

Table with columns: Section, Sub-section, Item #, Item Description, Max Points, Progress, Date Detail, and Comments. Includes a '2021 AWEI Submission - Progress Tracker' header and a progress bar at 97%.

Legend table with categories: Not Started, In-Progress, Complete, and Not Reviewed.

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Section 8: Annual Submission	Community Engagement	41	Academy	2	Complete	Throughout the assessed calendar year, we have engaged in fundraising for LGBTIQ charities / communities / groups. (This may include the support of any LGBTIQ charity events within your local area or overseas.)	Waiting to hear if we can get a record of donations to AIDS Trust of Australia during 2020/21 year.
Section 9: Annual Submission	Survey	42	Survey Participation	2	Not Started	We are participating in the 2021 AIDS Survey. Please note: Partial points will not be given. Full points will only be obtained for meeting the thresholds for organisation size.	Will update status once more accurate figures are received toward end of Feb.
Section 10: Annual Submission	Additional work	43	Additional Work	15	Complete	This section allows you to describe and provide evidence for any additional work completed throughout the assessed calendar year: (a) that has not already been included within this index submission (b) that you believe is significantly over and above what a particular question or index topic is looking for	

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STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE									
1. Removal of the terms: 'Sexual Preference' or 'Lifestyle Choice(s)'									
We have conducted a review to ensure that any reference to 'sexual preference' or 'lifestyle choice' within our policy documentation, diversity references, on external facing websites and company intranet pages has been replaced with the words 'sexual orientation'.									
142 Items. Estimated Completion Level: 90%									
Page/Document Title	Policy Documentation	Diversity References (myHR)	External Facing Websites	Intranet Pages	Internal or External Resource	Progress Status	Notes	URL - for Home Affairs Use Only	Internal Contact Area (if required)
Settle in Australia			x		Internal	Not yet commenced	Contains 1 instance of term 'sexual preference' when referring to work rights in the Australian workplace and the AHRC. No instances of term 'lifestyle choice'.	<a href="https://immi.homeaffairs.gov.au/settle-in-australia/settle-in-australia/key-settlement-topics/employment">https://immi.homeaffairs.gov.au/settle-in-australia/settle-in-australia/key-settlement-topics/employment</a>	
PDF: Australian Law; Australian Cultural Orientation Program AUSCO		x			External	Not yet commenced	Resource from OSS - follow up to see if this can be replaced. Contains 1 instance of term 'sexual preference'. No instances of term 'lifestyle choice'.	<a href="https://immi.homeaffairs.gov.au/settlement-services-subsite/files/english-ausco-australian-law.pdf">https://immi.homeaffairs.gov.au/settlement-services-subsite/files/english-ausco-australian-law.pdf</a>	
PDF: Australian Law; Australian Cultural Orientation Program AUSCO			x		External	Not yet commenced	Resource from OSS - follow up to see if this can be replaced. Contains 1 instance of term 'sexual preference'. No instances of term 'lifestyle choice'.	<a href="https://immi.homeaffairs.gov.au/settlement-services-subsite/files/english-ausco-easy-read-australian-law.pdf">https://immi.homeaffairs.gov.au/settlement-services-subsite/files/english-ausco-easy-read-australian-law.pdf</a>	
PDF: Beginning a Life in Australia; Welcome to Australia			x		External	Not yet commenced	Resource from OSS - follow up to see if this can be replaced. Contains 3 instances of term 'sexual preference'. No instances of term 'lifestyle choice'.	<a href="https://immi.homeaffairs.gov.au/settlement-services-subsite/files/beginning-a-life-in-australia-english.pdf">https://immi.homeaffairs.gov.au/settlement-services-subsite/files/beginning-a-life-in-australia-english.pdf</a>	
PDF: Guidelines for NGOs; Working with trafficked people, Third Edition PDF: Competing for SMBS; Migration Policies and Trends in New Zealand and Australia; Full Report			x		External	Not yet commenced	Australian Government Initiative. Contains 1 instance of term 'sexual preference'. No instances of term 'lifestyle choice'.	<a href="https://www.homeaffairs.gov.au/criminal-justice/files/guidelines-ngos-working-with-trafficked-people-PDF">https://www.homeaffairs.gov.au/criminal-justice/files/guidelines-ngos-working-with-trafficked-people-PDF</a>	
			x		Internal	Complete	No instances of term 'sexual preference'. References to term 'lifestyle' were not in the context of LGBTIQ+ identity.	<a href="https://www.homeaffairs.gov.au/research-and-stats/files/migration-policies-trends-fullreport.pdf">https://www.homeaffairs.gov.au/research-and-stats/files/migration-policies-trends-fullreport.pdf</a>	
Australian Customs and Border Protection Service Enterprise Agreement 2011-2014		x		x	Internal	Complete	Contains 3 instances of term 'sexual preference'. I see no requirement for staff to access this, unless to seek information which was applicable in the EA during the period to which it applied (2011-2014). References 'lifestyle choices' but not in the context of LGBTIQ+ identity. Note - this document significantly out of date and not relevant or appropriate for current staff needs	<a href="https://intranet.bca.gov.au/myhr/Documents/acbps-enterprise-agreement-2011-2014.pdf#search=sexual%20preference">https://intranet.bca.gov.au/myhr/Documents/acbps-enterprise-agreement-2011-2014.pdf#search=sexual%20preference</a>	
Fair Work Commission Decision on Department of Home Affairs Industrial Action related Workplace Determination (11 January 2019)		x		x	External	Under Review	References 'sexual preference' in context of respecting the diversity of the workforce. Noting that this document was created by the Fair Work Commission and therefore is outside the scope of our powers to retrospectively update the terminology. No instances of term 'lifestyle choice'.	<a href="https://intranet.bca.gov.au/myhr/Documents/fairwork-commission-decision-11-jan-2019.pdf#search=sexual%20preference">https://intranet.bca.gov.au/myhr/Documents/fairwork-commission-decision-11-jan-2019.pdf#search=sexual%20preference</a>	
PDF: A managers guide to LGBTI workplace inclusion		x			External	Complete	References to 'sexual preference' and 'lifestyle choice' but only in the context of advising people not to use these terms.	<a href="https://intranet.bca.gov.au/myhr/Documents/managers-guide-lgbt-workplace-inclusion.pdf#search=sexual%20preference">https://intranet.bca.gov.au/myhr/Documents/managers-guide-lgbt-workplace-inclusion.pdf#search=sexual%20preference</a>	
PDF: DEC 2019 DRAFT Flexible Work Arrangements Procedural Instruction for Consultation (out of date)		x			Internal	Complete	Out of date DRAFT Flexible Work Arrangements Procedural Instruction - References to 'lifestyle choice' but not in the context of LGBTIQ+ identity.	<a href="https://intranet.bca.gov.au/myhr/Documents/flexible-working-arrangements-procedural-instruction.pdf#search=lifestyle%20choice">https://intranet.bca.gov.au/myhr/Documents/flexible-working-arrangements-procedural-instruction.pdf#search=lifestyle%20choice</a>	
Statement of Commitment		x	x		Internal	Complete	Specifically uses the terms gender identity and sexual orientation.	<a href="https://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity">https://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity</a>	
myHR: LGBTIQ+ Hub Homepage		x			Internal	Complete	Specifically uses the terms gender identity and sexual orientation.	<a href="https://intranet.bca.gov.au/myhr/Pages/lgbtiq.aspx">https://intranet.bca.gov.au/myhr/Pages/lgbtiq.aspx</a>	
PDF: Engaging Allies for Change (PID)		x			External	Complete	Meets standards.	<a href="https://intranet.bca.gov.au/myhr/Documents/engaging-allies-for-change.pdf">https://intranet.bca.gov.au/myhr/Documents/engaging-allies-for-change.pdf</a>	
PDF: EAP Benestar - Marriage Equality: What is it and why does it matter?		x			External	Complete	Meets standards.	<a href="https://intranet.bca.gov.au/myhr/Documents/benestar-marriage-equality.pdf">https://intranet.bca.gov.au/myhr/Documents/benestar-marriage-equality.pdf</a>	
PDF: Trans Tip Sheet		x			Internal	Complete	Meets standards.	<a href="https://intranet.bca.gov.au/myhr/Documents/trans-tip-sheet.pdf">https://intranet.bca.gov.au/myhr/Documents/trans-tip-sheet.pdf</a>	
PDF: Five Ways to be an LGBTIQ+ Ally		x			Internal	Complete	Meets standards.	<a href="https://intranet.bca.gov.au/myhr/Documents/five-ways-lgbtq-ally.pdf">https://intranet.bca.gov.au/myhr/Documents/five-ways-lgbtq-ally.pdf</a>	
PDF: LGBTIQ+ Common Definitions and Concepts		x			Internal	Complete	Meets standards.	<a href="https://intranet.bca.gov.au/myhr/Documents/lgbt-common-definitions-concepts.pdf">https://intranet.bca.gov.au/myhr/Documents/lgbt-common-definitions-concepts.pdf</a>	
PDF: EAP Benestar - Finding strength in our sexuality		x			External	Complete	Meets standards.	<a href="https://intranet.bca.gov.au/myhr/Documents/finding-strength-sexuality.pdf">https://intranet.bca.gov.au/myhr/Documents/finding-strength-sexuality.pdf</a>	
PDF: Let's Talk Gender		x			External	Complete	Meets standards.	<a href="https://intranet.bca.gov.au/myhr/Documents/lets-talk-gender.pdf">https://intranet.bca.gov.au/myhr/Documents/lets-talk-gender.pdf</a>	
PDF: Employer's Guide to Intersex Inclusion		x			External	Complete	Meets standards.	<a href="https://intranet.bca.gov.au/myhr/Documents/employers-guide-intersex-inclusion.pdf">https://intranet.bca.gov.au/myhr/Documents/employers-guide-intersex-inclusion.pdf</a>	
PDF: Rainbow R U OK Guide		x			External	Complete	Meets standards.	<a href="https://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity">https://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity</a>	
PDF: Guide to Information Security April 2013 - 'Reasonable steps' to protect personal information. Office of the Australian Information Commissioner				x	External	Not yet commenced	Out of date - 2013. 2 instances of the description of 'Sensitive information' as set out in the Privacy Act: 'sexual preferences or practices'. Any updated version?	<a href="https://intranet.bca.gov.au/PropertySecurityandOfficeSupplies/Documents/information-security-guide.pdf#search=sexual%20preference">https://intranet.bca.gov.au/PropertySecurityandOfficeSupplies/Documents/information-security-guide.pdf#search=sexual%20preference</a>	
Asutran Privacy Principles - handling personal information					Internal; based off external	Not yet commenced	Phrase 'Sexual orientation or practices'. Note: the current OAC website uses this phrasing which is what our information is based off. See URL in next column.	<a href="https://www.oaic.gov.au/privacy/your-privacy-rights/your-personal-information/what-is-personal-information/#SensitiveInfo">https://www.oaic.gov.au/privacy/your-privacy-rights/your-personal-information/what-is-personal-information/#SensitiveInfo</a>	Page owner: Privacy and Information Disclosure. If your work involves either the handling of TFNs, or data-matching, contact the Privacy and Information Disclosure Section at [redacted] for advice and assistance.
Awards Framework 2015-2020		x		x	Internal	Complete	Meets standards.	<a href="https://intranet.bca.gov.au/PPCR/Documents/human-resources-management/awards-framework.pdf#search=sexual%20preference">https://intranet.bca.gov.au/PPCR/Documents/human-resources-management/awards-framework.pdf#search=sexual%20preference</a>	For queries and feedback, please email: [redacted] 47E(d)
Border Ops - Relationship Types for Countries/Regions:				x	Internal	Complete	Overall the intranet pages for the 99 countries meet standards. Those that do reference LGBTIQ+ communities consistently use the terminology 'same-sex' couples, relationships etc. Some pages could update the listed acronym in line with current Departmental language, from LGBT or LGBTI to LGBTIQ+.	<a href="https://intranet.bca.gov.au/border-ops/processing/cirst">https://intranet.bca.gov.au/border-ops/processing/cirst</a>	
Albanian Relationship Types				x	Internal	Complete	NO ACCESS to Relationship Types Page	<a href="https://intranet.bca.gov.au/border-ops/processing/cirst/albania/relationship-types">https://intranet.bca.gov.au/border-ops/processing/cirst/albania/relationship-types</a>	
Albania Relationship Types				x	Internal	Complete	Same-sex only mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/cirst/albania/relationship-types">https://intranet.bca.gov.au/border-ops/processing/cirst/albania/relationship-types</a>	
Algeria Relationship Types				x	Internal	Complete	No content	<a href="https://intranet.bca.gov.au/border-ops/processing/cirst/algeria/relationship-types.aspx">https://intranet.bca.gov.au/border-ops/processing/cirst/algeria/relationship-types.aspx</a>	
Argentina Relationship Types				x	Internal	Complete	Same-sex only mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/cirst/argentina/relationships-types">https://intranet.bca.gov.au/border-ops/processing/cirst/argentina/relationships-types</a>	
Austria Relationship Types				x	Internal	Complete	mentions same-sex and trans	<a href="https://intranet.bca.gov.au/border-ops/processing/cirst/austria/relationship-types">https://intranet.bca.gov.au/border-ops/processing/cirst/austria/relationship-types</a>	
Bangladesh Relationship Types				x	Internal	Complete	same-sex orientation	<a href="https://intranet.bca.gov.au/border-ops/processing/cirst/bangladesh/relationships-types">https://intranet.bca.gov.au/border-ops/processing/cirst/bangladesh/relationships-types</a>	
Belgium Relationship Types				x	Internal	Complete	same-sex only mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/cirst/belgium/relationships-types">https://intranet.bca.gov.au/border-ops/processing/cirst/belgium/relationships-types</a>	
Bosnia and Herzegovina Relationship Types				x	Internal	Complete	same-sex only mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/cirst/bosnia-herzegovina/relationships-types">https://intranet.bca.gov.au/border-ops/processing/cirst/bosnia-herzegovina/relationships-types</a>	
Brazil Relationship Types				x	Internal	Complete	Same-sex only mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/cirst/brazil/relationship-types">https://intranet.bca.gov.au/border-ops/processing/cirst/brazil/relationship-types</a>	
Bulgaria Relationship Types				x	Internal	Complete	no mention	<a href="https://intranet.bca.gov.au/border-ops/processing/cirst/bulgaria/relationships-types">https://intranet.bca.gov.au/border-ops/processing/cirst/bulgaria/relationships-types</a>	
Burundi Relationship Types				x	Internal	Complete	Same-sex only mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/cirst/burundi/relationships-types">https://intranet.bca.gov.au/border-ops/processing/cirst/burundi/relationships-types</a>	
Cambodia Relationship Types				x	Internal	Complete	no mention	<a href="https://intranet.bca.gov.au/border-ops/processing/cirst/cambodia/relationships-types">https://intranet.bca.gov.au/border-ops/processing/cirst/cambodia/relationships-types</a>	
Cameroon Relationship Types				x	Internal	Complete	same-sex only mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/cirst/cameroon/relationships-types">https://intranet.bca.gov.au/border-ops/processing/cirst/cameroon/relationships-types</a>	
Chile Relationship Types				x	Internal	Complete	same-sex only mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/cirst/chile/relationships-types">https://intranet.bca.gov.au/border-ops/processing/cirst/chile/relationships-types</a>	
China Relationship Types				x	Internal	Complete	no mention	<a href="https://intranet.bca.gov.au/border-ops/processing/cirst/china/relationships-types">https://intranet.bca.gov.au/border-ops/processing/cirst/china/relationships-types</a>	
Colombia Relationship Types				x	Internal	Complete	same-sex only mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/cirst/colombia/relationships-types">https://intranet.bca.gov.au/border-ops/processing/cirst/colombia/relationships-types</a>	

Status Key: Not yet commenced, In Queue, Under Review, Updates in Progress, Delivered

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Search Results for "sexual preference"

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Search Results for "lifestyle choice"

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Search Results for "sexual preference"

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Search Results for "sexual preference"

Showing 1 to 4 of 142 items

Search Results for "lifestyle choice"

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Croatia Relationship Types				x	Internal	Complete	same-sex only mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/croatia/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/croatia/relationship-types</a>
Czech Republic Relationship Types				x	Internal	Complete	same-sex only mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/czech-republic/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/czech-republic/relationship-types</a>
Democratic Republic of Congo Relationship Types				x	Internal	Complete	same-sex only mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/congo/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/congo/relationship-types</a>
Denmark Relationship Types				x	Internal	Complete	same-sex only mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/denmark/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/denmark/relationship-types</a>
Djibouti Relationship Types				x	Internal	Complete	same-sex only mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/djibouti/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/djibouti/relationship-types</a>
Ecuador Relationship Types				x	Internal	Complete	same-sex only mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/ecuador/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/ecuador/relationship-types</a>
Egypt Relationship Types				x	Internal	Complete	no mention	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/egypt/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/egypt/relationship-types</a>
Eritrea Relationship Types				x	Internal	Complete	no mention - direction to contact Nairobi Post	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/eritrea/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/eritrea/relationship-types</a>
Estonia Relationship Types				x	Internal	Complete	same-sex only mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/estonia/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/estonia/relationship-types</a>
Ethiopia Relationship Types				x	Internal	Complete	same-sex only mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/ethiopia/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/ethiopia/relationship-types</a>
Finland Relationship Types				x	Internal	Complete	same-sex only mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/finland/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/finland/relationship-types</a>
France Relationship Types				x	Internal	Complete	no mention	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/france/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/france/relationship-types</a>
Former Yugoslav Republic (FYR) of Macedonia Relationship Types				x	Internal	Complete	same-sex only mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/fyr-macedonia/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/fyr-macedonia/relationship-types</a>
Germany Relationship Types				x	Internal	Complete	same-sex only mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/germany/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/germany/relationship-types</a>
Ghana Relationship Types				x	Internal	Complete	no mention	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/ghana/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/ghana/relationship-types</a>
Greece Relationship Types				x	Internal	Complete	same-sex only mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/greece/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/greece/relationship-types</a>
Hong Kong Relationship Types				x	Internal	Complete	directed to China page	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/hong-kong">https://intranet.bca.gov.au/border-ops/processing/crst/hong-kong</a>
Hungary Relationship Types				x	Internal	Complete	same-sex & homosexuality (in the context of legal repercussions), and trans mentioned same-sex mentioned, but uses the term 'gays and lesbians can adopt children' - suggest contacting business area to update wording to 'People identifying as gay or lesbian can adopt.'	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/hungary/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/hungary/relationship-types</a>
Iceland Relationship Types				x	Internal	Complete	same-sex only mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/iceland/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/iceland/relationship-types</a>
India Relationship Types				x	Internal	Complete	same-sex only mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/india/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/india/relationship-types</a>
Indonesia Relationship Types				x	Internal	Complete	same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/indonesia/relationship-types#heading5">https://intranet.bca.gov.au/border-ops/processing/crst/indonesia/relationship-types#heading5</a>
Iraq Relationship Types				x	Internal	Complete	same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/iraq/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/iraq/relationship-types</a>
Ireland Relationship Types				x	Internal	Complete	same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/ireland/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/ireland/relationship-types</a>
Israel Relationship Types				x	Internal	Complete	same-sex mentioned	<a href="https://intranet.bca.gov.au/crst/Pages/Israel/relationship-types.aspx">https://intranet.bca.gov.au/crst/Pages/Israel/relationship-types.aspx</a>
Italy Relationship Types				x	Internal	Complete	same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/italy/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/italy/relationship-types</a>
Jamaica Relationship Types				x	Internal	Complete	same-sex mentioned	<a href="https://intranet.bca.gov.au/crst/Pages/Jamaica/relationship-types.aspx">https://intranet.bca.gov.au/crst/Pages/Jamaica/relationship-types.aspx</a>
Japan Relationship Types				x	Internal	Complete	same-sex mentioned	<a href="https://intranet.bca.gov.au/crst/Pages/Japan/relationship-types.aspx">https://intranet.bca.gov.au/crst/Pages/Japan/relationship-types.aspx</a>
Kenya Relationship Types				x	Internal	Complete	same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/kenya/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/kenya/relationship-types</a>
Kosovo Relationship Types				x	Internal	Complete	same-sex and homosexuality mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/kosovo/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/kosovo/relationship-types</a>
Kyrgyzstan Relationship Types				x	Internal	Complete	same-sex mentioned, consider contact to update LGBT to LGBTIQ+	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/kyrgyzstan/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/kyrgyzstan/relationship-types</a>
Latvia Relationship Types				x	Internal	Complete	same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/latvia/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/latvia/relationship-types</a>
Lebanon Relationship Types				x	Internal	Complete	same-sex mentioned, consider contact to update LGBT to LGBTIQ+	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/lebanon/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/lebanon/relationship-types</a>
Libya Relationship Types				x	Internal	Complete	no info - guidance to contact Cairo post	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/libya/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/libya/relationship-types</a>
Liechtenstein Relationship Types				x	Internal	Complete	same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/liechtenstein/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/liechtenstein/relationship-types</a>
Lithuania Relationship Types				x	Internal	Complete	same-sex not mentioned explicitly	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/lithuania/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/lithuania/relationship-types</a>
Malawi Relationship Types				x	Internal	Complete	same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/malawi/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/malawi/relationship-types</a>
Malaysia Relationship Types				x	Internal	Complete	same-sex relationships and orientations mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/malaysia/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/malaysia/relationship-types</a>
Malta Relationship Types				x	Internal	Complete	same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/malta/relationship-types#heading3">https://intranet.bca.gov.au/border-ops/processing/crst/malta/relationship-types#heading3</a>
Mauritius Relationship Types				x	Internal	Complete	no mention	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/mauritius/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/mauritius/relationship-types</a>
Mexico Relationship Types				x	Internal	Complete	same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/mexico/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/mexico/relationship-types</a>
Montenegro Relationship Types				x	Internal	Complete	same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/montenegro/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/montenegro/relationship-types</a>
Morocco Relationship Types				x	Internal	Complete	same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/morocco/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/morocco/relationship-types</a>
Myanmar Relationship Types				x	Internal	Complete	NO ACCESS to Relationship Types Page	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/myanmar">https://intranet.bca.gov.au/border-ops/processing/crst/myanmar</a>
Nepal Relationship Types				x	Internal	Complete	same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/nepal/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/nepal/relationship-types</a>
Nigeria Relationship Types				x	Internal	Complete	same-sex mentioned, consider contact to update LGBT to LGBTIQ+	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/nigeria/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/nigeria/relationship-types</a>
Norway Relationship Types				x	Internal	Complete	same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/norway/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/norway/relationship-types</a>
Pakistan Relationship Types				x	Internal	Complete	Meets standards. Could contact business area to update LGBT to LGBTIQ+	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/pakistan/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/pakistan/relationship-types</a>
Papua New Guinea Relationship Types				x	Internal	Complete	no mention	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/papua-new-guinea/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/papua-new-guinea/relationship-types</a>
Paraguay Relationship Types				x	Internal	Complete	same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/paraguay/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/paraguay/relationship-types</a>
Peru Relationship Types				x	Internal	Complete	same-sex mentioned, consider contact to update LGBT to LGBTIQ+	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/peru/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/peru/relationship-types</a>
Philippines Relationship Types				x	Internal	Complete	same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/philippines/relationship-types#heading2">https://intranet.bca.gov.au/border-ops/processing/crst/philippines/relationship-types#heading2</a>
Poland Relationship Types				x	Internal	Complete	same-sex mentioned, consider contact to update LGBT to LGBTIQ+	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/poland/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/poland/relationship-types</a>
Romania Relationship Types				x	Internal	Complete	no mention	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/romania/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/romania/relationship-types</a>
Russia Relationship Types				x	Internal	Complete	same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/russia/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/russia/relationship-types</a>
Rwanda Relationship Types				x	Internal	Complete	no mention	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/rwanda/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/rwanda/relationship-types</a>
Serbia Relationship Types				x	Internal	Complete	no mention	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/serbia/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/serbia/relationship-types</a>
Singapore Relationship Types				x	Internal	Complete	same-sex mentioned	<a href="https://intranet.bca.gov.au/crst/Pages/Singapore/relationship-types.aspx">https://intranet.bca.gov.au/crst/Pages/Singapore/relationship-types.aspx</a>
Slovakia Relationship Types				x	Internal	Complete	no mention	<a href="https://intranet.bca.gov.au/border-ops/processing/crst/slovakia/relationship-types">https://intranet.bca.gov.au/border-ops/processing/crst/slovakia/relationship-types</a>

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Slovenia Relationship Types				x	Internal	Complete	Same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/process/crst/slovenia/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/slovenia/relationships-types</a>		
Somalia Relationship Types					x	Internal	No mention	<a href="https://intranet.bca.gov.au/border-ops/process/crst/somalia/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/somalia/relationships-types</a>		
South Africa Relationship Types					x	Internal	Same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/process/crst/south-africa/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/south-africa/relationships-types</a>		
South Korea Relationship Types					x	Internal	No mention	<a href="https://intranet.bca.gov.au/border-ops/process/crst/south-korea/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/south-korea/relationships-types</a>		
South Sudan Relationship Types					x	Internal	No mention	<a href="https://intranet.bca.gov.au/border-ops/process/crst/south-sudan/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/south-sudan/relationships-types</a>		
Spain Relationship Types					x	Internal	Same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/process/crst/spain/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/spain/relationships-types</a>		
Sri Lanka Relationship Types					x	Internal	Same-sex mentioned, consider contact to update LGBT to LGBTIQ+	<a href="https://intranet.bca.gov.au/border-ops/process/crst/sri-lanka/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/sri-lanka/relationships-types</a>		
Sudan Relationship Types					x	Internal	No mention	<a href="https://intranet.bca.gov.au/border-ops/process/crst/sudan/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/sudan/relationships-types</a>		
Sweden Relationship Types					x	Internal	Same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/process/crst/sweden/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/sweden/relationships-types</a>		
Switzerland Relationship Types					x	Internal	Same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/process/crst/switzerland/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/switzerland/relationships-types</a>		
Taiwan Relationship Types					x	Internal	Same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/process/crst/taiwan/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/taiwan/relationships-types</a>		
Tanzania Relationship Types					x	Internal	No mention	<a href="https://intranet.bca.gov.au/border-ops/process/crst/tanzania/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/tanzania/relationships-types</a>		
Thailand Relationship Types					x	Internal	No mention	<a href="https://intranet.bca.gov.au/border-ops/process/crst/thailand/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/thailand/relationships-types</a>		
The Netherlands Relationship Types					x	Internal	Same-sex mentioned, but also uses terminology 'homosexual and heterosexual couples.'	<a href="https://intranet.bca.gov.au/border-ops/process/crst/the-netherlands/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/the-netherlands/relationships-types</a>		
Tunisia Relationship Types					x	Internal	No content.	<a href="https://intranet.bca.gov.au/border-ops/process/crst/tunisia/relationships-types.aspx">https://intranet.bca.gov.au/border-ops/process/crst/tunisia/relationships-types.aspx</a>		
Turkey Relationship Types					x	Internal	Same-sex mentioned; consider contact to update LGBT to LGBTIQ+	<a href="https://intranet.bca.gov.au/border-ops/process/crst/turkey/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/turkey/relationships-types</a>		
Uganda Relationship Types					x	Internal	Meets standards.	<a href="https://intranet.bca.gov.au/border-ops/process/crst/uganda/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/uganda/relationships-types</a>		
Ukraine Relationship Types					x	Internal	Same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/process/crst/ukraine/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/ukraine/relationships-types</a>		
United Kingdom Relationship Types					x	Internal	Same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/process/crst/united-kingdom/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/united-kingdom/relationships-types</a>		
United States Relationship Types					x	Internal	Same-sex mentioned	<a href="https://intranet.bca.gov.au/border-ops/process/crst/united-states/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/united-states/relationships-types</a>		
Uruguay Relationship Types					x	Internal	Same-sex mentioned; update language	<a href="https://intranet.bca.gov.au/border-ops/process/crst/uruguay/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/uruguay/relationships-types</a>		
Uzbekistan Relationship Types					x	Internal	Meets standards.	<a href="https://intranet.bca.gov.au/border-ops/process/crst/uzbekistan/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/uzbekistan/relationships-types</a>		
Vatican City Relationship Types					x	Internal	Meets standards - terms used include sexual orientation, gender identity and the use of 'homosexual' in reference to discrimination.	<a href="https://intranet.bca.gov.au/border-ops/process/crst/vatican-city/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/vatican-city/relationships-types</a>		
Venezuela Relationship Types					x	Internal	Same-sex mentioned; consider contact to update LGBT to LGBTIQ+. Also uses 'sexual orientation' and 'sexual diversity'	<a href="https://intranet.bca.gov.au/border-ops/process/crst/venezuela/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/venezuela/relationships-types</a>		
Vietnam Relationship Types					x	Internal	No mention	<a href="https://intranet.bca.gov.au/border-ops/process/crst/vietnam/relationships-types">https://intranet.bca.gov.au/border-ops/process/crst/vietnam/relationships-types</a>		
Guideline on assessing claims related to gender and sexual orientation - Gender and Sexual Orientation Procedural Instruction (hosted on LEGEND)	x				x	Internal	Complete	Language meets standards and does not contain any instances of 'sexual preference' or 'lifestyle choice'. It clear states that 'officers must not assume that a person's sexual orientation or gender identity is a lifestyle or a choice'.	<a href="https://intranet.bca.gov.au/PPCR/Pages/Gender-and-Sexual-Orientation.aspx">https://intranet.bca.gov.au/PPCR/Pages/Gender-and-Sexual-Orientation.aspx</a> <a href="https://legend.border.gov.au/migration/2017-2020/2019/06-11-2019/policy/Pages/_document00005/level%20100342.aspx?searching-Guideline%20on%20assessing%20claims%20related%20to%20gender%20and%20sexual%20orientation%202">https://legend.border.gov.au/migration/2017-2020/2019/06-11-2019/policy/Pages/_document00005/level%20100342.aspx?searching-Guideline%20on%20assessing%20claims%20related%20to%20gender%20and%20sexual%20orientation%202</a>	s. 47E(d)
Complementary Protection Guidelines (hosted on LEGEND)	x				x	Internal	Complete	Language meets standards and does not contain any instances of 'sexual preference' or 'lifestyle choice'. It clear states gender identity/sexual orientation.	<a href="https://intranet.bca.gov.au/PPCR/Pages/protection-visa-processing-guidelines.aspx">https://intranet.bca.gov.au/PPCR/Pages/protection-visa-processing-guidelines.aspx</a> <a href="https://legend.border.gov.au/migration/2017-2020/2020/24-11-2020/policy/Pages/_document00005/level%20100334.aspx?searching-Complementary%20protection%20guidelines%20search-highlight-anchor">https://legend.border.gov.au/migration/2017-2020/2020/24-11-2020/policy/Pages/_document00005/level%20100334.aspx?searching-Complementary%20protection%20guidelines%20search-highlight-anchor</a>	s. 47E(d)
Protection Visa Processing Guidelines (hosted on LEGEND)	x				x	Internal	Complete	Links through to Gender and Sexual Orientation PI - this is the only instance of the terms.	<a href="https://intranet.bca.gov.au/PPCR/Pages/protection-visa-processing-guidelines.aspx">https://intranet.bca.gov.au/PPCR/Pages/protection-visa-processing-guidelines.aspx</a> <a href="https://legend.border.gov.au/migration/2017-2020/2020/24-11-2020/policy/Pages/_document00005/level%20100325-5.aspx?searching%20protection%20visa%20processing%20guidelines%20search-highlight-anchor">https://legend.border.gov.au/migration/2017-2020/2020/24-11-2020/policy/Pages/_document00005/level%20100325-5.aspx?searching%20protection%20visa%20processing%20guidelines%20search-highlight-anchor</a>	s. 47E(d)
Procedures Advice Manual 3 - Reception and Induction - Rights and Responsibilities	x					Not yet commenced	Not yet commenced	1 instance of 'sexual preference'. This should be updated. But this appears to be from 2013, so I'm unsure if a newer version exists. LEGEND navigation is not helpful.	<a href="https://intranet.bca.gov.au/migration/2017-2020/2017/18-11-2017/legend_current_mp/Pages/_document00005/level%20100325-5.aspx?searching%20assessment%20claims%20related%20to%20sexual%20orientation%20search-highlight-anchor">https://intranet.bca.gov.au/migration/2017-2020/2017/18-11-2017/legend_current_mp/Pages/_document00005/level%20100325-5.aspx?searching%20assessment%20claims%20related%20to%20sexual%20orientation%20search-highlight-anchor</a> <a href="https://legend.border.gov.au/migration/2017-2020/2017/18-11-2017/legend_current_mp/Pages/_document00005/level%20100325-5.aspx?searching%20assessment%20claims%20related%20to%20sexual%20orientation%20search-highlight-anchor">https://legend.border.gov.au/migration/2017-2020/2017/18-11-2017/legend_current_mp/Pages/_document00005/level%20100325-5.aspx?searching%20assessment%20claims%20related%20to%20sexual%20orientation%20search-highlight-anchor</a>	s. 47E(d)
The Department's Privacy Policy	x				Internal; key phrase based off external	Not yet commenced	Not yet commenced	Phrase 'Sexual orientation or practices'. Note: the current OAC website uses this phrasing which is what our information is based off. See URL in next column.	<a href="https://www.oaic.gov.au/privacy/your-privacy-rights/your-personal-information/what-is-personal-information/#SensitiveInfo">https://www.oaic.gov.au/privacy/your-privacy-rights/your-personal-information/what-is-personal-information/#SensitiveInfo</a> <a href="https://intranet.bca.gov.au/PPCR/Pages/department-privacy-policy.aspx">https://intranet.bca.gov.au/PPCR/Pages/department-privacy-policy.aspx</a>	s. 47E(d)
People Strategy 2025	x				Internal	Complete	Meets standards	<a href="https://intranet.bca.gov.au/myhr/Documents/people-strategy-2025.pdf?search=LGBT%20assessment%20claims%20training">https://intranet.bca.gov.au/myhr/Documents/people-strategy-2025.pdf?search=LGBT%20assessment%20claims%20training</a>	s. 47E(d)	
Enterprise Identity PI	x				Internal; key phrase based off external	Not yet commenced	Not yet commenced	Instances of lifestyle choice or sexual preference. Consider: - contacting BA to update LGBT/LGBTI to LGBTIQ+, - updating from 'gender reassignment' (p 28) to 'gender affirmation', - also uses phrase 'sexual orientation or practices' per Privacy Act. Next review date April 2021.	<a href="https://intranet.bca.gov.au/PPCR/_layouts/15/WopiFrame.aspx?source=doc%2044462-4f1f-4466-8b31-f48c792e5816&amp;act=enterprise-identity-procedural-instruction.DOCX&amp;action=Default&amp;DefaultPage=1">https://intranet.bca.gov.au/PPCR/_layouts/15/WopiFrame.aspx?source=doc%2044462-4f1f-4466-8b31-f48c792e5816&amp;act=enterprise-identity-procedural-instruction.DOCX&amp;action=Default&amp;DefaultPage=1</a>	s. 47E(d)
Detention Services Manual - Glossary	x				Internal	Complete	Meets standards	<a href="https://intranet.bca.gov.au/PPCR/Pages/Detention-Services-Manual-Glossary.aspx">https://intranet.bca.gov.au/PPCR/Pages/Detention-Services-Manual-Glossary.aspx</a>	s. 47E(d)	
Australian Border Force Uniform Dress and Appearance Standards	x				Internal	Complete	Meets standards	<a href="https://intranet.bca.gov.au/PPCR/Pages/Australian-Border-Force-Uniform-Dress-and-Appearance-Standards.aspx">https://intranet.bca.gov.au/PPCR/Pages/Australian-Border-Force-Uniform-Dress-and-Appearance-Standards.aspx</a>	s. 47E(d)	
Dress and Appearance Standards	x				Internal	Complete	Meets standards (no mention of gender identity, sexual orientation).	<a href="https://intranet.bca.gov.au/PPCR/Pages/dress-appearance-standards.aspx">https://intranet.bca.gov.au/PPCR/Pages/dress-appearance-standards.aspx</a>	s. 47E(d)	
Writing Style Guide	x				x	Internal	Complete	See: Appendix A. Meets standards	<a href="https://intranet.bca.gov.au/corporate/communication-media/writing-style-guide">https://intranet.bca.gov.au/corporate/communication-media/writing-style-guide</a>	s. 47E(d)
Driving a High Performing Culture					x	Internal	Complete	Meets standards (try MYHR)	<a href="https://intranet.bca.gov.au/myhr/Documents/driving-high-performing-culture-framework.pdf?search=sexual%20orientation">https://intranet.bca.gov.au/myhr/Documents/driving-high-performing-culture-framework.pdf?search=sexual%20orientation</a>	s. 47E(d)
Web Services - preparing online documents manual					x	Internal	Complete	Meets standards.	<a href="https://intranet.bca.gov.au/web-publishing/Documents/preparing-online-documents-manual.pdf">https://intranet.bca.gov.au/web-publishing/Documents/preparing-online-documents-manual.pdf</a>	s. 47E(d)

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Security - personal safety and security				x	Internal	Complete	Find home page; meets standards though in reference to D&FV.	<a href="https://intranet.bca.gov.au/security/Documents/dstp-information-guide-personal-safety-security.pdf#search=sexual%20orientation">https://intranet.bca.gov.au/security/Documents/dstp-information-guide-personal-safety-security.pdf#search=sexual%20orientation</a>	
The Department as an Enforcement Body	x				Internal; key phrase based off external	Not yet commenced	Meets standards, for sexual orientation (no instances of lifestyle choice or sexual preference, uses phrase 'sexual orientation or practices' per Privacy Act).	<a href="https://intranet.bca.gov.au/PPCR/Pages/department-as-an-enforcement-body.aspx">https://intranet.bca.gov.au/PPCR/Pages/department-as-an-enforcement-body.aspx</a> <a href="https://www.oaic.gov.au/privacy/your-privacy-rights/your-personal-information/what-is-personal-information/#sexualinfo">https://www.oaic.gov.au/privacy/your-privacy-rights/your-personal-information/what-is-personal-information/#sexualinfo</a>	
Identity Change: Managing correction of personal information and Commencement of Identity records (SOP)	x				Internal	Complete	Meets standards.	<a href="https://intranet.bca.gov.au/PPCR/Pages/IB-523-Identity-Change-Managing-correction-of-personal-information-and-Commencement-of-Identity-records.aspx">https://intranet.bca.gov.au/PPCR/Pages/IB-523-Identity-Change-Managing-correction-of-personal-information-and-Commencement-of-Identity-records.aspx</a>	s. 47E(d)
Protection Obligations Assessment Claims Training	x				Internal	Complete	Meets standards.	See: ADD2019/5025860 Pilot - Protection Obligations Assessment - LGBTI+ Claims Training - Definitions See also: ADD2020/4617764, ADD2020/4279711, ADD2020/4204880.	
Workplace Behaviour Policy Statement	x				Internal	Updates in Progress	One instance of 'sexual preference'. Query submitted 23/12/20. Language will be updated next review, see: ADD2021/791147	<a href="https://intranet.bca.gov.au/PPCR/Pages/workplace-behaviour.aspx">https://intranet.bca.gov.au/PPCR/Pages/workplace-behaviour.aspx</a>	

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STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE					
2. LGBTQ Inclusivity within Policies and Benefits					
<p>On our policy internet pages (or upload within our policy documentation), we have made it explicitly clear that all policies are inclusive of LGBTQ employees and their families (where families are included within policies/benefits).</p> <p>We know that people can read themselves out of policies. While in previous indices we asked you to show us inclusivity statements within each and every policy, we have since had low changes that makes it illegal to discriminate so now we are simply asking you to place a statement of your inclusivity on the internet page that houses your policies, family leave entitlements and benefits. The need to clearly articulate the LGBTQ inclusivity of your policies here in Australia is still necessary for the following reasons:</p> <ul style="list-style-type: none"> <li>Some employees may not be sure of how religious freedoms intersect with discrimination law in some workplace settings.</li> <li>Not all policies will be up to speed with discrimination law when it comes to family benefits and workplace policies and therefore may not know if all policies apply</li> <li>Some policies are written internationally and implemented globally where laws are different so a localisation of benefits or clarification of these may be necessary.</li> </ul> <p>Please provide a screenshot or most attachments of where you state the explicit inclusion of LGBTQ employees (and families where relevant) within policies/benefits (please do NOT attach complete policies).</p>					
Page title	Progress	TIRM ref/URL	Comments	Notes	Internal Contact Area
Pay, leave and conditions	Delivered	https://intranet.bca.gov.au/mhr/pay-leave-conditions	Suggest adding text with header to the main 'Pay, Leave and Conditions' page. Could even be written as a disclaimer but must be obvious and not hidden.	16/12/20 - Email: s. 47E(d)	s. 47E(d)
Home Affairs Workplace Determination: HR Policies and Procedural Instructions	Delivered	https://intranet.bca.gov.au/mhr/Pages/workplace-determination.aspx#tab=1	Suggest adding text either to top level summary after 'WD explanation text (no header)', OR under the HR PS and PI section (with header).	Screenhots in word doc.	
Home Affairs Workplace Determination: Factsheets	Delivered	https://intranet.bca.gov.au/mhr/Pages/workplace-determination.aspx#tab=2	Suggest adding adding text with own header after the main 'Factsheet' section.		

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE					
3. New Parent Leave Inclusive of LGBTQ+ Families					
<p>On our policy pages (or upload within our family policy documentation), we explicitly communicate that our New Parent Leave (or equivalent) includes those who have children via surrogacy, adoption and foster arrangements regardless of employee gender.</p>					
Page title	Progress	TIRM ref/URL	Comments	Notes	Internal Contact Area
Pay Leave Conditions Landing Page	Delivered	https://intranet.bca.gov.au/mhr/pay-leave-conditions	Update added successfully.		
WD MyHR Page	Delivered	https://intranet.bca.gov.au/mhr/Pages/workplace-determination.aspx#tab=1	Although these policies are undergoing review, as above in item 2, we clearly state on our HR page that these policies, procedures and conditions are fully inclusive of LGBTQ+ employees and their families. Our (draft) parental leave policy does not cover (a) surrogacy, but does cover (b) adoption, and (c) foster arrangements, and is supported by our surrogacy letter.	Work area contacted to include surrogacy.	MyHR
Parental Leave 91 Marriage	Under Review	https://intranet.bca.gov.au/mhr/Documents/wd-final-parental			
Parental Leave 41 Clean	Under Review	https://intranet.bca.gov.au/mhr/Documents/wd-final-parental			

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE					
4. Travel Advice for Employees					
<p>We have travel advice and support available to our LGBTQ employees or employees with LGBTQ dependents should they be required to travel for work (e.g. cultural context, safety, LGBTQ matters in other jurisdictions).</p>					
Page title	Progress	TIRM ref/URL	Comments	Notes	Internal Contact Area
myHR Overseas Postings and Missions	Delivered	https://intranet.bca.gov.au/mhr/pay-leave-conditions/overseas-postings-and-missions	Screenhots, statements and policy/guidance excerpts are in the in working word doc.		
myHR Overseas preparation program	Delivered	https://intranet.bca.gov.au/mhr/Pages/overseas-preparation-program.aspx			
Domestic Relocations and Remote Conditions Policy Statement	Delivered	https://intranet.bca.gov.au/mhr/Documents/wd-domestic-relocation-remote-conditions-ps.pdf			
overseas conditions of service policy statement	Delivered	https://intranet.bca.gov.au/PPCR/Pages/overseas-conditions-of-service.aspx			
official travel policy (mandates risk assessments)	Delivered	https://intranet.bca.gov.au/PPCR/Pages/Official-Travel-Policy.aspx			
CRST	Delivered	https://intranet.bca.gov.au/border-ops/processing/crst/			

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE						
5. Third Party Policies						
<p>We have audited third party service providers to ensure they align with our non-discriminatory policies/procedures, inclusive of LGBTQ people and their families.</p> <p>We can tell control what we put in our own policies, we don't necessarily control what third party people within third party policies is not always evident and we have found some cases where there are notable unwarranted exclusions. Here we are looking to see that you are self aware in assessing policies for their inclusivity and can provide evidence of the explicit inclusion of LGBTQ people, within one of those assessed.</p> <p>For this question, please ensure that you have ticked all items that you have audited. You only need to provide a copy of the wording within one of the selected policies that clearly articulates the inclusion of LGBTQ people (wording/synonym does not need to match). Please do not include the whole policy, just a copy of the words that shows its inclusivity. Choose the policy that most explicitly states inclusion. You will also need to provide the details of a senior representative that can be contacted, if required, to verify that you have audited, or do regularly audit third party policies to ensure that they are not discriminatory and inclusive of LGBTQ people.</p>						
Third Party Service Provider	Audit Status (2020-21)	Provider Name/Product	URL's	Alignment with non-discriminatory policies/procedures & inclusive of LGBTQ+ people and their families	Notes	Contact area
Superannuation	Delivered	PSap	https://intranet.bca.gov.au/mhr/Pages/superannuation.aspx https://www.csc.gov.au/Member/Advice-and-Support/https://www.csc.gov.au/members/about	Benefits for customers: "We exclusively serve current and former members of the Australian Defence Force, government employees, and their families." CSC Diversity Policy is explicitly inclusive of LGBTQ+ (see terms section)	16/12/20: content is there to support claim. Policy documents saved, CSC Diversity policy saved.	
Death and TDP Benefits/Life Insurance	Delivered	PSap	As above	As above	As above.	
Travel Insurance	Delivered	Comover	https://intranet.bca.gov.au/corporate/risk/mhr/intranet.bca.gov.au/PPCR/Pages/rmg-1-1-1.aspx https://www.finance.bca.gov.au/PPCR/Pages/Travel.aspx https://www.finance.bca.gov.au/PPCR/Pages/Travel.aspx	Aligns with inclusive terminology - specifically uses "spouse, de facto spouse or domestic partner". Def D&I page explicitly states their inclusion of "all people, irrespective of gender, disability, culture, age, sexual orientation and caring responsibilities."	Managed by the Department of Finance As above: (to the extent of medical issues while travelling for work)	
Healthcare (including EAP)	Delivered	Comover	As Above	As above	As above.	

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE					
6. LGBTQ Inclusive Domestic & Family Violence Policy					
<p>We have a Domestic &amp; Family Violence Policy (DFV) that covers the following:</p> <ul style="list-style-type: none"> <li>(a) specific challenges and unique types of violence faced by LGBTQ communities.</li> <li>(b) stated LGBTQ avenues of support</li> </ul>					
Page title	Progress	TIRM ref/URL	Comments	Notes	Internal Contact Area
Domestic and family violence assistance	Delivered	https://intranet.bca.gov.au/mhr/Pages/domestic-family-violence-assistance.aspx	1) upload PID D&FV pdf to myHR (already on B) 2) Issue a D&FV BA to add statement on myHR D&FV page linking to above assistance.aspx	Depending on outcome - if unsuccessful adding statement to that page, add to LGBTQ+ hub instead.	s. 47E(d)
Domestic and family violence external support services	Delivered	https://intranet.bca.gov.au/mhr/Pages/domestic-family-violence-external-support-services.aspx	Does contain LGBTQ+ specific resources.	fulfill (b) - "stated LGBTQ+ avenues of support"	
DFV Contact Officer Network	Delivered	https://intranet.bca.gov.au/about/strategy/strategy-register/domestic-family-violence-domestic-family-violence	No LGBTQ+ specific training but DFV specialist training.		

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE					
7. Communications on LGBTQ Inclusive and Offensive Language					
<p>We have developed targeted communication guidelines that outline how to reference LGBTQ communities in communications, articles, media, and/or advertising that:</p> <ul style="list-style-type: none"> <li>a) provide examples of both inclusive language AND language that is excluded/offensive to LGBTQ people</li> <li>b) are available to all employees within the organisation</li> </ul>					
Page title	Progress	TIRM ref/URL	Comments	Notes	Internal Contact Area
Writing Style Guide	Delivered	https://intranet.bca.gov.au/corporate/communication	Appendix A: inclusive language guide.		
Australian Government style manual	Delivered	https://www.stylemanual.gov.au	Clear examples of both sides (inclusive and exclusive/offensive)		
myHR Title 1 - practising inclusive language	Delivered	https://www.stylemanual.gov.au/format/writing-and-editing			
Rainbow sam resources (Words at work guide DCA)	Delivered	https://intranet.bca.gov.au/mhr/Pages/lgbtiq.aspx#tab=1			DCA

STANDING SUBMISSION: LGBTQ+ Bullying and Harassment Support					
8. LGBTQ Training HR / Grievance Officers					
<p>We have an internal formal HR/Grievance process whereby LGBTQ people can request or engage with:</p> <ul style="list-style-type: none"> <li>a) someone specifically trained in LGBTQ Inclusion, OR</li> <li>b) an ally who has a good understanding of LGBTQ sensitivities and potential areas of concern</li> </ul>					
Page title	Progress	URL	Comments	Notes	Internal Contact Area
Mental Health Plan 2020	Delivered	https://intranet.bca.gov.au/mhr/Pages/mental-health.aspx https://intranet.bca.gov.au/mhr/Documents/mental-health-plan-2020.pdf	Green highlight is included in answer, with PIP being main answer.		
Coaching Support at Work	Delivered	https://intranet.bca.gov.au/mhr/Pages/getting-support-at-work.aspx	PSOs for Pride, PSOs for Pride Ally/No LGBTQ+ specific training.		
Peer Support Program	Delivered	https://intranet.bca.gov.au/mhr/Pages/peer-support.aspx	No LGBTQ+ specific training.		
PSOs/Pride Ally	Delivered	https://intranet.bca.gov.au/mhr/Pages/psos-pride.aspx	No LGBTQ+ specific training.		
Management Contract Officers	Delivered	https://intranet.bca.gov.au/mhr/Pages/management-contract-officers.aspx	No LGBTQ+ specific training.		
ABF Speak Safe	Delivered	https://intranet.bca.gov.au/mhr/Pages/abf-speak-safe.aspx	No LGBTQ+ specific training.		
WBT	Delivered	https://intranet.bca.gov.au/mhr/Pages/workplace-behaviour.aspx	No LGBTQ+ specific training.		
EAP	Delivered	https://intranet.bca.gov.au/mhr/Pages/employee-assistance.aspx	No LGBTQ+ specific training.		
Mental Health First Aid Officer	Delivered	https://intranet.bca.gov.au/mhr/Pages/employee-assistance.aspx	No LGBTQ+ specific training.		

STANDING SUBMISSION: LGBTQ+ Bullying and Harassment Support					
9. Behavioural Examples of What Constitutes Bullying / Harassment					
<p>Documentation within our bullying and harassment policy/guidelines provide clear behavioural examples of what constitutes bullying/harassment in terms of sexual orientation, gender identity/expression AND examples of behaviour that constitutes bullying/harassment of intersex people.</p>					
Page title	Progress	URL	Comments	Notes	Internal Contact Area
Workplace Behaviour Policy Statement	Under Review	https://intranet.bca.gov.au/PPCR/Pages/workplace-behaviour.aspx	Inclusive language will be updated next review, see ADD0201/279147.	Work area contacted	s. 47E(d)
Managing Workplace Behaviour (PI)	Delivered	https://intranet.bca.gov.au/PPCR/Pages/managing-workplace-behaviour-procedures.aspx			

STANDING SUBMISSION: LGBTQ+ Bullying and Harassment Support					
10. EAP Provider					
<p>We have either:</p> <ul style="list-style-type: none"> <li>a) identified individuals within our EAP provider who have received specific training in, or have a considerable understanding of the challenges faced by LGBTQ individuals that we can refer our LGBTQ employees to</li> <li>b) received documentation that we believe demonstrates both the knowledge and expertise of our EAP provider to support LGBTQ people and us have:</li> <li>c) clearly communicated this on our EAP Provider page and/or our LGBTQ internet page.</li> </ul>					
Page title	Progress	URL	Comments	Notes	Internal Contact Area
Marriage Equality	Delivered	https://intranet.bca.gov.au/mhr/Documents/benevoler-marriage-equality	Branding clear. Hosted on our LGBTQ+ page.		s. 47E(d)
Finding Strength in our Sexuality	Delivered	https://intranet.bca.gov.au/mhr/Documents/finding-strength-in-our-sexuality	Branding clear. Hosted on our LGBTQ+ page.		
Email from benevoler clinician	Delivered	ADD0201/681348	Branding clear.		

STANDING SUBMISSION: LGBTQ+ Bullying and Harassment Support					
11. Tracking of Incidents					
<p>We can provide evidence that shows:</p> <ul style="list-style-type: none"> <li>a) how we extract LGBTQ related incidents from collected bullying/harassment data</li> <li>b) the development of a process that is sensitive to LGBTQ disclosure enabling us to mediate and/or action incidents.</li> </ul>					
Page title	Progress	URL/TIRM	Comments	Notes	Internal Contact Area
Info from WBT	Delivered	ADD0201/878446	Reaching out to WBT to confirm what processes are in place.		s. 47E(d)

STANDING SUBMISSION: Inclusion of Trans and Gender Diverse People					
12. Gender Affirmation Policy and Process Documentation					
<p>We have a documented gender affirmation policy/process and documentation to support both: the employee(s) wishing to affirm their gender in the workplace AND their manager(s), peers and colleagues.</p> <ul style="list-style-type: none"> <li>a) a copy of this specific policy/process</li> <li>b) detailed support documentation for employee(s) wishing to affirm their gender in the workplace</li> <li>c) detailed support/documentation for managers, peers and colleagues</li> </ul>					
Document Name/Case Title	Progress	TIRM ref/URL	Comments	Notes	Internal Contact Area
Factsheet Folder	Delivered	ADF017/54875			s. 47E(d)
Gender Affirmation in the Workplace	Delivered	https://intranet.bca.gov.au/mhr/Pages/lgbtiq.aspx#tab=5			
Art A Questionnaire for Managers	Delivered	ADD0200/4256594			
Art B Gender Affirmation Plan	Delivered	ADD0200/4256594			
Art C Team Communication Template	Delivered	ADD0200/4256594			
Art D Notice	Delivered	https://intranet.bca.gov.au/mhr/andd/andd/Pages/gender-affirmation.aspx			

STANDING SUBMISSION: Inclusion of Trans and Gender Diverse People					
13. Dress Codes and Uniforms					
<p>We have a documented gender affirmation policy/process and documentation to support both: the employee(s) wishing to affirm their gender in the workplace AND their manager(s), peers and colleagues.</p>					

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*We have removed gendered language within organisational wide dress code policies and/or guidelines to empower all employees, including trans, gender diverse and non-binary employees to dress in a manner (or select uniforms) that best reflects who they are. Further contact details and information has also been provided for support, if required.*

Policy Name	Progress	TIRM file/URL	Comments	Notes	Internal Contact Area
Australian Border Force Uniform Dress and Appearance Standards	Delivered	<a href="https://intranet.bcz.gov.au/PPCR/Pages/Australian-Border-Force-Uniform-Dress-and-Appearance-Standards.aspx">https://intranet.bcz.gov.au/PPCR/Pages/Australian-Border-Force-Uniform-Dress-and-Appearance-Standards.aspx</a>	Clear O&A statement that uniformed officers may wear the uniform that appropriately reflects their sex and/or gender identity. And confirms that 'officer'		s. 47E(d)
Australian Border Force Uniform Entitlements	Delivered	<a href="https://intranet.bcz.gov.au/PPCR/Pages/Australian-Border-Force-Uniform-Entitlements.aspx">https://intranet.bcz.gov.au/PPCR/Pages/Australian-Border-Force-Uniform-Entitlements.aspx</a>	This document is a supporting document for the above (A&I Dress and Appearance Standards). Note: that the above clearly states officers may wear the		
Australian Border Force PPE Entitlements	Delivered	<a href="https://intranet.bcz.gov.au/PPCR/Pages/Australian-Border-Force-PPE-Entitlements.aspx">https://intranet.bcz.gov.au/PPCR/Pages/Australian-Border-Force-PPE-Entitlements.aspx</a>	No mention of gender.		
Load Bearing Vest (LBV)	Delivered	<a href="https://intranet.bcz.gov.au/PPCR/Pages/load-bearing-vest">https://intranet.bcz.gov.au/PPCR/Pages/load-bearing-vest</a>	Not organisation wide, as for only specific roles where this vest is required 'The		
Dress and Appearance Standards	Delivered	<a href="https://intranet.bcz.gov.au/PPCR/Pages/dress-appearance">https://intranet.bcz.gov.au/PPCR/Pages/dress-appearance</a>	Document currently under review.		
Gender Affirmation in the Workplace Factsheet	Delivered	<a href="https://intranet.bcz.gov.au/myhr/Pages/gbrtq.asp#tab-5">https://intranet.bcz.gov.au/myhr/Pages/gbrtq.asp#tab-5</a>	Provides supporting information for uniform considerations and provides Uniform Casability Contact for staff needing support or guidance.		
<b>STANDING SUBMISSION: Inclusion of Trans and Gender Diverse People</b>					
<b>14. Gender Affirmation Leave</b>					
<i>We have an internal policy that ensures additional paid leave is available for employees who require time away to undertake or physically manage their gender affirmation.</i>					
<i>Note: For full points, this leave must be in addition to the need to utilise annual leave, sick or generic personal leave.</i>					
<i>We do not offer a leave type specifically for gender affirmation.</i>					
<b>STANDING SUBMISSION: Inclusion of Trans and Gender Diverse People</b>					
<b>15. Gender Neutral Bathrooms and Facilities</b>					
<i>We have (or are working towards) having 'Gender Neutral' or 'All Gender' bathrooms and/or facilities with clear and visible signage available to employees.</i>					
<i>Note: "Unisex" signage will not be given points for this question. We are seeking more inclusive language for inclusive signage.</i>					
Policy Name	Progress	TIRM file/URL	Comments	Notes	Internal Contact Area
FDI Request FA 13/06/20A51 - Anthony Galloway - policy on gender neutral toilets - 12/06/2019	Delivered	ADD2019/3781711	Info on gender neutral toilet FDI request.	Not included.	

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STANDING SUBMISSION: Inclusion of Trans and Gender Diverse People					
16. (Forms) Non-Binary Gender Options for <u>Employees</u> (Internal)					
We have audited and amended (or are in the process of auditing/amending) all internal documents and forms that collect gender information to include non-binary options and options for those who identify as trans or gender diverse (moving away from binary male/female, Mr. Ms., Mrs etc.).					
Page/Form Title	Form URL	Information Collected (gender)	Audit Status (2020-21)	Notes	Internal Contact Area (if required)
Employment Suitability Clearance - Declarable Circumstances Form (online form)	https://intranet.bcz.gov.au/about/integrity/standards-framework/reporting-declarable-circumstances/otp-heading0		Updates in Progress	Although title and gender are not mandatory – gender does include intersex and unknown, but title needs to be updated to include Mx.	s. 47E(d)
	https://portals.immi.gov.au/ecm/app/esc/enu	Gender, Title		ADD2021/762331 ADD2021/2458058	
Apply for an online QBT profile	https://intranet.bcz.gov.au/PPCR/Pages/Apply%20for%20an%20online%20QBT%20profile.aspx	name, title, gender	Delivered	Details collected, but option for MX and 'unspecified' included.	
Apply for an official passport	https://intranet.bcz.gov.au/corporate/finance/travel/passports	Name, gender	Delivered	Details collected, but option for 'indeterminate/unspecified/intersex' included.	
Return or Cancel Mastercard	https://intranet.bcz.gov.au/PPCR/_layouts/15/WopiFrame.aspx?sourceid={354F98E5-5485-4D49-AD7F-D99BC71CB383}&file=fm-1352-return-or-cancel-mastercard%20form-f1982_DOC&action=default&DefaultItemOpen=1	No gender/title details collected.	Delivered		
Minor Procurement Spending Form	https://intranet.bcz.gov.au/PPCR/Documents/financial-management/fm-1418-minor-procurement-spending-form-v6.pdf	No gender/title details collected.	Delivered		
Keeping in Touch Application Form	https://intranet.bcz.gov.au/myhr/_layouts/15/WopiFrame.aspx?sourceid={354F98E5-5485-4D49-AD7F-F80A0E29A77}&file=keeping-in-touch-application-form.docx&action=default&DefaultItemOpen=1	No gender/title details collected.	Delivered		
Notification of Leaving the Department	http://pdwpbva264.din.bcz.gov.au/vfiro/core.aspx?Lite&Form=Call&MODE=NEW&DATABASE=VSM&PORTAL=DEFALUITE&TEMPLATE_REF=343929	No gender/title details collected.	Delivered		
Employee Separation Declaration	https://intranet.bcz.gov.au/myhr/Documents/employee-separation-declaration-checklist.pdf	No gender/title details collected.	Delivered		
Contract Information Form - New Contracts	https://intranet.bcz.gov.au/PPCR/Pages/contract-information-form.aspx	No gender/title details collected.	Delivered		
Claim for refund/repayment form	https://intranet.bcz.gov.au/PPCR/Pages/claim-for-refund/repayment-form.aspx	No gender/title details collected.	Delivered		
Disclosure of financial non-compliance form (F1967)	https://intranet.bcz.gov.au/PPCR/Pages/disclosure-of-financial-non-compliance-form-f1967.aspx	No gender/title details collected.	Delivered		
F1979 Record of gift or benefit received form	https://intranet.bcz.gov.au/PPCR/Pages/request-accept-gift-benefit-offered-form.aspx	No gender/title details collected.	Delivered		
Notification of Asset Disposal Form	https://intranet.bcz.gov.au/PPCR/Pages/disposal-of-assets-portable-attractive-items-f1318.aspx	No gender/title details collected.	Delivered		
Nationally Coordinated Criminal History Check Informed Consent Form - Applicant aged 18 years and over	https://intranet.bcz.gov.au/PPCR/Pages/Nationally-Coordinated-Criminal-History-Check-Informed-Consent-Form---Applicant-aged-18-years-and-over.aspx	No gender/title details collected.	Delivered		
Commonwealth credit card holder agreement form - F1974	https://intranet.bcz.gov.au/PPCR/Pages/commonwealth-credit-card-holder-agreement-form-f1974.aspx	No gender/title details collected.	Delivered		
Direct Payment Form	https://intranet.bcz.gov.au/PPCR/Pages/Claim-for-Payment-Form.aspx	No gender/title details collected.	Delivered		
Interview/image consent form	https://intranet.bcz.gov.au/communication-media/Documents/interview-image-consent-form.pdf#search=privacy%20consent%20form	No gender/title details collected.	Delivered		
Drug Acknowledgement and privacy Consent Form	https://intranet.bcz.gov.au/IntegrityandProfessionalStandards/Documents/integrity-framework/drug-acknowledgement-privacy-consent-statutory-declaration.pdf#search=privacy%20consent%20form	No gender/title details collected.	Delivered		

STANDING SUBMISSION: Inclusion of Trans and Gender Diverse People					
17. (IT Systems) Non-Binary Gender Options for <u>Employees</u> (Internal)					
We have audited and amended (or are in the process of amending) all relevant IT systems that collect gender information to include non-binary options and options for those who identify as trans or gender diverse (moving away from binary male/female, Mr. Ms., Mrs etc.).					
IT System	Extra info page URL	Information Collected (gender)	Audit Status (2020-21)	Notes	Internal Contact Area (if required)
TRIM (HPE Records Manager)	ADD2021/968838 ADD2021/968827	Title, Gender.	Updates in Progress	Sync tool between TRIM and SAP has some errors (Profile title in TRIM is pulled from SAP info). Full update to be rolled out approx June 2021. Current functionality means users can Free type over existing options, or contact TRIM team to arrange permanent updating to work around sync issues with SAP HR profiles.	s. 47E(d)
	https://intranet.bcz.gov.au/myhr/Pages/lgbtiq.aspx#tab=6	Sex/Gender and title	Delivered	Inclusive options (gender - X, and title - Mx)	
		Title/honoric	Updates in Progress	Updates to be implemented in Feb 2021 to allow for Mx. Will need to update screenshots.	
Outlook		No gender/title details collected	Delivered	Name pulled from internal profile - no gender or title information.	
Webex		No gender/title details collected	Delivered	Name pulled from internal profile - no gender or title information.	
Skype for Business		No gender/title details collected	Delivered	Name pulled from internal profile - no gender or title information.	
Cisco Profile (phone)		Only name is displayed	Delivered		
PDMS		Only name & email is displayed	Delivered		

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Status Key	Not yet submitted	In Queue	Under Review	Completed	Delivered
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STANDING SUBMISSION: Inclusion of Trans and Gender Diverse People						
18. Trans and Gender Diverse Applicants						
<p>a) implemented processes to help reduce roadblocks/difficulties faced by trans and gender diverse people who are applying for jobs                      b) clearly communicated a point of contact available for trans and gender diverse applicants throughout the recruitment process on relevant web pages or within application documentation                      c) provided documentation addressing concerns specific to trans and gender diverse applicants and made these available throughout the recruitment process</p>						
We do not have this.						
STANDING SUBMISSION: Strategic Focus						
19. External Website LGBTQ Workplace Inclusion Promotion						
We have promoted our focus and work on LGBTQ workplace inclusion on our external facing webpage (URL).						
Page Title	Progress	URL/A Externally Accessible	Document Name	Navigation from Home Page	Notes	Contact details to verify
Departmental Plans	Delivered	<a href="https://www.homeaffairs.gov.au/access-and-accountability/our-commitment/plans-and-charters/departmental-plans">https://www.homeaffairs.gov.au/access-and-accountability/our-commitment/plans-and-charters/departmental-plans</a>	LGBTQ+ Action Plan 2019-22 - A Plan for Pride	Home > Corporate Information > Our commitments > Plans Policies and Charters > Departmental Plans	All our diversity push are here (DAP, SAP, GEP, Intergenerational, LGBTQ+). This is the primary example - other examples are here for consistency.	s. 47E(d)
Departmental Plans	Delivered	<a href="https://www.homeaffairs.gov.au/careers-subsite/files/lgbtq-action-plan-2019-22.pdf">https://www.homeaffairs.gov.au/careers-subsite/files/lgbtq-action-plan-2019-22.pdf</a>	LGBTQ+ Action Plan 2019-22 - A Plan for Pride	Home > Corporate Information > Our commitments > Plans Policies and Charters > Departmental Plans > LGBTQ+ Action Plan 2019-22	Clearly promotes focus and work on LGBTQ+ workplace inclusion.	
Workplace Diversity	Delivered	<a href="https://www.homeaffairs.gov.au/about-us/careers/working-with-us/working-lap-diversity">https://www.homeaffairs.gov.au/about-us/careers/working-with-us/working-lap-diversity</a>	Statement of Commitment	Home > About us > Careers > Working With Us > Workplace Diversity	Clearly promotes focus and work on LGBTQ+ workplace inclusion with specific mention of the diversity of the workforce including differences in gender identity and sexual orientation.	
A Career With Us	Delivered	<a href="https://www.abf.gov.au/about-us/careers/a-career-with-us/diversity">https://www.abf.gov.au/about-us/careers/a-career-with-us/diversity</a>	N/A	Home > About us > Careers > Working With Us > Diversity	Clearly promotes focus and work on LGBTQ+ workplace inclusion, with specific mention of staff networks, Diversity Champions and Diversity Newsletters. Needs to be updated to LGBTQ+ though.	
A Career With Us	Delivered	<a href="https://www.homeaffairs.gov.au/about-us/careers/graduate-program/about-the-program/our-indusive-workplace">https://www.homeaffairs.gov.au/about-us/careers/graduate-program/about-the-program/our-indusive-workplace</a>	N/A	Home > About us > Careers > Graduate Program > About the program	Clearly promotes focus and work on LGBTQ+ workplace inclusion, with specific mention of LGBTQ+ staff networks.	
Annual Reports	Delivered	<a href="https://www.homeaffairs.gov.au/reports-and-publications/reports/annual-reports">https://www.homeaffairs.gov.au/reports-and-publications/reports/annual-reports</a>	N/A	Home > Reports and publications > Annual Reports		
Annual Reports	Delivered	<a href="https://www.homeaffairs.gov.au/reports-and-publications/annual-reports/annual-report-2019-20.pdf">https://www.homeaffairs.gov.au/reports-and-publications/annual-reports/annual-report-2019-20.pdf</a>	Annual Report 2019-20	Home > Reports and publications > Annual Reports	Clearly promotes focus on LGBTQ+ workplace inclusion: > LGBTQ+ Action Plan (p.15, 21) > LGBTQ+ Network and online forum (p.21)	
STANDING SUBMISSION: Strategic Focus						
20. HR / Diversity Professional Accountabilities						
We have at least one Diversity / HR professional whose job description, performance appraisal or work plan includes specific and detailed LGBTQ inclusion objectives/targets.						
Document Name	Progress	TRIM File/URL	Comments	Internal Contact Details		
Task Break Down - Intergenerational, Gender, LGBTQ+	Delivered	<a href="https://www.homeaffairs.gov.au/reports-and-publications/annual-reports/annual-report-2019-20.pdf">ADD2020/694249</a>		s. 47E(d)		
Section Hierarchy	Delivered	<a href="https://www.homeaffairs.gov.au/reports-and-publications/annual-reports/annual-report-2019-20.pdf">ADD2021/30279</a> (updated for 2021)				
PDAs products	Delivered	N/A				
Action Plan	Delivered	<a href="https://intranet.bca.gov.au/Intranet/Documents/lgbtq-action-plan-2019-22.pdf">https://intranet.bca.gov.au/Intranet/Documents/lgbtq-action-plan-2019-22.pdf</a>				
Implementation Plan	Delivered	<a href="https://www.homeaffairs.gov.au/reports-and-publications/annual-reports/annual-report-2019-20.pdf">ADD2019/4152458</a>				
STANDING SUBMISSION: Strategic Focus						
21. Executive Sponsor or LGBTQ+ Champion						
We have an Executive Sponsor (located within our Australian Office) with Executive role expectations/Accountabilities related to LGBTQ inclusion work and advocacy within the organisation.						
Document Name	Progress	TRIM File/URL	Comments	Internal Contact Details		
Diversity Champions	Delivered	<a href="https://intranet.bca.gov.au/Intranet/Pages/diversity-champions.aspx">https://intranet.bca.gov.au/Intranet/Pages/diversity-champions.aspx</a>		s. 47E(d)		
ABF Diversity Champion Brief March 2020 - Dr Bradley Armstrong	Delivered	<a href="https://www.homeaffairs.gov.au/reports-and-publications/annual-reports/annual-report-2019-20.pdf">ADD2020/1485844</a>				
Home Affairs - Pig De Veau	Delivered		Announcement TBA			
STANDING SUBMISSION: Strategic Focus						
22. Senior Management Diversity Accountability						
Document Name	Progress	TRIM File/URL	Comments	Internal Contact Details		
Statement of Commitment	Delivered	<a href="https://www.homeaffairs.gov.au/about-us/careers/working-with-us/working-lap-diversity">https://www.homeaffairs.gov.au/about-us/careers/working-with-us/working-lap-diversity</a>		s. 47E(d)		
Realize our Full Potential	Delivered	<a href="https://intranet.bca.gov.au/Intranet/realising-our-full-potential">https://intranet.bca.gov.au/Intranet/realising-our-full-potential</a>				
Future Ready	Delivered	<a href="https://intranet.bca.gov.au/Intranet/Documents/future-ready.pdf">https://intranet.bca.gov.au/Intranet/Documents/future-ready.pdf</a>				
Cultural Intent Statement (in FR)	Delivered	<a href="https://www.homeaffairs.gov.au/reports-and-publications/annual-reports/annual-report-2019-20.pdf">2006advr.pdf</a>				
STANDING SUBMISSION: Strategic Focus						
23. Customer-facing LGBTQ Inclusion						
Page Title/Document Name	Progress	TRIM File/URL	Comments	Internal Contact Details		
FRM: V16890: 2019-2018 Recognition of Gender Labels is paper for meeting #874.docx		<a href="https://www.homeaffairs.gov.au/reports-and-publications/annual-reports/annual-report-2019-20.pdf">ADD2020/5583984</a>	Early days.	s. 22		
			No approval gained to acknowledge project.	s. 22(r)		
STANDING SUBMISSION: Strategic Focus						
24. Customers Information: Changing Gender Markers						
Page Title/Document Name	Progress	TRIM File/URL	Comments	Internal Contact Details		
		<a href="https://intranet.bca.gov.au/Intranet/Pages/lgbtqa-2019-20.pdf">https://intranet.bca.gov.au/Intranet/Pages/lgbtqa-2019-20.pdf</a>				

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Key:					

ANNUAL SUBMISSION: STRATEGY AND ACCOUNTABILITY					
1. External LGBTIQ+ Expertise					
We have access to external LGBTIQ support/expertise that we have called upon throughout the assessed year (this may include but is not limited to PID)					
External Support	Progress Status	TRIM file/URL	Context	Contact Details	
Pride in Diversity AWEI	Delivered	ADD020/2364338	Advice from Pride in Diversity about external inclusion - retaining 'and' adding Q to acronym	The conversation started prior to the phone, however follow-up in writing was recorded via email. Guidance on the possibility of updating our acronym to add the 'Q'. At that stage we were using 'LGBTI+' however following further reading on the Darlingford Statement and advice around the inclusion/omission of the 'I' we sought advice from [redacted] about the best way forward to ensure we were being as inclusive as possible regarding our acronym.	S:47F(1)
	Delivered	ADD020/9438422	25 June 2020 - Email to Network advising of acronym update to LGBTIQ+		
ANNUAL SUBMISSION: STRATEGY AND ACCOUNTABILITY					
2. Documented LGBTIQ Strategy					
We have a documented LGBTIQ inclusion strategy (or pillar within an overarching diversity strategy) in place for the assessed year that includes clearly defined LGBTIQ targets and/or action plans.					
Documented Strategy	Progress Status	TRIM file/URL	Comments	Contact Details	
LGBTIQ+ Action Plan (2019-2022) 'A Plan for Pride'	Delivered	https://intranet.bca.gov.au/my/hr/Documents/lgbtiq-action-plan-2019-22.pdf	full copy needs to be provided		
Implementation Plan	Delivered	ADD020/12152648	DRAFT LGBTIQ+ implementation Plan 2019 - 2022	full copy needs to be provided	
ANNUAL SUBMISSION: STRATEGY AND ACCOUNTABILITY					
3. LGBTIQ+ Advisory Group					
We have established and promoted an internal LGBTIQ advisory group which has: a) met specifically to identify areas requiring change or to work on projects requiring their expertise and guidance b) engaged with the organisation in efforts to implement change or complete allocated projects Note: This group may be the leadership or a subset of your Employee Network, or a group within your organisation with distinct expertise in LGBTIQ inclusion.					
Advisory group?	Progress Status	TRIM file/URL	Comments	Contact Details	
13 May 2020 - Consultation for Gender Affirmation PI: Feedback from LGBTI+ Network (Wayne Mayrath)	Delivered	ADD020/2892710			
20 May 2020 - Consultation for Gender Affirmation PI: Feedback from LGBTI+ Network (Chris White)	Delivered	ADD020/2893476			
Email from [redacted] - call for managers to promote AWEI Survey - Australian Border Force participation	Delivered	ADD020/1175402		Email from [redacted] to encourage managers SES to complete AWEI	
17 Nov 2020 - LGBTIQ+ role model required (mentoring)	Delivered	ADD020/1776098		Email from [redacted] Stephen Hayward re vulnerable VC staff and mentoring/role model request.	
ANNUAL SUBMISSION: STRATEGY AND ACCOUNTABILITY					
4. LGBTIQ Inclusion Reporting					
Within the assessed calendar year, we have published a report on our LGBTIQ inclusion work. This may be within annual reports, CSR documentation or equivalent public facing documentation. Note: This report may include work prior to the assessed year, however the report must be published within 2020.					
Report	Progress Status	TRIM file/URL	File/Comments	Contact	
Department of Home Affairs Annual Report 2019-20	Delivered	https://www.homeaffairs.gov.au/reports-and-publications/reports/annual-reports	Website landing page	Clearly promotes focus on LGBTIQ+ workplace inclusion -> LGBTIQ+ Action Plan (p15, 215) -> LGBTIQ+ Network and online forum (p215)	
	Delivered	https://www.homeaffairs.gov.au/reports-and-publications/annual-reports/annual-reports-2019-20.pdf	Link to 2019-20 Report PDF		
ANNUAL SUBMISSION: STRATEGY AND ACCOUNTABILITY					
5. Media Coverage					
Our work in LGBTIQ inclusion has been covered by an independent source (not internally written or published) within the assessed calendar year.					
Independent source	Progress Status	TRIM file/URL	Details	Comments	
			Not covered by independent source.		
ANNUAL SUBMISSION: STRATEGY AND ACCOUNTABILITY					
6. Strategic Work in Recruitment, Supplier Policy or Service Provision					
We have completed, updated or are making progress towards work within one of the following areas over the assessed calendar year: • LGBTIQ targeted recruitment (targeting LGBTIQ job seekers) • LGBTIQ marketing campaigns or service provision brochures/folders specifically targeting LGBTIQ populations or answering questions specific to this population • LGBTIQ supplier policy / promotion / resourcing / procurement policy (either seeking LGBTIQ suppliers, or having a policy requiring suppliers to reflect your values around LGBTIQ inclusion or attend training)					
Area?	Progress Status	TRIM file/URL	Comments	Internal Contact Area	
Grad Connection?		https://au.gradconnection.com/employers/department-of-home-affairs/#lgbtiq			
ANNUAL SUBMISSION: STRATEGY AND ACCOUNTABILITY					
7. Executive Leadership Representation					
We currently have openly LGBTIQ identifying people within our Internal Diversity Council and/or within our Executive Leadership Team.					
Name	Progress Status	TRIM file/URL	Position/Details	URL/Location	Contact Details
Luke Mansfield	Delivered	https://intranet.bca.gov.au/ExecutiveHub/Pages/celebrating-pride-month-2020.aspx	Former Home Affairs Diversity Champion	Luke openly identified as the Home Affairs Diversity Champion from May 2020 - November 2020. He moved on from the Department in November 2020.	
	Delivered	https://intranet.bca.gov.au/newsandnotices/Pages/pride-month2020/why-do-we-celebrate-it.aspx	(former) LGBTIQ+ Staff and Allies Network Co-Chair active network	[redacted] openly identifies and has been a vocal member of the network and proudly shared his story in a short video for Pride Month 2020.	
S:22(1)					
ANNUAL SUBMISSION: STRATEGY AND ACCOUNTABILITY					
8. LGBTIQ Inclusion Promotion					
We can show evidence of promoting our commitment to LGBTIQ inclusion in up to two of the following areas: • pitching for business or contracts • engaging with potential clients/customers • applying for funding • engaging with strategic partners or key external stakeholders					
Name	Progress Status	TRIM file/URL	Position/Details	URL/Location	Comments
Let's Have a Kiki		https://intranet.bca.gov.au/newsandnotices/Pages/lets-have-a-kiki-podcast.aspx			
Ep 2		https://intranet.bca.gov.au/newsandnotices/Pages/lets-have-a-kiki-episode-two-lgbtiq-domestic-and-family-violence.aspx			

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ANNUAL SUBMISSION: LGBTIQ+ Employee Networks/Resource Groups				
<b>9. LGBTIQ Employee Network</b>				
Within the assessed calendar year, we have either: a) made progress towards the launch or establishment of an LGBTIQ employee network b) an established LGBTIQ employee network with a clearly documented charter/purpose or remit				
Document	Progress Status	TRIM Ref	Comments	
Network Terms of Reference (Charter)	Delivered	ADD2018/1321305		
ANNUAL SUBMISSION: LGBTIQ+ Employee Networks/Resource Groups				
<b>10. Network Leadership Structure</b>				
Our employee network has a clearly articulated leadership structure with: a) clear roles and/or responsibilities for those involved b) an HR or Diversity representative as part of the leadership structure				
Document	Progress Status	TRIM Ref	Comments	
Network Terms of Reference (Charter)	Delivered	ADD2018/1321305		
ANNUAL SUBMISSION: LGBTIQ+ Employee Networks/Resource Groups				
<b>11. Network Strategy / Work Plan</b>				
Our network has in place its own strategy (or a work plan contributing to the organisation's LGBTIQ inclusion strategy) and has reported progress against clearly defined action plans, timelines and/or deliverables within the assessed year.				
Name	Progress	TRIM Ref/URL	Comments	
LGBTIQ+ Action Plan (2019-2022) 'A Plan for Pride'	Delivered	https://intranet.bcz.gov.au/myhr/Documents/lgbtiq-action-plan-2019-22.pdf		
Implementation Plan	Delivered	ADD2019/2122648		
LGBTIQ+ Cohort Tracker	Delivered	ADD2020/2925768		
LGBTIQ+ Staff and Allies Network - Action Item Tracker	Delivered	ADD2020/1881680		
ANNUAL SUBMISSION: LGBTIQ+ Employee Networks/Resource Groups				
<b>12. Orientation/Onboarding</b>				
Our network is actively involved in orientation, on-boarding or the welcoming of new hires within the organisation. If orientation is strictly online, our network has sought means to introduce new hires to the network and welcome them to the organisation.				
Name	Progress	TRIM Ref/URL	Comments	
Induction and Orientation Program	Delivered	https://intranet.bcz.gov.au/myhr/Pages/induction-and-orientation-program.aspx		
Diversity Networks Page	Delivered	https://intranet.bcz.gov.au/myhr/Pages/diversity-networks.aspx		
Welcome/New Starter Email	Delivered	desktop	this needs to be updated, still references LGBT+ network, not LGBTIQ+	
ANNUAL SUBMISSION: LGBTIQ+ Employee Networks/Resource Groups				
<b>13. Strategy and Goals</b>				
Our network leads have objectives that are assessed annually within performance discussions, relating specifically to performance within that role (as opposed to generic cultural, diversity or value statements).				
Name	Progress	TRIM Ref/URL	Comments	
Co-chairs - performance review	Complete		Our network co-chairs (one for ABF and one for Home Affairs) take on the network co-chair role in a voluntary capacity, and as such is not mandatory to include in their annual performance review/discussion.	
ANNUAL SUBMISSION: LGBTIQ+ Employee Networks/Resource Groups				
<b>14. Sustainability Plan</b>				
Our network leads have objectives that are assessed annually within performance discussions, relating specifically to performance within that role (as opposed to generic cultural, diversity or value statements).				
Name	Progress	TRIM Ref/URL	Comments	
Sustainability Plan	Complete	See ToRs	Our network has a documented sustainability plan (over and above a leadership structure and/or a succession plan) that will help ensure the longevity and continuity of the network.	
ANNUAL SUBMISSION: LGBTIQ+ Employee Networks/Resource Groups				
<b>15. Allies of Trans and Gender Diverse People</b>				
Within the assessed year, the network has (a) actively distributed, promoted or developed information on how to be an ally to trans and gender diverse employees.				
Document	Progress Status	TRIM Ref/URL	Comments	
Five ways to be an LGBTIQ+ Ally	Delivered	ADD2020/292713; https://intranet.bcz.gov.au/myhr/Documents/five-ways-lgbti-ally.pdf		
Trans Tip Sheet_myHR	Delivered	ADD2020/292732; https://intranet.bcz.gov.au/myhr/Documents/trans-tip-sheet.pdf		
Newsletter	N/A	https://intranet.bcz.gov.au/myhr/Pages/diversity-matters.aspx		
Welcome pack	Delivered	https://intranet.bcz.gov.au/myhr/Documents/lgbti-staff-allies-welcome-pack.pdf	Contains links for Ally tips	
Top Ten Tips about how to be a good ally	Delivered	https://intranet.bcz.gov.au/myhr/Pages/lgbtiq.aspx#tab=3		
ANNUAL SUBMISSION: LGBTIQ+ Employee Networks/Resource Groups				
<b>16. Visibility of LGBTIQ Women</b>				
Throughout the assessed year, our network has either: a) developed and made progress against an active strategy with targets in place to increase the visibility of LGBTIQ women; or b) undertaken and documented significant activity throughout the year to increase visibility of LGBTIQ women and out role models				
Document	Progress Status	TRIM Ref	Comments	
WIP Panel discussion	Delivered	ADF2020/133376	Panel discussion, & feedback from viewers.	
ANNUAL SUBMISSION: LGBTIQ+ Employee Networks/Resource Groups				
<b>17. Intersectionality</b>				
Throughout the assessed calendar year, the network has provided opportunities for LGBTIQ people of diverse groups to raise their visibility and/or to share their stories across the organisation:				
Document	Progress Status	TRIM Ref / URL	Comments	
Minutes of the LGBTIQ+ Staff and Allies Network Meeting held 3 December 2020	Delivered	ADD2020/6533343	S. 22(1)(c)	
ANNUAL SUBMISSION: LGBTIQ+ Employee Networks/Resource Groups				
<b>18. Intersex Allies</b>				
As Intersex Allies: a) The network has completed one of the following activities within the assessed calendar year (see submission document for more info)				
Document	Progress Status	TRIM Ref	Comments	
Intersex info on MyHR	Delivered	https://intranet.bcz.gov.au/myhr/Pages/lgbtiq.aspx#tab=5		
ANNUAL SUBMISSION: LGBTIQ+ Employee Networks/Resource Groups				
<b>19. Broader Inclusion</b>				
Within the assessed calendar year, the network has planned, targeted and tracked both activity and progress within one of the following areas: a) work to extend and increase network engagement and inclusion within regional offices b) increasing LGBTIQ presence or leadership within other internal diversity networks or working groups (i.e. women, parents, cross-cultural)				
Document	Progress Status	TRIM Ref	Comments	
Email network to nominate PODs in regional areas/offices outside CBR to represent and drive local events, engagement etc.	Delivered	ADD2020/6109477		
Membership list	Delivered	ADD2018/3929328		
ANNUAL SUBMISSION: LGBTIQ+ Employee Networks/Resource Groups				
<b>20. Network Reporting</b>				
Within the assessed calendar year, we produced: a) a network specific report on progress against network targets, in addition to b) one of the following areas of performance: • additional advice provided to the organisation throughout the year				
Document	Progress Status	TRIM Ref/URL	Comments	
7th edition DiversityMatters Newsletter	Delivered	https://intranet.bcz.gov.au/myhr/Documents/newsletter-diversity-matters-	2020 summary figures	
Advice provided re use of Mx title.	Delivered	ADD2020/6815145		

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ANNUAL SUBMISSION: Visibility of Inclusion				
21. Days of Significance				
Within the assessed calendar year, we have celebrated and promoted LGBTQ Days of Significance across the organisation while providing and/or educating employees with an understanding of why these dates are important.				
Document	Progress Status	TRIM Ref/URL	Comments	
D&I 2020 Calendar	Delivered	ADD020/412263		
31 March TDoV	Delivered	<a href="https://intranet.bcz.gov.au/newsandnotices/Pages/International-transgender-day-of-visibility.aspx">https://intranet.bcz.gov.au/newsandnotices/Pages/International-transgender-day-of-visibility.aspx</a>		
17 May IDAHOBIT	Delivered	<a href="https://intranet.bcz.gov.au/newsandnotices/Pages/17-may-2020%E2%80%9B430-years-of-idahobit.aspx">https://intranet.bcz.gov.au/newsandnotices/Pages/17-may-2020%E2%80%9B430-years-of-idahobit.aspx</a>		
1-30 June PRIDE Month	Delivered	ADD2020/4118460 <a href="https://intranet.bcz.gov.au/newsandnotices/Pages/Welcome-to-Pride-Month.aspx">https://intranet.bcz.gov.au/newsandnotices/Pages/Welcome-to-Pride-Month.aspx</a> <a href="https://intranet.bcz.gov.au/ExecutiveHub/Pages/celebrating-pride-month-2020.aspx">https://intranet.bcz.gov.au/ExecutiveHub/Pages/celebrating-pride-month-2020.aspx</a> <a href="https://intranet.bcz.gov.au/newsandnotices/Pages/pride-month%E2%80%9B4supporting-lgbt-staff.aspx">https://intranet.bcz.gov.au/newsandnotices/Pages/pride-month%E2%80%9B4supporting-lgbt-staff.aspx</a> <a href="https://intranet.bcz.gov.au/newsandnotices/Pages/pride-month-2020-Transgender.aspx">https://intranet.bcz.gov.au/newsandnotices/Pages/pride-month-2020-Transgender.aspx</a> <a href="https://intranet.bcz.gov.au/newsandnotices/Pages/pride-month%E2%80%9B4why-do-we-celebrate-it.aspx">https://intranet.bcz.gov.au/newsandnotices/Pages/pride-month%E2%80%9B4why-do-we-celebrate-it.aspx</a> <a href="https://intranet.bcz.gov.au/newsandnotices/Pages/pride-month%E2%80%9B4lets-support-and-celebrate-every-day.aspx">https://intranet.bcz.gov.au/newsandnotices/Pages/pride-month%E2%80%9B4lets-support-and-celebrate-every-day.aspx</a>		
28 August Wear it Purple Day	Delivered	<a href="https://intranet.bcz.gov.au/newsandnotices/Pages/wear-it-purple-day-we-are-the-change%E2%80%9B3celebrating-10-years.aspx">https://intranet.bcz.gov.au/newsandnotices/Pages/wear-it-purple-day-we-are-the-change%E2%80%9B3celebrating-10-years.aspx</a> <a href="https://intranet.bcz.gov.au/newsandnotices/Pages/going-online-for-wear-it-purple-day.aspx">https://intranet.bcz.gov.au/newsandnotices/Pages/going-online-for-wear-it-purple-day.aspx</a>		
23 September 8i Visibility Day	Delivered	RI post		
21 October International Transgender Day	Delivered	RI Post		
25-31 October ACE Awareness Week	Delivered	<a href="https://intranet.bcz.gov.au/newsandnotices/Pages/celebrate-asexual-awareness-ace-week-october-25-31.aspx">https://intranet.bcz.gov.au/newsandnotices/Pages/celebrate-asexual-awareness-ace-week-october-25-31.aspx</a>		
26 Oct Intersex Awareness Day	Delivered	<a href="https://intranet.bcz.gov.au/newsandnotices/Pages/celebrate-intersex-awareness-day.aspx">https://intranet.bcz.gov.au/newsandnotices/Pages/celebrate-intersex-awareness-day.aspx</a>		
12-19 Nov Trans Awareness week & TDOR	Delivered	<a href="https://intranet.bcz.gov.au/newsandnotices/Pages/trans-awareness-week-and-trans-day-of-remembrance.aspx">https://intranet.bcz.gov.au/newsandnotices/Pages/trans-awareness-week-and-trans-day-of-remembrance.aspx</a>		
1 Dec World AIDS Day	Delivered	<a href="https://intranet.bcz.gov.au/newsandnotices/Pages/1-december-is-world-aids-day-2020.aspx">https://intranet.bcz.gov.au/newsandnotices/Pages/1-december-is-world-aids-day-2020.aspx</a>		
ANNUAL SUBMISSION: Visibility of Inclusion				
22. Visibility in the Workplace				
We actively encourage and provide a means by which employees can indicate their commitment to LGBTQ workplace inclusion through the use of: ALLY email signatures, lanyards, personal pronouns, virtual backgrounds, etc.				
Document	Progress Status	TRIM Ref / URL	Comments	
	Delivered		Provide images of lapel pins, abf flags, signature block, pride/pride ally desk symbol.	
ANNUAL SUBMISSION: Visibility of Inclusion				
23. Ally/Champion Reference Guides				
We provide ALLY/LGBTQ Champion Reference Guides or materials on how to be an effective ally and/or an active champion for LGBTQ inclusion within the workplace.				
Document	Progress Status	TRIM Ref	Comments	
PIQ - Engaging Allies for Change	Delivered	<a href="https://intranet.bcz.gov.au/myhr/Documents/engaging-allies-for-change.pdf">https://intranet.bcz.gov.au/myhr/Documents/engaging-allies-for-change.pdf</a>		
Five ways to be an LGBTQ+ Ally	Delivered	ADD020/292732; <a href="https://intranet.bcz.gov.au/myhr/Documents/five-ways-lgbtq-ally.pdf">https://intranet.bcz.gov.au/myhr/Documents/five-ways-lgbtq-ally.pdf</a>		
Trans Tip Sheet_myPR	Delivered	ADD020/292732; <a href="https://intranet.bcz.gov.au/myhr/Documents/trans-tip-sheet.pdf">https://intranet.bcz.gov.au/myhr/Documents/trans-tip-sheet.pdf</a>		
Welcome pack	Delivered	<a href="https://intranet.bcz.gov.au/myhr/Documents/lgbt-staff-allies-welcome-pack.pdf">https://intranet.bcz.gov.au/myhr/Documents/lgbt-staff-allies-welcome-pack.pdf</a>		
Top Ten Tips about how to be a good ally	Delivered	<a href="https://intranet.bcz.gov.au/myhr/Pages/lgbtq.aspx#tab=3">https://intranet.bcz.gov.au/myhr/Pages/lgbtq.aspx#tab=3</a>		
ANNUAL SUBMISSION: Visibility of Inclusion				
24. Individual LGBTQ Inclusion Work Recognition				
Leadership has formally recognised and communicated the work of employee/s across the organisation, regarding their internal contribution in LGBTQ inclusion within the workplace.				
Document	Progress Status	TRIM Ref	Comments	
2020 Australia Day Awards	Delivered	<a href="https://intranet.bcz.gov.au/myhr/Pages/australia-day-achievement-awards.aspx#tab=2">https://intranet.bcz.gov.au/myhr/Pages/australia-day-achievement-awards.aspx#tab=2</a>		
Diversitymatters Issue 5 May 2020	Delivered	<a href="https://intranet.bcz.gov.au/myhr/Documents/newsletter-diversity-matters-fifth-edition.pdf">https://intranet.bcz.gov.au/myhr/Documents/newsletter-diversity-matters-fifth-edition.pdf</a>		
ANNUAL SUBMISSION: Visibility of Inclusion				
25. Confidential Contacts				
We have an LGBTQ intranet page that clearly identifies LGBTQ people or allies who can be contacted for a confidential and informal discussion regarding being an LGBTQ employee within the organisation. This is over and above any HR or grievance contacts and confidentiality must be assured.				
Document	Progress Status	TRIM Ref/URL	Comments	
PSO for Pride info	Delivered	<a href="https://intranet.bcz.gov.au/myhr/Pages/lgbtq.aspx#tab=7">https://intranet.bcz.gov.au/myhr/Pages/lgbtq.aspx#tab=7</a>		
ANNUAL SUBMISSION: Visibility of Inclusion				
26. Communication of LGBTQ Support Information				
As the initial source of information for LGBTQ employees, our LGBTQ intranet page clearly articulates: <ul style="list-style-type: none"> <li>a) the process for formally reporting workplace LGBTQ bullying/harassment</li> <li>b) available LGBTQ friendly support (should this occur)</li> </ul>				
Document	Progress Status	TRIM Ref/URL	Comments	
	Delivered	<a href="https://intranet.bcz.gov.au/myhr/culture-diversity-and-inclusion/lgbtq">https://intranet.bcz.gov.au/myhr/culture-diversity-and-inclusion/lgbtq</a>		
ANNUAL SUBMISSION: Visibility of Inclusion				
27. LGBTQ Social Media Streams				
We have internal LGBTQ social media streams or any other means by which we can engage staff in conversations and post items of interest in regard to our inclusion work (may include but is not limited to Yammer, Twitter, Facebook, SharePoint).				
Document	Progress Status	TRIM Ref/URL	Comments	
	Delivered	Rainbow Jam screenshots.		

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ANNUAL SUBMISSION: Training, Awareness and Professional Development			
<b>28. Face to Face Training</b>			
<i>We have made face-to-face LGBTQ Awareness / Inclusion / Ally Training available to all employees within the assessed calendar year. This would include any interactive training conducted via internet technologies (i.e. WebEx, Zoom, Teams, etc).</i>			
Document	Progress Status	TRIM Ref / URL	Comments
Face to Face training	Delivered	<a href="https://intranet.bca.gov.au/myhr/Pages/lgbtq.aspx#tab=2">https://intranet.bca.gov.au/myhr/Pages/lgbtq.aspx#tab=2</a>	
ourPeople training - LGBT+ awareness	Delivered	<a href="https://ourpeople.immi.gov.au/learnng/user/common/viewItemDetails.do?componentType=INF&amp;componentId=6371">https://ourpeople.immi.gov.au/learnng/user/common/viewItemDetails.do?componentType=INF&amp;componentId=6371</a>	
PSO LGBTI training 2019	Delivered	ADD2019/5210178 LGBT+ Awareness Training for Peer Support Officers - 3 September 2019	
ANNUAL SUBMISSION: Training, Awareness and Professional Development			
<b>29. Online Training</b>			
<i>We have LGBTQ online training modules or pre-recorded content that can be accessed by employees throughout the assessed calendar year.</i>			
Document	Progress Status	TRIM Ref / URL	Comments
Online module	Delivered	<a href="https://intranet.bca.gov.au/myhr/Pages/lgbtq.aspx#tab=2">https://intranet.bca.gov.au/myhr/Pages/lgbtq.aspx#tab=2</a>	
ANNUAL SUBMISSION: Training, Awareness and Professional Development			
<b>30. Professional Development for LGBTIQ+ Employees</b>			
<i>Outside of the Pride in Practice Conference within the assessed calendar year, we have either: (a) provided LGBTIQ people with LGBTIQ specific leadership training internally or externally (includes conferences unless specifically dedicated to LGBTIQ leadership development) (b) put processes in place to ensure that there is LGBTIQ representation within talent development programs.</i>			
Document	Progress Status	TRIM Ref	Comments
Mental Health Matters Equality project (Timeline/DISE)	Delivered	ADD2020/5829725 30 October 2020 ADD2020/5938049	
ANNUAL SUBMISSION: Training, Awareness and Professional Development			
<b>31. LGBTIQ+ Inclusion Training Plan</b>			
<i>We have a strategy or training plan in place to specifically address LGBTIQ inclusion and/or awareness training for all employees.</i>			
Document	Progress Status	TRIM Ref	Comments
LGBTIQ+ Awareness Training - 2021 Strategy	Strategy Complete but to be implemented in 2021	ADD2021/1048841 LGBTIQ+ Awareness Training - 2021 Strategy	
ANNUAL SUBMISSION: Training, Awareness and Professional Development			
<b>32. LGBTIQ+ Conferences, Seminars and Events</b>			
<i>Within the assessed calendar year, we have provided opportunities for employees to attend external dedicated LGBTIQ conferences, seminars or events.</i>			
Email to MY PRIDE About PRIDE in Diversity about Northern Territory LGBTIQ+ Inclusion	Delivered	ADD2020/5277329	
Email to MY PRIDE About PRIDE in Diversity about Northern Territory LGBTIQ+ Inclusion Day (Virtual)	Delivered	ADD2020/5277358	

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ANNUAL SUBMISSION: Data Collection & Reporting			
37. Employee Data Analysis			
Within our annual engagement, pulse or diversity surveys, either for the assessed calendar year or year prior, we have: a) included questions in regard to one's sexual orientation, gender identity or whether or not someone is intersex, AND b) analysed and reported on LGBTIQ engagement data alongside other diversity demographics or overall population statistics			
Document	Progress Status	TRIM Ref / URL	Comments
2019 & 2020 Census Results	Delivered	<a href="https://intranet.bcz.gov.au/myhr/Pages/aps-employee-census-tab.aspx#tab=3">https://intranet.bcz.gov.au/myhr/Pages/aps-employee-census-tab.aspx#tab=3</a>	
Monthly Diversity Dashboard	Delivered	<a href="https://intranet.bcz.gov.au/myhr/Documents/2020-aps-employee-census-home-affairs-highlights-report.pdf">https://intranet.bcz.gov.au/myhr/Documents/2020-aps-employee-census-home-affairs-highlights-report.pdf</a> ADF2018/205970	

  

ANNUAL SUBMISSION: Data Collection & Reporting			
38. LGBTQ Analysis			
Within the assessed calendar year (or year prior), we have specifically asked, investigated or assessed one of: disadvantage during recruitment; talent management; attrition rates, non-binary inclusion, internal engagement etc.			
Document	Progress Status	TRIM Ref / URL	Comments
Key Outcomes from Australian Workplace Equality Index Survey 2020	Delivered	ADD2020/6504798	
Minutes of the LGBTIQ+ Staff and Allies Network Meeting held on 8-9-2020	Delivered	ADD3020/50000051	

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ANNUAL SUBMISSION: Community Engagement			
39. Employer Branded Participation at Community Events			
Within the assessed calendar year, we held staffs at LGBTQ community events or participated in pride parades under our employer/company branding. (This may include online community events with prominent employer branding.)			
Document	Progress Status	TRIM Ref / URL	Comments
ANNUAL SUBMISSION: Community Engagement			
40. 40. Pro-Bono or Financial Support: LGBTQ Charities/Organisations			
Throughout the assessed calendar year, we have provided pro-bono or financial support to LGBTQ charities/community groups. (This includes sponsorships of events, publications or pro-bono accommodation/venue support. Fundraising is covered in Q41.)			
Document	Progress Status	TRIM Ref / URL	Comments
ANNUAL SUBMISSION: Community Engagement			
41. Fundraising			
Throughout the assessed calendar year, we have engaged in fundraising for LGBTQ charities / communities / groups. (This may include the support of any LGBTQ charity groups within workplace giving programs.)			
Document	Progress Status	TRIM Ref / URL	Comments
SAP - workplace giving 'AIDS Trust of Australia'	Delivered	AD0202U/1154238	
Beyond Blue donations	Delivered	AD0202U/1380998	

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ANNUAL SUBMISSION: Survey			
42. Survey Participation			
<p style="text-align: center;"><i>We are participating in the 2021 AWI Survey. Please note: Partial points will not be given. Full points will only be obtained for meeting the threshold for organisation size.</i></p>			
Document	Progress Status	TRIM Ref/URL	Comments
Home Affairs Survey	Delivered	<a href="https://intranet.bca.gov.au/newsandnotices/Pages/have-your-say-the-australian-workplace-equality-index-survey-is-now-open.aspx">https://intranet.bca.gov.au/newsandnotices/Pages/have-your-say-the-australian-workplace-equality-index-survey-is-now-open.aspx</a>	Have reached threshold of minimum 200 participants EACH for points.
ABF Survey	Delivered		

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ANNUAL SUBMISSION: Additional Work			
43. Additional Work			
This section allows you to describe and provide evidence for any additional work completed throughout the assessed calendar year:			
(a) that has not already been included within this index submission			
(b) that you believe is significantly over and above what a particular question or index topic is looking for			
Document	Progress Status	TRIM Ref/URL	Comments
Let's Have a Kiki ep 1	Delivered	<a href="https://intranet.bca.gov.au/newsandnotices/Pages/lets-have-a-kiki-podcast.aspx">https://intranet.bca.gov.au/newsandnotices/Pages/lets-have-a-kiki-podcast.aspx</a>	First notice - first episode.
Let's Have a Kiki ep 2	Delivered	<a href="https://intranet.bca.gov.au/newsandnotices/Pages/lets-have-a-kiki-episode-two-lgbtia-domestic-and-family">https://intranet.bca.gov.au/newsandnotices/Pages/lets-have-a-kiki-episode-two-lgbtia-domestic-and-family</a>	Second notice, second episode.
Rainbow Jam - Let's Have a Kiki tab	Delivered	<a href="https://jam11.sageam.com/groups/770677647/2020/2020%20weekly%20newswatch%20remedy%20WV%20thru%20">https://jam11.sageam.com/groups/770677647/2020/2020%20weekly%20newswatch%20remedy%20WV%20thru%20</a>	podcast schedule
Three Clicks Away Campaign	Delivered	<a href="https://intranet.bca.gov.au/newsandnotices/Pages/three-clicks-away-lets-get-diversity-on-the-way.aspx">https://intranet.bca.gov.au/newsandnotices/Pages/three-clicks-away-lets-get-diversity-on-the-way.aspx</a>	Notice
TGD LIC Study opportunity	Delivered		
Diversity Matters Newsletter	Delivered	<a href="https://intranet.bca.gov.au/myhr/Documents/newsletter-diversity-matters-seventh-edition.pdf">https://intranet.bca.gov.au/myhr/Documents/newsletter-diversity-matters-seventh-edition.pdf</a>	Issue 7 Nov 2020
Intense Awareness Day 2020 (ict)	Delivered	<a href="https://intranet.bca.gov.au/newsandnotices/Pages/celebrate-intense-awareness-day.aspx">https://intranet.bca.gov.au/newsandnotices/Pages/celebrate-intense-awareness-day.aspx</a>	
ABF Ready to Lead training and development program	Delivered	ADD02021/1360457	

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