AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications)</li> <li>No, salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments)</li> <li>No, non-award employees are paid market rate</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>

4.2 Should you wish to provide additional information on any of your responses under Gender equality indicator 3, please do so below:

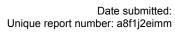




Various policies such as "Diversity Policy", "Code of Ethics and Conduct Policy" and "Whistle Blowers Policy" all play a vital part to guide conduct and actions within our group.

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

addition to  Yes  No No, curr No, insu No, gov No, don No, not No, othe	ently being ufficient hum ernment schildren how a priority er (provide of	considered nan resources staff neme is sufficient to implement details):	tal leave sche	leave for PRIMARY ( eme for primary carers er funded paid parent	s?	
Do you provide employer funded paid parental leave for SECONDARY CARERS, in addition to any government funded parental leave scheme for secondary carers?  Yes, one week or greater Yes, less than one week No No, currently being considered No, insufficient human resources staff No, government scheme is sufficient No, don't know how to implement No, not a priority No, other (provide details):  How many female and male managers, and female and male non-managers, have utilised parental leave (paid and/or unpaid) during the past reporting period?						
		Primary care Female	r's leave Male	Secondary care Female	er's leave Male	
Mono	aara	3	0	0	1	
Mana	igers			_	_	
Non-ma	inagers	14	0	0	0	
8 Wh leave?	nat proportic	n of your total work	kforce has ac	cess to employer fund	ded paid parental	
	Primar	y carer's leave		Secondary carer's	leave	
%		9		4		
Yes  No No, curi	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> <li>No</li> <li>No, currently under development</li> </ul>					
No, incl		nan resources staff kplace agreement ertise				







<ul><li>No, don't offer flexible arrangements</li><li>No, not a priority</li><li>No, other (provide details):</li></ul>
Do you have a formal policy or formal strategy to support employees with family and caring responsibilities?  ☑ Yes
<ul> <li>☐ Standalone policy</li> <li>☑ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, included in workplace agreement</li> <li>No, don't have expertise</li> <li>No, don't offer flexible arrangements</li> <li>No, not a priority</li> </ul>
☐ No, other (provide details):
Do you have any non-leave based measures to support employees with family and caring responsibilities?  Yes
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> <li>Out of the 20 firms in our group, 16 firms do have non-leave based measures, however 6 firms don't.</li> </ul>
Do you have a formal policy or formal strategy to support employees who are experiencing family or domestic violence?  ☐ Yes
<ul><li>☐ Standalone policy</li><li>☐ Policy is contained within another policy</li><li>☐ Standalone strategy</li></ul>
Strategy is contained within another strategy  No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, not aware of the need No, don't have expertise No, not a priority No, other (provide details):
Other than a policy or strategy, do you have any measures to support employees who are experiencing family or domestic violence?  Yes - please indicate the type of measures in place (more than one option can be
☐ Yes - please indicate the type of measures in place (more than one option can be selected):  ☐ Employee assistance program ☐ Access to leave ☐ Training of human resources (or other) staff ☐ Referral to support services ☐ Other (provide details):





	No
	No, currently under development
	No, insufficient human resources staff
$\boxtimes$	No, not aware of the need
	No, don't have expertise
	No, not a priority
	No, other (provide details):

14 Please tick the checkboxes in the table below to indicate which employment terms, conditions or practices are available to your employees (please note that not ticking a box indicates that a particular employment term, condition or practice is not in place):

indicates that a particular employment term, condition of p				, ,				
	Managers				Non-managers			
	Fer	male	Male		Female		Male	
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Flexible hours								
of work								
Compressed								
working weeks								
Time-in-lieu								
Telecommuting								
Part-time work								
Job sharing	$\boxtimes$						$\boxtimes$	
Carer's leave								
Purchased leave								
Unpaid leave								

If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below:

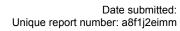
As we are reporting on 20 firms in the group, not all terms above are available across all firms in the group.

14.2 Where employment terms, conditions or practices are not available to your
employees for any of the categories listed above, you may specify why below:
☐ Currently under development
☐ Insufficient human resources staff
☐ Don't have expertise
Not a priority
Other (provide details):

Should you wish to provide additional information on any of your responses under Gender equality indicator 4, please do so below:

As we are reporting on 20 firms in the group, not all terms noted in #14 above are available across all firms in the group.

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

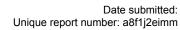






Have you consulted with employees on issues concerning gender equality in your workplace?  ☐ Yes ☐ No
<ul><li>No, not needed (provide details why):</li><li>No, insufficient human resources staff</li></ul>
<ul><li>No, don't have expertise</li><li>No, not a priority</li><li>No, other (provide details):</li></ul>
15.1 How did you consult with employees on issues concerning gender equality in your workplace (more than one option can be selected)?  ☑ Survey
☐ Consultative committee or group ☐ Focus groups ☐ Exit interviews
Performance discussions Other (provide details):
15.2 What categories of employees did you consult?  ☑ All staff ☐ Women only
☐ Men only ☐ Human resources managers
<ul> <li>☐ Management</li> <li>☐ Employee representative group(s)</li> <li>☐ Diversity committee or equivalent</li> </ul>
☐ Women and men who have resigned while on parental leave ☐ Other (provide details):
15.3 Should you wish to provide additional information on any of your responses under Gender equality indicator 5, please do so below:
Gender equality indicator 6: Sex-based harassment and discrimination
16 Do you have a formal policy or formal strategy on sex-based harassment and discrimination prevention?  ☑ Yes
<ul><li>☐ Standalone policy</li><li>☒ Policy is contained within another policy</li></ul>
☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No
□ No, currently under development □ No, insufficient human resources staff □ No included in workplace agreement
<ul> <li>No, included in workplace agreement</li> <li>No, don't have expertise</li> <li>No, not a priority</li> </ul>
No, other (provide details):

16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention policy or strategy?





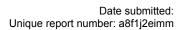


Yes
No No
No, currently under development
No, insufficient human resources staff
No, don't have expertise
No, not a priority
No, other (provide details):
The, exiler (provide detaile).
Does your workplace provide training for all managers on sex-based harassment and discrimination prevention?  Yes - please indicate how often this training is provided ('At induction' AND one of the other options can be selected):  At induction  At least annually  Every one-to-two years  Every three years or more  Varies across business units  Other (provide details):
⊠ No
No, currently under development
No, insufficient human resources staff
No, don't have expertise
No, not a priority
No, other (provide details):

17.1 Should you wish to provide additional information on any of your responses under Gender equality indicator 6, please do so below:

#### Other

Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (As with all of the questions in this questionnaire, any information you provide here will appear in your public report.)







#### **Notification and access**

List of employee organisations

Countplus Limited Kidmans Partners Wearne & Co Kidmans PEC

Cartwright Brown & Co Financial Planning

Change Accountants Countplus FS Holdings The MBA Partnership Achieve Corporation Robson Partners

**Specialised Business Solutions** 

Evolution Advisers Countplus One Crosby Dalwood Twomeys Bentleys (WA)

360 Financial Advantage

Cooper Reeves Beames & Assoc Mogg Osborne

#### **CEO** sign off confirmation

Name of CEO or equivalent	Phillip Aris	
Confirmation CEO has signed the report	Yes	
	Date:	
CEO Signature:		