



# Conducting a pay equity audit using the WA Pay Equity Audit Tool

## What is a pay equity audit?

A pay equity audit is a detailed analysis of payroll data by the gender of employees and of human resource policies and practices to identify where gender pay differences and gender pay issues exist. A pay equity audit is an important first step in addressing workplace gender issues, as it provides information and data specific to the organisation's workforce.

After undertaking a pay equity audit, organisations are better able to identify where gender pay inequities exist within their workplace and can then adopt strategies to remove barriers to workforce participation and career progression for female employees. Identifying those areas where there are larger than average gender pay gaps can facilitate the development of targeted pay equity strategies.

## The Pay Equity Audit Tool

The Pay Equity Audit Tool is an automated spreadsheet that is designed to assist organisations to undertake a pay equity audit. The Pay Equity Audit Tool was developed by the Department of Commerce.

The Tool aids in the data analysis process by creating tables and charts based on payroll data, showing gender pay gaps and other indicators such as the prevalence of flexible working arrangements. Using the Tool streamlines the technical process of data analysis, so that the organisation can instead focus on other aspects of a pay equity audit. The broader review process includes:

- analysing the results of the data analysis;
- assessing whether gender-based discrepancies found are justifiable or explainable;
- identifying areas for further investigation; and
- developing recommendations for corrective action.

The Pay Equity Audit Tool and its instructions for use are available to download at no cost at [www.payequity.wa.gov.au](http://www.payequity.wa.gov.au)

## The Pay Equity Audit Toolkit

The Pay Equity Audit Tool is one part of the Pay Equity Audit Toolkit, which is a resource package for organisations to use in turning data from a pay equity audit into achievable pay equity strategies. The *Developing pay equity strategies* handbook in the Toolkit details five steps to analyse audit data, develop a pay equity action plan and implement and communicate gender pay strategies. The Toolkit also contains six pay equity solution sheets that provide suggested strategies and actions to address gender pay issues.

Visit [www.payequity.wa.gov.au](http://www.payequity.wa.gov.au) to view all the Pay Equity Audit Toolkit resources.

