

# Nepean Community College Gender Pay Gap Policy

RTO ID: 1223

## 1. Purpose

Nepean Community College (NCC) is committed to gender equality, fair remuneration, and the elimination of gender-based pay disparities. This policy outlines NCC's approach to identifying, monitoring, and addressing gender pay gaps across all employment categories, including trainers, administrative staff, leadership roles, and casual educators.

This policy supports NCC's obligations under:

- Workplace Gender Equality Act 2012 (Cth)
- Fair Work Act 2009 (Cth)
- Sex Discrimination Act 1984 (Cth)
- NSW Anti-Discrimination Act 1977
- Relevant modern awards and enterprise agreements

## 2. Scope

This policy applies to:

- all NCC employees (permanent, temporary, casual)
- trainers and assessors
- contractors engaged in ongoing teaching or administrative work
- volunteers in leadership or supervisory roles
- applicants for employment
- members of the College Council and governance bodies

## 3. Definitions

### **Gender Pay Gap**

- The difference between the average earnings of women and men across the organisation, expressed as a percentage of men's earnings. It is not the same as equal pay for equal work.

### **Equal Pay**

- Employees performing the same or comparable work must receive the same remuneration regardless of gender.

### **Remuneration**

- Includes base salary, loadings, allowances, overtime, bonuses, superannuation, and any other financial benefits.

### **Gender Equality**

- Equal rights, responsibilities, and opportunities for people of all genders.

## 4. Policy Statement

NCC is committed to:

- ensuring equal pay for equal or comparable work
- identifying and reducing gender pay gaps
- ensuring recruitment, promotion, and remuneration decisions are free from bias
- supporting women's participation and leadership in the ACE/VET sector
- creating a workplace culture that values diversity, inclusion, and fairness
- complying with all legislative and reporting obligations

NCC recognises that gender pay gaps can arise from:

- occupational segregation
- undervaluation of feminised roles
- part-time or casualisation patterns
- unconscious bias in hiring or promotion
- limited access to leadership pathways

NCC will take active steps to address these structural factors.

## 5. Principles

NCC's approach is guided by the following principles:

### 5.1 Fairness and Equity

All employees must be remunerated fairly and consistently based on skills, responsibilities, qualifications, and performance.

### 5.2 Transparency

NCC will maintain transparent remuneration practices and communicate pay structures clearly.

### 5.3 Accountability

Leaders and managers are responsible for ensuring gender-equitable decision-making in recruitment, promotion, and remuneration.

### 5.4 Evidence Based Practice

NCC will use data, benchmarking, and sector standards to identify and address gender pay disparities.

### 5.5 Support for Women's Career Progression

NCC will actively support women's access to:

- leadership roles
- professional development
- flexible work arrangements
- mentoring and career pathways

## 6. Responsibilities

### 6.1 All Staff

- treat colleagues fairly and without discrimination
- participate in training related to gender equity and bias awareness
- report concerns about inequitable treatment

### 6.2 Managers and coordinators

- ensure recruitment and promotion processes are gender-neutral
- apply consistent and transparent remuneration decisions
- identify and address potential bias
- support flexible work arrangements

### 6.3 Executive Management

- oversee gender pay gap analysis
- ensure compliance with legislation
- approve corrective actions where disparities are identified
- ensure gender equity is embedded in strategic planning

### 6.4 HR / Administration

- maintain accurate remuneration data
- conduct annual gender pay gap reviews
- ensure job descriptions and classifications are consistent and gender-neutral
- provide reports to the CEO and College Council

## 7. Recruitment, Promotion, and Remuneration Practices

NCC will ensure that:

- job advertisements use gender-inclusive language
- selection panels are gender-balanced where possible
- remuneration is based on award classifications, skills, and responsibilities
- starting salaries are consistent and not negotiated in ways that create inequity
- promotion decisions are based on merit and transparent criteria
- part-time and casual staff have equal access to development opportunities

## 8. Monitoring and Reporting

### 8.1 Annual Gender Pay Gap Review

NCC will conduct an annual review of:

- average remuneration by gender
- role classification distribution
- leadership representation

- recruitment and promotion outcomes
- access to professional development

## 8.2 Reporting

- report findings to the CEO and College Council
- implement corrective actions where gaps are identified
- comply with any WGEA reporting obligations (if thresholds are met)

## 8.3 Corrective Actions

Where gender pay gaps are identified, NCC may implement:

- salary adjustments
- role reclassification
- changes to recruitment or promotion processes
- targeted leadership development for under represented genders
- bias mitigation training

# 9. Training and Awareness

NCC will provide:

- induction training on gender equity
- unconscious bias training for managers and selection panels
- refresher training every two years
- targeted training for HR and payroll staff

# 10. Training and Awareness

NCC will provide:

- Professional development training on gender equity
- unconscious bias training for managers and selection panels
- refresher training every two years
- targeted training for HR and payroll staff

# 11. Related Documents

- NCC Code of Conduct
- NCC Recruitment and Selection Policy
- NCC Equal Employment Opportunity Policy
- NCC Complaints & Serious Wrongdoing Procedure
- NCC Flexible Work Policy
- Fair Work Act 2009
- Workplace Gender Equality Act 2012

## 12. Review

This policy will be reviewed every **two years** at the beginning of Term 1 or earlier if:

- legislative changes occur
- significant gender pay disparities are identified
- NCC undergoes major structural or staffing changes

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