

2022 EMPLOYER PARTICIPATION DETAILS

EMPLOYER DETAILS: ALL ORGANISATIONS/EMPLOYERS MUST COMPLETE THIS PART OF THE SUBMISSION

EMPLOYER DETAILS: PLEASE CHECK THAT YOU HAVE COMPLETED ALL DETAILS WITHIN EACH ROW OF THIS TABLE

EMPLOYER / ORGANISATION DETAILS	
Organisation Name:	Department of Health
Sector:	<input type="checkbox"/> Public/Government: Federal
Employer Size (within Australia):	Number of employees within Australia: <input type="checkbox"/> 2,000 – 8,000 employees
Regional Employers	Is your head office in Regional Australia? <input type="checkbox"/> No
Global Employers	Do you have international offices? <input type="checkbox"/> No Is your head office in Australia? <input type="checkbox"/> Yes
Contact Person for the Index:	Name: s22 Position Title: Director of Employment Programs and Inclusion Postal address (including postcode): PO Box 9848, Canberra ACT 2601, Australia Phone number: s22 Email: s22
INTERNATIONAL WORKPLACE INDEX PARTICIPATION	
Do you participate in any other workplace equality indices globally?	<input type="checkbox"/> Other: Diversity Council Australia – Inclusion @ Work Index

INDUSTRY BENCHMARKS	
<p>Participating employers will by default be benchmarked according to:</p> <ul style="list-style-type: none"> • Sector: Public / Private / NFP / Higher Education • Government: Federal, State, Local • Employer Size • Awarded Tier Recognition • Global Employers <p><i>All benchmarking tables will be provided for comparison, but only those that reflect your dominant industry/business should be selected here.</i></p>	<p>In addition to the Sectors listed in the column to the left, <input type="checkbox"/></p> <p>select the Industries most relevant to your organisation’s area(s) of focus.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Aged Care <input type="checkbox"/> Community Services <input type="checkbox"/> Health & Wellbeing

DISCLOSURE RECOGNITION	
<p>Please select participation identification level at which we can identify you (Name and Employer Tier only, no scores)</p>	<p>We list employers annually that reach each of the employer recognition tiers within the AWEI, unless you choose to be anonymous. Some employers choose only to be identified should they reach a certain recognition tier.</p> <p>Select the recognition tier at which you would like to be publicly identified:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Only identify us if we reach Bronze Tier or higher

ADDITIONAL AWARD SUBMISSIONS	
<p>Have you considered nominating someone for an LGBTQ Inclusion Award?</p> <p>Please list any other LGBTQ Inclusion Awards that you are submitting for this year within the AWEI. This provides us with a cross-check reference to ensure that all expected submissions are received.</p> <ul style="list-style-type: none"> • Consider nominating a group or individual for their extensive work in LGBTQ inclusion within your organisation • More than one nomination in each category may be received 	<p>Award Nomination Categories:</p> <ul style="list-style-type: none"> <input type="checkbox"/> N/A

- Individual Nomination submission forms can be found here:
<http://www.pid-awe.com.au/submission-documents/>

NEGATIVE PRESS / COMPLAINTS DISCLOSURE

- **We have received negative press that has impacted our reputation as an LGBTQ inclusive employer**
- **Formal complaints were lodged against us for LGBTQ discrimination, bullying or harassment (Fair Work Ombudsman, Human Rights Commission, Sex Discrimination Act)**
- We understand that up to 25 points **may be** deducted from our score if we have received a significant amount of negative press regarding an anti-LGBTQ incident where our organisation was responsible and insufficient action was taken to rectify this.

In relation to the above (maintaining required confidentiality), please broadly outline your course of action or response/outcomes of any complaints lodged:

The Department has received no negative media as described. For the 2021 calendar year, no complaints were lodged against the Department for LGBTQ discrimination, bullying or harassment with external complaints bodies.

ACCURACY STATEMENT

We confirm that at the time of submission, details provided for all questions identified within the three submission documents are true and accurate. We understand that should any claims be found to be false, points and rankings will be adjusted accordingly.

Name of person signing off accuracy:	Robyn White
Position within organisation:	Assistant Secretary People Branch
Contact Email:	s22 [REDACTED]
Contact Phone:	s22 [REDACTED]

2022 STANDARD EMPLOYER AWEI

SECTION 1: STANDING SUBMISSION

This section pertains to LGBTQ inclusion within organisational policies and practice.

The Standing Submission includes:	
HR Policy & Diversity Practice:	Standard practices within HR Policies and explicit LGBTQ inclusion within them; including third party policies
LGBTQ Bullying / Harassment & Support:	Tracking and handling of potential incidents and support for LGBTQ employees, should this occur
Trans & Gender Diverse Inclusion:	Explicit policy inclusion for trans and gender diverse employees; including leave, forms, titles and dress codes
Strategic Focus:	Accountabilities and role responsibilities for HR and Executive staff; external / customer facing inclusion promotions

IMPORTANT NOTE:

If you have submitted an AWEI last year, **you may choose to carry over your point allocations within Section 1: Standing Submission only.**

- **If you wish to carry over your entire Standing Submission scores from last year, please leave Section 1: Standing Submission blank.** (Recommended if you are satisfied with your previous scores and/or no further work has been done in this section.)
- **If you leave any questions blank within this section, we will not change the score from last year.**

OR:

- **If you wish to submit (or re-submit) for any question/s within Section 1: Standing Submission, please submit evidence for the individual question/s applicable.**
- **If you submit evidence for any question, the evidence and score will be re-evaluated based only on the evidence supplied within this Submission** (last year's evidence will not be referenced, so you must re-submit all evidence requested).

Please provide the name and contact details of your Senior HR person:

Senior HR Person:	Robyn White
Contact Details (email / phone):	s22
Should we require clarification/verification for any particular question within Section 1: Standing Submission, we will contact this individual. If this contact is not supplied, it may result in a loss of points for questions within this section.	

For further support and clarification: Please download the [AWEI Scoring Guidelines](#) or refer to the [AWEI Tools and Support](#) webpage.

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE	FOUNDATION
1. Removal of the terms: 'Sexual Preference' or 'Lifestyle Choice(s)'	Max. 2 points
<p>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.'</p>	
<p><i>Please provide an outline of progress to date.</i></p>	
<p><i>'carry over from 2021'</i></p>	
STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE	FOUNDATION
2. LGBTQ Inclusivity within Policies and Benefits	Max. 2 points
<p>On our policy intranet pages (or upfront within our policy documentation), we have made it <u>explicitly clear</u> that all policies are inclusive of LGBTQ employees and their families (where families are included within policies/benefits).</p>	
<p><i>Please provide a screenshot or insert attachment of where you state the explicit inclusion of LGBTQ employees (and families where relevant) within policies/benefits (please do NOT attach complete policies).</i></p>	
<p><i>'carry over from 2021'</i></p>	

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE	FOUNDATION
3. New Parent Leave Inclusive of LGBTQ Families	Max. 3 points
<p>On our policy pages (or upfront within our family policy documentation), we <u>explicitly communicate</u> that our New Parent Leave (or equivalent) includes those who have children via surrogacy, adoption and foster arrangements regardless of employee gender.</p>	
<p><i>For full points, please identify:</i></p> <ul style="list-style-type: none"> (a) <i>If leave covers surrogacy and where the availability of this leave is explicitly communicated for LGBTQ families</i> (b) <i>If leave covers adoption and where the availability of this leave is explicitly communicated for LGBTQ families</i> (c) <i>If leave covers foster arrangement and where the availability of this leave is explicitly communicated for LGBTQ families</i> 	
<p>The department's Parental Leave Policy provides employees access to paid and unpaid leave for surrogacy, adoption or foster leave regardless of employee gender. The Policy does not limit eligibility by gender and explicitly references that all eligible employees can have access to leave for surrogacy, adoption and foster arrangements. The Parental Leave Policy explicitly communicates for all leave types, 'It is important to note this policy applies to all staff, including LGBTI+ families, regardless of the gender or sexuality of the employee, their partner/s or their family members consistent with the provisions of relevant legislation'.</p> <p>The Parental Leave Toolkit is a support document, which provides guidance to both employees and their managers regarding this policy. Furthermore, the definition in the toolkit of 'spouse' includes a person of a different or same sex to the employee. As outlined in the response to Q2, the policies page of our intranet states, "Our policies are written for everyone, regardless of gender, disability, cultural diversity, sexual orientation, age or religion" and this is reinforced by our HPN Workplace Policies page.</p> <p>Attachment S1.Q3.a Parental Leave policy Attachment S1.Q3.b Parental Leave toolkit, including definitions Attachment S1.Q3.c Screenshots of Employment policies and guidelines page Attachment S1.Q3.d Screenshot of Workplace Policies</p>	
STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE	ADVANCED
4. Travel Advice for Employees	2 points
<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>	
<p><i>Please provide a copy of travel advice available.</i></p>	
<p><i>'carry over from 2021'</i></p>	

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE

5. Third Party Policies

ADVANCED

Max. 2 points

We have audited third party service providers to ensure they align with our non-discriminatory policies/procedures, inclusive of LGBTQ people and their families.

Please select all that have been audited, evidence only required for one:

- Superannuation
- Death & TDP Benefits / Life Insurance
- Travel Insurance
- Healthcare (excluding EAP – Employee Assistance Programs – covered elsewhere)

Note: This question is about ensuring that the policies/procedures of your third party service providers are inclusive of LGBTQ people who use their services (i.e., your employees). This question is not about determining whether or your third party providers are inclusive of their own employees.

Please select all that have been audited from the list above (clicking the check box will mark it as selected). Please also provide evidence for one of the above, showing explicitly where LGBTQ inclusivity is stated.

The department regularly reviews third party contracts for a variety of reasons, including ensuring policies are inclusive of all staff, including LGBTIQ+ staff.

The department makes employer superannuation contributions consistent with the *Superannuation Guarantee (Administration) Act 1992* on behalf of all staff members to one of the following schemes, provided a staff member meets the eligibility requirements of that scheme:

- Public Sector Superannuation Scheme (PSS) in accordance with the *Superannuation Act 1990*, or
- Commonwealth Superannuation Scheme (CSS) in accordance with the *Superannuation Act 1976*, or
- Public Sector Superannuation Scheme Accumulation Plan (PSSap) in accordance with the *Superannuation Act 2005*.
- Staff member's fund of choice.

All enabling reversionary benefits from Commonwealth superannuation schemes are able to be conferred on spouses or partners, regardless of their sex or gender, and the children of all marital or couple relationships.

An audit of several PSS, CSS and PSSap factsheets and statements was completed in 2021 by the department's People Branch, including a review of the definitions of spouse and child across the three schemes (see attached audit and supporting audit attachments with highlighted text). All schemes had LGBTQ inclusive definitions within their factsheets and information on the CSC site that supported CSC's policies, procedures and services being inclusive of LGBTQ people. The Commonwealth Superannuation Corporation website contains a statement from CSC regarding LGBTIQ+ inclusion which contributed to our audit findings. The statement provides information about how CSC schemes, decisions and policies affect LGBTIQ+ customers and their families.

[Attachment S1.Q5.a Public Sector Superannuation Scheme Trust Deed](#)

[Attachment S1.Q5.b PSSap death benefit application](#)

[Attachment S1.Q5.c CSS death and invalidity benefits](#)

[Attachment S1.Q5.d PSS Death Benefits Fact Sheet](#)
[Attachment S1.Q5.e CSC statement regarding LGBTQI customers](#)
[Attachment S1.Q5.f Audit of Commonwealth Superannuation Corporation Policies](#)

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE
ADVANCED
Max. 5 points
6. LGBTQ Inclusive Domestic & Family Violence Policy

We have a Domestic & Family Violence Policy (DFV) that covers the following:

- (a) specific challenges and unique types of violence faced by LGBTQ communities
- (b) stated LGBTQ avenues of support
- (c) a statement that the policy explicitly covers LGBTQ people, partners and their families (immediate and extended)

For full points, please provide evidence for all of the above. (Please only provide evidence specific to each of the above points, do not attach your entire policy.)

The department's Domestic and Family Violence Policy covers a, b and c. The department is committed to supporting employees who are experiencing family and domestic violence to continue to participate in the workplace and maintain their employment by providing a broad range of support, particularly in relation to access to leave. Our **Domestic and Family Violence Policy** explicitly states that it supports situations involving partners and their families and covers all staff, regardless of the gender or sexuality of themselves, their partner/s or their family members. This is further emphasised on our Employment guidelines page which clearly states that "policies are written for everyone, regardless of gender, disability, cultural diversity, sexual orientation, age or religion" and is reinforced by our HPN Workplace Policies page.

In addition to all staff avenues of support, the Domestic and Family Violence Policy includes a link to the LGBTQ specific resource 'Another Closet – Domestic and Family Violence LGBTQ Relationships'. This resource provides specific information on the unique challenges and unique types of violence faced by the LGBTI+ community and where staff can seek further support and information, including LGBTQ specific avenues of support.

The following challenges and types of violence which can disproportionality or specifically apply to the LGBTQ community are included in the policy:

1. threats to 'out' or reveal gender or sexual orientation to others; or
2. abuse that is targeted at sexuality, gender or biological sex; or
3. threatening to disclose health related issues, such as HIV status, to others; or
4. restricting access to, hormones, medications, medical treatment or support services.

Attachment S1.Q6.a Domestic & Family Violence Policy. Please note relevant section of the Domestic and Family Violence Policy have been highlighted, rather than extracted as they are located throughout the document.

Attachment S1.Q6.b Another Closet - Domestic and Family Violence LGBTQ Relationships (accessed via link)

Attachment S1.Q6.c Screenshots of Employment policies and guidelines page

Attachment S1.Q6.d Screenshot of HPN Workplace Policies page

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE	ADVANCED
7. Communications on LGBTQ Inclusive and Offensive Language	max. 4 points
<p>We have developed targeted communications or public relations guides that outline how to reference LGBTQ communities in communications, articles, media, and/or advertising that:</p> <ul style="list-style-type: none"> a) provide examples of both inclusive language AND language that is exclusive/offensive to LGBTQ people b) are available to all employees within the organisation <p><i>For full points, please attach:</i></p> <ul style="list-style-type: none"> (a) a copy of your guide that includes examples of both inclusive language AND exclusive/offensive to LGBTQ people (b) details of how this guide is made available to employees 	
<p>'carry over from 2021'</p>	

STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT

STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT	FOUNDATION
8. LGBTQ Training HR / Grievance Officers	Max. 3 points
<p>We have an internal formal HR/Grievance process whereby LGBTQ people can request or engage with:</p> <ul style="list-style-type: none"> a) someone specifically trained in LGBTQ Inclusion; OR b) an ally who has a good understanding of LGBTQ sensitivities and potential areas of concern <p><i>For full points, please confirm:</i></p> <ul style="list-style-type: none"> (a) that all identified LGBTQ friendly Grievance Officers or first points of contact have either; undertaken LGBTQ awareness training <u>or</u> are experienced allies with a good understanding of sensitivities (b) where these LGBTQ aware/friendly grievance contact points can be located or requested for those seeking formal support 	
<p>The department has formal procedures in place to deal with HR issues including bullying and harassment. While HR complaints can be lodged through an online form, a Harassment Contact Officer, or through direct contact, the first recommended step for submitting a bullying and harassment complaint is to talk to an Harassment Complaints Officer (HCO). The department's dedicated team of HCOs are employees in a range of areas of the department who staff can contact to talk about grievances and receive advice and support. HCO's profiles are published on our intranet and identify if HCOs have LGBTI+ lived experience and/or training; or are allies with a good understanding of sensitivities. HCOs are required to complete diversity and inclusion training as specified in the attached HCO Guidelines (see highlighted section).</p> <p>In addition, the People Branch within our HR Division has dedicated Inclusion Officers who provide support and guidance to our LGBTI+ workforce on HR or inclusion-related issues. Inclusion Officers, s22 [redacted] and s22 [redacted] have completed LGBTQ inclusion training and have a good understanding of LGBTQ sensitivities and potential areas of concern. s47F [redacted]</p>	

For LGBTIQ+ staff, the HPN Workplace Policies page sets out the department's zero tolerance approach to homophobic, biphobic or transphobic behaviour or intersexism. The page sets out the options available to staff who have been subjected to bullying or harassing behaviour, including that staff can:

- Talk to their supervisor
- Talk to an HCO
- Self-report a complaint to HR
- Talk to an Inclusion Office in the People Branch
- Talk to one of the Pride Network Chairs

Contact details for the Inclusion Officers are published the HPN intranet site and linked to the Bullying and Harassment contact options. The Inclusion Officer contact list includes information on the training they've completed and/or their level of understanding of LGBTQ sensitivities.

[Attachment S1.Q8.a Bullying and Harassment Complaints Page](#)

[Attachment S1.Q8.b Harassment HCO Guidelines](#)

[Attachment S1.Q8.c HCO profile 2021 - LGBTI ally](#)

[Attachment S1.Q8.d Workplace Policies Page](#)

[Attachment S1.Q8.e Health Pride Network Page - Talk to Us](#)

STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT

INTERMEDIATE

9. Behavioural Examples of What Constitutes Bullying / Harassment

Max. 4 points

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.

For full points, please provide evidence of behavioural examples given within your documentation in terms of:

- (a) *behaviour that constitutes bullying/harassment in regard to one's sexual orientation*
- (b) *behaviour that constitutes bullying/harassment of trans or gender diverse employees*
- (c) *behaviour that constitutes bullying/harassment of intersex people*

'carry over from 2021'

STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT 10. EAP Provider	INTERMEDIATE Max. 3 points
<p>We have either:</p> <ul style="list-style-type: none"> a) identified individuals within our EAP provider who have received specific training in, or have considerable understanding of the challenges faced by LGBTQ individuals that we can refer our LGBTQ employees b) received documentation that we believe demonstrates both the knowledge and expertise of our EAP provider to support LGBTQ people <p>and we have:</p> <ul style="list-style-type: none"> c) <u>clearly communicated</u> this on our EAP Provider page and/or our LGBTQ intranet page <p>Please provide:</p> <ul style="list-style-type: none"> (a) evidence of (a) <u>or</u> (b) above <u>and</u> (b) where this has been communicated on an LGBTQ intranet page 	
<p>'carry over from 2021'</p>	

STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT 11. Tracking of Incidents	ADVANCED Max. 4 points
<p>We can provide evidence that shows:</p> <ul style="list-style-type: none"> a) how we extract LGBTQ related instances from collected bullying/harassment data b) the development of a process that is sensitive to LGBTQ disclosure enabling us to mediate and/or action incidents <p>For full points, please screenshot or provide evidence for <u>both a) and b) above</u>.</p>	
<p>'carry over from 2021'</p>	

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE 12. Gender Affirmation Policy and Process Documentation	INTERMEDIATE Max. 5 points
<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> <p>Note: 'Gender affirmation' (above) is the ideal term for what has commonly been referred to as 'transitioning.'</p> <p><i>Please provide:</i></p> <ul style="list-style-type: none"> a) <i>a copy of this specific policy/process</i> b) <i>detailed support documentation for employee(s) wishing to affirm their gender in the workplace</i> c) <i>detailed support/educational documentation for managers peers and colleagues</i> 	
<p>Nil response – see Q43 Additional Work</p>	

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE 13. Dress Codes and Uniforms	ADVANCED Max. 4 points
<p>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.</p> <p>Further contact details and information has also been provided for support, if required.</p> <p><i>For full points, policies or guidelines must:</i></p> <ul style="list-style-type: none"> a) <i>state that all employees are supported to dress in a manner that best reflects their gender identity</i> b) <i>explicitly mentions trans, gender diverse and non-binary employees</i> c) <i>provide a support contact or further information on interpreting these guidelines, if required</i> 	
<p>'carry over from 2021'</p>	

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE	ADVANCED
14. Gender Affirmation Leave	Max. 4 points
<p>We have an internal policy that ensures <u>additional</u> paid leave is available for employees who require time away to undertake or physically manage their gender affirmation.</p> <p>Note: For full points, this leave must be in addition to the need to utilise annual leave, sick or generic personal leave.</p> <p><i>For full points, please provide:</i></p> <ul style="list-style-type: none"> (a) evidence of a paid leave entitlement (over and above annual leave, sick or generic personal leave) for individuals currently affirming their gender (b) a list of any supporting documentation required from the employee for you to enact this leave (c) whether this leave availability is standard HR policy or solely dependent on the discretion of the manager 	
<p>Nil response – see Q43 Additional Work</p>	

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE	ADVANCED
15. Gender Neutral Bathrooms and Facilities	Max. 4 points
<p>We have (or are working towards) having ‘Gender Neutral’ or ‘All Gender’ bathrooms and/or facilities <u>with clear and visible signage</u> available to employees.</p> <p>Note: “Unisex” signage will not be given points for this question. We are seeking more inclusive language for inclusive signage.</p> <p><i>If you already have gender neutral or all gender signage, please provide:</i></p> <ul style="list-style-type: none"> (a) evidence of a <u>communication</u> regarding where ‘Gender Neutral’ or ‘All Gender’ bathroom/facilities can be located (b) evidence of clear and visible signage as it appears at your bathroom/facility locations <p><i>If you are still making progress towards this, please:</i></p> <ul style="list-style-type: none"> (c) outline progress made and when you expect to have signage in place. <p><i>If this is not possible for any reason, please provide:</i></p> <ul style="list-style-type: none"> (d) evidence of any research or work that you have done in this area (e) any means by which you have been able to accommodate trans, gender diverse and non-binary employees <p>*Please refer to the Evidence Guidelines regarding changes made to this question.*</p>	
<p>The department has offices in a number of locations around Australia. All but one of the offices are in established buildings and the department’s discretion to adjust the building fit out and signage varies. As the department does not own the buildings it occupies, progress requiring changes to the physical infrastructure and established signage must be agreed with the building owners. In some sites the department is making progress toward having gender neutral and all gender bathrooms with visible signage, while in other sites this is not currently possible due to building owner requirements.</p>	

In all sites, the department is very clear that staff are able to use the bathroom of their choice that reflects the gender that they identify with. This is clearly stated on the intranet and in the department's Gender Affirmation Policy. Progressing this issue was agreed by the department's Executive in 2019 and is being progressed through the department's New Ways of Working Program (Program) which is redesigning the entire department's work infrastructure. The New Ways of Working Program has been informed by an extensive consultation program with all staff, as well as ongoing consultations with staff diversity networks including the HPN.

Progress on the Program in 2021 includes work completed across four sites:

- Fairbairn office – a new Canberra-based purpose built site is currently under construction
- Woden Sirius building – an existing Canberra site which houses the majority of the department:
 - Pilot floor – construction complete
 - Whole building – In design
- Perth office – construction complete
- Melbourne office – in design

The **Fairbairn site** is a new building and includes construction of new bathroom facilities. As part of the design, this includes six all gender bathroom facilities, including:

- Five bathrooms which are ambulant and all gender bathrooms
- One all gender bathroom

Attached is the plan for the Fairbairn buildings which show the positioning of all gender bathrooms and signage designs. In 2021 the HPN provided feedback and worked with the NWOW program team to contribute to the planning for All Gender bathrooms and the signage design for the Fairbairn site.

The **Perth, Melbourne and Sirius building** works relate to the fit-out of existing buildings and do not include major bathroom facility changes. The bathrooms in these established buildings meet building code requirements for dedicated female, male and accessible bathrooms as designated by building owners.

In order to ensure the existing bathrooms remain accessible and inclusive, in 2021 the following action items were completed for Perth, Melbourne and the Sirius Pilot sites:

- Sanitary Hygiene units were installed in all bathrooms, including bathrooms designated 'male'.
- Bathrooms are located in a private, screened space and not in the open where staff may have direct line of sight to view individuals who enter and exit the amenities.

The **Melbourne office** building owner has agreed to meet with the HPN and Department representatives in 2022 to discuss how all gender bathroom facilities can be provided through signage changes or future bathroom upgrades.

In addition, the Department will meet with the **Sirius Building** owner in 2022 to discuss options for signage updates in the Sirius building to provide gender neutral bathroom facilities. Any changes to signage will be undertaken in consultation with the department's staff diversity networks.

The December 2021 NWOW Staff Network monthly update records December engagement with HPN including that gender neutral bathrooms and inclusive signage are key priorities for the Pride Network. HPN agreed to work with NWOW on a whole of program approach to inclusive bathrooms in 2022.

[Attachment S1.Q15.a Email All Gender Signage](#)

[Attachment S1.Q15.b Signage plan ground floor north](#)

[Attachment S1.Q15.c Signage plan ground floor south](#)

[Attachment S1.Q15.d Fairbairn – Ambulant all gender toilet signage](#)

[Attachment S1.Q15.e Email advice from PiD - Signage for gender neutral bathrooms](#)

[Attachment S1.Q15.f Email from NWOW to HPN consulting on gender neutral bathrooms and seeking advice](#)

[Attachment S1.Q15.g December 2021 NWOW Staff Network monthly update](#)

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

ADVANCED

16. (Forms) Non-Binary Gender Options for Employees

Max. 2 points

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.).

Note: Forms do not need to be paper or hard copy, forms may also include electronic or soft copy documents.

For full points, please provide:

(a) a brief outline of progress of work to date

(b) options provided within changed documents if changes have been made

OR (c) evidence that you do not collect or have removed gender options or gendered information on your forms

The department is committed to supporting accessibility and inclusivity for all employees in the workplace. We comply with the *Australian Government Guidelines on the Recognition of Sex and Gender*, which provides guidance on collecting accurate information on sex and gender. The department requires all forms collecting information to provide people the option to identify as M (Male), F (Female) or X (Indeterminate/Intersex/Unspecified). The X option refers to any person who does not exclusively identify as either male or female i.e. a person of a non-binary gender. People who fall into this category may use a variety of terms to self-identify. If the X descriptor set out at paragraph 19 is too lengthy for collection forms or data systems, the Australian Government's preference is to use either 'unspecified' or 'indeterminate'. We have communicated this with broader department through the Inclusive Language Guide and made changes to our internal forms (see attachment). In addition to compliance with the *Australian Government Guidelines* the collection of staff details through SAP ESS also allows staff to identify their gender as non-binary.

[Attachment S1.Q16.a Inclusive Language Guide](#)

[Attachment S1.Q16.b SAP selection form](#)

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE	ADVANCED
17. (IT Systems) Non-Binary Gender Options for Employees	Max. 2 points
<p>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.).</p> <p><i>For full points, please provide:</i></p> <ul style="list-style-type: none"> (a) a brief outline of progress of work to date (b) options provided within systems if changes have been made <p>OR (c) evidence that you do not collect or have removed gender options or gendered information within your systems</p>	
<p>'carry over from 2021'</p>	

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE	ADVANCED
18. Trans and Gender Diverse Applicants	Max. 6 points
<p>For trans and gender diverse applicants, we have:</p> <ul style="list-style-type: none"> a) Implemented processes to help reduce roadblocks/difficulties faced by trans and gender diverse people who are applying for jobs b) <u>clearly communicated</u> 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 accessible by applicants addressing concerns specific to trans and gender diverse people and make these available throughout the recruitment process <p><i>For full points, evidence must be provided for all items above. Partial points will be given if all items are not evidenced.</i></p>	
<p>'carry over from 2021'</p>	

STANDING SUBMISSION: STRATEGIC FOCUS

STANDING SUBMISSION: STRATEGIC FOCUS	FOUNDATION
19. External Website LGBTQ Workplace Inclusion Promotion	Max. 2 points
<p>We have promoted our focus and work on LGBTQ workplace inclusion on our <u>external</u> facing webpage (URL).</p> <p><i>Please provide the URL of an external webpage that specifically promotes your inclusion work. (Points will not be given if we are unable to access this externally.)</i></p>	
<p>'carry over from 2021'</p>	

STANDING SUBMISSION: STRATEGIC FOCUS 20. HR / Diversity Professional Accountabilities	INTERMEDIATE 2 points
<p>We have at least one Diversity / HR professional whose job description, performance appraisal or work plan includes <u>specific and detailed</u> LGBTQ inclusion objectives/targets.</p> <p>Note: This is beyond a general reference to LGBTQ inclusion as an area of diversity.</p> <p><i>Please provide evidence of such specific targets.</i></p>	
<p>'carry over from 2021'</p>	

STANDING SUBMISSION: STRATEGIC FOCUS 21. Executive Sponsor or LGBTQ Champion	ADVANCED Max. 4 points
<p>We have an Executive Sponsor located <u>within our Australian offices</u> with documented role expectations/accountabilities related to LGBTQ inclusion work and advocacy within the organisation.</p> <p><i>For full points, please provide evidence of both:</i></p> <p>(a) <i>the documented role expectation/accountabilities</i></p> <p>(b) <i>the mechanism through which the Executive Sponsor reports or is made accountable for these</i></p>	
<p>(a) In 2021, the department had one Executive Sponsor (Health Pride Champion) for LGBTI+ inclusion in our Australian offices. Our Health Pride Champion is from our Senior Executive Service (SES) leadership team. The Champion's role expectations and accountabilities related to LGBTQ inclusion work and advocacy within the organisation are captured across multiple documents including:</p> <ul style="list-style-type: none"> • The SES Handbook • The SES Performance Framework • Individual Performance Development Scheme (PDS) Agreements • The Diversity Champion Role Statement <p>SES Handbook</p> <p>The SES Handbook provides detailed information to SES about their key roles and responsibilities. The handbook states:</p> <ul style="list-style-type: none"> • "SES are expected to support all staff in the department to achieve through creating a positive, motivating atmosphere that seeks to coach, mentor and encourage while also supportive diversity. SES are expected to assist to maintain a working environment free from discrimination and harassment and one that recognises and respects the diverse backgrounds of employees." • "SES should champion diversity, reconciliation and disability activities including participation in cultural awareness training." • Under significant responsibilities, "Workforce diversity - You will assist to maintain a working environment free from discrimination and harassment, and one that recognises and respects the diverse backgrounds of our employees. The department is committed to eliminating any employment related disadvantages" 	

on the basis of race, colour, sex, sexual orientation, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin, or any other grounds prohibited by legislation.... SES employees are expected to be familiar with the department's Reconciliation Action Plan, the Accessibility Action Plan and the Health Pride Network. You are also expected to support the department's strategies to promote the needs of, and provide options for, mature age employees, and employees from culturally and linguistically diverse backgrounds. SES should consider championing diversity through becoming a diversity champion."

SES Performance Framework

The department confirmed its commitment to senior management diversity accountability in issuing a new *SES Performance Framework* in July 2021. In 2021 Leadership Behaviours accounted for 50% of the overall performance rating in performance agreements for the SES. In 2021 the Leadership Behaviours requirement included a goal for Culture and Innovation which requires all SES staff to:

- monitor and build a culture of high performance. This includes harness capability; drawing on the diverse perspectives of staff and stakeholders; managing for outcomes and **supporting people from diverse backgrounds**.
- Culture - guided by the Department's People Strategy, maintain and build a workplace culture that drives employee engagement and productivity. Demonstrate a commitment to **fostering and delivering diversity and inclusion initiatives**.

PDS Agreement

Members of the SES have a standard performance agreement in order to ensure consistent standards across the department. This includes reflecting the Culture and Innovation goals in the SES Performance Framework. Champions include their role in their PDS agreement, with specific role accountabilities outlined in the Champion Role Statement. An extract from Pride Champion Simon Cotterell's Performance Development Agreement has been provided as an example.

Diversity Champion Role Statement

The Diversity Champion Role Statement outlines the Champion's roles and responsibilities in detail. The document encourages Champions to include their role and corporate contribution in their PDS agreement.

(b)The mechanism that holds all SES accountable (including Champions) is outlined in the SES Performance Framework (annual performance cycle) and includes the SES moderation process. This process informs Mid and End-cycle performance assessments and includes assessment of business outcomes and leadership. This assessment draws on a number of information sources that may include:

- The Secretary's feedback
- Feedback from Deputy Secretaries
- The Manager's feedback
- Challenges encountered in the SES employee's current role
- The employee's self-assessment

- 360-degree feedback results (if available)
- Staff survey results
- Corporate data such as HR metrics and financial performance
- External and internal stakeholder feedback.

Mid and End-cycle ratings are subject to consistency assurance (moderation) by the Remuneration Committee to ensure a consistency of approach. The Secretary determines the final performance rating based on the advice of the Remuneration Committee. The committee will draw on the information sources as outlined above.

As part of the moderation process the People Branch Directors are asked to provide input into the SES moderation process which includes feedback on their involvement with diversity and inclusion initiatives. An example of this occurred in August 2021, when the SES Support section asked the Inclusion Director to provide feedback on SES corporate contributions, particularly their strong contribution to a Network or Championing. The Inclusion team provided feedback on all Champions and SES who were noted to be driving diversity and inclusion initiatives. This included feedback on the Pride Champions contribution and their active support of LGBTIQ+ initiatives, network and workforce initiatives. Noting Leadership Behaviours account for 50% of the overall performance rating in performance agreements for the SES, this involvement from People Branch holds SES and Champions accountable against diversity and inclusion related role expectations.

Ms Robyn White, the Assistant Secretary for People Branch is able to verify these details. Ms White can be contacted at s22 or via email on s22.

[Attachment S1.Q21.a Champion Role Statement](#)

[Attachment S1.Q21.b SES Performance Framework](#)

[Attachment S1.Q21.c SES Handbook 2020](#)

[Attachment S1.Q21.d SES Email regarding moderation](#)

[Attachment S1.Q21.e Simon Cotterell Performance Agreement extract 2021 - Redacted](#)

STANDING SUBMISSION: STRATEGIC FOCUS

22. Senior Management Diversity Accountability

ADVANCED

Max. 4 points

We include specific diversity and inclusion accountabilities, job goals or expected outcomes within senior management appraisals beyond generic company values addressing diversity/inclusion (this may or may not include LGBTQ specific accountabilities).

Note: This is outside of network leadership and executive sponsor accountabilities - applies to all executive/senior leaders.

For full points, please:

(a) confirm that there are diversity accountabilities (over and above general behavioural values) within senior management appraisals.

(b) provide evidence (template example acceptable) or if highly confidential, please indicate the name of a senior HR person who can verify this:

- (a) The department has diversity and inclusion accountabilities over and above general behaviour values within senior management appraisals that apply to all SES. Accountabilities related to diversity and inclusion work and advocacy within the organisation are captured across multiple documents including:

- The SES Handbook
- The SES Performance Framework
- Performance Development Scheme (PDS) Agreements

SES Handbook

The SES Handbook provides detailed information to SES about their key roles and responsibilities. The handbook states:

- “SES are expected to support all staff in the department to achieve through creating a positive, motivating atmosphere that seeks to coach, mentor and encourage while also supportive diversity. SES are expected to assist to maintain a working environment free from discrimination and harassment and one that recognises and respects the diverse backgrounds of employees.”
- “SES should champion diversity, reconciliation and disability activities including participation in cultural awareness training.”
- Under significant responsibilities, “Workforce diversity - You will assist to maintain a working environment free from discrimination and harassment, and one that recognises and respects the diverse backgrounds of our employees. The department is committed to eliminating any employment related disadvantages on the basis of race, colour, sex, sexual orientation, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin, or any other grounds prohibited by legislation.... SES employees are expected to be familiar with the department’s Reconciliation Action Plan, the Accessibility Action Plan and the Health Pride Network. You are also expected to support the department’s strategies to promote the needs of, and provide options for, mature age employees, and employees from culturally and linguistically diverse backgrounds. SES should consider championing diversity through becoming a diversity champion.”

SES Performance Framework

The department confirmed its commitment to senior management diversity accountability in issuing a new *SES Performance Framework* in July 2021. In 2021 Leadership Behaviours accounted for 50% of the overall performance rating in performance agreements for the SES. In 2021 the Leadership Behaviours requirement included a goal for Culture and Innovation which requires all SES staff to:

- monitor and build a culture of high performance. This includes harness capability; drawing on the diverse perspectives of staff and stakeholders; managing for outcomes and **supporting people from diverse backgrounds**.
- Culture - guided by the Department’s People Strategy, maintain and build a workplace culture that drives employee engagement and productivity. Demonstrate a commitment to **fostering and delivering diversity and inclusion initiatives**.

PDS Agreement

Members of the SES have a standard performance agreement in order to ensure consistent standards across the department. See attached PDS agreement template. This includes reflecting the Culture and Innovation goals outlined in the SES Performance Framework. The SES Handbook provides additional information on the roles and responsibilities of SES in relation to diversity and inclusion.

Ms Robyn White, the Assistant Secretary for People Branch is able to verify these details. Ms White can be contacted at s22 or via email on s22.

Attachment S1.Q22.a SES Performance Framework (primarily pages 3,6 and 8)
 Attachment S1.Q22.b SES Handbook 2020 (primarily pages 2,8,9 and 24)
 Attachment S1.Q22.c SES PDS template 2021-2022

STANDING SUBMISSION: STRATEGIC FOCUS
23. Customer-facing LGBTQ Inclusion
ADVANCED
Max. 3 points

We have evaluated (or are in the process of evaluating) the LGBTQ inclusivity of customer facing / service user processes.

For full points, please:

- a) *clearly outline the extent of this work and progress made to date*

The department is largely a policy-based department and does not have a lot of direct interaction with customer facing/service user processes. The department is a large organisation of more than 5,000 staff and spanning a wide range of policy and program areas. As such the department's processes are continuously evaluated on a case by case basis. Two examples of evaluation of LGBTQ inclusivity of customer facing/service user processes relevant to the department are outlined:

Aged Care

The area where the department deals most with customer facing providers is the aged care system. The department launched the **National Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) Ageing and Aged Care Strategy in 2018**, which provides consumers and providers with actions to support LGBTI+ inclusivity in aged care. In 2019, the department supplemented this with a range of fact sheets and support material, such as:

- [Actions to Support LGBTI Elders: a Guide for Aged Care Providers – published February 2019](#)
- [Actions to Support LGBTI Elders: a Guide for Consumers– published Feb 2019.](#)
- [Finding LGBTI Inclusive Home Care Packages on the Service Finder](#)

In support of this work to ensure the inclusivity of the Aged Care system, between 2019 and 2021 the Department funded LGBTIQ+ Health Australia to collect and communicate consumer views and interests into issues for the attention of the Royal Commission into Aged Care Quality and Safety. LGBTIQ+ Health Australia participated in the Royal Commission, providing seven submissions, which were supported by consultations with LGBTIQ+ older people, their families, friends and carers and LGBTIQ+ aged care workers. This ensured that the views and experiences of LGBTIQ+ people informed the Royal Commission's findings and were and therefore able to inform the reform of Aged Care in Australia.

Information in relation to this grant is available here: <https://www.grants.gov.au/Ga/Show/9d42e756-9e14-ac63-17ef-588fe3f0f9d9>

Details of LGBTIQ+ Health Australia's submission to the Royal Commission are available here: https://www.lgbtiqhealth.org.au/submissions_aged_care_rc

Public health – Healthy pregnancy resources

In 2021 the department evaluated the LGBTQ inclusivity of new healthy pregnancy resources developed for the promotion of good health to the general public (customer). These resources would form part of the Your Healthy Pregnancy Campaign launched in May 2021. The business area assessed the proposed materials for LGBTQ inclusiveness and found:

- The proposed overarching tagline, 'The Healthy Mum-to-Be', didn't accommodate gender and sex diversity or those people who do not identify as a 'mum' or 'mum to be'.
- The language used within the resources should be updated to speak to the user directly and to make it more inclusive - e.g. changing 'pregnant women could consider ...' to 'if you are pregnant you could consider ...'
- Some of the images appeared to be quite conservative and needed to be modernised to reflect the diversity of pregnant people in Australia.

The business area worked with the contracted media company, Carbon Creative, to review and update the draft campaign material to ensure it was LGBTI+ inclusive. This included seeking advice from the Inclusion team, Pride in Diversity, members of the LGBTI+ community and seeking a diverse range of stakeholders to participate in user testing. Advice regarding inclusive language, images and terms were sought and attained.

As a result, the Healthy Pregnancy Campaign materials contains inclusive and gender neutral language and a range of inclusive images. The proposed tagline 'Healthy Mum-to-Be' was changed to 'Your Healthy Pregnancy'. The Guidelines for physical activity during pregnancy also contain the following statement:

'The Australian Government has worked with experts to develop guidelines to help you be active during pregnancy. These guidelines are for all pregnant Australians, regardless of gender identity, cultural or language background, geographic location or socio-economic status.
For more information go to [health.gov.au](https://www.health.gov.au)'.

[Attachment S1.Q23.a Emails capturing consultation and review of Healthy Pregnancies resources project](#)

[Attachment S1.Q23.b A5 brochure - Guidelines for physical activity during pregnancy](#)

[For pregnancy website with resources <https://www.health.gov.au/health-topics/physical-activity-and-exercise/pregnancy>](https://www.health.gov.au/health-topics/physical-activity-and-exercise/pregnancy)

[For Your Healthy Pregnancy campaign and resources <https://www.health.gov.au/campaigns/your-healthy-pregnancy>](https://www.health.gov.au/campaigns/your-healthy-pregnancy)

STANDING SUBMISSION: STRATEGIC FOCUS 24. Customers Information: Changing Gender Markers	ADVANCED 3 points
<p>We provide customers / service users with easily accessible information on how they can change their title (Mr, Ms, Mx), name and gender within our systems.</p> <p><i>For full points, please provide either:</i></p> <ol style="list-style-type: none"> <i>a copy of the customer/service user documentation that outlines the process for changing gender markers or a screenshot of that information.</i> <i>evidence that you do not collect or have removed gender options or gendered information in your systems</i> 	
<p>The department is largely a policy-based department and does not have customer/service user accessible systems that collect personal information of consumers for the purposes described in this question. The department has privacy information available on the types of personal information it does collect in relation to specific programs (not systems) it runs on its external website. These programs do not collect gender information and there is no requirement for this information to be collected. Please see attached highlighted examples as evidence of gender information not being collected.</p> <p>Health policies and programs which require the collection of personal information such as Medicare and Aged Care are administered by a separate Australian Government agency, Services Australia. Services Australia have processes in place and clearly communicate to customers the process used for updating gender within administrative records, according to the systems in place for each program. This information is available from the Services Australia website, see for example:</p> <ul style="list-style-type: none"> Medicare: https://www.servicesaustralia.gov.au/how-you-update-your-name-date-birth-or-gender-for-medicare?context=60092 Continence Aids Payment Scheme: https://www.servicesaustralia.gov.au/your-gender-details-with-us?context=21826 Aged Care: https://www.servicesaustralia.gov.au/your-gender-details-with-us?context=23296 <p>Attachment S1.Q24.a Screenshots of Health programs which collect personal information and do not include information relating to gender</p>	

**** END OF SECTION 1: STANDING SUBMISSION ****

ANNUAL SUBMISSION

This part of the Submission (Sections 2 – 10) is only applicable to work carried out in the 2021 calendar year. Points will not be allocated for work carried out in 2022.

All questions within the Annual Submission must be answered in order to obtain point allocation. No points are carried over within these sections.

A reminder to read each question carefully and the specific evidence required, respectively.

- Each question asks for specific LGBTQ-explicit evidence. If inadequate or incomplete evidence is provided for any question, full points may not be obtained.
- If attaching evidence, please indicate the question number / title on the file name.
- Please ensure all evidence included in your submission or attached is legible. Pride in Diversity will not be responsible for documents that we cannot access or cannot read (if they have been copied or shared incorrectly).

For further support and clarification: Please download the [AWEI Scoring Guidelines](#) or refer to the [AWEI Tools and Support](#) webpage.

****Due to the Covid-19 pandemic and national/state-wide restrictions, social distancing and other related factors, we will be accepting any virtual or digital evidence for the questions within the Annual Submission.****

SECTION 2: STRATEGY & ACCOUNTABILITY

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY	FOUNDATION
1. External LGBTQ Expertise	Max. 2 points
<p>We have access to external LGBTQ support/expertise that we have called upon throughout the assessed year (this may include but is not limited to PiD).</p>	
<p><i>Please provide evidence of <u>one</u> such engagement throughout the assessed year, identifying who that was with.</i></p>	
<p>Our department is an active member of Pride in Diversity (PiD) and throughout 2021 called on PiD for expertise, meeting with our relationship manager, S47F, to discuss ideas for improvement and seek feedback.</p>	

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY	FOUNDATION
2. Documented LGBTQ Strategy	Max. 3 points
<p>We have a documented LGBTQ component of an organisational diversity/inclusion/people strategy in place for the assessed year that includes <u>clearly defined</u> LGBTQ targets and/or action plans.</p> <p>Note: If your strategy contains all of this detailed information, this is sufficient. However, if your strategy is a high-level overarching strategy with little detail of what it is you are trying to achieve, responsibilities and timelines, then you will need to include an additional plan to cover this.</p> <p><i>Please provide a copy of the LGBTQ component of your strategy and clearly defined targets. If your strategy does not contain clearly defined LGBTQ targets, please provide any accompanying/supporting action plans that will show specific goals in this area.</i></p>	
<p>In 2020 the Department of Health launched its LGBTI+ Action Plan for 2020-22, capturing Health's commitment to LGBTI+ inclusion and providing a high level overview of identified actions. An LGBTI+ Action Plan Implementation Tracker was developed to support successful delivery of the action plan. The implementation tracker contains details of specific actions, responsibilities and timeframes. This ensures the action plan remains visible, commitments are progressed, and success can be measured and celebrated as milestones are achieved.</p> <p>Attachment S2.Q2.a LGBTI+ Action Plan 2020-22 Attachment S2.Q2.b LGBTI+ Action Plan Implementation Tracker</p>	

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY	INTERMEDIATE
3. LGBTQ Advisory Group	Max. 4 points
<p>We have <u>established and promoted</u> an internal LGBTQ advisory group available across the organisation. Over the assessed year, please provide evidence where this advisory group has been consulted to either:</p> <ul style="list-style-type: none"> a) discuss and work on areas identified as requiring change to be more inclusive of LGBTQ people, OR b) provided subject matter expertise on request within the organisation <p>Note: This group may be leadership, your Employee Network, or a group within your organisation (separate to the Network) with distinct expertise in LGBTQ inclusion. The important thing is that this group is promoted across your organisation as having expertise in this space and that they are actively engaged in consulting back to the organisation.</p> <p><i>For full points, please provide:</i></p> <ul style="list-style-type: none"> (a) evidence of any meetings or work undertaken by this group throughout the assessed year (b) evidence of how this group's expertise or counsel is promoted across the organisation 	
<p>The HPN is a point of reference for advice back to the organisation in relation to both corporate matters and the department's policy responsibilities. Advisory responsibilities are established among Network participants as needed to ensure that the most relevant expertise is drawn upon for each relevant topic.</p>	

In early 2021 the Health Pride Network's advisory role was promoted as part of a communications campaign to increase Health staff network membership numbers, with relevant communications highlighting that network responsibilities include advocating members views and providing input to policy. The Network's purpose, including providing input into department policies and practices, is promoted at all times on the department's intranet 'HPN About' page which is available to all staff and outlines the Network's functions. Business areas can either approach the Network directly or through the Culture and Inclusion team in People Branch.

A sample of matters on which HPN provided advice to corporate and policy areas in response to requests for advice related to:

- Advice to Aged Care on use of gender inclusive titles for use in the My Aged Care system – June 2021
- Advice to Corporate Assurance Branch on resources to promote inclusion – June 2021
- Reflections on key findings on LGBTQ+ youth mental health – October 2021

In 2021 the HPN's National Staff Participation Forum (NSPF) Representative and proxy acted as an employee representative in the review of a number of workplace policies, including from an LGBTIQ+ inclusion perspective. The NSPF is the department's peak employee consultation body. NSPF minutes attached evidence the HPN representative's attendance at quarterly meetings in April, September and December 2021.

In November 2021 the HPN participated in a workshop with the department's communications team, along with relevant policy areas, to review the approach to development of internal guidelines on the use of gender-neutral language. HPN continues to participate in the development of guidance to ensure that it supports the use of gender-neutral language whenever appropriate.

[Attachment S2.Q3.a Staff Networks at Health feature article](#)

[Attachment S2.Q3.b Health Pride Network - About intranet page](#)

[Attachment S2.Q3.c Gender Inclusive titles – Aged care](#)

[Attachment S2.Q3.d LGBTQIA+ Resources](#)

[Attachment S2.Q3.e Reflections on Key findings on LGBTQ+ Youth mental health](#)

[Attachment S2.Q3.f Gendered Language Workshop](#)

[Attachment S2.Q3.g Gendered Language guidance](#)

[Attachment S2.Q3.h NSPF Minutes – APRIL](#)

[Attachment S2.Q3.i NSPF Minutes – SEPTEMBER](#)

[Attachment S2.Q3.j NSPF Minutes – DECEMBER](#)

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY	INTERMEDIATE
4. LGBTQ Inclusion Reporting	2 points
<p>Within the assessed calendar year, we have published an external report on our Australian LGBTQ inclusion work. This may be within annual reports, CSR documentation or equivalent public facing documentation.</p> <p>Note: This report may include work prior to the assessed year, however the report must be published within 2021. This work must be a detailed report, beyond a reference to your LGBTQ inclusion work or existence of your LGTQ Network.</p> <p><i>Please provide evidence.</i></p>	
<p>The department provides a detailed report of its LGBTQ inclusion work in its Annual Report which is published on the department's external facing website. The Annual Report 2020-21 reports on LGBTQ work on page 160, 161 and 168.</p> <p>Attachment S2.Q4 Annual Report 2020-21 https://www.health.gov.au/resources/publications/department-of-health-annual-report-2020-21</p>	

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY	INTERMEDIATE
5. Media Coverage	2 points
<p>Our work in LGBTQ inclusion has been covered by an independent source (not internally written or published) within the assessed calendar year.</p> <p>Note: This has to cover your LGBTQ inclusion work in detail and cannot be a brief mention of your organisation, recognised employee/individual or an award won.</p> <p><i>Please provide evidence of how your LGBTQ inclusion work has been recognised by an independent source: screenshot, URL, image or insert attachment.</i></p>	
<p>In December 2021 LGBTIQ+ Health Australia (formerly the National LGBTI Health Alliance) published their Annual Report 2020-21 on their website: https://d3n8a8pro7vhmx.cloudfront.net/lgbtihealth/pages/867/attachments/original/1638408665/LGBTIQ_Health_Australia_AR2021_FINAL.pdf?1638408665.</p> <p>The report contains a section on page 18 about funding provided by the Department of Health to QLife to provide additional assistance to LGBTIQ+ communities experiencing COVID-19. The report also contains a section on page 27 about funding provided by the department to LGBTIQ+ Health Australia for the National Palliative Care Project 2020-21 aimed at improving LGBTIQ+ inclusion in palliative care in Australia.</p> <p>In April 2021, the Department of Health sponsored, supported and participated in the 5th LGBTI Ageing and Aged Care Conference. A number of LGBTQ organisations, including Silver Rainbow and LGBTIQ+ Health Australia promoted this event. Articles and promotional resources such as digital flyers and the conference program covered the Department of Health's inclusion work and involvement in the conference. This included the Department of Health providing content support and funding, as well as the participation of the Department of Health panellist, Robert Day, in a conference panel session. Examples of media coverage include:</p> <ul style="list-style-type: none"> • Facebook post by Silver Rainbow on 13 April (see attachment for link and screenshot) • LGBTIQ+ Health Australia website, including the Conference Program and conference articles (links below) <p>Attachment S2.Q5.a Screenshots of Silver Rainbow Facebook post</p>	

Links to evidence:

LGBTIQ+ Health Australia website – LGBTI Ageing and Aged Care Conference <https://www.lgbtiageingconference.com.au/>

LGBTIQ+ Health Australia website – LGBTI Ageing and Aged Care Conference Program

https://d3n8a8pro7vhmx.cloudfront.net/lgbtihealth/pages/759/attachments/original/1619765682/HID_Ageing_Conferences_Program_-_30_April.pdf?1619765682

LGBTIQ+ Health Australia website – LGBTI Ageing and Aged Care Conference Sponsors - <https://www.lgbtiageingconference.com.au/sponsors>

New national survey targets palliative care needs of LGBTIQ+ people -

https://www.lgbtiqhealth.org.au/new_national_survey_targets_palliative_care_needs_of_lgbtiq_people

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY
ADVANCED
6. Strategic Work in Recruitment, Supplier Policy or Service Provision
Max. 3 points

We have completed, updated or are making progress towards work within one of the following areas over the assessed calendar year:

- LGBTQ targeted recruitment (targeting LGBTQ job seekers)
- LGBTQ supplier policy / promotion / resourcing / procurement policy (either seeking LGBTQ suppliers; or having a policy requiring suppliers to reflect your values around LGBTQ inclusion or attend training)
- **LGBTQ marketing campaigns or service provision brochures/collateral specifically targeting LGBTQ populations or answering questions specific to this population**

Please provide evidence for work within one of the requested areas within the assessed year.

If you have completed work within more than one of the above areas within the assessed year or have already existing (and current work) within areas listed above, please add that to the ADDITIONAL WORK section at the end of this submission.

In 2021 the department progressed work focusing on LGBTQ marketing campaigns or service provision brochures/collateral specifically targeting LGBTQ populations and answering questions specific to this population.

In 2018 the department launched the National Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) Ageing and Aged Care Strategy, which provides consumers and providers with actions to support LGBTI+ inclusivity in aged care. In 2019, the department supplemented this with a range of fact sheets and support material, such as:

- [Actions to Support LGBTI Elders: a Guide for Aged Care Providers – published February 2019](#)
- [Actions to Support LGBTI Elders: a Guide for Consumers – published Feb 2019.](#)
- [Finding LGBTI Inclusive Home Care Packages on the Service Finder](#)

In 2021 the department continued to promote these resources and new training and information through the Your Aged Care Updates Newsletter.

Links to evidence below

Aged care LGBTIQ+ resources - <https://www.health.gov.au/news/newsletters/information-for-the-aged-care-sector-issue-20217>

LGBTI aged care awareness training - <https://www.health.gov.au/news/newsletters/your-aged-care-updates#lgbti-aged-care-awareness-training>

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY 7. Executive Leadership Representation	ADVANCED 2 points
<p>We currently have <u>openly LGBTQ identifying people</u> within our internal Diversity Council and/or within our Executive Leadership Team.</p> <p><i>Please provide details of the names and roles of openly LGBTQ identifying people within either your Diversity Council or Executive Team</i></p>	
<p>The department has numerous openly LGBTQ identifying people within the SES and Executive Level cohorts, including:</p> <ul style="list-style-type: none"> • Simon Cotterell – First Assistant Secretary, Primary Care Division • Lucas De Toca – First Assistant Secretary, COVID-19 Primary Care Response Taskforce • Matthew Short – Acting Assistant Secretary, Mental Health Services Branch and Co-Chair of Health Pride Network • S22 – Director, Preventive Policy Section 	
ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY 8. LGBTQ Inclusion Promotion	ADVANCED Max. 4 points
<p>We can show evidence of promoting our commitment to LGBTQ inclusion in <u>up to two</u> of the following areas:</p> <ul style="list-style-type: none"> • pitching for business or contracts • engaging with potential clients/customers • applying for funding • engaging with strategic partners or key external stakeholders <p><i>Please provide evidence for <u>up to two</u> of the areas covered. Note: Partial points will be given for less than two areas of work evidenced.</i></p> <p><i>If you have completed work within more than two of the above areas within the assessed year or have already existing (and current work) within areas listed above, please add that to the ADDITIONAL WORK section at the end of this submission.</i></p>	
<p>As the Department of Health is not a customer service facing department, our clients/customers would likely be considered those in relevant professions, the general public, or peak bodies representing key consumer cohorts seeking information on Health, Aged Care, Sport etc, applying for funding, or informing policy changes. The below examples are a combination of engaging with potential clients/customers and engaging with strategic partners or key external stakeholders within the assessed year.</p> <p>Engagement with key external stakeholders</p> <p>The peak body for LGBTIQ+ health is LGBTIQ+ Health Australia. Various areas of the department work closely with LGBTIQ+ Health Australia as a key stakeholder with a view to promoting our commitment to LGBTIQ+ people by working to improve the health of LGBTIQ+ Australians, and their experiences within the health system. Some examples of the range of engagement with LGBTIQ+ Health Australia within the Department in 2021 include:</p> <ul style="list-style-type: none"> • Mental Health Division meets regularly with LGBTIQ+ Health Australia, to discuss emerging issues and to ensure that the mental health system is responsive to the needs of LGBTIQ+ people. 	

- The Aged Care Division meets with LGBTIQ+ Health Australia every two months to discuss key issues with regard to aged care. This includes understanding and outcomes from their peak and training activities. The department also regularly consulted LGBTIQ+ Health Australia on aged care policy reforms, and facilitated discussions on intersectional issues, such as mental health of LGBTIQ+ people in aged care.
- Population Health Division engaged with LGBTIQ+ Health Australia on a range of issues affecting LGBTIQ+ people, including:
 - On 24 June 2021 the department met triaterally with LGBTIQ+ Health Australia and the Intersex Human Rights Australia to discuss the activities of both organisations with a particular focus on understanding the issues facing people with variations in sex characteristics in Australia and ways the Health system could be better adapted to responding to those issues. The resources shared by LHA and IHRA have been used by the department to inform policy development related to health care for people with variations in sex characteristics.
 - The Blood Borne Viruses and Sexually Transmissible Infection Policy Section worked with Nicky Bath, LGBTIQ+ Health Australia CEO in development and delivery of the Ministerial Advisory Committee on Blood Borne Viruses and Sexually Transmissible Infection round table focused on syphilis on 22 October 2021 to ensure the meeting included a focus on LGBTIQ+ people's experiences of syphilis. The outcomes from this meeting are not yet publicly available however the meeting agenda is included as evidence.

Promotion to external clients/customers and stakeholders

Health featured its commitment to LGBTI+ inclusion in its annual report 2020-2021 on pages 160, 161 and 168. Over 80 copies of the printed annual report were distributed to key stakeholders at Parliament House, as well as the Minister for Health & Aged Care, Minister for Senior Australians & Aged Care Services, Minister for Sport, Minister for Regional Health, Regional Communications and Local Government and Assistant Minister to the Prime Minister for Mental Health and Suicide Prevention. Copies were also offered to Health Portfolio agencies.

The Australian public are a key stakeholder for the Department of Health. The department has therefore published its LGBTI+ Action Plan 2019-2022 on its external website ensuring the department's commitment to LGBTI+ inclusion is visible and accessible to the public. <https://www.health.gov.au/resources/publications/lesbian-gay-bisexual-transgender-and-intersex-action-plan-2020-22>

Attachment S2.Q8.a Mental Health engagement LGBTIQ+ Health Australia – June + Oct 2021

Attachment S2.Q8.b Aged Care meetings with LHA

Attachment S2.Q8.c Meeting with LGBTIQ+ Health Australia and Intersex Human Rights Australia

Attachment S2.Q8.d MACBBVSTI - Syphilis - Oct 2021

SECTION 3: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

Please note: Different terms are used for internal networks (including Ally/Champion Networks, Resource Groups, Employee Network Groups, Employee Action Groups, etc.). For the purpose of consistency within this submission, when referring to such networks or equivalent, the terminology used within this section will be *Employee Network*.

If you have an outstanding Network Leader who has performed above and beyond the expectations of their role and significantly impacted LGBTQ inclusion within your workplace, please consider nominating them for the [Network Leader of the Year Award](#). (This nomination is open to anyone who has a formal role within the employee network leadership group.)

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS 9. LGBTQ Employee Network	FOUNDATION Max. 2 points
<p>Within the assessed calendar year, we have <i>either</i>:</p> <ul style="list-style-type: none"> a) made progress towards the launch or establishment of an LGBTQ employee network b) an established LGBTQ employee network with a clearly documented charter/purpose or remit <p><i>If you are in the process of creating a network, please evidence progress made within the assessed year.</i></p> <p><i>If you have an existing network, please provide a copy of the network's charter/purpose.</i></p>	
<p>The department's HPN has been operating for more than seven years. Its current membership represents more than 13 per cent of the department, with 626 members as at December 2021. The Network is governed by the 'Model Terms of Reference' for all Diversity Networks in the department, and has a specific purpose stepped out in its work plan and available on the Network's intranet site on the 'About' page.</p> <p>Attachment S3.Q9.a Model Terms of Reference Attachment S3.Q9.b Health Pride Network - About intranet page Attachment S3.Q9.c HPN Work plan – note the 2019-20 HPN Work Plan was continued to mid-2021, as outlined at Q11.</p>	

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS 10. Network Leadership Structure	FOUNDATION Max. 3 points
<p>Our employee network has a clearly articulated leadership structure with:</p> <ul style="list-style-type: none"> a) clear roles and/or responsibilities for those involved b) an HR or Diversity representative as part of the leadership structure <p><i>For full points, please provide:</i></p> <ul style="list-style-type: none"> (a) a copy of your network leadership structure clearly articulating role accountabilities (b) evidence that you have HR or diversity representation within the leadership 	

The HPN has a clearly articulated leadership structure, as articulated under its Model Terms of Reference. In 2021 the Network commenced with two out women, Chair, s22 and Deputy Chair, s22. Both were elected for a 2 year term in early 2019.

In September 2021 the HPN Committee was refreshed through a nomination and election process. The resulting Committee has 32 members, including representation from the state and territory offices and from other agencies within the Health portfolio. The Committee Executive consists of co-Chairs Matt Short and s22 and Deputy co-Chairs s22 and s22. The rest of the Committee is made up of specific roles (such as Events Officers, Communications Officers, Secretariat, State Office Representative and Portfolio Agency Liaisons) and General Members (open to anyone).

The Network Executive and the department's Inclusion team work closely on joint projects for the department. The Culture and Inclusion team participate in HPN Committee activities and have a standing agenda item at every Committee meeting (see example agenda attached from November 2021, and associated Minutes November 2021).

[Attachment S3.10.a Model Terms of Reference](#)

[Attachment S3.10.b Health Pride Network - About intranet page](#)

[Attachment S3.Q10.c HPN Summary of Meeting November 2021](#)

[Attachment S3.Q10.d HPN Committee Meeting Agenda November 2021](#)

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

11. Network Strategy / Work Plan

FOUNDATION

Max. 3 points

Please supply your Network strategy OR define the components of your organisation's LGBTQ inclusion strategy that your Network is responsible for, including Network specific actions plans/timelines and progress reports throughout the assessed year.

For full points, please provide all of the following:

- (a) any components of the LGBTQ inclusion strategy that your Network is responsible for*
- (b) a copy of Network action plans and timelines utilised*
- (c) a copy of the latest Network progress report*

The HPN has a work plan that guides its work and has built on the 2020 work plan throughout 2021. The Committee reports against the work plan at each Committee meeting (see November Committee meeting agenda and minutes as an example) and progress is reported through updates to the work plan, which remains published and accessible to all staff.

On 12 November 2020 the HPN Committee met to develop the next work plan. The Committee decided to align the new work plan with the newly launched LGBTI+ Action Plan 2020-22 and its timeframes. On 11 December 2020 the Network sought feedback from the Inclusion team on a draft 2020-22 work plan, prior to commencing broader consultation with Network members. In early 2021 the Committee agreed to continue to build on the 2019-20 workplan with a view to agreeing a refreshed workplan after the Committee elections to be held in 2021.

In the second half of 2021 the newly elected HPN Committee Executive reviewed and developed a revised work plan and priorities for the remainder of 2021, to focus activities for delivery to the Committee and Department. This included short term priorities and key events to focus on for the remainder of 2021, as well as potential priorities for 2022. This workplan was discussed and agreed by the Committee at the November 2021 meeting. Subsequently, the Executive engaged an external facilitator at the end of 2021 to organise a Strategy and Planning Day for February 2022.

[Attachment S3.Q11.a 2021-22 HPN Priorities](#)

[Attachment S3.Q11.b HPN work plan 2019-20](#)

[Attachment S3.Q11.c Draft HPN work plan 2020-22](#)

[Attachment S3.Q11.d HPN meeting invite – Work plan review 12 November 2020](#)

[Attachment S3.Q11.e HPN Summary of Meeting November 2021](#)

[Attachment S3.Q11.f HPN Committee Meeting Agenda November 2021](#)

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

INTERMEDIATE

12. Orientation / On-boarding

Max. 2 points

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.

For full points, please provide:

(a) evidence of when this last occurred

(b) the degree of network involvement/participation

The department's induction and new starter information is completely online, with the exception of staff who commence through an entry level program and complete a face to face induction component, such as university graduates. There is a section on the Newstarter intranet page, a component of the online induction suite, which contains information on how to join the HPN.

The HPN actively participates in the orientation of staff through entry level programs and collaborates with representatives from other diversity staff networks to emphasise the importance of intersectionality.

For the 2021 Indigenous Apprenticeship Program induction on 15 June 2021, HPN Chair, s22 presented about the HPN and the department's inclusion landscape.

For the 2021 Graduate Program induction on 9 February 2021, Deputy Chair s22 presented about the HPN and the department's inclusion landscape.

[Attachment S3.Q12.a Newstarter induction intranet page](#)

[Attachment S3.Q12.b Meeting invite – 2021 IAP induction](#)

[Attachment S3.Q12.c Meeting invite - 2021 Graduate Induction - Diversity Networks](#)

<p>ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS 13. Strategy and Goals</p>	<p>INTERMEDIATE 2 points</p>
<p>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).</p> <p><i>Please provide evidence of specific KPI's in relation to a network lead role being incorporated within formal performance/assessment discussions.</i></p>	
<p>The Performance Agreement is an agreement between an employee and their manager that consists of clearly articulated performance goals and measures to assess if goals are being met. The department's formal annual performance cycle spans financial years and requires the creation and assessment of the Performance Agreement by August of each calendar year with mid cycle assessment and review in February, and end cycle/final assessment in July. Having an effective Performance Agreement in place can facilitate regular two-way communication about performance, allowing any issues to be identified and managed early. Additionally, if employees are eligible and meet or exceed their performance goals, they will advance to the next point in the salary scale.</p> <p>The co-Chairs of the Network have their role included in their mandatory Performance Agreement and is assessed according to the annual review cycle in February and July of each year by their immediate supervisor. There is also the capability to perform an anytime review to ensure goals are being met and to have the review conducted by their supervisor's manager as a supervisor once removed. For the co-Chair so the Pride Network, this involves specific, measurable goals that relate to their work with the Pride Network.</p> <p>Attachment S3.Q13.a HPN Co-Chair Performance Goal – S22</p> <p>Attachment S3.Q13.b HPN Co-Chair Performance Goal – S22</p>	
<p>ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS</p>	<p>INTERMEDIATE</p>

14. Sustainability Plan	Max. 2 points
<p>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.</p> <p><i>Please provide:</i></p> <p>(a) <i>an outline of what considerations were considered in the development of the plan</i></p> <p>(b) <i>a copy of the plan</i></p>	
<p>Model Terms of Reference for the HPN articulate roles and responsibilities, network structure, membership criteria, network committee structure and elections, committee positions, committee meetings and quorum, membership tenure, network consultation, working groups, meetings, work plan, values and reporting. The Terms of Reference provide for the sustainability of the network by setting out clear expectations around tenure of network committee members in any elected position, ensuring a regular and continual election cycle. It also sets out steps to be undertaken should no committee be elected for the network to ensure the sustainability of the network until such time that a committee is elected.</p> <p>Attachment S3.Q14 Model Terms of Reference</p>	

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS	ADVANCED
15. Allies of Trans and Gender Diverse People	Max. 3 points
<p>The network has undertaken <u>one</u> of the following within the assessed year:</p> <p>a) actively distributed, promoted or developed information on how to be an ally to trans and gender diverse employees</p> <p>b) worked with trans and gender diverse employees or community members to develop targeted inclusion initiatives profiling trans and gender diverse speakers or role models</p> <p>Note: This is over and above work on LGBTQ calendar Days of Significance.</p> <p><i>Points will be given for <u>one</u> of the above.</i></p> <p><i>(a) If you have selected (a), please provide a copy of the information provided</i></p> <p><i>(b) If you have selected (b), please provide details and evidence of this work</i></p> <p><i>If you have undertaken work for both, please include the second piece of work under ADDITIONAL WORK at the end of this submission. Please do not duplicate any evidence already submitted for events around LGBTQ Days of Significance. Points will not be allocated twice for the same event.</i></p>	
<p>The HPN maintains a standing intranet page with information on actions staff can take to support transgender and gender diverse colleagues and show their support as an ally. This intranet page is always available to all staff and is also promoted through the Network's Sharing the Pride Newsletters released primarily around days of visibility and/or monthly. Staff are encouraged to show their support of transgender and gender diverse colleagues through several means. Staff are provided merchandise to show support for transgender and gender diverse people including Ally postcards, pronoun business cards, and information brochures at Network events and staff kitchens throughout the year, as well as being available on request. All staff who join the Network are actively encouraged to display the Pride Network's merchandise.</p>	

In 2021 the HPN continued to distribute pronoun badges including she/her, he/him, they/them and a blank one with room for other pronoun combinations, available throughout the year. A list of 'pick up points' for pronoun pins was available to all staff through the HPN Sharepoint. The "I'll use your pronouns" postcard and pronoun badges are also available to all staff as laptop decals, and as electronic images, to raise additional visibility. In addition, in 2021 the Health Pride Network re-convened a working group comprising volunteers including trans and gender diverse staff, who led drafting of the draft Gender Affirmation Policy and Guidelines with expert advice from A Gender Agenda (see Q43 Additional Work).

Across the multiple meetings with trans and gender diverse employees to develop the Gender Affirmation Policy, the group discussed establishing a trans and gender diverse peer support program at the Department, an initiative that would be open for staff and parents or family members of trans and gender diverse people.

[Attachment S3.Q15.a Trans Ally postcards & pronouns](#)

[Attachment S3.Q15.b Reusable pronoun laptop decals](#)

[Attachment S3.Q15.c Pronoun badge photo](#)

[Attachment S3.Q15.d Sharing the Pride Transgender Day of Remembrance](#)

[Attachment S3.Q15.e Standing HPN intranet page – Transgender Day of Visibility](#)

[Attachment S3.Q15.f Standing HPN intranet page – How to be an Ally.](#)

[Attachment S3.Q15.g Standing HPN intranet page – Pick up points for pronoun pins](#)

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

16. Visibility of LGBTQ Women

ADVANCED
Max. 3 points

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 LGBTQ women; or
- b) **undertaken and documented activity throughout the year to increase visibility of LGBTQ women and out role models**

Points will be given for ***one*** of the above.

(a) If you have selected (a), please enclose a copy of any plan developed along with a report of progress made

(b) If you have selected (b), please provide an outline of all activity taken to specifically increase the visibility and participation of LGBTQ women

If you have undertaken work for both, please include the second piece of work under ADDITIONAL WORK at the end of this submission.

Throughout 2021 the HPN continued its efforts to increase visibility of LGBTI+ women and role models in the workplace:

- Since 2020 the HPN Committee has progressively increased the proportion of women (both identifying LGBTQ+ women and allies) leading the network's activities. For the first half of 2021 out women occupied Co-Chair and Deputy Chair roles in the Committee leadership. Following elections in mid-2021 the refreshed HPN Committee has a strengthened presence of out women, including Co-Chair **S22** who is profiled on the HPN intranet page which is available to all staff. The previous executive office holders have moved to other roles still within the Committee, maintaining the visibility of out women.
- HPN promoted its Sharepoint page in recognition of Lesbian Day of Visibility including information on what it means to be a lesbian in the workplace and the findings of the 2018 *Where are all the Women* report. The article suggestions for ways for staff to celebrate and promote Lesbian Day of Visibility. Members were also encouraged to sign up the Sapphire Initiative mailing list to hear more about trail blazing LGBTI women and stay in the loop for Sapphire events throughout the year.

- On 11 June 2021 HPN hosted a Q&A talk *Breaking through the rainbow ceiling* with Lisa Paul AO PSM. Ms Paul was the first out woman to lead a federal Government department and is the current Chair of headspace. Ms Paul reflected on her time as a female LGBTQ+ leader in the Australian Public Service and reflected on lessons learned during the COVID-19 pandemic and particularly its impact on LGBTQ+ youth. The session was very well attended, and Ms Paul was generous with her time, answering questions posed by aspiring leaders and members of the Pride Network.
- In November 2021 HPN Co-Chair s22 engaged with the Co-Chairs of the department's Gender Equality Network to establish a collaboration for joint presentations to state offices to raise awareness and visibility of staff diversity networks, commencing with the WA State Office on Wednesday 10 November.

[Attachment S3.Q16.a Health Pride Network - About intranet page](#)

[Attachment S3.Q16.b HPN Sharepoint page – Lesbian Day of Visibility](#)

[Attachment S3.Q16.c Lisa Paul event invitation](#)

[Attachment S3.Q16.d Lisa Paul wrap up article](#)

[Attachment S3.Q16.e Email re collaboration with Gender Equality Network](#)

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

ADVANCED
3 points

17. LGBTQ Intersectionality

Throughout the assessed calendar year, the network has provided opportunities for LGBTQ people of diverse groups to raise their visibility and/or to share their stories across the organisation:

Please provide evidence for one of the following:

- **LGBTQ and Aboriginal, Torres Strait Islander or Indigenous**
- LGBTQ and a person of faith
- LGBTQ and of another diverse group (i.e. CALD, of mature age, living with disability, etc.)

Please provide evidence for one of the selected groups above.

If you have undertaken above-and-beyond work for more than one of the groups mentioned above, please include evidence of work in the *ADDITIONAL WORK* section at the end of this submission.

The HPN collaborates with the Inclusion team and other diversity networks in order to promote intersectional approaches and shared experiences of staff across the Network. This is done regularly through the cross-promotion of network events to membership and collaboration among Network executives. One particular example is collaboration between HPN, the National Aboriginal and Torres Strait Islander Staff Network (NATSISN) and the department's Blood Borne Viruses and Sexually Transmissible Infections Section to deliver events and communications to recognise **World AIDS Day** on 1 December 2021 and **Aboriginal and Torres Strait Islander HIV Awareness Week** from 29 November to 6 December.

- HPN and NATSISN co-hosted a panel event for all staff with engaging panel members who shared their personal and organisational views on HIV and AIDS awareness including critical actions to continue to educate the community, including both the LGBTIQ+ community and Indigenous peoples on HIV transmission and prevention. The session was opened by the Health Secretary Dr Brendan Murphy. The session had a strong intersectional focus, including a panel including both men and women, and panel members who identified as LGBTIQ+, Aboriginal and HIV-positive.

- The panel included an LGBTIQ+ and indigenous staff member with s47F [REDACTED]. This staff member was able to discuss his experience as an LGBTQ Indigenous man and his work with HIV.
- This event was also promoted in other Health state offices, including by Health Executives at the opening of the new Health premises in Perth, WA. The Network provided talking points to be included in the Executive address to all Perth staff, who were encouraged to attend the event.
- The HPN and NATSISN held a World AIDS Day information and merchandise stall in the Woden office and sold merchandise to raise funds for the Red Ribbon Foundation. The stall was run by HPN committee members who provided LGBTI+ specific resources or information to staff on request and provided an overview of the HPN to non-members who may be interested in joining.
- In December 2021, Deputy Secretary, Michael Lye recorded a video for the Team Health message which is emailed out to all staff directly. In the video Michael recognised the Health Pride Network contribution to panel event for World Aids Day, where members shared their personal and organisational views about HIV awareness, critical actions to stop HIV and to help inform policy and program thinking at health.

Attachment S3.Q17.a WAD HPN information

Attachment S3.Q17.b Featured News - World AIDS Day

Attachment S3.Q17.c Sharing the Pride - World AIDS Day 2021

Attachment S3.Q17.d Secretary's talking points – World AIDS day

Attachment S3.Q17.e WAD Merchandise stall photo

Attachment S3.Q17.f Screenshot and transcript – Team Health Message 2 December

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

ADVANCED
Max. 4 points

18. Intersex Allies

As Intersex Allies, the network has completed two of the following within the assessed calendar year:

- communicated what the organisation has been or is currently doing to be more inclusive of Intersex people while acknowledging that Intersex status is about variations of sex characteristics, not gender identity or sexual orientation
- held organisation-wide educational events where Intersex people have spoken
- distributed current and accurate information on Intersex inclusion or awareness raising across the organisation
- shared articles, books, movies, documentaries, presentations about Intersex from intersex perspectives
- sought and gained permission from intersex organisations such as IHRA to share relevant content on social media or LGBTQ network / diversity page
- developed a network initiative or working group with Intersex representation to help determine how the organisation or network can be more inclusive of Intersex people (over and above including Intersex awareness within LGBTQ inclusivity training).
- signed up to The Darlington Statement

Please provide evidence for up to TWO of the selected actions above.

Please provide evidence for up to two of the areas covered. Note: Partial points will be given for less than two areas of work evidenced.

If you have completed work within more than two of the above areas within the assessed year or have already existing (and current work) within areas listed above, please add that to the ADDITIONAL WORK section at the end of this submission.

In 2021, the HPN actively developed, distributed and promoted information on how to be an ally to intersex people. In October 2021 the Network issued a 'Sharing the Pride' edition to recognise Intersex Awareness Day focussing on raising awareness of what it means to be intersex and how to be an ally for intersex people. The Sharing the Pride promoted resources that included the voices of Intersex people. It also raised awareness of the Australian Human Rights Commission report and its relevance for clinical practice, and for the department's work. This Sharing the Pride is also published on the Network SharePoint and is available to all staff at all times.

The HPN maintains Sharepoint pages promoting both Intersex Awareness Day and Intersex Solidarity Day which are available to all staff. In addition, an Intersex Ally postcard is available to all staff as part of the Network's suite of visibility merchandise. The Ally postcard includes an explanation of the meaning behind the Intersex flag and its importance to people who are Intersex. This merchandise is complementary to the "I'll use your pronouns" merchandise which is described above at Q15.

[Attachment S3.Q18.a Sharing the Pride - Intersex Awareness Day](#)

[Attachment S3.Q18.b Health Pride Network - Intersex Day of Solidarity](#)

[Attachment S3.Q18.c Health Pride Network - Intersex Awareness Day](#)

[Attachment S3.Q18.d Standing HPN intranet page – How to be an Ally](#)

[Attachment S3.Q18.e Intersex Ally postcards & pronouns](#)

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

ADVANCED

19. Broader Inclusion

Max. 3 points

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 LGBTQ presence or leadership within other internal diversity networks or working groups (i.e. women, parents, cross-cultural)

*Points will be allocated for **one** of the above. If you have completed work in more than one of the above stated areas, please include evidence of work in the ADDITIONAL WORK section at the end of this submission.*

(a) If you have selected (a), please provide a list of activities/work conducted/completed to increase inclusion within regional offices and progress to date

(b) If you have selected (b), please provide evidence of activity or LGBTQ representation across other diversity networks

Increased network engagement and inclusion within regional offices was a key strategic priority for the HPN in 2020 and continues to be so in 2021. In recognition of this strategic aim, the Network's work plan included a Key Network priority to develop a list of state, territory, and portfolio agency contacts to create and implement events outside of Central Office in Canberra, with both successfully occurring in 2020 and being maintained in 2021.

In the first quarter of 2021, a communications plan was implemented to increase network membership numbers, specifically noting staff working from any location were encouraged to join the Network and/or Committee. The communications plan was developed as a collaboration between the Network and the Inclusion team.

Following the HPN Committee election in mid-2021, in addition to a State Office Representative, a staff member based in Victoria, s22 [REDACTED] was elected as Co-Chair of the Committee. This is the first time that a HPN Committee executive representative has been based in a regional office. It highlights the increasing

engagement of LGBTQ staff within regional offices and provides significant focus within the HPN executive on regional engagement, reflected in the Co-Chair performance goals.

Activities undertaken to increase the Network presence and department-wide inclusion in regional offices in 2021 also included:

- In November 2021 HPN Co-Chair s22 engaged with the Co-Chairs of the department's Gender Equality Network to establish a collaboration for joint presentations to state offices to raise awareness and visibility of staff diversity networks, commencing with the WA State Office on Wednesday 10 November.
- State and Territory offices were incorporated in a 'virtual big purple photo' for Wear it Purple Day organised by the Network, with multiple entries from these offices being received. For the first time, all events for Wear it Purple Day were held virtually, enabling staff in State and Territory Offices to participate.
- All Network led events were open to members working from anywhere, including the Pride in Practice screening where tickets were offered to State and Territory Offices and staff working from home. The Pride in Practice Screening was also sent to all state and territory office staff outside the network to ensure staff who may not be Network members could still attend and to encourage future membership.
- Virtual Health Pride Network events were promoted directly to staff in state offices. The World Aids Day panel event was promoted by Health Executives at the opening of the new Perth office in Western Australia, along with outreach to multiple state offices to raise awareness of the World Aids Day panel event and create opportunities for staff to get together and watch. Health's recognition of World AIDS Day focuses on the historic and continuing disproportionate effect of HIV on LGBTI+ and Aboriginal and Torres Strait Islander communities.
- Network lunch time events were held by tele/video conference where staff could participate from any location.
- Online events were advertised throughout the year accessible to all locations.
- 'Pick up points' for collection of HPN merchandise in regional offices continued to be advertised to all staff on the HPN Sharepoint.

[Attachment S3.Q19.a HPN Work Plan 2019-20](#)

[Attachment S3.Q19.b Approved Communication Plan 2021 - Network Committee recruitment](#)

[Attachment S3.Q19.c Intranet – Staff Networks at Health Recruitment drive](#)

[Attachment S3.Q19.d 2021-22 Priorities](#)

[Attachment S3.Q19.e HPN Co-Chair Performance Goal – s22](#)

[Attachment S3.Q19.f Email re collaboration with Gender Equality Network](#)

[Attachment S3. Q19.g WiP virtual photo shoot - Brisbane and Cairns](#)

[Attachment S3.Q19.h Pride in Practice Conference – Call for nominations](#)

[Attachment S3.Q20.i Intranet – Merchandise pick up points](#)

[Attachment S3.Q19.j World AIDS Day Morning tea in SA and WA](#)

[Attachment S3.Q19.k World AIDS Day talking points for WA state office](#)

[Attachment S3.Q19.l Wear it Purple Day – Virtual trivia event – including state and territory office participants](#)

20. Network Reporting	Max. 4 points
<p>Within the assessed calendar year, we produced:</p> <ol style="list-style-type: none"> a) a network specific report on progress against network targets, in addition to b) one of the following areas of performance: <ul style="list-style-type: none"> • additional advice provided to the organisation throughout the year • areas of significant contribution • areas of future focus • annual progress tracking against the AWEI <p>Note: This question is about your network having produced its own report. This question is not regarding general inclusion or a brief mention of your network in organisational reports.</p> <p><i>Please provide evidence for both (a) and (b). If you have undertaken above-and-beyond work for more than one of the areas mentioned above, please include evidence of work in the ADDITIONAL WORK section at the end of this submission.</i></p> <p>In the second half of 2021 the newly elected HPN Committee Executive reviewed and developed a revised work plan and priorities for the remainder of 2021, to focus activities for delivery to the Committee and Department. This included short term priorities and key events to focus on for the remainder of 2021, as well as areas of future focus. This workplan was discussed and agreed by the Committee at the November 2021 meeting.</p> <p>In December 2021 HPN Co-Chairs with the HPN Committee prepared and distributed a 2021 Year in Review Annual Report which was shared with all HPN members as well as Executive Champions. The report addressed key achievements for 2021 in line with the HPN Workplan and the 2021-22 Priorities developed by the HPN Executive, as well as progress against the department's LGBTI+ Action Plan.</p> <p>Attachment S3.Q20.a HPN Year in Review report Attachment S3.Q20.b 2021-2022 Priorities Attachment S3.Q20.c LGBTI Action Plan 2020-22</p>	

SECTION 4: VISIBILITY OF INCLUSION

ANNUAL SUBMISSION: 2021 VISIBILITY OF INCLUSION	FOUNDATION
21. Days of Significance	Max. 2 points
<p>Within the assessed calendar year, we have celebrated and promoted LGBTQ Days of Significance across the organisation while <i>providing and/or educating employees with an understanding of why these dates are important.</i></p> <p><i>For full points, please provide:</i></p> <ol style="list-style-type: none"> a) a list of LGBTQ Days of Significance celebrated throughout the assessed year 	

b) a brief description of each event, detailing how you promoted an understanding of why the day is significant

The three major LGBTQ Days of Significance celebrated by the department are, IDAHOBIT, Wear it Purple Day and World AIDS Day. In 2021, these were recognised by:

International Day Against Homophobia, Biphobia, Intersexism and Transphobia

- Promoting activities and online events across all offices through a variety of communication channels including:
 - An email message from the Health Pride Champions to all staff containing information on why the day is significant. The message encouraged staff be visible as a member of the LGBTIQ+ community or as an ally and promoted the recorded IDAHOBIT sessions available on Health TV. This was also published as an intranet news item.
 - A Sharing the Pride – IDAHOBIT edition was sent to all HPN members containing information on why the day is significant and ways for staff to show support for IDAHOBIT day. This included encouraging staff to watch the IDAHOBIT sessions available on Health TV, complete LGBTIQ+ inclusion training, swap out your virtual background and be visible, as well as other ideas for increasing your knowledge. This newsletter was also published to the HPN intranet site accessible to all staff.

Wear it Purple Day

- A virtual trivia session promoted and open to all Health staff which had as its focus both promoting Wear it Purple Day and raising awareness of the issues faced by LGBTIQ+ people, with trivia questions focussed on queer issues and culture.
- Promoting activities and online events across all offices to recognise Wear it Purple Day. These activities had a celebratory focus, including:
 - A virtual 'Big Purple Photo Shoot' including participants in the Wear it Purple trivia session and submissions from staff. All staff were encouraged to wear purple and submit photos, with staff sending entries from all locations, including regional offices and remote workers. A photo album containing entries remains available on the intranet.
- A Feature News item about Wear it Purple Day was published on the intranet explaining the significance of the day, how to get involved and where to find more information on the HPN Wear it Purple Day intranet page.
- Digital billboards and computer screen savers advertising Wear it Purple Day and how to get involved
- A dedicated Sharing the Pride- Wear it Purple edition newsletter with information on the days significance and how to get involved.

World AIDS Day

As outlined above at Q17, the HPN collaborated with the Culture and Inclusion team, National Aboriginal and Torres Strait Islander Staff Network and the department's Blood Borne Viruses, Sexually Transmissible Infections, and Torres Strait Health Policy Section to deliver events and communications to recognise World AIDS Day and Aboriginal and Torres Strait Islander HIV Awareness Week. Health's recognition of World AIDS Day focuses on the historic and continuing disproportionate effect of HIV on LGBTIQ+ and Aboriginal and Torres Strait Islander communities. In addition to the activities evidence at Q17:

- Information on the day's significance and how to get involved was also promoted through a feature news item, Executive all staff emails, Sharing the Pride message and the HPN Intranet page. This included promotion of Pride in Diversity's Panel Discussion focusing on the history of World AIDS Day.

[Attachment S4.Q21.a Sharing the Pride - Wear it Purple Day](#)
[Attachment S4.Q21.b WiP SharePoint page](#)
[Attachment S4.Q21.c Wear it Purple Champion's message](#)
[Attachment S4.Q21.f Wear it Purple feature article](#)
[Attachment S4.Q21.e Wear it Purple communication plan](#)
[Attachment S4.Q21.f Feature News – WiP wrap up article](#)
[Attachment S4.Q21.g Sharing the Pride - International Day Against Homophobia, Biphobia, Intersexism and Transphobia](#)
[Attachment S4.Q21.h IDAHOBIT 2021 SharePoint page](#)
[Attachment S4.Q21.i Champions Message- IDAHOBIT](#)
[Attachment S4.Q21.j IDAHOBIT Comms plan](#)
[Attachment S4.Q21.k Featured News - World AIDS Day and Aboriginal and Torres Strait Islander HIV Awareness Week](#)
[Attachment S4.Q21.l Sharing the Pride - World AIDS Day 2021](#)
[Attachment S4.Q21.m Wear it Purple Day – Virtual trivia event – including state and territory office participants](#)

ANNUAL SUBMISSION: 2021 VISIBILITY OF INCLUSION
FOUNDATION
22. Visibility in the Workplace
Max. 3 points

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.

Please provide:

- a) *a list of options available to employees through which they can visually indicate that they are an ally or supporter of LGBTQ inclusion*
- b) *a couple of photos showing active support and visibility of these options within/around/throughout the workplace (please limit photos to a couple of photos – not required for each available option)*

The department provides employees with a number of different options to promote their visible support for LGBTI+ inclusion in the workplace:

- the department provides corporate lanyards that indicate that a staff member is a HPN member
- the department provides pins for staff that indicate their support for LGBTI+ inclusion
- through the HPN, members have access to a range of Ally postcards, including postcards for pronouns.
- through the HPN, the department has also encouraged the disclosure of pronouns in signature blocks. Examples of these are on the department's Intranet page.
- Members of the Senior Executive Service are provided an LGBTI+ flag to display in their office, across all sites in Australia. Merchandise is distributed to Senior Executive officers in each location for display in communal areas and personal offices.

[Attachment S4.Q22.a Image of staff members wall](#)

[Attachment S4.Q22.b Wearing it Purple - HPN Lanyard](#)

[Attachment S4.Q22.c Pronoun signature block](#)

[Attachment S4.Q22.d HPN merchandise post cards](#)

ANNUAL SUBMISSION: 2021 VISIBILITY OF INCLUSION 23. Ally / Champion Reference Guides	INTERMEDIATE Max. 3 points
<p>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.</p> <p><i>Please provide</i></p> <p>(a) <i>copy of this guide or an outline of the content covered within the guide</i></p> <p>(b) <i>information regarding how it is distributed or where this guide can be found</i></p>	
<p>The department maintains an 'Information for Allies' page on the HPN intranet site. This page provides guidance for staff on the importance of allies and tips on how to be an effective ally. Links to more specific Ally Guides are included on the page, such as:</p> <p>Pride in Diversity – Ally Guide</p> <p>A Gender Agenda – Supporting gender transition in the workplace</p> <p>Stonewall UK – Straight Allies</p> <p>PFLAG US – Guide to Being an Ally</p> <p>GLAAD US – An allies guide to inclusive language</p> <p>This page is promoted from the front page of the HPN intranet site which is the key resource for LGBTQ staff and allies at Health. The information is also included in promotion of days of significance throughout the year.</p> <p>Guidance on how to be an ally and take action to support LGBTQ inclusion in the workplace is also included in the two e-learning programs available. See course outlines for the SBS LGBTQIA+ Inclusion module and Walking in Rainbow Shoes course at S5.Q29 and S10.Q43</p> <p>Attachment S4.Q23.a Ally Information intranet page</p> <p>Attachment S4.Q23.b Sharing the Pride Transgender Day of Remembrance</p>	

ANNUAL SUBMISSION: 2021 VISIBILITY OF INCLUSION 24. Individual LGBTQ Inclusion Work Recognition	INTERMEDIATE 2 points
<p>Leadership has formally recognised and communicated across the organisation the work of employee/s, regarding their <i>internal</i> contribution in LGBTQ inclusion within the workplace.</p> <p>Note: This excludes PiD communications around AWEI Awards – but can include your leadership's formal <i>internal</i> recognition of the contribution made by employees.</p> <p><i>Please provide evidence of the organisation-wide communication of this recognition.</i></p>	

Leadership formally recognised and communicated the work of the Health Pride Network throughout the year regarding their internal contribution to LGBTQ inclusion within the workplace.

The Health Pride Network committee works closely as a team to deliver events and communications, so the Network's contribution is recognised as a whole, rather than individual names.

In May 2021, Health Secretary, Brendan Murphy recorded a video for the Team Health message which is emailed out to all staff directly. Brendan recognised the Network's contribution to holding important activities to celebrate IDAHOBIT.

In November 2021, First Assistant Secretary, Rachel Balmanno sent out an email to the People, Property and Parliamentary Division and Department of Health Ministers recognising the 'fantastic work' and contribution of the Health Pride Network in developing the department's Gender Affirmation Policy and Guidelines.

In December 2021, Deputy Secretary, Michael Lye recorded a video for the Team Health message which is emailed out to all staff directly. In the video Michael recognised the Health Pride Network contribution to panel event for World Aids Day, where members shared their personal and organisational views about HIV awareness, critical actions to stop HIV and to help inform policy and program thinking at health.

[Attachment S4.Q24.a Screenshot and transcript – Team Health Message May](#)

[Attachment S4.Q24.b Rachel's Weekly Message - Acknowledging HPN contribution](#)

[Attachment S4.Q24.c Screenshot and transcript – Team Health Message 2 December](#)

ANNUAL SUBMISSION: 2021 VISIBILITY OF INCLUSION

25. Confidential Contacts

INTERMEDIATE

2 points

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.

Please provide a screenshot of where this information is provided. If the contact is not clearly communicated as CONFIDENTIAL, full points will not be awarded.

The department has a dedicated Inclusion team in People Strategy Branch who is responsible for diversity and inclusion strategies in the department. LGBTI+ inclusion initiatives are core business for the People Branch and the HPN works with the Culture and Inclusion team to support all staff and to incorporate LGBTI+ strategies within Health. People Strategy Branch has dedicated Diversity Officers who are there to support LGBTI+ staff should they be needed to, two of whom also identify. Contact details for these staff can be found on the intranet. The Network also provides contact details for the co-Chairs of the Network, who openly identify as members of the LGBTI+ community and it states this on the page, with an option for confidential discussion to happen directly with any of these members.

There is also a full list of Network Committee members and Pride Champions maintained on the intranet.

[Attachment S4.Q25 Health Pride Network – About intranet page](#)

ANNUAL SUBMISSION: 2021 VISIBILITY OF INCLUSION 26. Communication of LGBTQ Support Information	INTERMEDIATE Max. 2 points
<p>As the initial source of information for LGBTQ employees, our LGBTQ intranet page <u>clearly articulates</u>:</p> <ul style="list-style-type: none"> a) the process for formally reporting workplace LGBTQ bullying/harassment b) available LGBTQ friendly support (should this occur) <p><i>For full points, please:</i></p> <ul style="list-style-type: none"> (a) provide a screenshot of where this information is communicated on the network or LGBTQ diversity page. (b) clearly show LGBTQ friendly support avenues and where this information 	
<p>The department has a specific page on its intranet dedicated to bullying and harassment of LGBTI+ staff, entitled, 'Prevention of bullying and harassment or discrimination on the basis of sexual orientation, gender identity and intersex status'. This page provides detailed information on what can constitute LGBTI+ bullying and harassment and detailed avenues of support for the formal reporting of any incidents.</p> <p>The HPN intranet also has information on avenues of support for LGBTI+ bullying or harassment, and provides LGBTI+ staff with the additional avenue of discussing the issue with a HPN Chair in the first instance for support and guidance, who also identifies as an LGBTI+ person.</p> <p>Attachment S4.Q26.a Bullying and Harassment extract from HPN Workplace Policies page Attachment S4.Q26.b LGBTI+ Bullying and Harassment page</p>	

ANNUAL SUBMISSION: 2021 VISIBILITY OF INCLUSION 27. LGBTQ Social Media Streams	ADVANCED 2 points
<p>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).</p> <p><i>Please provide screenshot evidence of such posts and/or conversations on your social media streams.</i></p>	
<p>There is an active LGBTI+ discussion boards on the HPN Sharepoint community site that is open to all staff. The forum primarily allows HPN members to engage with each other, provide updates on news and events, and promote stories and areas of interest.</p> <p>Attachment S4.Q27 HPN SharePoint page - Discussion Board</p>	

SECTION 5: TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT

Please do not include compliance training covering anti-discrimination policies or training within events. Both of these are covered elsewhere.

ANNUAL SUBMISSION: 2021 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT		FOUNDATION
28. Face-to-Face Training		2 points
<p>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).</p>		
Name of Trainer or Provider:	[Evidence Here]	<input type="checkbox"/> Our trainer is accredited by or from Pride in Diversity
Length of training:	[Evidence Here]	
Date/s:	[Evidence Here]	
Number of attendees approx that will have gone through this training:	[Evidence Here]	
Evidence of training undertaken (one piece required):	Screenshot of the invitation sent or where training has been communicated. [Evidence Here]	
Copy of presentation or outline of training covered:	[Evidence Here] (Not required if Pride in Diversity or Pride in Health + Wellbeing delivered)	

ANNUAL SUBMISSION: 2021 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT		FOUNDATION
29. Online Training		2 points
<p>We have LGBTQ online training modules or pre-recorded content that can be accessed by employees throughout the assessed calendar year.</p>		
Name of Online Training or Video:	Special Broadcasting Service (SBS) – LGBTIQ+ Inclusion Module	
Length of the LGBTQ component within the video/training:	1 hour and 15 minutes Attachment S5.Q29.a - Duration of training screenshot	
Where employees can access this training :	This module is accessed through the internal Learning and Development called SuccessFactors. Attachment S5.Q29.b - Screenshot of where training is accessed	
Tracking:	<p>To provide evidence of training being accessed, please identify:</p> <p>(a) how participation numbers are tracked</p> <p>This course is administered via our Learning Management System which records successful completion of the module against the learner history.</p> <p>Participation numbers are tracked through our Learning and Development reporting system which produces filterable excel reports.</p>	

	<p><i>(b) approximate number of people accessing this training throughout the assessed year</i></p> <p>This module was launched in October 2020 with 29 staff completing the module in 2020 and a further 154 staff completing the module in the 2021 calendar year.</p> <p>Attachment S5.Q29.c – SBS LGBTIQ+ Module Report</p>
<p>Copy of the module or a brief outline of it's LGBTQ content.</p>	<p>The module outline is included in Attachment S5.Q29.d - SBS LGBTIQ+ module - Course outline</p>

<p>ANNUAL SUBMISSION: 2021 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT</p> <p>30. Professional Development for LGBTQ Employees</p>	<p>ADVANCED</p> <p>Max. 2 points</p>
<p>Outside of the Pride in Practice Conference within the assessed calendar year, we have <i>either</i>:</p> <p>(a) <i>provided LGBTQ employees with LGBTQ specific leadership training, internally or externally (excludes conferences unless specifically dedicated to LGBTQ leadership development)</i></p> <p>(b) <i>put processes in place to ensure that there is LGBTQ representation within talent development programs.</i></p> <p><i>Please provide evidence for the <u>one</u> selected item above. If you can provide both, please add the second item to the ADDITIONAL WORK section at the end of this submission.</i></p>	
<p>Health's Mentoring Program is current and open to all staff to participate as mentor, mentee or both and is aimed at developing talent across the department.</p> <p>There are 25 mentor profiles currently listed on the Mentoring Community intranet site available to all staff, including the profile of an identifying LGBTQ mentor. 24 of these mentors also note they would like to mentor staff on enhancing workforce diversity awareness.</p> <p>To strengthen the mentoring program and its ability to ensure there is diverse representation across mentors and mentees, the department engaged an external provider, Art of Mentoring, to design and run a new mentoring platform. An initial co-design meeting was held in December 2021, which included a diverse range of staff, one of whom identifies as an LGBTI+ person and is a member of the Health Pride Network. An outcome of the meeting was the ability for the mentor/mentee matching criteria to include diversity information. This will enable mentees and mentors to provide diversity information such as LGBTI+ lived experience, training, or ally status in their profiles. They can also advise if diversity status is a priority criterion for matching purposes. The information remains confidential and can only be accessed by Art of Mentoring and specified HR staff working with Art of Mentoring</p> <p>Attachment S5.Q30.a Mentor profile</p> <p>Attachment S5.Q30.b Mentoring platform co-design workshop invite</p>	

ANNUAL SUBMISSION: 2021 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT 31. LGBTQ Inclusion Training Plan	ADVANCED Max. 4 points
<p>We have a training plan in place to specifically address LGBTQ inclusion and/or awareness training for all employees.</p> <p><i>Please provide both:</i></p> <p>(a) <i>a copy of the training plan designed to create greater awareness of LGBTQ inclusivity</i></p> <p>(b) <i>outlined progress made against that plan</i></p>	
<p>The department's LGBTI+ Action Plan 2020-22, endorsed in 2019, includes a list of Commitments that the department has agreed to, and is working towards (Actions 1-16). For Action 10 the department commits to providing and promoting LGBTI+ inclusion and awareness training to all staff including embedding in induction training. Specific actions to implement Action 10 have been identified and outlined in the LGBTI+ Action Plan implementation tracker. This constitutes the training plan/actions for LGBTI+ inclusion. Progress updates against the identified training actions is noted within this tracker and reported to the Health Pride Network and senior executive.</p> <p>Attachment S5.Q31a LGBTI Action Plan 2020-22 Attachment S5.Q31.b Extract of LGBTI+ Inclusion training plan (fully accessible excel spreadsheet also available at S2.Q2.b)</p>	
ANNUAL SUBMISSION: 2021 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT 32. LGBTQ Conferences, Seminars and Events	ADVANCED 2 points
<p>Within the assessed calendar year, we have provided opportunities for employees to attended <u>external</u> dedicated LGBTQ conferences, seminars or events.</p> <p>Note: This may include but is not limited to the Pride in Practice Conference, Regional Reach or Sapphire Events, or external LGBTQ panel events. This does not include roundtables or social networking events.</p> <p><i>Please provide evidence.</i></p>	
<p>All staff are provided opportunities to attend external dedicated LGBTQ conferences, seminars or events throughout the year. These are promoted through intranet news items to all staff (particularly around days of significance), the HPN intranet page and their Sharing the Pride newsletters, as well as messages from Executive and Pride Champions to all staff.</p> <p>In 2021, with events being held virtually, opportunities were able to be provided to all staff regardless of their location.</p> <p>In April 2021 the Department purchased tickets to LGBTIQ+ Health Australia's <i>Health in Difference Conference</i> and the <i>National LGBTI Ageing and Aged Care conference</i>. Given the relevance of both conferences to the department's work, the conference was streamed in meeting rooms with staff being invited to nominate to attend relevant sessions.</p> <p>In addition, Expressions of Interest were advertised to attend the Pride in Practice 2021 to staff in all offices and working remotely. The department purchased two tickets to ensure that staff in various locations could attend sessions concurrently, with logins shared across Canberra and regional sites.</p>	

If staff would like updates on specific events, seminars or conferences directly from our corporate membership organisations, there is an intranet page dedicated to Corporate Memberships. This includes Diversity Council Australia and Pride in Diversity, who are both noted as running LGBTIQ+ or LGBTQ related events or seminars that staff can attend and offer free subscription to newsletters.

[Attachment S5.Q32.a Health in Difference conference – email invitation](#)
[Attachment S5.Q32.b Pride in Practice Conference – Call for nominations](#)
[Attachment S5.Q32.c Corporate Memberships Page](#)

SECTION 6: EXECUTIVE LEADERSHIP & ENGAGEMENT

Please note: Different titles are used when referring to the most senior executive. For the purpose of consistency within submission, in defining CEO or Equivalent, we are referring to the most senior executive in your organisation within Australia.

If you have a CEO or equivalent, or Senior Leader/Executive highly active in promoting and supporting LGBTQ inclusion (as an LGBTQ individual or an ally), please consider nominating them for the following Awards (where applicable):

- [Executive Leadership Award](#)
- [CEO of the Year Award](#)

ANNUAL SUBMISSION: 2021 EXECUTIVE LEADERSHIP & ENGAGEMENT	INTERMEDIATE
33. Executive Sponsor or Champion	Max. 2 points
<p>We have a visible and active Executive Sponsor or Senior Champion for LGBTQ inclusion who has both:</p> <ol style="list-style-type: none"> contributed to the LGBTQ strategy is engaged in tracking performance progress against the strategy throughout the year <p><i>For full points, please provide evidence for all parts to this question:</i></p> <ol style="list-style-type: none"> specific contribution to the strategy level of engagement, tracking progress against the strategy <p><i>Note: The simplest way to provide evidence for this question would be for the Executive Sponsor to sign a statement answering both questions.</i></p>	
<p>In 2021, the department had a visible and active Health Pride Champion for LGBTI+ inclusion, Mr Simon Cotterell. Mr Cotterell, an openly identifying LGBTI+ person, contributed to the public work of the Network through his visibility as Champion at events, communication with staff, and advocating for LGBTI+ inclusion in the workplace. Mr Cotterell was engaged in the implementation and tracking of progress against the LGBTI+ Action Plan, specific details are included in the signed executive statement attached. Mr Cotterell has a visible personal profile on the HPN SharePoint 'About' page.</p> <p>Attachment S6.Q33.a Executive statement from Simon Cotterell Attachment S6.Q33.b Health Pride Network - About intranet page</p>	

ANNUAL SUBMISSION: 2021 EXECUTIVE LEADERSHIP & ENGAGEMENT 34. Executive Advocacy	ADVANCED 2 points
<p>Within the assessed calendar year, Senior Executive(s) within our organisation have:</p> <ul style="list-style-type: none"> a) advocated for LGBTQ inclusion at an executive level <i>externally</i> amongst peers b) advocated for LGBTQ inclusion at an executive level <i>internally</i> amongst peers; or c) attended <u>at least two</u> of the Pride in Diversity Executive Allies Forums within the assessed year <p>Please provide evidence for <u>one</u> of the above.</p> <p><i>If you can provide evidence for two or more of the above, please add the additional item/s to the ADDITIONAL WORK section at the end of this submission.</i></p>	
<p>In 2021, Senior Executive Staff advocated for LGBTQ inclusion at an executive level internally amongst peers through the following actions:</p> <ul style="list-style-type: none"> • Health Pride Champion Simon Cotterell sent an all staff message for IDAHOBIT Day • Health Pride Champion Simon Cotterell sent an all staff message for Wear it Purple Day • Health Pride Champion Simon Cotterell raised LGBTQ inclusion issues with colleagues in Heads of Division meetings, particularly in conjunction with reminders about days of significance for the LGBTQ community. <p>Attachment S6.Q34.a Champions Message- IDAHOBIT Feature News all staff Attachment S6.Q34.b Champions Message - Wear it Purple Day - All staff message</p>	
ANNUAL SUBMISSION: 2021 EXECUTIVE LEADERSHIP & ENGAGEMENT 35. CEO or Equivalent Communications	ADVANCED 2 points
<p>Within the assessed calendar year, our CEO or equivalent has sent formal communications to all employees comprehensively discussing progress made in LGBTQ inclusion work and its importance to the organisation. This may be CEO communications prioritised on intranet pages or within a CEO newsletter (beyond social media, award announcements only).</p> <p><i>Please provide the most comprehensive communication sent out by your CEO (or equivalent) to all employees in regard to your work in LGBTQ inclusion.</i></p> <p>Throughout 2021, both the department's Secretary (CEO) and Deputy Secretaries have promoted our work as part of their regular messages. The Secretary and Deputy Secretaries are known as 'Team Health' and take turns sharing a weekly email message to all staff known as the 'Team Health Message'. This email includes a video of the hosting Secretary/Deputy Secretary discussing the department highlights for that week. These videos and messages have discussed progress made on LGBTQ inclusion work and its importance to the organisation throughout the year.</p> <p>The Chief Operating Officer (COO) also sends a 'This week at Health' email to all staff that generally provides a short 'round-up' of activities across the department and supports the Team Health Message by promoting current activities and links to further information.</p> <p>Examples of messages below with supporting attachments as evidence.</p>	

- Secretary - Team Health Message – Wear it Purple Day
- COO – This Week at Health Message – Wear it Purple Day
- Secretary – Team Health Message – IDAHOBIT
- COO – This Week at Health Message – IDAHOBIT
- Deputy Secretary – Team Health Message – World Aids Day event co-hosted by Health Pride Network

[Attachment S6.Q35.a Team Health Message - WiP Day – Screenshot and transcript](#)

[Attachment S6.Q35.b COO - This Week at Health - WiP Day](#)

[Attachment S6.Q35.c Screenshot and transcript – Team Health Message - IDAHOBIT](#)

[Attachment S6.Q35.d Screenshot and transcript – Team Health Message - World Aids Day](#)

[Attachment S6.Q35.e COO - This Week at Health – IDAHOBIT](#)

ANNUAL SUBMISSION: 2021 EXECUTIVE LEADERSHIP & ENGAGEMENT

ADVANCED
2 points

36. CEO or Equivalent Speaking at Events

Our CEO or equivalent has spoken at LGBTQ events held by our organisation, either internally or externally.

For full points, all of the following must be provided:

- evidence of the individual speaking at the event and approximate duration of speech*
- brief outline of event purpose and typical audience*
- approximate attendee numbers*

In 2021, Secretary Professor Brendan Murphy spoke about the importance of Wear it Purple Day in his weekly video message, accompanying the Wear it Purple Day Big Purple Photo Shoot messaging. Brendan spoke for approximately one minute in his message to all staff (approximately 4,300).

Brendan also introduced the HPN and NATSISN event for World Aids Day and spoke for approximately 5 minutes on the significance of World AIDS Day and Aboriginal and Torres Strait Islander HIV Awareness Week before introducing the panel discussion. Health's recognition of World AIDS Day focuses on the historic and continuing disproportionate effect of HIV on LGBTI+ and Aboriginal and Torres Strait Islander communities. More than 50 people joined the World AIDS Day panel event live and the recording has since been made available to all staff on the HealthTV intranet.

The event was further promoted to all staff in the Senior Executive Team Health message mailed directly to all staff on 2 December in which Deputy Secretary Michael Lye discussed panel event for World Aids Day, where members shared their personal and organisational views about HIV awareness, critical actions to stop HIV and to help inform policy and program thinking at health.

[Attachment S6.Q36.a Secretary's Video - WiP Day – Screenshot and transcript](#)

[Attachment S6.Q36.b Secretary's Talking Points and video screenshot - WAD ATSIHAW](#)

[Attachment S6.Q36.c Team Health Message 2 December - WAD ATSIHAW – transcript and screenshot](#)

SECTION 7: DATA COLLECTION & REPORTING

ANNUAL SUBMISSION: 2021 DATA COLLECTION & REPORTING	INTERMEDIATE
37. Employee Data Analysis	Max. 3 points
<p>Within our annual engagement, pulse or diversity surveys, either for the assessed calendar year or year prior, we have:</p> <ol style="list-style-type: none"> included questions in regard to one's sexual orientation, gender identity or whether or not someone is intersex, AND analysed and reported on LGBTQ engagement data alongside other diversity demographics or overall population statistics <p><i>For full points, please provide:</i></p> <ol style="list-style-type: none"> details of when that data was last collected a copy of the questions used to identify LGBTQ population an overview of comparative findings or analysis as compared to other internal populations 	
<p>The 2020 APS Employee Census (Staff Survey) was held in November. Like the 2019 APS Census, it asked staff whether they identify as LGBTI+. Relevant questions have been highlighted on pages 4,6 and 26 of the attached questionnaire. Staff survey results from 2020 were distributed to agencies in February 2021. The highlights report, including the number of employees who identified as LGBTI+ was published on the intranet and available to all staff.</p> <p>In April 2021 the HR surveys team completed a detailed analysis of the diverse cohorts who responded to the 2020 census. This information was used by the Inclusion team to inform strategy and action plan development and measure progress against inclusion initiatives.</p> <p>In November 2021, the Inclusion team participated in the development of the department's draft Workforce Strategy. On page four paper, the Inclusion team analysed and reported on LGBTQ engagement data alongside other department and APS wide diversity demographics. This information was used to inform and explain the continued focus on diversity and inclusion initiatives within the department, including the implementation of the LGBTI+ Action Plan 2019-2022.</p> <p>Attachment S7.Q37.a APS employee census questionnaire 2020 Attachment S7.Q37.b 2020 APS employee census - screenshots of highlights report LGBTI questions and intranet page Attachment S7.Q37.c Email noting staff survey analysis completed in April 2021 (data from November 2020 census results) Attachment S7.Q37.d Diversity Slides 2020 results - Analysis completed April 2021 Attachment S7.Q37.e Email regarding workforce strategy consultation paper Attachment S7.Q37.f Workforce strategy consultation paper - V1 - 4.11.21 (Inclusion observation - staff survey results)</p>	

ANNUAL SUBMISSION: 2021 DATA COLLECTION & REPORTING

38. LGBTQ Analysis

ADVANCED

3 points

Within the assessed calendar year (or year prior), we have specifically asked, investigated or assessed one of the following:

- if LGBTQ employees are directly or indirectly disadvantaged at any stage during the recruitment process
- if LGBTQ employees are directly or indirectly disadvantaged in talent management processes or career progression
- if there are discrepancies in attrition rates between LGBTQ and non-LGBTQ employees
- if within gender aggregated data, we include non-binary employees and if not a proposed plan of action
- if internal engagement or AWEI Survey data show any “most in need” areas to focus on, resulting in a plan of action

Please provide evidence for one of the above, including a plan of action where stipulated. Points will be given for one of the above.

If you have done work in more than one of the above areas within the assessed year, or year prior, please add such work to the ADDITIONAL WORK section at the end of this submission.

In 2021 the Inclusion team investigated the ‘intention to remain’ employee census data to identify any discrepancies between LGBTQ and non-LGBTQ employees, including other diverse cohorts. The results did not flag any significant discrepancies, with LGTIQA+ employees recording the highest percentage for ‘pursuing another position within my agency’ at 49 per cent. They also showed less intent to leave the department, reporting a lower percentage than non-LGBTQ staff for ‘pursuing a position in another agency’.

[Attachment S7.Q38.a 2022 Excel spreadsheet - Intention to remain questions employee census](#)

[Attachment S7.Q38.b Email requesting intention to leave data for diverse cohort review](#)

[See additional work section for further examples](#)

SECTION 8: COMMUNITY ENGAGEMENT

Please note: For this Submission, we will be accepting evidence only regarding one such event/instance for each question within this section, respectively (as opposed to two). If you have more than one example to evidence for the questions within this section, please *please add the additional item/s to the ADDITIONAL WORK section at the end of this submission.*

ANNUAL SUBMISSION: 2021 COMMUNITY ENGAGEMENT	INTERMEDIATE
39. Employer Branded Participation at Community Events	2 points
<p>Within the assessed calendar year, we held stalls at LGBTQ community events or participated in pride parades under our employer/company branding. (This may include online community events with <i>prominent</i> employer branding.)</p>	
<p>Note: This must be a targeted branding exercise, over and above employees wearing corporate t-shirts but not contributing formally to the event.</p>	
<p><i>Please provide evidence of branding displayed at one such community event, including online community events.</i></p>	
<p>In April 2021 the Department of Health sponsored, supported and participated in the <i>Health in Difference Conference</i> on LGBTIQ+ Health and Wellbeing. Articles and promotional resources such as digital flyers and the conference program recognised the Department of Health’s sponsorship, inclusion work and involvement in the conference. This included the Department of Health providing content support and funding, as well as the participation of the Department of Health panellist Mr Mark Roddam, First Assistant Secretary of the Mental Health Division, who participated in a panel on Suicide Prevention and discussed the department’s work to support the mental health of LGBTIQ+ people.</p>	
<p>Department of Health platinum sponsorship is recognised here: https://healthindifference.org/sponsors/</p>	
<p>Attachment S8.Q39.a Health in Difference conference – Sponsorship and speaker profile Attachment S8.Q39.b Thank you email – Mark Roddam</p>	
<p><i>If this example is not appropriate for this response, please consider as additional work.</i></p>	

ANNUAL SUBMISSION: 2021 COMMUNITY ENGAGEMENT 40. Pro-Bono or Financial Support: LGBTQ Charities/Organisations	INTERMEDIATE 2 points
<p>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.)</p> <p><i>Please provide evidence of one such instance.</i></p>	
<p>LGBTIQ+ Health Australia is funded by the Department of Health for:</p> <ul style="list-style-type: none"> • QLife, a peer support telephone and online support service (\$2.1 million to meet COVID demand from 2019-20 to 2021-22, and \$2.6 million in 2021-22 to ensure service continuity.) • MindOUT!, a project to improve mental health and suicide prevention outcomes for LGBTIQ people by working with mainstream organisations (\$2.7 million over the period 2016-17 to 2021-22). <p>Attachment S8.Q40.a Qlife funded by Health screenshot Attachment S8.Q40.b MindOUT is funded by Health screenshot https://lifeinmind.org.au/programs/mindout-national-lgbti-mental-health-and-suicide-prevention-project</p> <p><i>Please note that the funding agreements for the above grants are not suitable for distribution outside the department.</i></p>	
ANNUAL SUBMISSION: 2021 COMMUNITY ENGAGEMENT 41. Fundraising	INTERMEDIATE 2 points
<p>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.)</p> <p><i>Please provide evidence of one such instance. (This can be a letter of appreciation, certificate, receipts or confirmation of funds raised issued by the charity/group.)</i></p>	
<p>As part of Wear it Purple Day activities in August 2021 HPN fundraised for Black Rainbow. As events were held virtually all staff were encouraged to donate to Black Rainbow and share their receipts with the Pride Network in order to keep a running tally. The combined total of donations reported to HPN was \$400. Sample receipts shared with the Health Pride Network are attached as evidence.</p> <p>Attachment S8.Q41.a – Feature news - Wear it Purple Wrap up Attachment S8.Q41.b – Black Rainbow receipts – Inbox screenshot</p> <p>As part of the Department’s recognition of World AIDS Day 2021 including sale of red ribbons and other World AIDS Day merchandise HPN raised \$488.64 for the Red Ribbon Foundation. This comprised cash donations over and above other donations made by individual staff in response to HPN advertising for staff who were not able</p>	

to donate cash on the day. Health's recognition of World AIDS Day focuses on the historic and continuing disproportionate effect of HIV on LGBTI+ and Aboriginal and Torres Strait Islander communities.

[Attachment S8.Q41.c Receipt for Red Ribbon donation](#)

SECTION 9: SURVEY

ANNUAL SUBMISSION: OPTIONAL SURVEY PARTICIPATION

42. Survey Participation

OPTIONAL
2 points

We are participating in the 2022 AWEI Survey. *Please note:*

- *Partial points will not be given. Full points will only be obtained for the following:*
 - *Medium Employers (501 – 2000 employees): if 50 or more survey responses are collected*
 - *Large Employers (2001 – 8000 employees): if 100 or more survey responses are collected*
 - *Significant Employers (8001 or more employees): if 200 or more survey responses are collected*

Please note: the more respondents you have, the more substantial data you will receive. The purpose of the AWEI Survey is to provide you with significant information on the impact of your inclusion initiatives and allow you to benchmark against the national dataset.

SECTION 10: 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*
- **IMPORTANT: PLEASE COMBINE ALL RELATED INDEX WORK INTO ONE ROW.** For example, if you wish to claim for significant training, list all LGBTQ training within one row under the Item Name of “Training.” Only 1 point is available for all work pertaining to a particular topic/area – PLEASE do not split similar areas of index activity over multiple rows.
- Please add additional rows regarding different areas of work, as necessary. **Note: A maximum of 15 points (15 items) may be obtained in this section. Should you submit more than this, you will still only be eligible for the same Maximum points.**

ANNUAL SUBMISSION: ADDITIONAL WORK		ADDITIONAL Max. 15 points
43. ADDITIONAL WORK		
<p>STANDING SUBMISSION: Q3 New Parent Leave Inclusive of LGBTQ Families Q6 LGBTQ Inclusive Domestic & Family Violence Policy</p>	<p>In 2021 we commenced a review and refresh of our People Policies to further ensure their inclusiveness of all staff regardless of gender or sexuality. The Parental Leave Policy was updated to explicitly note in the opening paragraphs that the policy “includes families of all configurations regardless of gender or sexuality including adoption, fostering and surrogacy”. Other changes included improved references to LGBTI+ families and diverse family structures, surrogacy arrangements and parental leave for partners throughout the policy, and the use of gender-neutral names in examples.</p> <p>Our Domestic and Family Violence Policy was updated to include the following statement in the opening paragraphs: “It is important to note that family and domestic violence refers to abuse regardless of gender or sexuality. As such, the departmental policy on family and domestic violence applies to all staff, regardless of the gender or sexuality of themselves, their partner/s or their family members, immediate and extended.” Other changes included amending gendered pronouns to use gender-neutral references such as ‘they/their’ and to include a reference to the specialist EAP line dedicated to supporting LGBTI+ staff.</p> <p>The changes to both policies were endorsed by the National Staff Participation Forum, the peak employee consultation body within the department and took effect from 7 December 2021.</p> <p>Attachment Q43 NSPF minutes 7 December Attachment Q43 Parental Leave Policy Attachment Q43 Domestic and Family Violence Policy</p>	

<p>STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE</p> <p><i>Q12: Gender Affirmation Policy and Process Documentation</i></p>	<p>In 2021 the department made significant progress toward the development and implementation of a Gender Affirmation Policy, a key action in the departments LGBTI+ Action Plan for 2020-2030. A working group comprising volunteers including trans and gender diverse staff was re-convened and led drafting of the draft Gender Affirmation Policy and Guidelines. The proposed Gender Affirmation Policy was considered and endorsed by the National Staff Participation Forum on 7 December 2021. It will be considered by the Department's Executive Committee, the final step prior to taking effect, in early 2022.</p> <p>Attachment Q43 LGBTI+ Action Plan Attachment Q43 Draft Gender Affirmation Policy Attachment Q43 Draft Gender Affirmation Guidelines Attachment Q43 Invitation to GAP workshop Attachment Q43 NSPF minutes 7 December</p>
<p>STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE</p> <p><i>Q14: Gender Affirmation Leave</i></p>	<p>The department made significant progress toward the development and implementation of a Gender Affirmation Policy in 2021. As part of this progress the department negotiated and approved the provision of access to additional flexible leave to assist staff to affirm their gender. In October 2021, Health Pride Network representatives and the Inclusion team met with the People Branch Assistant Secretary and the First Assistant Secretary of People, Communication and Parliamentary Division, to discuss the Gender Affirmation Policy and proposed gender affirmation leave. The attached evidence includes an email from the First Assistant Secretary to the Secretary, confirming the department's intent to implement the new gender affirmation leave type.</p> <p>Currently, staff are able to access available personal, long service or annual leave to support activities related to gender affirmation. The Gender Affirmation Policy will provide for additional leave of:</p> <ul style="list-style-type: none"> • up to 5 days paid miscellaneous leave, which counts as service (available either as individual days or a longer period as needed); • up to 12 months unpaid miscellaneous leave, which does not count as service. <p>The draft policy was considered and endorsed by the National Staff Participation Forum on 7 December 2021. It will be considered by the Department's Executive Committee in early 2022.</p> <p>Attachment Q43 Draft Gender Affirmation Policy Attachment Q43 Draft Gender Affirmation Guidelines Attachment Q43 NSPF minutes 7 December Attachment Q43 Email from First Assistant Secretary to Secretary regarding Gender Affirmation Policy development and miscellaneous leave Attachment Q43 Meeting invite to discuss gender affirmation leave and policy</p>

<p>STANDING SUBMISSION: STRATEGIC FOCUS Q23: Customer-facing LGBTQ Inclusion</p>	<p>The National Suicide Prevention Trial (NSPT) is a Department of Health initiative comprised of 12 identified trial sites across Australia over six years from 2016-17 to 2021-22. Funding was provided through relevant Primary Health Networks (PHN) at a total of \$6 million per site. The Trial is aimed at gathering evidence in relation to suicide prevention activities in local geographical areas of Australia, and to improve understanding of the strategies that are most effective in preventing suicide at a local level and in at-risk populations. The Trial aims to provide evidence of how a systems approach to suicide prevention might best be implemented in the Australian context and to identify new learnings in relation to suicide prevention in at-risk populations. Two of the 12 sites chose LGBTIQ+ people as a focus population for their region, with North Western Melbourne PHN focusing exclusively on this population. Example activities include:</p> <ul style="list-style-type: none"> • Aftercare services for LGBTIQ+ people following a suicide attempt or who presented in suicidal crisis. • Suicide and mental health awareness raising, including through media and social media campaigns and community events. • Building the cultural capacity of mainstream services to provide LGTBIQ+ appropriate suicide prevention support. • Peer mentoring for LGBTIQ+ young people and for families of LGBTIQ+ people. <p>The NSPT evaluation reported a range of positive impacts and outcomes for LGBTIQ+ people in the region. Specifically, improved awareness about mental health and suicide, knowledge about suicide and how /where to get help, and capacity to respond to suicidality within the community; new collaborations and coordination between service providers, and improved coordination of suicide prevention programs with other programs and services for LGBTIQ+ people; reports of increased suicide prevention workforce capacity by building a peer workforce; and improved evidence base for LGBTIQ+ suicide prevention through research and evaluation.</p> <p>Further information is available in the National Suicide Prevention Trial Final Evaluation Report. https://www.health.gov.au/sites/default/files/documents/2021/11/national-suicide-prevention-trial-final-evaluation-report_0.pdf</p>
<p>ANNUAL SUBMISSION: STRATEGY AND ACCOUNTABILITY Q1: External LGBTQ expertise</p>	<p>In addition to Pride in Diversity membership, the department also has access to and calls on external LGBTQ expertise when needed to ensure that approaches to staff inclusion and policy work are appropriate. In 2021, during the development of the Gender Affirmation Policy, the department engaged A Gender Agenda to participate in the workshop for the development of the Policy, and to provide advice on draft documents. This ensured that the policy took into account best practice approaches and was informed by lived experience and genuine expertise.</p> <p>Attachment Q43 A Gender Agenda engagement</p>

<p>ANNUAL SUBMISSION: EXECUTIVE LEADERSHIP & ENGAGEMENT Q: 34: EXECUTIVE ADVOCACY</p>	<p>Within the assessed calendar year, Senior Executive(s) within our organisation have also advocated for LGBTQ inclusion at an executive level <i>externally</i> amongst peers. Health Pride Champion, s22 [REDACTED], actively participated in regular meetings of the APS Pride Champions Network. When he was unable to attend, he identified a proxy to attend from among senior executive members of the Pride Network.</p> <p>Attachment Q43 Senior Executive participation in APS Pride Champions Network. Attachment Q43 Senior Executive participation in APS Pride Champions Network - proxy</p>
<p>Section 7: Q38: LGBTQ analysis - if internal engagement or AWEI Survey data show any “most in need” areas to focus on, resulting in a plan of action</p>	<p>In 2020 the Inclusion team completed an analysis of the 2020 AWEI survey data. The analysis included comparison to the previous year’s survey results, other Commonwealth Government agencies, and the Health and Wellbeing sector and identified most in need areas to focus on. Actions to address these focus areas were listed in the analysis and aligned with existing commitments in the department’s LGBTI+ Action Plan 2020-22 to support its implementation.</p> <p>Attachment Q43 LGBTI Workforce - 2020 AWEI survey comparison - Department of Health Executive Summary</p>
<p>Section 7: Q38: LGBTQ analysis - if within gender aggregated data, we include non-binary employees and if not a proposed plan of action</p>	<p>In 2021 the department launched a new My Workforce Reporting tool which enables HR staff and managers to review and analyse workforce related data. Diversity data is restricted to specific HR functions and roles due to privacy, however there is a section relating to gender data. The gender section includes data on male, female and employees who have selected non-binary or ‘chose not to give this information’ in the employee management system, SAP. The non-binary category and choose not to give this information are captured under the description indeterminate.</p> <p>Attachment Q43 Snip tool of gender information filterable in My Workforce Tool</p>
<p>ANNUAL SUBMISSION: 2021 DATA COLLECTION AND REPORTING - Diversity Council of Australia – Inclusion@Work Index participation</p>	<p>In 2021 the department participated in the Diversity Council of Australia (DCA) Inclusion@Work member Index. The Index benchmarked Health against the Australian Workforce and DCA members to help map the state of inclusion for workers across a range of demographic backgrounds such as, Aboriginal and/or Torres Strait Islander peoples, age, cultural background, disability status, gender, sexual orientation. 1051 staff from Health completed the survey.</p> <p>We have been able sort and view the data in various ways to inform our approaches to LGBTI+ inclusion at Health, this includes benchmarking our organisation’s responses against the Australian Workforce and DCA members, see snapshot at attachment a, and also comparing how LGBTIQ+ employees responded to questions compared to non-LGBTIQ+ employees, see attachment b.</p> <p>Attachment Q43 Inclusion@Work Index benchmarking results snapshot Attachment Q43 Inclusion@Work Index LGBTIQ+ and non-LGBTIQ+ comparison</p>

<p>ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY Q6: Strategic Work in Recruitment, Supplier Policy or Service Provision</p>	<p>On 24 March 2021, LGBTIQ+ Health Australia held a webinar on the findings of the Royal Commission into Aged Care Quality and Safety and its Impact on LGBTIQ+ people. On behalf of the Department, Mr Robert Day – Assistant Secretary of the Dementia and Supported Ageing Branch, attended as one of the panellists, providing his experience and the department’s perspective on measures to support the aged care sector in meeting the needs of people with diverse characteristics and life experiences. Mr Day attended with other panellists including key aged care stakeholders and LGBTIQ+ advocates to address what LGBTI older people in Australia could gain from the recommendations in the Royal Commission’s final report.</p> <p>The webinar, including a profile of Mr Day was advertised and is now available at the following link (bottom of page): https://www.lgbtiqhealth.org.au/findings_of_the_royal_commission_into_aged_care</p>
<p>ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY Q6: Strategic Work in Recruitment, Supplier Policy or Service Provision</p>	<p>The Blood Borne Viruses and Sexually Transmissible Infections Policy Section regularly engage with the National BBV STI peak organisations, who represent LGBTIQ+ communities. On a monthly basis, the Department attends a “peaks meeting” to share ideas and raise issues. This typically happens on the first Wednesday of every month. The department’s work in relation to blood borne viruses focuses on addressing the continuing disproportionate impact of some BBV and STI on specific communities, in particular LGBTIQ+ people.</p> <p>Attachment Q43 Meeting with National BBV and STI NGOs</p>
<p>ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY Q6: Strategic Work in Recruitment, Supplier Policy or Service Provision</p>	<p>Members of the Department’s aged care executive (Emma Gleeson, Assistant Secretary, Aged Care Workforce Branch, and Robert Day, Assistant Secretary, Dementia, Diversity and Design Branch) met with Nicky Bath, CEO of LGBTIQ+ Health Australia to explore opportunities for LGBTIQ+ training, promotion and data issues. This was an opportunity for the department to hear from the peak LGBTIQ+ health body on cross cutting issues affecting LGBTIQ+ older Australians. While initially a workforce meeting, Ms Gleeson extended the invitation to the Dementia and Diversity team to create the opportunity for LHA to have a greater reach across the department.</p> <p>Attachment Q43 Email from Emma Gleeson regarding NACA presentation with LHA and Health</p>
<p>ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY Q6: Strategic Work in Recruitment, Supplier Policy or Service Provision</p>	<p>To further extend LGBTIQ+ Health’s engagement across the department, a meeting was held between members of the dementia and diversity team, and the LGBTIQ+ mental health team, to discuss the intersectionalities of the LGBTIQ health policy work occurring across the department. This was an opportunity for strategic engagement with LHA.</p> <p>Attachment Q43 Email regarding meeting with LHA and diversity areas with the Department of Health</p>

Customer-facing LGBTQ Inclusion	<p>The department funds LGBTIQ+ Health Australia as a peak body to represent LGBTIQ+ health consumers. LGBTIQ+ Health Australia was funded for the 2021-22 financial year as an Aged Care Consumer Peak Body to provide advice to government, contribute to the aged care sector reform agenda and represent their constituents with respect to ageing and aged care.</p> <p>Further, in 2021 the Department of Health administered the Health Peak and Advisory body grant program. Through this program LHA has been selected to receive funding as a health consumer peak body to continue engaged, robust and constructive participation in the national health agenda, and provide expert and evidence-based advice to inform health policy and program development.</p> <p>Aged Care Peak Body funding: https://www.grants.gov.au/Ga/Show/585f91e6-935d-cdc3-c8db-81c3b4a36313</p> <p>LHA Health Peak and Advisory body funding: https://www.health.gov.au/ministers/the-hon-greg-hunt-mp/media/237-million-boost-for-australian-preventive-health-groups</p>
Customer-facing LGBTQ Inclusion	<p>The Blood Borne Viruses and Sexually Transmissible Infections Policy Section have worked with ACON in the development of the emen8 website (https://emen8.com.au/). The website Emen8 launched in May 2017 as Australia's biggest and boldest online sexual health and wellbeing initiative for gay, bisexual and other men who have sex with men. Its online presence includes Emen8.com.au and Facebook. This work is funded by the Department of Health, which is acknowledged on the 'About' page, here: https://emen8.com.au/about/</p> <p>Attachment Q43 Emen8 email correspondence</p>
Executive advocacy and visibility	<p>On 4 May 2021, Dr Lucas De Toca, COVID-19 Primary Care Response First Assistant Secretary, went live on the Department of Health Facebook page as part of a regular video series that answers the Australian publics Top Three questions being asked on social media accounts. On this occasion, Dr De Toca wore a Star Wars themed LGBT t-shirt throughout the 7 minute and 27 second video. The Department of Health page has 737 thousand followers as of 11 February 2022.</p> <p>Attachment Q43 Facebook post - Dr Lucas De Toca</p>

<p>OTHER WORK: Australian Public Service (APS) wide collaboration and engagement to improve LGBTQ inclusivity in the APS</p>	<p>In 2021, the department and the Health Pride Network (HPN) collaborated and engaged with multiple APS agencies to share ideas and resources to improve LGBTQ inclusion across the APS.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • HPN Co-chair Matt Short shared information and resources about gender affirmation policies with the Department of Treasury • In October 2020, the Inclusion team shared information with Services Australia about their approach to LGBTI+ inclusion, including the development of a Gender Affirmation policy. In June 2021, Services Australia provided a copy of their updated Gender Affirmation policy and further updates were shared. • In June 2021, the Inclusion team shared information on pronouns and LGBTI+ inclusion with Comcare. • In August 2021, the Inclusion team met with the IP Australia to discuss inclusion at Health. There was a particular focus on LGBTI+ Inclusion and benchmarking tools such as the AWEI and DCA's Inclusion Index which collects data on diverse cohorts including the LGBTIQ+ workforce. <p>Attachment Q43 Email to the Treasury Department - Health Gender Affirmation Strategy Attachment Q43 Email to Comcare regarding pronouns and resources Attachment Q43 Emails to IP Australia, with meeting invite included Attachment Q43 Emails to Services Australia</p>
<p>OTHER WORK: The Department's core policy priorities emphasise the needs of LGBTIQ+ people</p>	<p>The National Preventive Health Strategy 2021-2030 was launched in December 2021, and includes a strong focus on health equity. Among its aims, the Strategy seeks to ensure that groups that experience poorer health outcomes compared to the rest of the population have greater improvements in health (p.6). LGBTIQ+ Australia was involved in the consultation process to develop the Strategy and emphasised the greater health disparities experienced by LGBTIQ+ people. The Strategy identifies the LGBTIQ+ community as a priority population that requires tailored approaches to preventive health in order to improve health equity in Australia (p.21).</p> <p>National Preventive Health Strategy 20201-2030: https://www.health.gov.au/sites/default/files/documents/2021/12/national-preventive-health-strategy-2021-2030_1.pdf Attachment Q43 National Preventive Health Strategy – Priority Populations</p>

Customer-facing LGBTQ Inclusion	<p>In August 2021, department representatives from the Population Health Division and Health and Medical Research Office met with an external representatives of the transgender community including researchers, clinicians and health consumers – a trans young person and the mother of another trans young person – to discuss the Australian Research Consortium for Transgender Youth and Children and explore the possibilities of future funding opportunities. The focus of the discussion was to establish a relationship to find future opportunities improve the evidence-base regarding health care for trans children and adolescents, with the objective of establishing safe and effective models of gender-affirming care for this vulnerable population.</p> <p>In the meeting, department representatives provided advice to representatives about relevant grant opportunities for research funding and provided guidance on the grants process, and explored policy issues that are relevant to the health care for trans young people.</p> <p>Attachment Q43 Meeting to discuss grants opportunities_Redacted</p>
LGBTQ marketing campaigns or service provision brochures/collateral specifically targeting LGBTQ populations or answering questions specific to this population	<p>In 2020 and 2021 the department worked with Carbon Creative and media agency, Universal McCann to develop and release a digital media campaign to raise awareness of syphilis in Australia as part of the implementation of the National STI Strategy 2018-2002. Men who have sex with men were one of the target audiences of the Campaign because of increasing rates of syphilis in this population, and specific campaign material was developed to meet the needs of this group.</p> <p>Men who have sex with men – facts about syphilis (campaign material): https://www.health.gov.au/resources/publications/men-who-have-sex-with-men-facts-about-syphilis</p>
OTHER WORK: AWEI 2021 Analysis and executive summary	<p>In 2021 the Inclusion team completed an analysis and executive summary for the 2021 AWEI results. The analysis compared the departments annual results and compared them to other participating Federal Government Organisations. Priority areas of focus were identified for 2021 which informed People Plans and Health Pride Network Plans. This summary was provided to senior executive and the Health Pride Committee.</p> <p>Attachment Q43 Pride in Diversity AWEI 2021 - Executive Summary Final</p>

AWEI 2022 SUBMISSION DATES

We can accept AWEI submissions between Monday 10th January – 5pm Friday 11th February 2022 (or midnight Saturday 12th February 2022 for large file transfer URL).

- No later than 5pm, Friday 11th February 2022 for hand-delivered, couriered or mailed submissions (hard copies, USB, etc).

- Deadline for large file transfer program URL (including but not limited to Dropbox, Google Docs, Parcel Post, SharePoint or any other internally approved large file transfer system) midnight Saturday 12th February 2022
- **Important: File attachments within emails will not be accepted. Pride in Diversity will take no responsibility for attachments sent via email.**
- All file transfers and access to various systems must be sent to AWEI@prideindiversity.com.au; with a copy to dthough@acon.org.au
- Please ensure all evidence included in your submission or attached is legible. Pride in Diversity will not be responsible for documents that we cannot access or cannot read (if they have been copied or shared incorrectly).

IMPORTANT INFORMATION FOR SUBMITTERS

Please ensure that you have signed up to the following newsletter – this will ensure that you receive all relevant information and updates in terms of the up and coming AWEI period. [Click here](#) to sign up or go to: <http://eepurl.com/tT7vf>

OPTIONAL AWEI EMPLOYEE SURVEY

Participating in the optional AWEI Employee Survey? You will be able to [request your unique survey URL](#) as of 1st July 2021. You will receive this link when the survey goes live on Monday 1st November 2021 and will remain open until the close of submissions on Friday 11th February 2022.

Participation in the survey allows you to balance the results of your AWEI with the views and lived experiences of your employees. While survey data is linked to your organisation enabling us to provide you with a comprehensive high-level analysis of responses, individual respondent data is not collected.

INDIVIDUAL AWARD NOMINATIONS

Please consider nominating your colleagues, networks, etc. for an LGBTQ Inclusion Award. Award categories can be found within the Participation Details of this Submission or on the AWEI website: <https://www.pid-awei.com.au/awardnominationforms/>