

August 2014

## Gender Pay Equity Guide for Individuals

### What do I need to know about gender pay equity?

Gender pay equity at an individual level occurs when women and men are paid equally for work of equal or comparable value.

Gender pay equity at an organisation level occurs when women and men are found in similar numbers at all levels of the organisation (from entry level to senior management) and in all role types, as well as being paid equitably for the work they do.

Despite the commitment of organisations to gender pay equity, all industries have a gender pay gap favouring men and the national gender pay gap has hovered between 15% and 18% for the past two decades.

More information, about gender pay equity in Australia can be found at

- [Workplace Gender Equality Agency](#)
- [Department of Social Services](#)
- [Fair Work Ombudsman](#)
- [Department of Commerce WA](#)

### How do I find out if a current / prospective employer pays equitably?

#### Prospective employer

- Review an organisation's reports
  - Annual report: contains all the latest organisational information and the organisation's yearly activities and results. You can also view the remuneration of the executive team and compare female and male remuneration.
  - Corporate Sustainability Report: will contain reporting on an organisation's staff and should include a comparison of female and male average salaries at all levels of the organisation.
  - Workplace Gender Equality Agency Report: if the organisation is non-public sector and has more than 100 staff, it will have submitted an annual report to the Workplace Gender Equality Agency. While this report does not contain salaries, it does contain a breakdown of women and men working full-time, part-time and casually at all levels of the organisation including management.
- Ask members of your network
- Ask the recruitment agency handling the vacancy for which you are applying
- Contact the human resource department of the organisation and ask for information on the organisation's remuneration policy.
- View the organisation's website to find out if it has won awards for, has been commended for and/or has committed to supporting gender equality.

#### Current employer

- Get a copy of the organisation's remuneration policy. Does it contain:
  - executive commitment to gender pay equity
  - a process for determining salaries and salary increases
  - a process for appealing a pay decision
  - management accountability for reducing the gender pay gap
  - a link between performance outcomes and salary increases.

## What should I find out before accepting an offer of employment?

- Contact the human resource department of an organisation or the recruitment agency representing it for answers to the following questions:
  - Is the starting salary fixed or negotiable?
  - If it is fixed, does everyone start on the same salary? What factors might attract a higher salary?
  - If it is fixed at the first level of an award or grade, is it the same for everyone, or will certain factors gain a higher starting salary?
  - If it is negotiable, what factors attract a higher salary?
  - Does the organisation have a remuneration policy that is readily available to all staff?
- Conduct research:
  - Find out the salary range for positions of interest, as well as the qualifications and experience required.
  - Review similar positions advertised by job search or recruitment agencies.
  - Request latest salary guides and surveys – an internet search will show the names of organisations who provide this service.
  - If the role you are researching is covered by an award, you can find information on pay rates, allowances and common penalty rates on the [Fair Work website](#).
  - Find out about the organisation/s – their history, current projects and financial health.
  - Review how well your qualifications, skills and experience match the role requirements in order to work out your appropriate level in the salary range.

## What should I do to ensure I receive the appropriate salary?

- Find out if the salary is negotiable
  - if yes, review and practise [negotiation skills](#) and explore the Know Your Value campaign on the [Economic Security4Women website](#)
  - if no, ensure you are being offered the appropriate level of remuneration for your skills, qualifications and experience.