



2021-2022 Voluntary Reporting

Submitted by:

**Australian Communications and Media
Authority (ABN:55386169386)**

Date: 2022-10-25

#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	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	The recruitment policy includes Diversity information but does not specifically support gender equality.
...Retention	No(<i>Select all that apply</i>)
...No	Other (please provide)
...Other (please provide)	The ACMA is currently developing a range of initiatives to improve our employee value proposition. This will consider what retention strategies are required.
...Performance management processes	No(<i>Select all that apply</i>)
...No	Other (please provide)
...Other (please provide)	Our performance management policy is not gender specific. Employees are not entitled to performance pay but outstanding performance allows people to progress through pay scales quicker. Employees are eligible to progress to the next pay point after three months of service which ensures people returning from parental leave are not disadvantaged.
...Promotions	No(<i>Select all that apply</i>)
...No	Other (please provide)
...Other (please provide)	All promotion decisions in the APS are merit based. Staff have access to relevant learning and development opportunities which support their preparation for promotion. There is no formal policy or strategy for pipeline development, with the exception of entry level programs (such as our Graduate Development Program). Performance discussions include a discussion on career aspirations and this information is used within work areas.
...Talent identification/identification of high potentials	No(<i>Select all that apply</i>)
...No	Currently under development(<i>Select the estimated completion date.</i>)

...Currently under development	30-Jun-2023
...Succession planning	No(<i>Select all that apply</i>)
...No	Currently under development(<i>Select the estimated completion date.</i>)
...Currently under development	30-Jun-2023
...Training and development	No(<i>Select all that apply</i>)
...No	Not aware of the need
...Key performance indicators for managers relating to gender equality	No(<i>Select all that apply</i>)
...No	Other (please specify)
...Other (please specify)	Females represent the majority of staff at almost all classification levels at the ACMA. Analysis for the Diversity and Inclusion Plan, currently under development, will consider the need for KPIs for gender equality.

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	Other (provide details)
...Other (provide details)	The ACMA is developing a Diversity and Inclusion Plan and this may incorporate a strategy that supports gender equality.

3: Does your organisation have any of the following targets to address gender equality in your workplace?

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

We have strong female representation across all levels at the ACMA. We will conduct an analysis to identify if there are areas of inequity that require the development of a strategy and policy. We are focused on improving the representation of minority groups at the ACMA. The ACMA will be developing a Diversity and Inclusion Plan in 2023, some of which will cover gender quality strategies.

Governing bodies

Australian Communications and Media Authority

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?	Executive Management Committee
1.2: What type of governing body does this organisation have?	Management committee
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	

...Female	1
...Male	0
...Non-binary	0
...Members	
...Female	4
...Male	1
...Non-binary	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)
	Members of the Executive Management Committee are position based - the Chair, Deputy Chair and all General Managers (4).
1.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
	Other (provide details)
	The EMC already has a high level of female representation, and this is not required.
1.6: Do you have a formal policy and/or formal strategy in place on the gender composition of your governing body?	No
	Other (provide details)
	The Chair and Deputy Chair are appointed on recommendation by the Minister to the Governor General. The other members of the EMC are appointed through an APS merit selection process.

2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

There is a higher proportion of women across all levels of the Executive Management team and there is gender equity at the SES Band 1 at the ACMA.

#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

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

31-Dec-2021

3: Does your organisation publish its organisation-wide gender pay gap?

No

4: Do you give WGEA permission to publicly publish your organisation-wide gender pay gap?

No

5: 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)?

No(Select all that apply)

...No

Other (provide details)

...Other (provide details)

Salaries for some employees are set by the enterprise agreement and there is limited room for discretion in pay changes. Individuals have access to an Individual Flexibility Arrangement. Salary increases for SES are determined by government policy. Wages are maintained at higher salaries if they move from another government agency that paid a higher salary. They stay on that salary until the ACMA enterprise agreement surpasses that salary.

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 during the reporting period?

No(Select all that apply)

...No

Others (Provide Details)

The ACMA has a National Consultative Forum (NCF) which is used as our consultative forum

...Others (Provide Details)

on a range of workplace issues. Gender equality has never been raised as an issue for the ACMA in any forum.

2: Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?

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

Gender equality has never been raised as an issue for the ACMA.

#Flexible work

Flexible working

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

Yes(*Select all that apply*)

...Yes	Organisational 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 aware of the need
...Other (provide details)	
...Targets have been set for men's engagement in flexible work	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Targets have not been set as all employees have equal opportunities for flexible work. The ACMA will do an assessment to determine if targets are required.
...Leaders are held accountable for improving workplace flexibility	Yes
...Manager training on flexible working is provided throughout the organisation	Yes
...Employee training is provided throughout the organisation	Yes
...Team-based training is provided throughout the organisation	No(<i>Select all that apply</i>)
...No	Currently under development(<i>Select the estimated completion date.</i>)
...Currently under development	30-Jun-2023
...Employees are surveyed on whether they have sufficient flexibility	Yes
...The organisation's approach to flexibility is integrated into client conversations	No(<i>Select all that apply</i>)
...No	Other (provide details)

...Other (provide details)	This is not a requirement for ACMA, staff are encouraged to put their part time hours in their email signature block.
...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	Yes
...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	Yes
...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	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
...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	Formal options are available 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	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
...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
...Purchased 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
...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

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

Yes

4: Has your organisation implemented an 'all roles flex' approach to flexible work?

Yes

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce during the 2021-22 reporting period?

Yes, for both women and men

6: If your workplace includes hybrid teams (i.e. some employees in a team work remotely while other employees in a team work at the organisation's usual workplace), have any of the following measures been utilised to ensure the fair treatment of all employees regardless of work location?

Training for managers on how to work with flexible and remote/hybrid teams
 Training for non-managers on how to work with flexible and remote/hybrid teams
 Training for all employees on how to work with flexible and remote/hybrid teams
 Employee performance is measured by performance and not presenteeism
 All team meetings are held online

7: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, including specific changes due to the impact of the COVID-19 pandemic on 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(*Please indicate how employer funded paid parental leave is provided to the primary carers.*)

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
Surrogacy
Stillbirth

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
Yes, on government funded parental leave
Yes, on unpaid parental leave

1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?

4

1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?

91-100%

1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?

Yes(*Please indicate how employer funded paid parental leave is provided to the secondary carers.*)

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
Surrogacy
Stillbirth

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 Yes, on government funded parental leave Yes, on unpaid parental leave
1.2.e: How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?	4
1.2.g: Do you require secondary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?	No
1.2.h: Do you require secondary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Yes
1.2.h: Do you require secondary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Within 12 months
.. Yes	

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.

Access to maternity leave is governed by the Maternity Leave Act for Commonwealth Employees and it is restricted to the female who gave birth. The minimum entitlement is 12 weeks at full pay, which can be taken at reduced pay. Whether or not superannuation is paid is governed by the rules of the fund and if the employee elects to make their employee contribution. After maternity leave they are able to take an additional 4 weeks under our Enterprise Agreement.

There are no gender restrictions on parental leave for adoption and foster care however they must be the primary carer. The same eligibility conditions apply as per the Mat Leave Act.

Employees of either gender who are entitled to paid maternity leave under the Maternity Leave Act are entitled to 4 weeks paid leave on the birth, adoption or permanent foster care placement of a child or partner's child. There is no minimum requirement. The APSC is currently undertaking a review of the Maternity Leave Act and the ACMA, like all other APS agencies, will implement any changes made.

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

Other (provide details)
Included in award/industrial or workplace

	agreement
...Other (provide details)	We have a number of support mechanisms such as flexible working arrangements, extended leave after the birth of a child, purchased leave options, taking leave at half pay and a rebate towards the cost of school holiday programs.

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 aware of the need
...On-site childcare	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not aware of the need
...Breastfeeding facilities	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...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	Other (provide details)
...Other (provide details)	Bonuses are not compliant with the current APS workplace bargaining policy
...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 aware of the need
...Support in securing school holiday care	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...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 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.

We are a smaller agency with a older age profile. This means that child-care services are not in high demand.

Sex-based harassment and discrimination

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

Yes(<i>Select all that apply</i>)	
...Yes	Organisational 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	Yes(<i>Please indicate how often is this training provided (select all that apply):</i>)
...Yes	Every one-to-two years
...All employees	Yes(<i>Please indicate how often is this training provided (select all that apply):</i>)
...Yes	Every one-to-two years

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

Our policy and mandatory training includes a focus on all forms of bullying, harassment and discrimination, of which sex and gender based harassment is included.

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(<i>Select all that apply</i>)	
...Yes	Policy

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(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...A domestic violence clause is in an enterprise agreement or workplace agreement	Yes
...Workplace safety planning	No(<i>Select all that apply</i>)
...No	Currently under development(<i>Select the estimated completion date.</i>)
...Currently under development	30-Jun-2023
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	The details are contained within the ACMA's Domestic Violence Policy rather than the enterprise agreement.
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Contained in the Domestic Violence policy
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	Yes(<i>Is the leave period unlimited?</i>)
...Yes	Yes
...Access to unpaid leave	Yes(<i>Is the leave period unlimited?</i>)
...Yes	Yes
...Confidentiality of matters disclosed	Yes
...Referral of employees to appropriate domestic violence support services for expert advice	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Employees have access to the Employee Assistance Program which provides suitable export support and may refer to another advice.
...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)	Yes
...Offer change of office location	Yes
...Emergency accommodation assistance	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Access to medical services (e.g. doctor or nurse)	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise

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

#Diversity and inclusion

Diversity and inclusion

1: Do you have a formal policy and/or formal strategy on diversity and inclusion in your organisation?

No

2: Do you collect data on whether employees identify as Aboriginal and/or Torres Strait Islander?

Yes

...If this data can be shared and is not confidential, please complete the below table:

...Aboriginal and/or Torres Strait Islander Managers .. Female

0

...Aboriginal and/or Torres Strait Islander Managers .. Male

0

...Aboriginal and/or Torres Strait Islander Managers .. Non-binary

0

...Aboriginal and/or Torres Strait Islander Non-managers .. Female

2

...Aboriginal and/or Torres Strait Islander Non-managers .. Male

2

...Aboriginal and/or Torres Strait Islander Non-managers .. Non-binary

0

3: Do you currently collect data on any of the following dimensions of employees' identities?

Cultural and/or language and/or race/ethnicity background

Disability

Sexual orientation

Gender identity