



Australian Government



**Workplace
Gender Equality
Agency**



2022 - 23 Public Sector Reporting

Submitted By:

Australian Communications and Media Authority 55386169386

#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: Yes

Public sector-wide policy and/or strategy

Retention: Yes

Public sector-wide policy and/or strategy

Performance management processes: No

Other

Other: Our strategy is not gender specific

Promotions: Yes.

Public sector-wide policy and/or strategy

Talent identification/identification of high potentials: YesPublic sector-wide policy and/or strategy

Succession planning: No

Other

Other: This is a deliverable under our People Strategy and will be incorporated into Workforce Planning. An assessment will determine if there are gender specific actions required, noting as per above that our agency has strong gender balance and senior levels.

Training and development: No

Other

Other: Our strategy is not gender specific

Key performance indicators for managers relating to gender equality: NoOther

Other: We have a high proportion of females across all levels and a wage gap in slight favour of females

2. Do you have a formal policy and/or formal strategy in place that supports gender equality overall?

NoOther

Other: Our diversity and inclusion strategy, currently under development will seek to continue existing practices that have resulted in a high representation of female employees across all levels of our workforce

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

Governing Bodies

Organisation: Australian Communications and Media Authority

1. What is the name of your governing body?

Executive Management Committee

2. What type of governing body does this organisation have?: Management committee

Specify number of people holding each position by gender.

Chair	Female (F)	Male (M)	Non-Binary
	1	0	0
Member	Female (F)	Male (M)	Non-Binary
	4	1	0

4. Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?:

No

Selected value: Other

Other value:

6. Has a target been set to increase the representation of women on this governing body? No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

Details:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value: Other

Other value: Members of the Executive Management Committee are position based - the Chair, Deputy Chair and all General Managers (4).

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

There is a higher proportion of women across all levels of the Executive Management Committee and there is gender parity at the SES Band 1 and 2 levels with equal numbers of male and female SES (substantive) at 31 December 2022.

#Action on gender equality

Gender Pay Gaps

1. Do you have a formal policy and/or formal strategy on remuneration generally?

No

Salaries set by awards/industrial or workplace agreements

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

31/12/2022

4. If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

Our gender pay gap slightly favours women and APSC data indicates we are in a minority of agencies where this is the case.

Employer action on pay equality

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)?

Yes

- 1.1 When was the most recent gender remuneration gap analysis undertaken?

Within the last 1-2 years

- 1.2 Did you take any actions as a result of your gender remuneration gap analysis?

No

No unexplained or unjustifiable gaps identified

- 1.3 What type of gender remuneration gap analysis has been undertaken?

Select all that apply

A by-level gap analysis

You may also provide more detail below on the gender remuneration gap analysis that was undertaken.

2. If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

Nil

Employee Consultation

1. Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?

NoOther

Other Details:We do consult on our human resources policies (including these), which provides opportunity for feedback relating to gender quality. However consultation is general and does not target gender equality issues.

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

No

Other

Other:

3. On what date did your organisation share your last year's public reports with employees and shareholders?

Employees:

Shareholder:

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

#Flexible Work

Flexible Working

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

Yes

Policy

- 1.1. Please indicate which of the following are included in your flexible working arrangements strategy or policy:

A business case for flexibility has been established and endorsed at the leadership level

Yes

The organisation's approach to flexibility is integrated into client conversations

No

Other

Other: This is not a requirement for ACMA and teams ensure that client coverage is maintained. Employees are encouraged to put their part time hours in their email signature block.

Employees are surveyed on whether they have sufficient flexibility

Yes

Employee training is provided throughout the organisation

No

Not a priority

The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)

Yes

Flexible working is promoted throughout the organisation

Yes

Targets have been set for engagement in flexible work

No

Not aware of the need

Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body

Yes

Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel

Yes

Leaders are held accountable for improving workplace flexibility

Yes

Date Created: 30-10-2023

Leaders are visible role models of flexible working

Yes

Manager training on flexible working is provided throughout the organisation

No

Not a priority; Other

Other: Flexible working arrangements are set out in policy.

Targets have been set for men's engagement in flexible work

No

Not aware of the need; Not a priority

Team-based training is provided throughout the organisation

No

Not a priority

Other: No

2. Do you offer any of the following flexible working options to MANAGERS in your workplace?

Carer's leave: Yes

SAME options for women and men Formal options are available

Compressed working weeks: Yes

SAME options for women and men Formal options are available; Informal options are available

Flexible hours of work: Yes

SAME options for women and men Formal options are available; Informal options are available

Job sharing: Yes

SAME options for women and men

Part-time work: Yes

SAME options for women and men Formal options are available; Informal options are available

Purchased leave: Yes

SAME options for women and men Formal options are available

Remote working/working from home: Yes

SAME options for women and men Formal options are available; Informal options are available

Time-in-lieu: Yes

SAME options for women and men

Formal options are available; Informal options are available

Unpaid leave: Yes

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

5. **Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce between the 2021-22 and the 2022-23 reporting periods?**

Yes, women and men

7. **If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.**

ACMA staff were surveyed on flexible working arrangements during the 2022 APS Census. 75% of respondent said they accessed working from home arrangements, 12% accessed part-time and 24% utilised flexible hours of work.

#Employee Support

Paid Parental leave

1. **Do you provide employer-funded paid parental leave 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

- 1.1.a. **Please indicate whether your employer-funded paid parental leave for primary carers is available to:**

Women only

- 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

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

16

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

91-100%

1.1.g. Do you require primary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?

Yes

How long is the qualifying period (in months)?

12

1.1.h. Do you require primary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?

Yes

Within 6 months

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

Yes

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

1.2.e. How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?

4

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

91-100%

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
Within 12 months

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.

The ACMA provides an additional 4 weeks of paid leave to staff who are covered under the Maternity Leave Act. Employees are not otherwise entitled to paid maternity leave under the Maternity Leave Act are entitled to 4 weeks leave on the birth, adoption or fostering of a child. Primary carers for adoption/fostering are entitled to 16 weeks.

Support for carers

1. Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?

No

Included in award/industrial or workplace agreement; Other

Other: Other arrangements are built into other policies rather than being standalone. They include support mechanisms such as flexible working arrangements, extended leave after the birth of a child, purchased leave options, taking leave at half pay

2. Do you offer any of the following support mechanisms for employees with family or caring responsibilities?

2.1. Employer subsidised childcare

No

Insufficient resources/expertise; Not a priority

2.2. Return to work bonus (only select if this bonus is not the balance of paid parental leave)

No

Other

Other: Bonuses are not available in the ACMA enterprise agreement or consistent with the current APS workplace bargaining policy. There is a high return to work following paid parental leave.

2.3. Breastfeeding facilities

Yes

Available at ALL worksites

2.4. Childcare referral services

No

Not aware of the need

2.5. Coaching for employees on returning to work from parental leave

No

Not aware of the need

2.6. Targeted communication mechanisms (e.g. intranet/forums)

No

Not aware of the need

2.7. Internal support networks for parents

No

Not aware of the need

2.8. Information packs for new parents and/or those with elder care responsibilities

No

Not aware of the need

2.9. Parenting workshops targeting fathers

No

Not aware of the need

2.10. Parenting workshops targeting mothers

No

Not aware of the need

2.11. Referral services to support employees with family and/or caring responsibilities

No

Not aware of the need

2.12. Support in securing school holiday care

No

2.13. On-site childcare

No

Other

Other: We do not offer support for securing a place in holiday care, we do provide the option for a reimbursement to offset some of the cost associated with school holiday care.

2.14. Other details: No

- 3. If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.**

#Harm Prevention

Sexual harassment, harassment on the grounds of sex and discrimination

1. Do you have a formal policy and/or formal strategy on the prevention and response to sexual harassment, harassment on the grounds of sex and discrimination?

The provisions in a 'policy' and/or 'strategy' for prevention and management of sexual harassment is important for setting workplace culture and achieving a safe, respectful and inclusive workplace. Policies/Strategies alone will not prevent harassment and discrimination, however, they can help to set clear expectations, particularly about behaviours at the workplace and during work-related activities.

To better understand the difference between a policy and strategy, please see [here](#).

No

Other

Provide Details: We do not have a specific policy on Sexual Harassment. The topic is included in the broader policy on workplace behaviour.

1. Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?

**All Managers (including CEOs or equivalent, Key Management Personnel (KMP), Heads of Business (HOB), General Managers (GM), Senior Managers (SM) and other managers (OM)*

All Managers:

Yes

Annually

9. If your organisation would like to provide additional information relating to measures to prevent and respond to sexual harassment, harassment on the grounds of sex or discrimination, please do so below.

Our policy and mandatory training includes a focus on all forms of bullying, harassment and discrimination

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

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?**

A domestic violence clause is in an enterprise agreement or workplace agreement

No

Other

Provide Details: The enterprise agreement makes a commitment to support employees suffering from domestic violence and the details are contained with the ACMA's Domestic Violence Policy rather than the Enterprise Agreement.

Confidentiality of matters disclosed

Yes

Protection from any adverse action or discrimination based on the disclosure of domestic violence

Yes

Employee assistance program (including access to psychologist, chaplain or counsellor)

Yes

Emergency accommodation assistance

No

Insufficient resources/expertise

Provision of financial support (e.g. advance bonus payment or advanced pay)

Yes

Flexible working arrangements

Yes

Offer change of office location

Yes

Date Created: 30-10-2023

Access to medical services (e.g. doctor or nurse)

No

Insufficient resources/expertise

Training of key personnel

No

Insufficient resources/expertise

Referral of employees to appropriate domestic violence support services for expert advice

No

Other

Provide Details:

Workplace safety planning

No

Not aware of the need

Access to paid domestic violence leave (contained in an enterprise/workplace agreement)

No

Other

Provide Details: Access to domestic violence leave (paid and unpaid) is contained in the policy and not in the enterprise/workplace agreement. Access is determined by legislation and our policy includes additional access to paid leave at the discretion of the delegate.

Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)

Yes

Is the leave period unlimited?

Yes

Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)

No

Other

Provide Details: Provided in a policy.

Date Created: 30-10-2023

Access to unpaid leave

Yes

Is the leave period unlimited?

Yes

Other: No

Provide Details:

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