

SME Resources list

1. Fairwork Ombudsman

Best practice guides: The Fair Work Ombudsman has produced Best Practice Guides to assist small to medium-sized businesses in implementing best practice initiatives. Working at best practice helps employers and employees achieve happier, fairer and more productive workplaces.

The Best Practice Guides provide guidance on important workplace issues. They highlight key aspects of the federal workplace relations system, information on best practice concepts, strategies on how these concepts can be implemented, the benefits for the business in doing so and where to find more information. Best practice guides cover the following issues:

- [Work & family](#)
- [Consultation & cooperation in the workplace](#)
- [Use of individual flexibility arrangements](#)
- [A guide for young workers](#)
- [An employer's guide to employing young workers](#)
- [Gender pay equity](#)
- [Small business & the Fair Work Act](#)
- [Workplace privacy](#)
- [Managing underperformance](#)
- [Effective dispute resolution](#)
- [Improving workplace productivity through bargaining](#)
- [Parental leave](#)

<http://www.fairwork.gov.au/resources/best-practice-guides/pages/default.aspx>

National employment standards: fact sheet outlining national standards for minimum conditions of employment, including information on flexible working hours, parental leave entitlements, carers leave, etc.

<http://www.fairwork.gov.au/resources/fact-sheets/national-employment-standards/pages/default.aspx>

General workplace protections: fact sheet outlining general workplace protections of certain rights under the *Fair Work Act 2009*.

<http://www.fairwork.gov.au/factsheets/FWO-Fact-sheet-General-Workplace-Protections.pdf>

Unlawful workplace discrimination: fact sheet about how the Fair Work Ombudsman can help those that have been subject to unlawful workplace discrimination in their employment

<http://www.fairwork.gov.au/factsheets/FWO-Fact-sheet-Unlawful-workplace-discrimination.pdf>

Conditions of employment: fact sheet on minimum employment conditions including conditions set by awards, agreements and other industrial instruments on issues of minimum wage, termination of employment, modern awards and workplace laws

<http://www.fairwork.gov.au/resources/fact-sheets/conditions-of-employment/pages/default.aspx>

2. Fair Work Australia

PayCheck Plus: PayCheck Plus is the online application infoline advisers use to calculate modern award pay rates

<https://www.fairwork.gov.au/pay/paycheckplus/pages/default.aspx>

Small Business Fair Dismissal Code: Links to the Fair Dismissal Code checklist for small business employers to follow to ensure that they do not unfairly dismiss an employee.

<http://www.fairwork.gov.au/termination/small-business-fair-dismissal-code/Pages/default.aspx?friendlyURL=1&dismissalcode>

3. Australian Human Rights Commission (AHRC)

Women in male-dominated industries- a toolkit of strategies 2013: a toolkit designed to assist leaders in organisations to develop strategies to increase the representation of women in non-traditional roles in male dominated industries.

<http://www.humanrights.gov.au/publications/women-male-dominated-industries-toolkit-strategies-2013>

Information for employers on sex discrimination:

<http://www.humanrights.gov.au/australian-human-rights-commission-information-employers>

Fact sheet guide for employers on sex discrimination and sexual harassment in the workplace

<http://www.humanrights.gov.au/using-good-practice-good-business-resources-your-workplace>

4. Workplace Gender Equality Agency (WGEA)

About workplace gender equality: information about gender equality in the workplace and links to the WGEA publication 'The business case for gender equality'

<http://www.wgea.gov.au/learn/about-workplace-gender-equality>

Payroll analysis tool: The aim of this manual is to explain the pay equity analysis tool (see below) which is designed to help organisations assess if they have a gender pay gap by quickly and easily analysing the data in their payroll and HR systems.

http://www.wgea.gov.au/sites/default/files/Payroll_Analysis_Tool_User_Manual_new%20template.pdf

Pay equity analysis tool: This pay equity analysis tool enables assessment of gender gaps in remuneration using an excel spreadsheet

http://www.wgea.gov.au/sites/default/files/Payroll_Analysis_Tool_middlesite.xls

Gender pay gap statistics: This fact sheet has been compiled primarily from the Australian Bureau of Statistics (ABS) average weekly earnings data set

<http://www.wgea.gov.au/sites/default/files/2013-08-28-Gender-Pay-Gap%20FINAL.pdf>

The gender pay gap: fact or fiction? Separates the fiction from the facts about the gender pay gap
http://www.wgea.gov.au/sites/default/files/gender_pay_gap_fact_fiction.pdf

Women in the workforce: by occupation: This fact sheet was compiled from the ABS Labour Force Survey Detailed Quarterly data set
http://www.wgea.gov.au/sites/default/files/2013-08-28-Women_in_the_Workforce-occupation_aug.pdf

Women in the workforce: by industry: This fact sheet was compiled from the ABS labour force survey, a monthly survey which covers different labour market outcomes such as employment rates and details the employment patterns of women and men across all industries
http://www.wgea.gov.au/sites/default/files/2013-07-25%20-%20Women%20in%20the%20workforce%20by%20industry_FINAL_0.pdf

Gender target-setting toolkit: a tool for businesses to use to improve gender performance by setting gender diversity targets
<http://www.wgea.gov.au/learn/gender-target-setting-toolkit>

'How to' to employer-provided paid parental leave: A guide on how employers can adapt or introduce entitlements for employer-provided paid and unpaid parental leave
http://www.wgea.gov.au/sites/default/files/2013-05-10_branded_ppl.pdf

Improving against gender equality indicators: an online toolkit which provides practical information and resources to analyse and improve your organisation's performance against each of the six Gender Equality Indicators (GEIs)
<http://www.wgea.gov.au/learn/improve-against-gender-equality-indicators>

5. Australian Stock Exchange

ASX Corporate Governance Council's gender principles and recommendations: contains a link to research and information on the voluntary diversity reporting framework introduced by the ASX in 2011. This framework has been embraced by small to mid-size listed enterprises
<http://www.asx.com.au/resources/listed-at-asx/diversity-guidelines.htm>

6. economic Security4Women

2010 What Business Wants Report: Links to an eS4W report which investigates past literature on pay equity and small business and collects data on current practices.
<http://www.security4women.org.au/past-projects/2010-projects/what-business-wants-a-project-assessing-smes>

2012 Attitudes to Gender Pay Equity in Small Firms: Links to eS4W report and current project on attitudes towards pay and gender workforce pay equity.
<http://www.security4women.org.au/projects/pay-and-gender-workforce-pay-equity>

7. Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education

Small Business Support Line: Contact information for the national Small Business Support Line which provides small business owners with a first point of contact to access information and referral services.

<http://www.ausindustry.gov.au/programs/small-business/sbsl/Pages/default.aspx>

Legal Help Guide: This guide has been prepared for Australian small business owners to assist them in gaining a broad understanding of legal issues they may encounter.

<http://www.innovation.gov.au/SmallBusiness/LegalHelp/Pages/default.aspx>

8. Australian Small Business Commissioner

Understanding your dispute: A checklist for small business owners to help them better understand and resolve disputes

<http://www.asbc.gov.au/node/72?phpMyAdmin=Zi75KINmxMWN6dSyDXIW7Bzo-59>

9. Standards Australia

Gender-inclusive job evaluation and grading: Provides requirements, information and recommendations to assist with the design and implementation of fair and transparent job evaluation processes and gradings frameworks, as well as auditing those processes, for gender inclusiveness.

<http://infostore.saiglobal.com/store/details.aspx?ProductID=1524331>

10. WA Department of Commerce; Labour Relations-Pay Equity

Pay Equity in Small Business: Online resources for SMEs on how to provide equitable pay and opportunities and contact details for the Pay Equity Unit (PEU).

https://www.commerce.wa.gov.au/labourrelations/content/Pay_equity/Pay_Equity_in_the_Small_Busine.html#content

11. Parlour: women, architecture and equity

Parlour is an outcome of the Australian Research Council-funded research project 'Equity and Diversity in the Australian Architecture Profession: Women, Work, and Leadership', it brings together research, informed opinion and resources on women, equity and architecture in Australia.

<http://www.archiparlour.org/>

12. UK Equal pay audit toolkit for small businesses

This UK toolkit is a guide to good equal pay practice for small firms. It aims to help small businesses to understand their obligations under the provisions of the UK Equality Act that relate to equal pay and provides step-by-step advice to enable them to check whether they provide equal pay in practice. The toolkit is intended for UK businesses with up to 50 employees.

<http://www.equalityhumanrights.com/advice-and-guidance/tools-equal-pay/equal-pay-audit-toolkit-for-small-businesses/>