

# 2020 - 21 Compliance Program

Submitted by:

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**Crosby Dalwood Pty. Ltd.  
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**Cooper Reeves Pty. Ltd.  
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**Unite Advisory Pty Ltd (ABN:71144047665)**

**Specialised Business Solutions Pty Ltd  
(ABN:53129708112)**

# #Workplace overview

## Policies and strategies

1: Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

...Recruitment	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Retention	No( <i>Select all that apply</i> )
...No	Currently under development( <i>Select the estimated completion date.</i> )
...Currently under development	30-Jun-2022
...Performance management processes	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Promotions	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Talent identification/identification of high potentials	No( <i>Select all that apply</i> )
...No	Not a priority
...Succession planning	Yes( <i>Select all that apply</i> )
...Yes	Strategy
...Training and development	Yes( <i>Select all that apply</i> )
...Yes	Policy Strategy
...Key performance indicators for managers relating to gender equality	No( <i>Select all that apply</i> )
...No	Insufficient resources/expertise

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

No( <i>Select all that apply</i> )	
...No	Insufficient resources/expertise

3: If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

## Governing bodies

Count Financial Limited

1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation( <i>The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations</i> )
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	<i>even if it is reported in a different submission group.)</i>
11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.

*Countplus Limited*

1: Does this organisation have a governing body?	Yes( <i>Provide further details on the governing body(ies) and its composition</i> )
1.1: What is the name of your governing body?	CountPlus Limited
1.2: What type of governing body does this organisation have?	Board of directors
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	3
...Male (M)	2
...Gender X	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	No( <i>Select all that apply</i> )
	Other (provide details)
	In place for some governing bodies.
1.5: Has a target been set to increase the representation of women on this governing body?	No( <i>Select all that apply</i> )
	Governing body has gender balance (i.e. 40% women / 40% men / 20% either)

*Evolution Advisers Pty Ltd*

1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation( <i>The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.)</i> )
11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.

*Adviceco Ca Pty Ltd*

	Yes, same as local ultimate parent organisation( <i>The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.)</i> )
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1: Does this organisation have a governing body?	<i>The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.)</i>
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11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
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*Cooma Accounting And Financial Services Pty Ltd*

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1: Does this organisation have a governing body?	<i>Yes, same as local ultimate parent organisation( The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.)</i>
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11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
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*Kidmans Partners Pty Ltd*

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1: Does this organisation have a governing body?	<i>Yes, same as local ultimate parent organisation( The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.)</i>
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11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
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*Bentleys (Wa) Pty Ltd*

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1: Does this organisation have a governing body?	<i>Yes, same as local ultimate parent organisation( The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.)</i>
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11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
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*Advantage Financial Freedom Pty Ltd*

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1: Does this organisation have a governing body?	<i>Yes, same as local ultimate parent organisation( The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.)</i>
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11.1: Confirm how the ultimate parent's	
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governing body/ies are being reported:	It is reported as part of this submission group.
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*Twomeys Pty Ltd*

1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation( <i>The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.</i> )
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11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
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*Moggs Accounting + Advisory Pty Ltd*

1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation( <i>The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.</i> )
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11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
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*The Mba Partnership Pty Ltd*

1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation( <i>The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.</i> )
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11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
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*Countplus One Pty Ltd*

1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation( <i>The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.</i> )
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11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
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*Crosby Dalwood Pty. Ltd.*

1: Does this organisation have a governing	Yes, same as local ultimate parent organisation( <i>The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required</i>
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body?	<i>to be entered again for subsidiary organisations even if it is reported in a different submission group.)</i>
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11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
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*Cooper Reeves Pty. Ltd.*

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1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation( <i>The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.)</i>
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11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
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*Unite Advisory Pty Ltd*

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1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation( <i>The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.)</i>
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11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
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*Specialised Business Solutions Pty Ltd*

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1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation( <i>The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.)</i>
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11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
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2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

# #Action on gender equality

## Gender pay gaps

1: Do you have a formal policy and/or formal strategy on remuneration generally?

No(*Select all that apply*)

...No

Salaries set by awards/industrial or workplace agreements  
Non-award employees paid market rate

2: Did your organisation receive JobKeeper payments?

Yes

2.1: Please indicate which months in the reporting period your organisation received JobKeeper payments:

Yes

.. April 2020

...May 2020

Yes

...June 2020

Yes

...July 2020

Yes

...August 2020

Yes

...September 2020

Yes

...January 2021

Yes

...February 2021

Yes

...March 2021

Yes

3: What was the snapshot date used for your Workplace Profile?

30-Jun-2020

4: If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

## Employer action on pay equity

1: Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?

Yes(*Provide further details on the most recent gender remuneration gap analysis that was undertaken.*)

1.1: When was the most recent gender remuneration gap analysis undertaken?

Within the last 12 months

1.2: Did you take any actions as a result of your gender remuneration gap analysis?

No(*Select all that apply*)

...No

No unexplained or unjustifiable gaps identified



2: If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

### Employee consultation

1: Have you consulted with employees on issues concerning gender equality in your workplace?

No (*Select all that apply*)

...No

Insufficient resources/expertise

Not a priority

2: If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

# #Employee work/life balance

## Flexible working

1: Do you have a formal policy and/or formal strategy on flexible working arrangements?

Yes (*Select all that apply*)

...Yes	Policy
...A business case for flexibility has been established and endorsed at the leadership level	Yes
...Leaders are visible role models of flexible working	Yes
...Flexible working is promoted throughout the organisation	Yes
...Targets have been set for engagement in flexible work	No ( <i>Select all that apply</i> )
...No	Not a priority Not aware of the need
...Targets have been set for men's engagement in flexible work	No ( <i>Select all that apply</i> )
...No	Not a priority Not aware of the need
...Leaders are held accountable for improving workplace flexibility	Yes
...Manager training on flexible working is provided throughout the organisation	No ( <i>Select all that apply</i> )
...No	Not aware of the need
...Employee training is provided throughout the organisation	Yes
...Team-based training is provided throughout the organisation	Yes
...Employees are surveyed on whether they have sufficient flexibility	Yes
...The organisation's approach to flexibility is integrated into client conversations	Yes
...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	Yes
...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	No ( <i>Select all that apply</i> )
...No	Not a priority

...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	No( <i>Select all that apply</i> )
...No	Not a priority Not aware of the need
...Other (provide details)	No

2: Do you offer any of the following flexible working options to MANAGERS in your workplace?

...Flexible hours of work	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available Informal options are available
...Compressed working weeks	No( <i>You may specify why the above option is not available to your employees.</i> )
...No	Not aware of the need
...Time-in-lieu	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Informal options are available
...Telecommuting (e.g. working from home)	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available Informal options are available
...Part-time work	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available Informal options are available
...Job sharing	No( <i>You may specify why the above option is not available to your employees.</i> )
...No	Not aware of the need
...Carer's leave	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available Informal options are available
...Purchased leave	No( <i>You may specify why the above option is not available to your employees.</i> )
...No	Not a priority
...Unpaid leave	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )

...SAME options for women and men

Formal options are available  
Informal options are available

3: Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?

Yes

4: Were managers in your organisation allowed to make INFORMAL flexible working arrangements with their team members in response to the COVID-19 pandemic?

Yes, ALL managers

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce compared to pre-COVID-19?

Yes, for both women and men

6: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.

# #Employee support

## Paid parental leave

1: Do you provide employer funded paid parental leave regardless of carer's status (i.e. primary/secondary) in addition to any government funded parental leave scheme?

Yes, we offer employer funded parental leave (using the primary/secondary carer definition)

1.1: Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?	Yes( <i>Please indicate how employer funded paid parental leave is provided to the primary carers.</i> )
1.1.a: Please indicate whether your employer-funded paid parental leave for primary carers is available to:	All, regardless of gender
1.1.b: Please indicate whether your employer-funded paid parental leave for primary carers covers:	Birth Adoption
1.1.c: How do you pay employer funded paid parental leave to primary carers?	Paying the employee's full salary
1.1.d: Do you pay superannuation contribution to your primary carers while they are on parental leave?	Yes, on employer funded parental leave
1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?	13
1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?	31-40%
1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	Yes( <i>Please indicate how employer funded paid parental leave is provided to the secondary carers.</i> )
1.2.a: Please indicate whether your employer-funded paid parental leave for secondary carers is available to:	All, regardless of gender
1.2.b: Please indicate whether your employer-funded paid parental leave for secondary carers covers:	Birth Adoption
1.2.c: How do you pay employer funded paid parental leave to secondary carers?	Paying the employee's full salary

1.2.d: Do you pay superannuation contribution to your secondary carers while they are on parental leave?	Yes, on employer funded parental leave
1.2.e: How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?	2
1.2.f: What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?	30-40%

2: If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.

### Support for carers

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

No(*Select all that apply*)

...No	Included in award/industrial or workplace agreement
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2: Do you offer any of the following support mechanisms for employees with family or caring responsibilities?

...Employer subsidised childcare	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority
...On-site childcare	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority Not aware of the need
...Breastfeeding facilities	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not aware of the need
...Childcare referral services	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not aware of the need
...Internal support networks for parents	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not aware of the need
...Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not aware of the need
...Information packs for new parents and/or those with elder care responsibilities	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not aware of the need

...Referral services to support employees with family and/or caring responsibilities	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not aware of the need
...Targeted communication mechanisms (e.g. intranet/forums)	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority
...Support in securing school holiday care	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not aware of the need
...Coaching for employees on returning to work from parental leave	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not aware of the need
...Parenting workshops targeting mothers	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not aware of the need
...Parenting workshops targeting fathers	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority Not aware of the need
...Other (provide details)	No

3: If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.

### Sex-based harassment and discrimination

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

Yes(*Select all that apply*)

...Yes	Policy
1.1: Do you provide a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?	Yes

2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

...All managers	No( <i>You may specify why this training is not provided.</i> )
...No	Insufficient resources/expertise
...All employees	No( <i>You may specify why this training is not provided.</i> )
...No	Insufficient resources/expertise

3: If your organisation would like to provide additional information relating to sex-based harassment and discrimination, please do so below.

### Family or domestic violence

1: Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?

Yes (*Select all that apply*)

...Yes

Strategy

2: Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

...Employee assistance program (including access to psychologist, chaplain or counsellor)

Yes

...Training of key personnel

No (*Select all that apply*)

...No

Insufficient resources/expertise

...A domestic violence clause is in an enterprise agreement or workplace agreement

No (*Select all that apply*)

...No

Not aware of the need

...Workplace safety planning

Yes

...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)

No (*Select all that apply*)

...No

Not a priority  
Not aware of the need

...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)

No (*Select all that apply*)

...No

Other (provide details)

...Other (provide details)

Provided to employees in line with the National Employment Standards.

...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)

No (*Select all that apply*)

...No

Not aware of the need

...Access to unpaid leave

Yes

...Confidentiality of matters disclosed

Yes

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

Yes

...Protection from any adverse action or discrimination based on the disclosure of domestic violence

Yes

...Flexible working arrangements

Yes

...Provision of financial support (e.g. advance bonus payment or advanced pay)

No (*Select all that apply*)

...No

Not a priority



...Offer change of office location	No( <i>Select all that apply</i> )
...No	Insufficient resources/expertise
...Emergency accommodation assistance	No( <i>Select all that apply</i> )
...No	Not aware of the need
...Access to medical services (e.g. doctor or nurse)	No( <i>Select all that apply</i> )
...No	Not aware of the need
...Other (provide details)	No( <i>Select all that apply</i> )

3: If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below.