

2021 EMPLOYER PARTICIPATION DETAILS

EMPLOYER / ORGANISATION DETAILS	
Organisation Name:	Department of Agriculture, Water and the Environment
Sector:	✓ Public/Government: Federal
Employer Size (within Australia):	Number of employees within Australia: ✓ 2,000 – 8,000 employees
Regional Employers	Is your head office Regional? No
Global Employers	Do you have international offices: Yes Is your head office in Australia: Yes
Contact Person for the Index:	Name: s. 22(1)(a)(ii) Position Title: Director, Diversity and Inclusion Postal address (including postcode): GPO Box 858, Canberra City, ACT 2601 Phone number: s. 22(1)(a)(ii) Mobile: s. 22(1)(a)(ii) Email: s. 22(1)(a)(ii) @awe.gov.au
INTERNATIONAL WORKPLACE INDEX PARTICIPATION	
Do you participate in any other workplace equality indices globally?	No

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><i>Please remove all that are not applicable or your core industry business.</i></p>	<p><input type="checkbox"/> Federal government; Agriculture, water and the environment</p>

DISCLOSURE RECOGNITION	
<p>Please select participation identification level at which we can identify you (Name and Employer Tier only, no scores)</p> <p><i>Please delete those not relevant</i></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> <p><input type="checkbox"/> We are happy to be identified regardless of employer tier reached</p>

ADDITIONAL AWARD SUBMISSIONS	
<p>Have you considered nominating someone for an LGBTQ Inclusion Award? 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>• Individual Nomination submission forms can be found here: http://www.pid-awe.com.au/submission-documents/</p>	<p>Award Nomination Categories:</p> <ul style="list-style-type: none"> <input type="checkbox"/> CEO of the Year Award: (insert nominee name/s) <input type="checkbox"/> Executive Leadership Award: (insert nominee name/s) <input type="checkbox"/> External Media Campaign Award: (insert nominee name/s) <input type="checkbox"/> OUT Role Model Award: (insert nominee name/s) <input type="checkbox"/> Network Leader of the Year Award: (insert nominee name/s) <input type="checkbox"/> Sally Webster Ally Award: (insert nominee name/s) <input type="checkbox"/> Sapphire Inspire Award for LGBTQ Women: (insert nominee name/s)

NEGATIVE PRESS / COMPLAINTS DISCLOSURE
<ul style="list-style-type: none"> 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 <i>may be</i> 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. <p>In relation to the above (maintaining required confidentiality), please broadly outline your course of action or response/outcomes of any complaints lodged.</p> <hr/> <p>The department has not received any negative press or complaints lodged against us in relation to LGBTQ discrimination, bullying or harassment.</p>

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:	s. 22(1)(a)(ii)
Position within organisation:	Director, Diversity and Inclusion
Contact Email:	s. 22(1)(a)(ii) @awe.gov.au
Contact Phone:	s. 22(1)(a)(ii) Mobile: s. 22(1)(a)(ii)

2021 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.)

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.

SUMMARY:

- **If you leave a question blank within this section, we will not change the score from last year.**
- **If you submit evidence for any question below, 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:	s. 22(1)(a)(ii)
Contact Details (email / phone):	Email: s. 22(1)(a)(ii) @awe.gov.au Phone: s. 22(1)(a)(ii) Mobile: s. 22(1)(a)(ii)
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

FOUNDATION
Max. 2 points

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE

1. Removal of the terms: 'Sexual Preference' or 'Lifestyle Choice(s)'

We have conducted a review to ensure that any reference to 'sexual preference' or 'lifestyle choice' within our policy documentation, diversity references, on external facing websites and company intranet pages has been replaced with the words 'sexual orientation.'

The department uses the preferred language of 'sexual orientation' in all documentation, policies and publications. The department's website and intranet site both returned '0' results when searching for 'sexual preference' and 'lifestyle choice'.

Submission Evidence:

Figure 1 - Screenshot from the department's staff-led inclusion network guidelines 2020 with correct terminology

1.1 What is Diversity and Inclusion?

Diversity is a mix of different people and how they identify in relation to their age, caring responsibilities, cultural background, disability, gender, Indigenous background, sexual orientation, and socio-economic background (social identity), and their profession, education, work experiences, and organisational role (professional identity).

Inclusion is getting this mix to work by creating an environment where people from diverse backgrounds are respected, connected, and progressing and contributing to the department's success. This occurs when people from diverse backgrounds experience:

- Value and respect for who they are in their working environment
- Connection to and are accepted by their co-workers
- Have opportunities to develop and progress their career
- The opportunity to contribute their talents to the department.

Figure 2 – Screenshot from the department’s website, ‘0’ search results for ‘sexual preference’

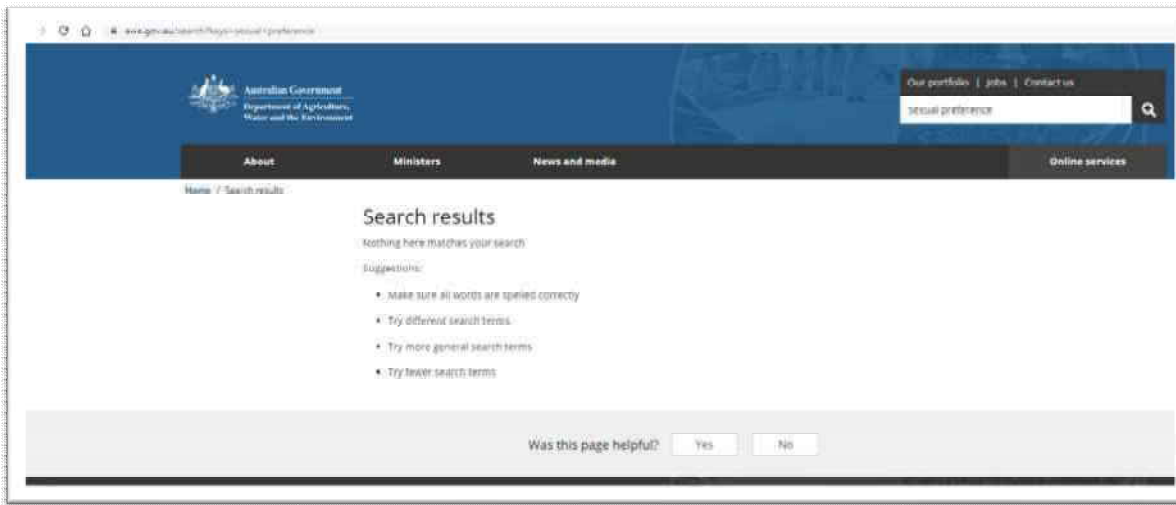
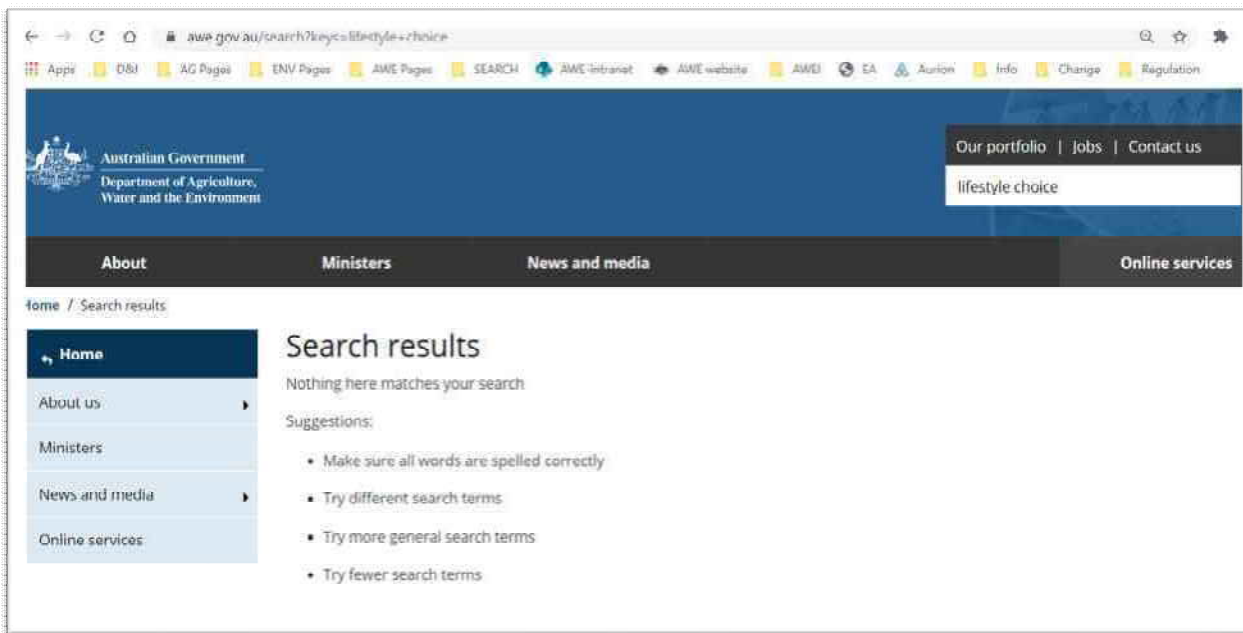


Figure 3 - Screenshot from the department’s website, ‘0’ search results for ‘lifestyle choice’



Please provide name and contact details of senior representative who can, if required, verify the above:

Senior HR Name/Contact Details for verification:

s. 22(1)(a)(ii)

Director, Diversity and Inclusion

s. 22(1)(a)(ii) **Mobile:** s. 22(1)(a)(ii)

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE

FOUNDATION

2. LGBTQ Inclusivity within Policies and Benefits

Max. 2 points

On our policy intranet pages (or upfront within our policy documentation), we have made it *explicitly clear* that all policies are inclusive of LGBTQ employees and their families (where families are included within policies/benefits).

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).

All department employees can access the Diversity and inclusion intranet pages. These pages are dedicated to promoting an inclusive culture in the department and provide support and information for LGBTIQ+ employees. Resources within these sites include the Staff-led Inclusion network Guidelines, the former Department of Agriculture Inclusion Strategy 2019 – 2021, the former Department of Environment and Energy Inclusion Strategy 2019- 2023 and the Gender Equality network action plan to provide information and support to employees and members of the inclusion networks. The LGBTIQ+ Pride network is staff-led initiative for LGBTIQ+ staff and allies. The forum provides support and guidance to employees in relation to LGBTIQ+ information, community support resources and network events.

Submission Evidence:

Our Inclusion Commitment Statement is included on the following intranet policy pages:

- Workplace diversity and inclusion
- LGBTIQ+
- Leave
- Family and domestic violence
- Flexible working arrangements
- Unacceptable behaviour

Attachment SQ2 – The department’s LGBTIQ+ intranet site

Figure 4 - Screenshot of the department's Inclusion Commitment Statement

Dur commitment to diversity and inclusion applies to all employees. Inclusion is everyone's responsibility. Our policies, procedures, guidelines and other instructional materials are designed to support all staff, including those who identify as LGBTIQ and their families (where families are included within the document).

Figure 5 – Screenshots of the Diversity and inclusion intranet sites (All employees have access to both Diversity and inclusion intranet sites while the AWE Diversity and inclusion page is being developed)

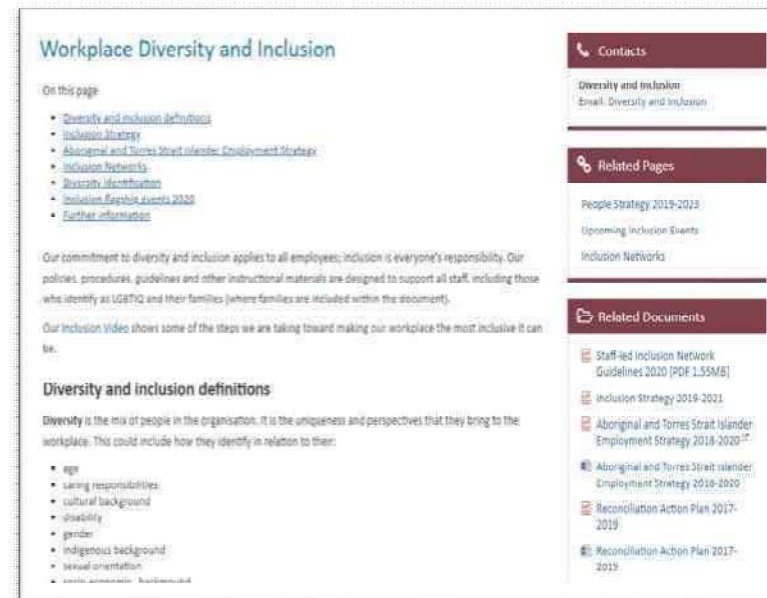
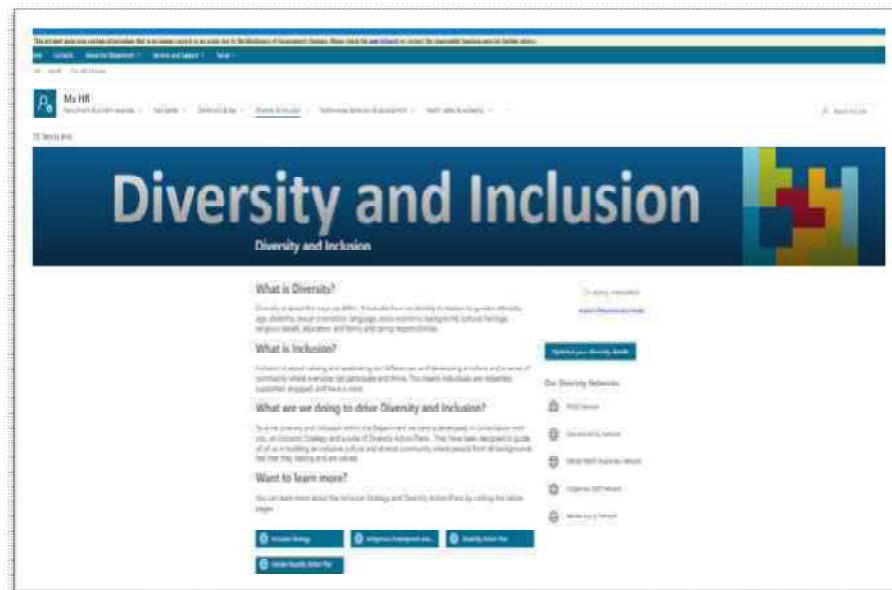


Figure 6 – Screenshot of the LGBTIQ+ Pride network site on the intranet

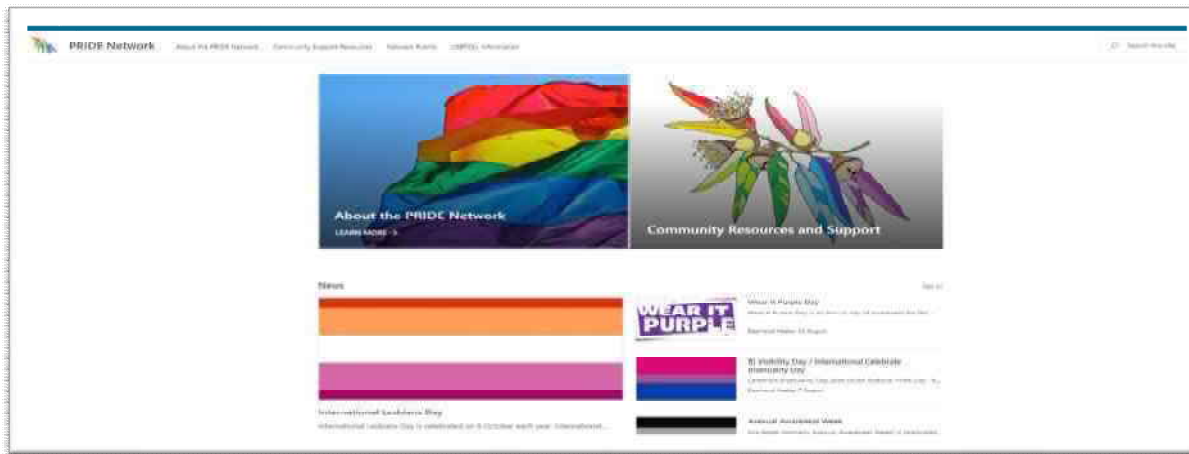


Figure 7 - Screenshot of our LGBTIQ+ Pride network vision

Our vision: A staff-led PRIDE Network that celebrates diversity, provides a support network for LGBTQIA+ staff, and contributes to an inclusive and safe workplace culture.

Figure 8 - Extracts from our recruitment page. Our department promotes gender equality as part of our culture

People and jobs

AUSTRALIAN LGBTQ INCLUSION AWARDS 2020 **AWEI GOLD EMPLOYER**

As an organisation, we are committed to building a culture where difference is valued and respected, and where we work together and leverage the benefit of our diversity.

Gender equality

Our role is to create a workplace where all employees can reach their full potential.

Research shows that barriers to gender equality in the workplace are real. We are working to understand the barriers in our organisation.

Our values

We want to make sure gender equality is a strong part of our culture.

To us gender equality means:

- we consider and equally value the behaviours, aspirations and needs of all genders
- rights, responsibilities, and opportunities don't depend on an individual's gender

We support this through agreed strategies and targets that we work towards.

Figure 9 –Screenshots of the department’s definitions of a family member and partner/ spouse – defined in the relocation assistance policy

Family member means a relation by blood, marriage, adoption, fostering or traditional kinship, or a partner who stands in a bona fide domestic relationship with an employee (without discrimination as to sexual orientation).

Partner/Spouse means, in relation to a person who is a member of a couple, the other member of a couple without discrimination as to sexual orientation.

And the departments leave policy 2020;

DEFINITIONS

233. For the purposes of this Policy, the following definitions apply:

Term or word	Definition
Family member	A partner/spouse (or former partner/spouse) or a relation of the employee or their partner/spouse by blood, marriage, adoption, fostering or traditional kinship.
Partner/spouse	In relation to an employee who is a member of a couple, the other member of the couple, without discrimination as to gender or any other attribute.

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 released a revised leave policy in August 2020, following an extensive consultation round with staff. The leave policy explicitly states that a ‘family member’ and/ or ‘partner/ spouse’ will be defined without discrimination as to sexual orientation. The department has a People Support team available to all employees if they have any questions about their leave entitlements.</p> <p>Submission Evidence: Attachment SQ3 – Extracts from the department’s leave policy with regards to parental leave including adoption and foster parenting leave Figure 10 –1 Extract from the department’s leave policy, definitions for ‘family member, partner/ spouse, and supporting partner’</p> <p>DEFINITIONS</p> <p>233. For the purposes of this Policy, the following definitions apply:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Term or word</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>Family member</td> <td>A partner/spouse (or former partner/spouse) or a relation of the employee or their partner/spouse by blood, marriage, adoption, fostering or traditional kinship.</td> </tr> <tr> <td>Operational requirements</td> <td>Ensuring there is a sufficient number of employees at work to meet client needs during normal business hours, meeting both safety and operational requirements as determined by the relevant line manager and/or as required by any relevant legislation. In exceptional circumstances the Department may require employees to work extended hours to meet high-priority operational requirements. These requirements will vary across business areas in the Department, but might include workloads relating to the Budget cycle, Parliamentary sitting periods, periods of Antarctic duty, peak visitor periods in national parks. Operational requirements may be known or may be unexpected. The operational requirements, workload and priorities of the work area should be discussed with relevant employees and reflected in performance agreements. Good management practice suggests that substantive reasons be provided to employees where requests for changed working arrangements, or requests for leave, are refused for operational reasons</td> </tr> <tr> <td>Partner/spouse</td> <td>In relation to an employee who is a member of a couple, the other member of the couple, without discrimination as to gender or any other attribute.</td> </tr> <tr> <td>Supporting partner</td> <td>The parent of the child and who is not the child’s primary carer</td> </tr> </tbody> </table>		Term or word	Definition	Family member	A partner/spouse (or former partner/spouse) or a relation of the employee or their partner/spouse by blood, marriage, adoption, fostering or traditional kinship.	Operational requirements	Ensuring there is a sufficient number of employees at work to meet client needs during normal business hours, meeting both safety and operational requirements as determined by the relevant line manager and/or as required by any relevant legislation. In exceptional circumstances the Department may require employees to work extended hours to meet high-priority operational requirements. These requirements will vary across business areas in the Department, but might include workloads relating to the Budget cycle, Parliamentary sitting periods, periods of Antarctic duty, peak visitor periods in national parks. Operational requirements may be known or may be unexpected. The operational requirements, workload and priorities of the work area should be discussed with relevant employees and reflected in performance agreements. Good management practice suggests that substantive reasons be provided to employees where requests for changed working arrangements, or requests for leave, are refused for operational reasons	Partner/spouse	In relation to an employee who is a member of a couple, the other member of the couple, without discrimination as to gender or any other attribute.	Supporting partner	The parent of the child and who is not the child’s primary carer
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Partner/spouse	In relation to an employee who is a member of a couple, the other member of the couple, without discrimination as to gender or any other attribute.										
Supporting partner	The parent of the child and who is not the child’s primary carer										

Figure 11 –2 Extract from the department’s leave policy

Surrogacy

- 130. An employee who carries a child through a pregnancy under a surrogacy arrangement is eligible for maternity leave.
- 131. The employee’s personal circumstances will determine eligibility for various parental leave provisions. Please contact [People Support](#) for advice regarding leave and surrogacy arrangements.

Figure 12 –3 Extract from the department’s leave policy. Employees may also request this leave for ceremonial activities etc.

CULTURAL, CEREMONIAL OR RELIGIOUS OBLIGATIONS

- 201. The delegate may authorise up to two days of paid leave per annum for employees who apply for leave to participate in cultural or ceremonial activities or to meet religious obligations, including observance of religious holidays that are not formally designated as public holidays in the Agreement. An employee may also request a substitution of a public holiday for these purposes as provided by clause 3.38 of the Agreement.

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE

4. Travel Advice for Employees

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). Please provide a copy of travel advice available.

The safety of our employees whilst travelling is paramount. The department provides support to all employees required to travel on official business domestic and/or overseas in accordance with the department’s Travel Regulation Manual and International Travel Procedures. Employees are provided with extensive travel information prior to travelling including security, cultural and safety information.

The department partners with the Department of Foreign Affairs and Trade (DFAT) to conduct local training and briefings, and cultural sensitivity training. DFAT have provided the below example in relation to LGBTIQ+ matters which is provided to persons travelling for work:

Submission Evidence:

Figure 13 - Screenshot of Smartraveller.gov.au advice for LGBTIQ travellers webpage

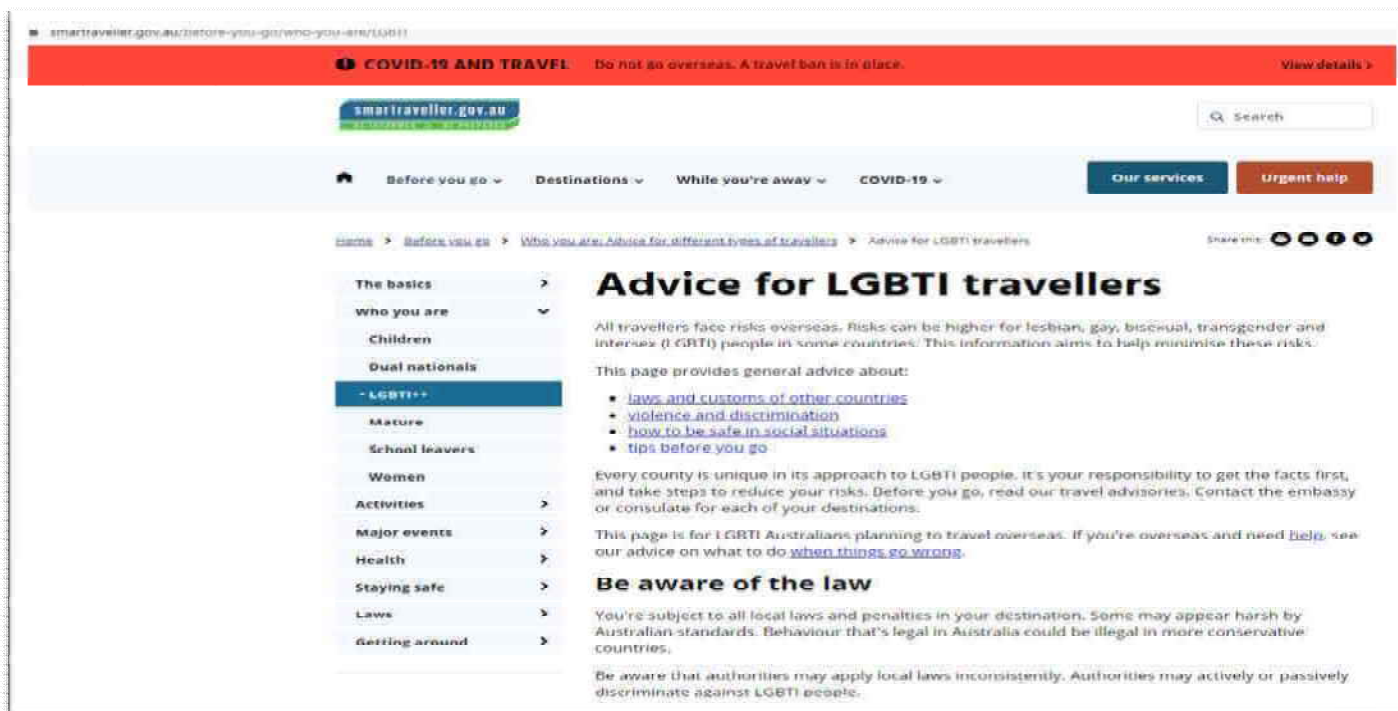


Figure 14 - Screenshot of the department's travel policy and travel regulation manual



ADVANCED
Max. 2 points
STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE
5. Third Party Policies

We have audited third party service providers to ensure they align with our non-discriminatory policies/procedures, inclusive of LGBTIQ+ 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)

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.

Submission Evidence:

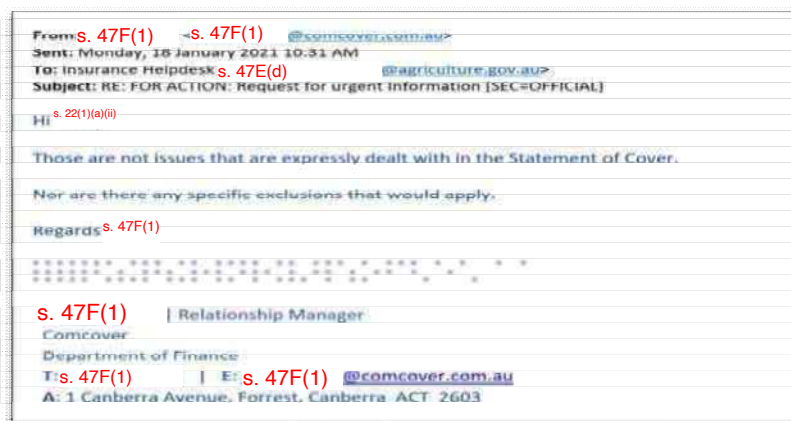
All third-party suppliers have confirmed they do not exclude LGBTIQ+ people and their families (where applicable) in their policies and procedures. However, they do not explicitly mention their inclusion as the cover is the same for every member. Their policies and procedures follow the same process regardless of a person's LGBTIQ+ status.

We are satisfied that the third-party providers act in accordance with our values and do not discriminate any person in their policies and procedures. Given our providers are not part of the department and they are a third-party, we must note that we have no influence with regards to how and what is written in third-party policies and procedures. However, our procurement policy provides the department with guidance and the abilities to select providers should they not meet our requirements and values.

Submission Evidence:

Attachment SQ5 – Email to Comcover including response

Figure 15 – Screenshot of email response from Comcover



STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE
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**

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.)

Staff can access the Family and Domestic Violence reference guide and the Family and Domestic Violence policy on the department's intranet. The policy contains specific services and avenues of support available for LGBTIQ+ employees and provides contact details for organisations dealing with specific and unique types of violence.

The department offers free counselling and support services to employees and their families by phone or in person 24 hours a day, 7 days per week via the Employee Assistance Program. Additionally, employees can receive confidential telephone and internet counselling, information and referrals through the 1800 RESPECT hotline - 24 hours a day, 7 days a week. A full list of websites and phone numbers for domestic violence information and referrals is included as an attachment in the policy.

All employees can contact People Support who provide confidential support, referrals, information and step by step guidance to employees via phone or email. Contact details for external domestic and family violence contact officers are published on the department's intranet.

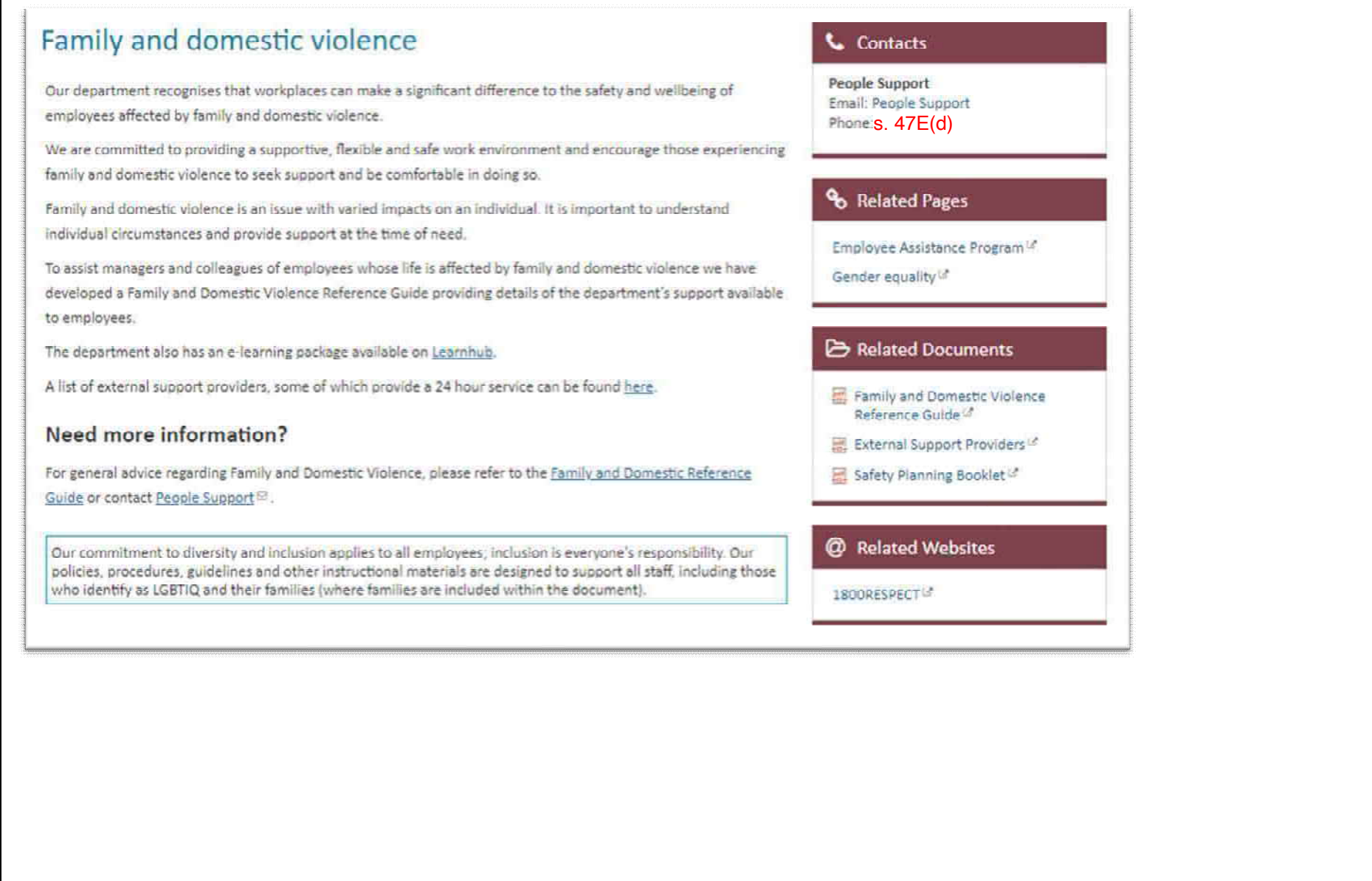
Submission Evidence:

Attachment SQ6 – 4 Domestic and Family and Violence Policy

Attachment SQ - Family and Domestic Violence reference guide

Attachment SQ6 – list external support providers, available to all employees on the department's intranet site.

Figure 16 - Screenshot of the department's family and domestic violence intranet site, which has our Diversity Commitment Statement within.



Family and domestic violence

Our department recognises that workplaces can make a significant difference to the safety and wellbeing of employees affected by family and domestic violence.

We are committed to providing a supportive, flexible and safe work environment and encourage those experiencing family and domestic violence to seek support and be comfortable in doing so.

Family and domestic violence is an issue with varied impacts on an individual. It is important to understand individual circumstances and provide support at the time of need.

To assist managers and colleagues of employees whose life is affected by family and domestic violence we have developed a Family and Domestic Violence Reference Guide providing details of the department's support available to employees.

The department also has an e-learning package available on [Learnhub](#).

A list of external support providers, some of which provide a 24 hour service can be found [here](#).

Need more information?

For general advice regarding Family and Domestic Violence, please refer to the [Family and Domestic Reference Guide](#) or contact [People Support](#).

Our commitment to diversity and inclusion applies to all employees; inclusion is everyone's responsibility. Our policies, procedures, guidelines and other instructional materials are designed to support all staff, including those who identify as LGBTIQ and their families (where families are included within the document).

Contacts

People Support
 Email: [People Support](#)
 Phone: [s. 47E\(d\)](#)

Related Pages

[Employee Assistance Program](#)¹
[Gender equality](#)¹

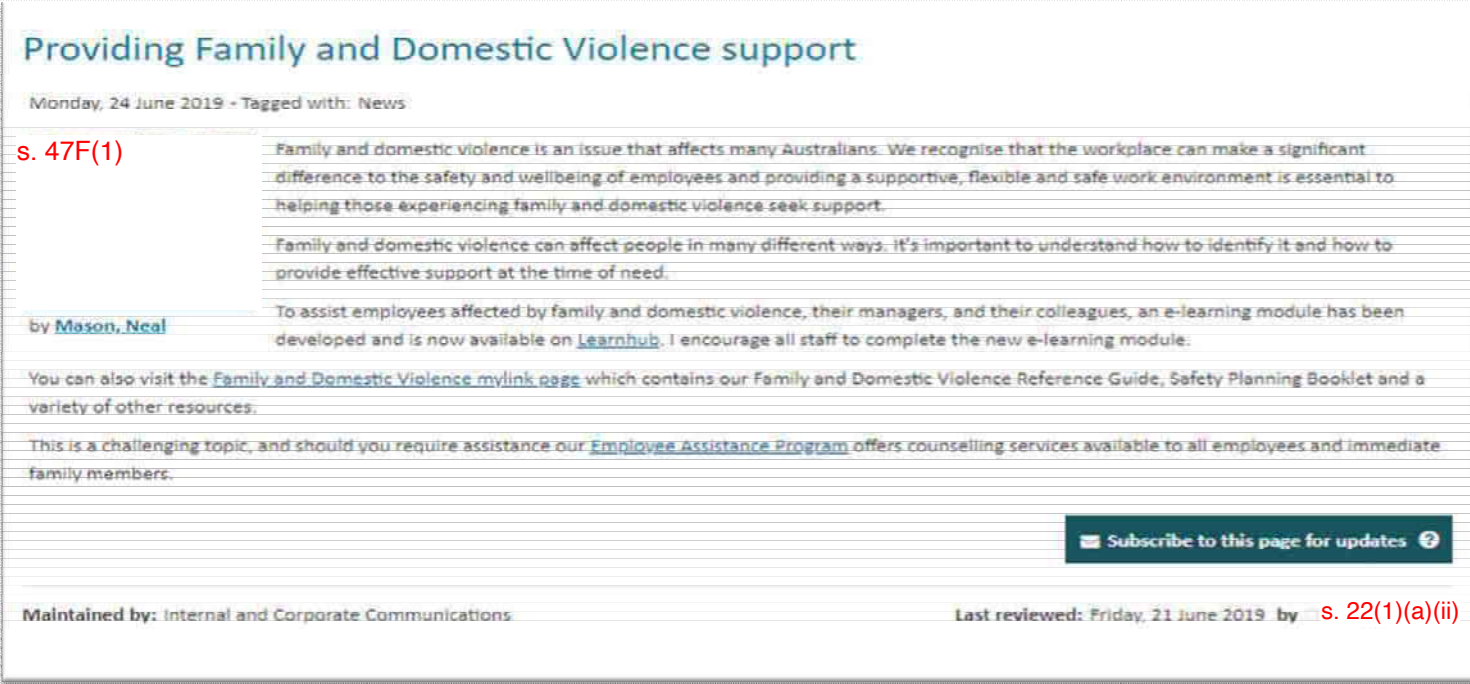
Related Documents

[Family and Domestic Violence Reference Guide](#)¹
[External Support Providers](#)¹
[Safety Planning Booklet](#)¹

Related Websites

[1800RESPECT](#)¹

Figure 17 - 5 Screenshot of an article published on the department's intranet from Neal Mason, Chief People Officer.



Providing Family and Domestic Violence support

Monday, 24 June 2019 - Tagged with: News

s. 47F(1)

Family and domestic violence is an issue that affects many Australians. We recognise that the workplace can make a significant difference to the safety and wellbeing of employees and providing a supportive, flexible and safe work environment is essential to helping those experiencing family and domestic violence seek support.

Family and domestic violence can affect people in many different ways. It's important to understand how to identify it and how to provide effective support at the time of need.

by [Mason, Neal](#)

To assist employees affected by family and domestic violence, their managers, and their colleagues, an e-learning module has been developed and is now available on [Learnhub](#). I encourage all staff to complete the new e-learning module.

You can also visit the [Family and Domestic Violence mylink page](#) which contains our Family and Domestic Violence Reference Guide, Safety Planning Booklet and a variety of other resources.

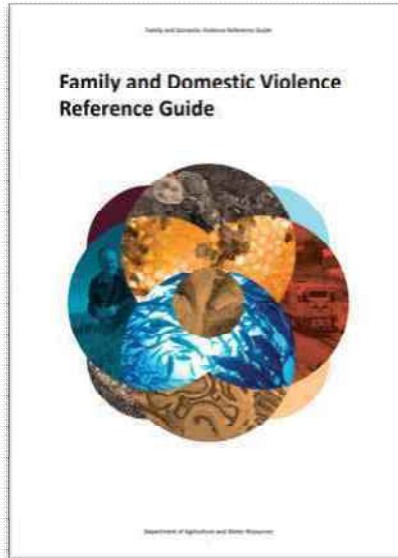
This is a challenging topic, and should you require assistance our [Employee Assistance Program](#) offers counselling services available to all employees and immediate family members.

[Subscribe to this page for updates](#)

Maintained by: Internal and Corporate Communications

Last reviewed: Friday, 21 June 2019 by [s. 22\(1\)\(a\)\(ii\)](#)

Figure 18 - Extracts from our Family and Domestic Violence reference guide outlining the services and support available, contact details and information about our domestic and family violence contact officers.



Services for LGBTIAQ employees

- **The Safe Relationships Project (SRP)** - The SRP is a court support and free legal advice service for LGBTIQ people experiencing or escaping domestic and family violence in NSW. - **1800 244 481**, www.iclc.org.au/srp/
- **Inner City Legal Centre** - The Inner City Legal Centre (ICLC) provides a state wide specialist free legal advice service for anyone who is lesbian, gay, bisexual, transgender, intersex or queer (LGBTIQ) throughout New South Wales. - **1800 244 481**, www.iclc.org.au
- **ACON** - ACON is a community based LGBTI health and HIV/AIDS organisation. ACON has a range of services that may be appropriate for people experiencing domestic violence such as information, referral, counselling or support - **1800 063 060**, www.acon.org.au
- **The Gender Centre and the Transgender Anti Violence Project (TAVP)** - The Gender Centre provides services for the transgender, gender queer, and gender questioning people in NSW. Services include counselling, accommodation, outreach services, assisting people to report violence to police (The Transgender Anti-Violence Project) or when questioned by police - **(02) 9569 2366**, www.gendercentre.org.au

7.2. Domestic and Family Violence Contact Officer

The Department will nominate a number of designated Domestic and Family Violence Contact Officers available to staff in all locations. These staff will be provided with specific first responder training on domestic and family violence and the application of this policy within the Department. |

The role of the Domestic and Family Violence Contact Officer is to provide information, referrals and support to negotiate support options e.g. leave, phones, working arrangements, etc. but they are not trained or able to provide counselling or support outside the workplace. Professional specialist services are available to support employees and these are listed in Attachment A.

The contact details for the Domestic and Family Violence Contact Officers will be published on the Intranet and at all locations. In addition, employees may also speak with Assistant Secretary of the People Branch on [s. 47F\(1\)](#)

7.3. Counselling and Support Services |

There are a range of support and counselling services available to affected employees. The Employee Assistance Program provides free counselling and support to employees and their families both face to face and over the phone 24 hours a day, 7 days a week. They have counsellors who are specifically trained in domestic and family violence. Additionally, employees can receive confidential telephone and internet counselling, information and referral to local services by calling the 1800 RESPECT hotline 24 hours a day, 7 days a week. Union members are also able to seek advice and assistance from their union. For a full list of websites and phone numbers for domestic violence information and referrals, see Attachment A.

ADVANCED
max. 4 points

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE
7. Communications on LGBTQ Inclusive and Offensive Language

We have developed targeted communications or public relations guides that outline how to reference LGBTQ communities through communications, articles, media, and/or advertising that:

- a) provides examples of **both** inclusive language AND language that is exclusive/offensive to LGBTQ people
- b) **are available to all employees within the organisation**

For full points, please attach:

- (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*

The department provides in depth information to employees about inclusive behaviour, appropriate language and inclusive etiquette. The LGBTIQ Inclusive and Offensive language guide is available to all staff on the department’s intranet.

Submission Evidence:

- Attachment SQ7 –6 Victorian Government publication of LGBTIQ Inclusive Language guide**
- Attachment SQ7 –7 Gender Diversity Terminology guide, available on the department’s intranet**
- Attachment SQ7 – Toolbox talk – Unacceptable behaviour in the workplace**
- Figure 19 - Screenshot of the Inclusive behaviours homepage on the department’s intranet**

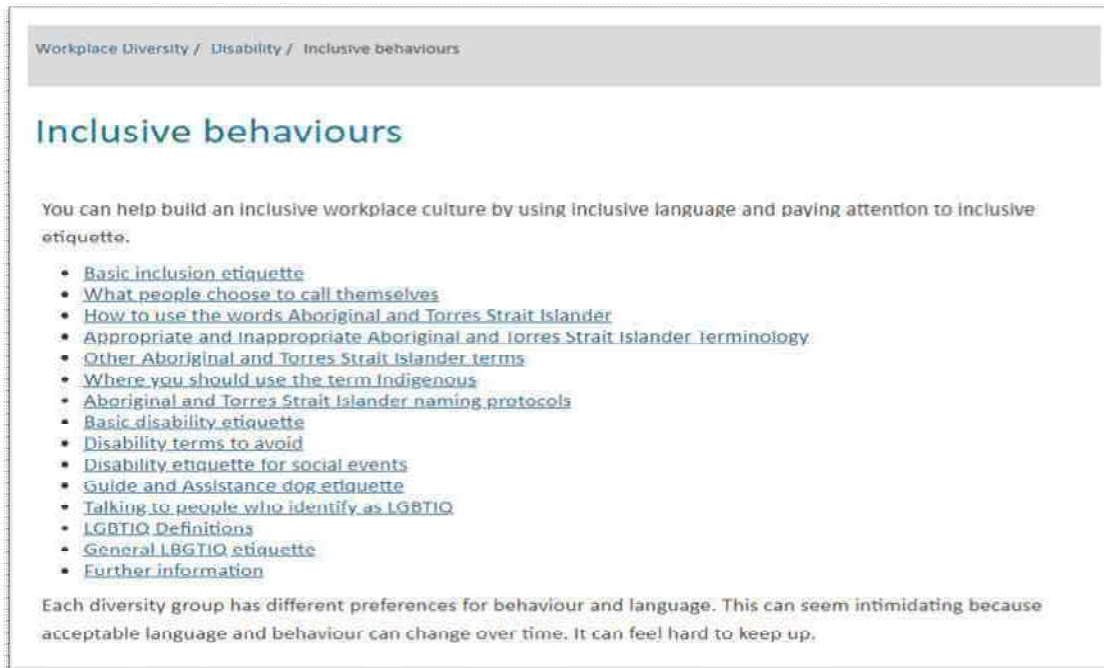


Figure 20 - Extract from the department's Antarctic Service Code of Personal Behaviour

I will not behave in a manner that may be classified as "extreme" or encourage others to behave in this manner.

Examples of extreme behaviour include:

- consuming alcohol in excess;
- causing threat to personal safety;
- disorderly behaviour, including being violent, threatening, insulting or abusive;
- indecent exposure and other gross, obscene or offensive acts;
- wilfully or negligently causing loss or damage to property; or
- causing annoyance through use of offensive language, excessive noise or in other ways.

Figure 21 - 8 Screenshot of search results for 'Offensive language' on the department's intranet site

MyLink results

Search mylink

offensive language

14 results

Inclusive behaviours
Use non-discriminatory and accurate **language** when referring to collective names to ... is the preferred term, and should never be shortened, as this is highly **offensive** ...
mylink.agdaff.gov.au/StaffServices/.../Pages/Etiquette.aspx

Vic Gov - LBGTIQ-Inclusive-Language-Guide
Page 2 LBGTIQ Inclusive **Language** Guide INTRODUCTION: LBGTIQ INCLUSIVE **LANGUAGE** IN THE VPS When we use LBGTIQ inclusive **language**, we demonstrate that we respect LBGTIQ people ...
mylink.agdaff.gov.au/.../Vic Gov - LBGTIQ-Inclusive-Language-Guide...

Constructive Communication
and their different points of view **Offensive language** or actions Vandalising or destroying office ...
mylink.agdaff.gov.au/News/.../Constructive Communications.ppt

Submission Coversheet
Review of Live Export Regulatory Capability and Culture ... Use this form as a coversheet ... including those that contain **offensive language**, potentially defamatory material or copyright ...
mylink.agdaff.gov.au/PoIProc/DLR/.../Submission Coversheet.docx

Unacceptable Behaviour
Toolbox Talk: Unacceptable Behaviour in the Workplace ... Unacceptable behaviour can be intense and either ... **offensive language** ... • **offensive** remarks about another person's racial ...

Figure 22 - Screenshots of information available to all staff to assist with and identify correct behaviour, language, and etiquette in the workplace

Talking to people who identify as LGBTIQ

Inclusive language is important. It is a way to show our respect for how people describe their genders, bodies and relationships. The following tips can help you use inclusive language:

- Use appropriate terminology. Slang terms for people's sexual orientation or gender identity can be seen as derogatory.
- Avoid assuming that everyone is heterosexual. It is better to use the word 'partner' than 'wife or husband' where the gender, sexual orientation or relationship status of a person is unknown.
- Avoid misgendering. Misgendering is using language to refer to a person that does not match how that person identifies their own gender or body. If unsure, you can ask someone what their preferred pronoun is in a respectful manner. Where possible, check privately to reduce discomfort. If you accidentally misgender, apologise and move on.
- Avoid offensive questions. It is rarely appropriate to ask about someone's medical, anatomical or sexual history.

LGBTIQ definitions

Lesbian	A woman whose primary emotional and sexual attraction is towards other women and who chooses to identify as lesbian.
Gay	A man whose primary emotional and sexual attraction is towards other men and who chooses to identify as gay. Although the term is most commonly applied to men, some women use this term.
Bisexual	A person who is sexually and emotionally attracted to people of both sexes.
Transgender	A person who identifies with the gender other than the one to which they were assigned at birth or soon after. When referring to someone who is transgender, or referring to transgender people as a group, ensure to say "transgender person" or "transgender people" rather than using the singular word transgender. Many people also use the word trans instead of transgender.
Intersex	A simple term for a broad range of congenital physical traits or variations that lie between stereotypical ideals of male and female. Intersex people are born with physical, hormonal or genetic features that are neither wholly female nor wholly male, or a combination of female and male. Intersex traits are natural manifestations of human bodily diversity. There are many different intersex traits. Not all intersex traits are visible in infancy. Intersex variations might become apparent prenatally, at birth, at puberty or in adulthood.
Queer	This term is mostly used by a relatively small group of younger people who claim to reject notions of identity. It is also used on occasion as an umbrella term that includes a range of alternative sexual and gender identities. These include gay, lesbian, bisexual and transgender, but may not always be a palatable term for those within this group.

General LGBTIQ etiquette

It is not acceptable to discuss or query someone's sexual orientation, gender identity or expression, intersex status or relationship status.

If you are aware of any of these aspects of someone's identity, you shouldn't share this information without permission. Disclosing this information without that person's permission is called 'outing' someone and this can be extremely harmful to this person.

Figure 23 - 9 Extract from SMG Health Constructive Communications PowerPoint presentation available to all staff on the department's intranet



STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT

STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT 8. LGBTQ Training HR / Grievance Officers	FOUNDATION 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 dedicated Human Resource (HR) teams available to support LGBTIQ+ employees. We also have an Employee Assistance Program (EAP) that provides a range of support, advice and services to LGBTIQ+ employees and their families.</p> <p>Our Diversity and Inclusion team has undertaken LGBTIQ Awareness Training and Engaging Allies for Change Training. The Diversity and Inclusion team, in conjunction with our inclusion networks, have a sound understanding of LGBTIQ sensitivities and provide support to help manage sensitive employee issues.</p> <p>In addition, our Employee Assistance Program (EAP) provides support services, including psychologists who specialise in counselling LGBTIQ+ people. This is a 24 hour, 7 day per week service available to LGBTIQ+ employees and their families. Appointments are available for employees via phone, in person or online. Support services information is available to all LGBTIQ+ employees on the department’s intranet site.</p>	

Figure 24 - Screenshot of the Employee Assistance Program (EAP) main menu on the department's intranet site

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Employee Assistance Program (EAP)

How to access department-funded counselling and manager support services from our EAP provider, **s. 47G(1)(a)**

On this page

- [Our EAP provider](#)
- [Who can access our EAP](#)
- [Payment for EAP services](#)
- [Your privacy](#)
- [24-hour support and emergencies](#)
- [Calling SMG Health for counselling](#)
- [How long it takes to get counselling](#)
- [Manager hotline](#)
- [SMG health and wellbeing portal](#)
- [Indigenous, LGBTI and culturally and linguistically diverse staff](#)
- [More information](#)

Our EAP provider
s. 47G(1)(a) is our EAP provider. They offer professional counselling for staff and support for our managers.

Our EAP also has a strong *preventative health and wellbeing* approach.

Who can access our EAP
s. 47G(1)(a) are available to all ongoing and non-ongoing department employees and their immediate family members in Australia and overseas. Labour hire contractors should contact their employer to enquire about their EAP services.

Contacts

Counselling and Manager Hotline
 Phone: **s. 47G(1)(a)**
 Overseas: **s. 47G(1)(a)**

Related documents

- [EAP Fact Sheets: Employees \[23KB\]](#)
- [s. 47G\(1\)\(a\) and Wellbeing Portal \[704KB\]](#)
- [What you can do following a traumatic event \[244KB\]](#)
- [Grief Information sheet \[244KB\]](#)
- [EAP Frequently asked questions \[56KB\]](#)

Related Websites

- [s. 47G\(1\)\(a\)](#)
- [s. 47G\(1\)\(a\) recorded webinars and fact sheets](#)

Figure 25 - Screenshot of the Employee Assistance Program (EAP) main menu on the department's intranet site

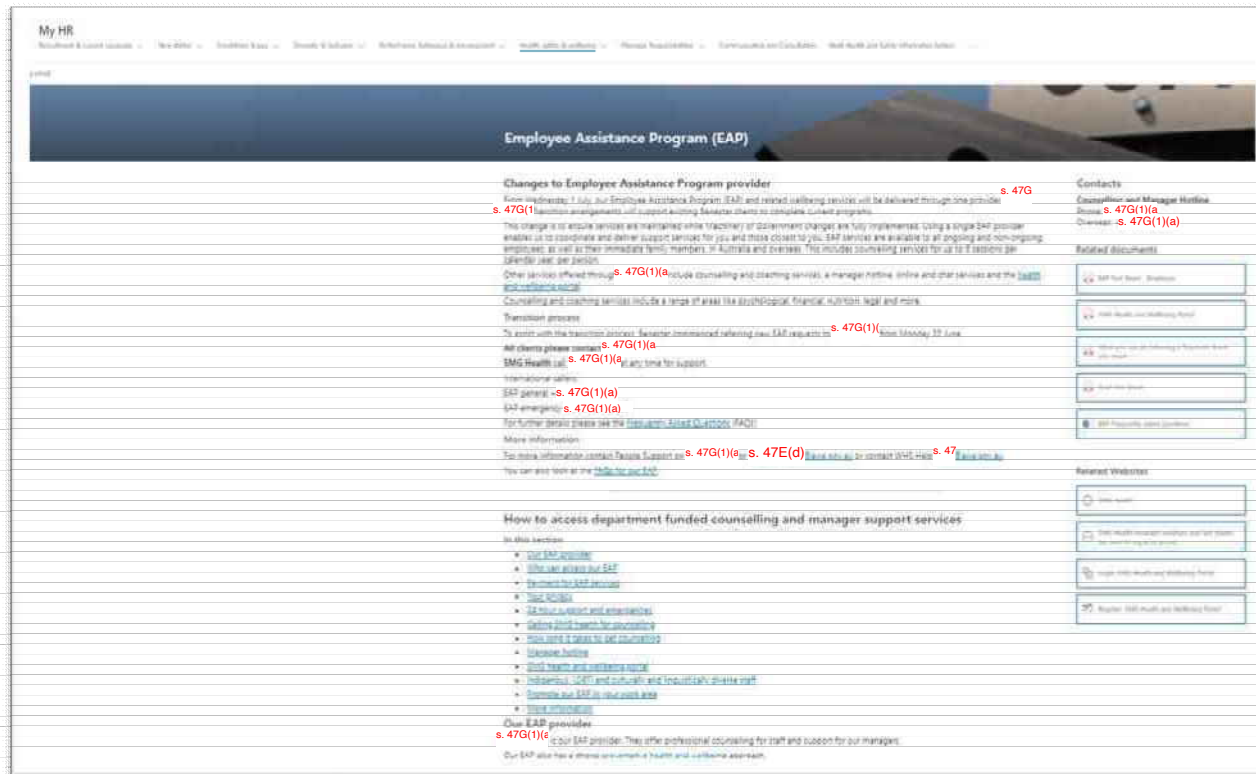


Figure 26 - Extract from the Employee Assistance Program (EAP) page with a specific reference to LGBTIQ+ on the department's intranet

Indigenous, LGBTIQ and culturally and linguistically diverse staff

s. 47G(1)(a) has bilingual and multilingual psychologists.

They also have an Indigenous officer who advises on the program and can arrange appointments.

s. 47G(1)(a) understands the unique challenges faced by LGBTIQ people in the workplace. They have psychologists who specialise in counselling LGBTIQ people. They have staff within their clinical, operational and client services team who identify as LGBTIQ.

Figure 27 -10 Extract from Employee Assistance Program (EAP) Fact Sheet for employees on the department's intranet sites.

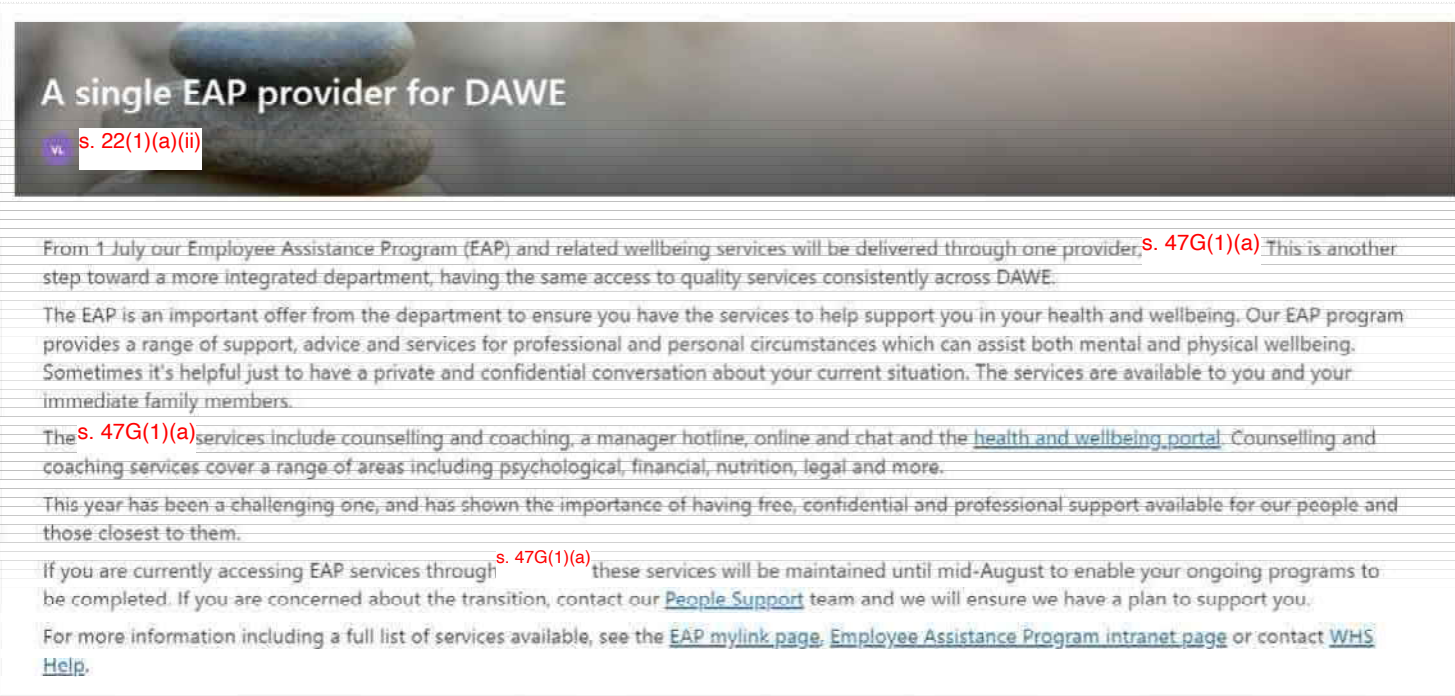
Diversity and inclusion

s. 47G(1)(a) has psychologists from non-English speaking backgrounds, bilingual and multilingual psychologists.

They have an Indigenous officer, who is also a Senior Psychologist, who advises on the program and can arrange appointments.

They have psychologists who specialise in counselling LGBTIQ people. They have staff within their clinical, operational and client services team who identify as LGBTIQ.

Figure 28 - Screenshot of the department's news from the department's intranet, communicating new EAP service provider. The new provider gives employees access to an online health and wellbeing portal and contains a range of information and support services available to all LGBTIQ+ employees.



INTERMEDIATE
Max. 4 points
STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT
9. Behavioural Examples of What Constitutes Bullying / Harassment

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

Our department is committed to providing a safe environment for all employees regardless of their sexual orientation or gender identity. The Workplace Respect policy outlines the department's commitment to promoting a positive workplace culture and environment which is free from all forms of inappropriate workplace behaviour including bullying and harassment. In addition to the policy, the Secretary, Andrew Metcalfe, released the 2020 Work health and safety commitment statement promoting a safe culture that is inclusive, supportive, and free from harassment, discrimination, and bullying. This commitment applies to all staff in the department. Many of the department's Learnhub courses, such as the Workplace Diversity and Inclusion training, contain specific modules about bullying, harassment and unacceptable behaviour. There is an explicit training course available titled Addressing unacceptable behaviour and How to report unacceptable behaviour. Additionally, the department has trained harassment contact officers to provide additional support and information about harassment and unacceptable behaviour to all employees. Many of the department's policies and guidelines include information about unacceptable behaviour, including the Gender Affirmation guidelines, and the department's intranet pages.

Submission Evidence:

Figure 29 - Screenshot of the 'Addressing unacceptable behaviour' course available online through Learnhub

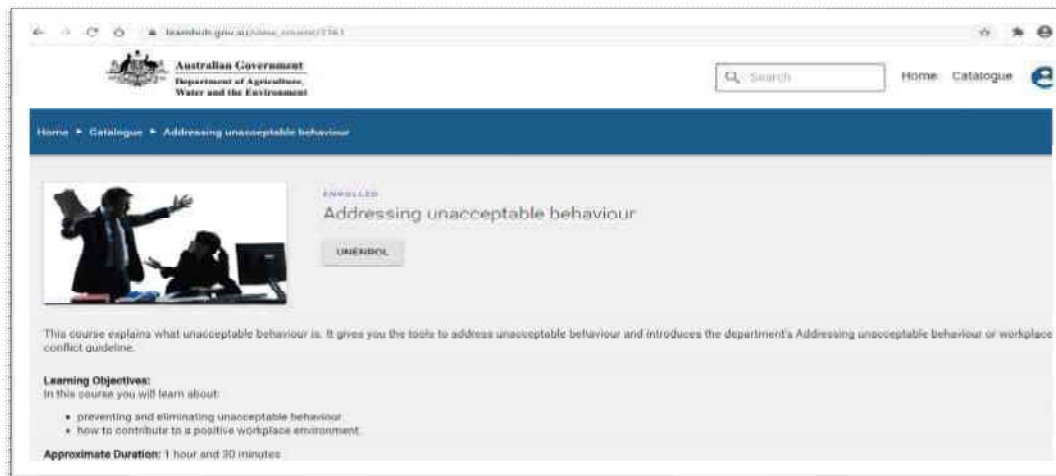


Figure 30 - Screenshot of Learnhub courses with specific modules relating to bullying, harassment and unacceptable behaviour

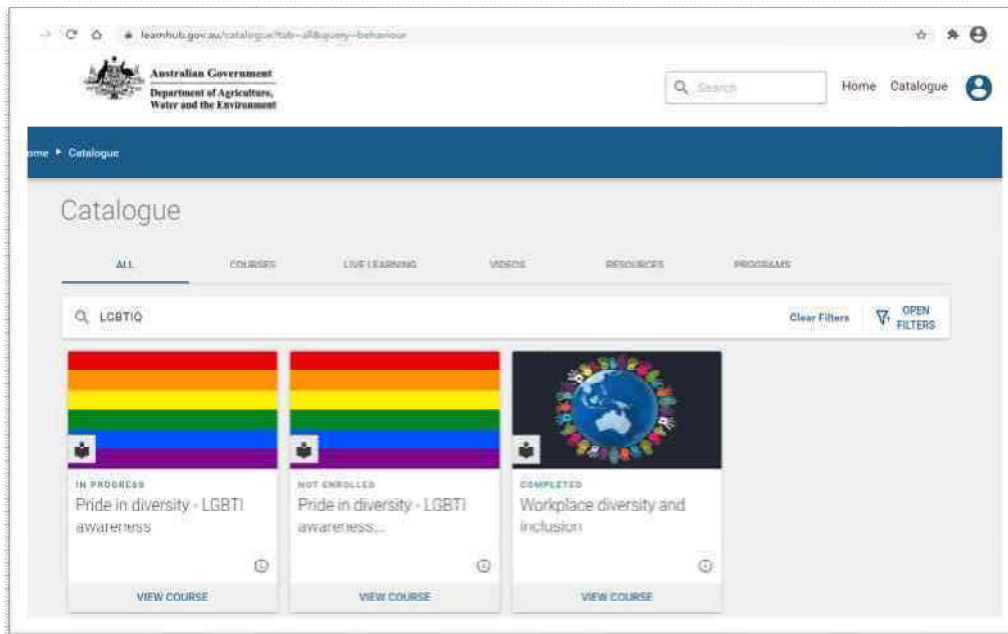


Figure 31 - Screenshot of the 2020 Work Health and Safety Commitment Statement

LEX-25279

Australian Government
Department of Agriculture,
Water and the Environment

Work health and safety commitment statement

The Department of Agriculture, Water and the Environment is committed to the mental and physical health and safety of our people, our visitors and others who work for us and with us.

Our Government and our senior executives, including the Director of National Parks, are committed to meeting the requirements under the Work Health and Safety Act 2011 (WHS Act) and the Safety, Rehabilitation and Compensation Act 1988 by having a work health and safety management system, and a risk reduction management system aligned to relevant Australian and international standards.

Our priority strategies are aimed at enhancing the health and wellbeing of our people and will contribute to approved safety outcomes.

Our leader step is aimed at providing a safety culture that is inclusive, supportive and fair. Our people are our greatest asset and helping together we acknowledge our shared responsibilities.

Commitment

The priority strategies we set out are aimed at enhancing the health and wellbeing of our people to achieve our objectives. We commit to:

- providing and maintaining a safety first, workplace culture where we take care of each other and provide a safe environment where everyone is valued
- delivering an integrated work health and safety management system

Our strategies

- taking all reasonably practicable measures to eliminate or, where that is not possible, minimise risks to the physical and mental health, safety and wellbeing of our people and others using the authority of our role
- providing cultural, educational, wellbeing programs and training for our people
- fostering a respectful and cooperative relationship with our people and other stakeholders through effective consultation, negotiation, collaboration and working together at work
- incorporating effective early intervention strategies to better identify risk and minimise the impact on the physical and mental health of our people
- supporting the rehabilitation plan of our people following an injury or illness, restoring safe and productive return to work
- providing a mandatory compliance approach to minimise and improve awareness of relevant legislative obligations to ensure timely and effective compliance, monitoring and evaluation of work health and safety performance in our role. A detailed legal review process to assess the legislative context of our work health and safety management system.

Our strategies focus on building and maintaining a physical and mental health work environment. Because weather and always changing safety first. Each safety step we create has role to engage in meaningful, required and open consultation about health and safety matters to address our strategic objectives.

We acknowledge our shared duties under the WHS Act and committed to consulting, negotiating and involving people and safety outcomes to achieve positive safety outcomes for our people.

29/4/2020
Date

6/5/2020
Date

s. 47F(1)

s. 22(1)(a)(ii)

s. 22(1)(a)(ii)

www.gov.au

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Figure 32 - Extract from the department's 2020 Work health and safety commitment statement

The Department of Agriculture, Water and the Environment is committed to the mental and physical health and safety of our people, our visitors and others who work for us and with us.

The Department and its senior executives, including the Director of National Parks, are committed to meeting the requirements under the *Work Health and Safety Act 2011* (Cth) (WHS Act) and the *Safety, Rehabilitation and Compensation Act 1988* by having a work health and safety management system, and a rehabilitation management system aligned to relevant Australian and international standards.

Our proactive strategies are aimed at enhancing the health and wellbeing of our people and will contribute to improved safety outcomes.

Our leadership is critical to promoting a safety culture that is inclusive, supportive and free from harassment, discrimination and bullying. Together we acknowledge our shared responsibilities.

Commitment

Our proactive strategies are aimed at enhancing the health and wellbeing of our people to achieve desired outcomes. We commit to:

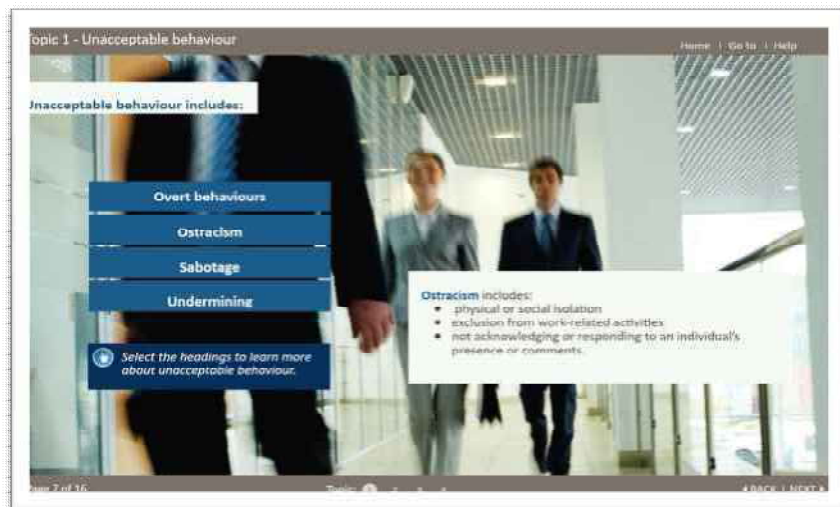
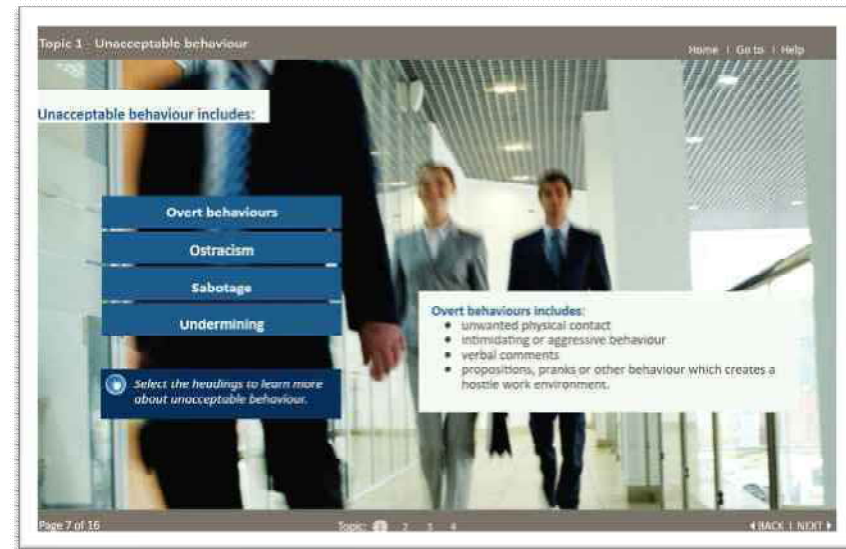
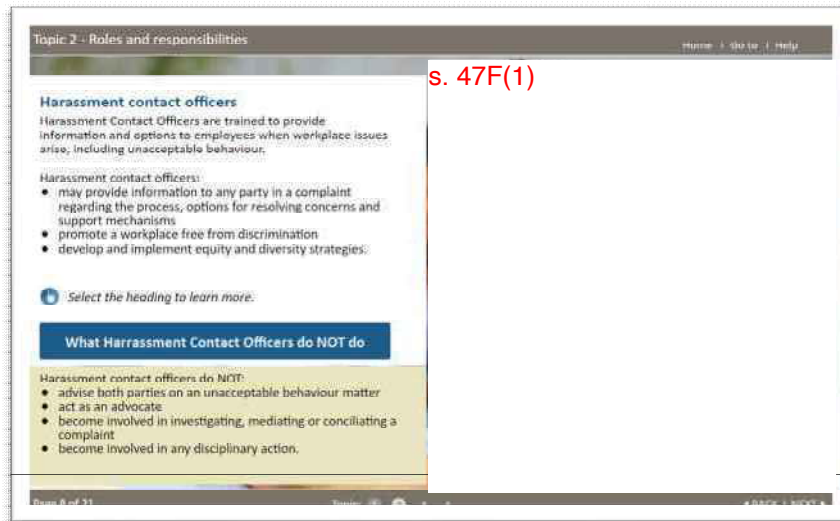
- providing and maintaining a safety-first workplace culture where we take care of each other and provide a work environment where safety is prioritised
- enhancing an integrated work health and safety management system

- taking all reasonably practicable measures to eliminate or, where that is not possible, minimise risks to the physical and mental health, safety and wellbeing of our people and others using the hierarchy of controls
- providing effective information, wellbeing programs and training for our people
- fostering a collaborative and cooperative relationship with our people and other stakeholders through effective consultation regarding health, safety and wellbeing activities at work
- encouraging effective early intervention practices to better identify risk and minimise the impact on the physical and mental health of our people
- supporting the rehabilitation of our people following an injury or illness, enabling a safe and productive return to work
- promoting a nationally consistent approach to rehabilitation and improving awareness of rehabilitation initiatives to ensure timely and effective outcomes monitoring and evaluating work health and safety performance as part of a continual improvement process to assess the effectiveness of our work health and safety management system.

We each contribute to building and maintaining a physical and mentally healthy work environment by caring for one another and always putting safety first. Each of us plays an important role in engaging in meaningful, respectful and open consultation about health and safety matters to achieve our strategic outcomes.

We acknowledge our shared duties under the WHS Act are committed to consulting, cooperating and coordinating health and safety activities to achieve positive safety outcomes for our people.

Figure 33 - 11 Multiple screenshots from online training courses available on Learnhub, including 'Addressing unacceptable behaviour'



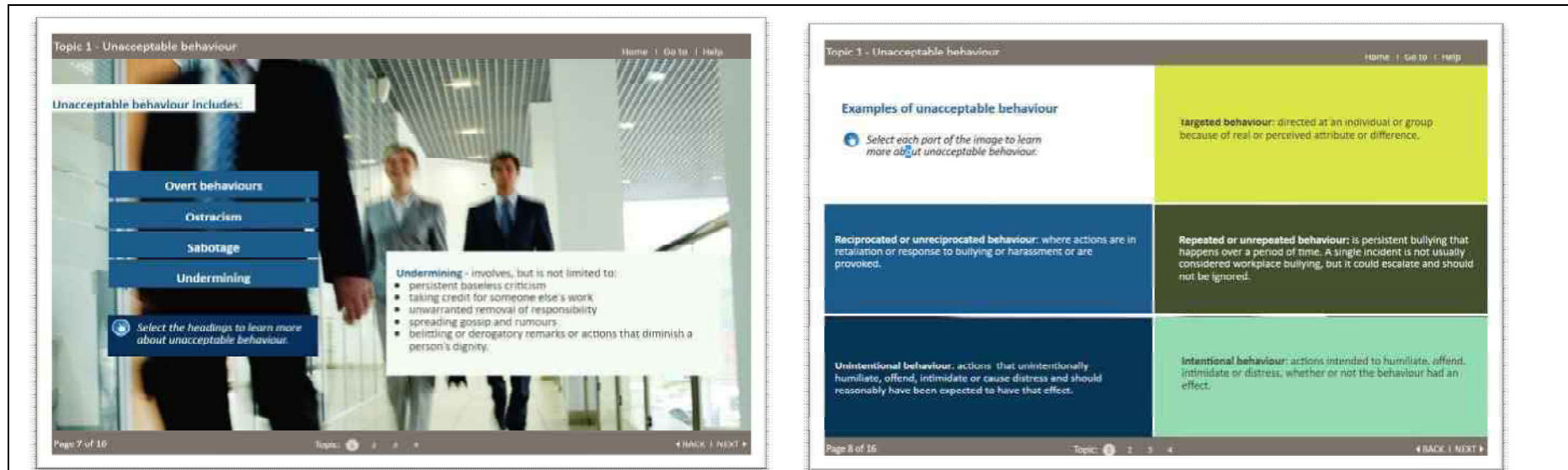
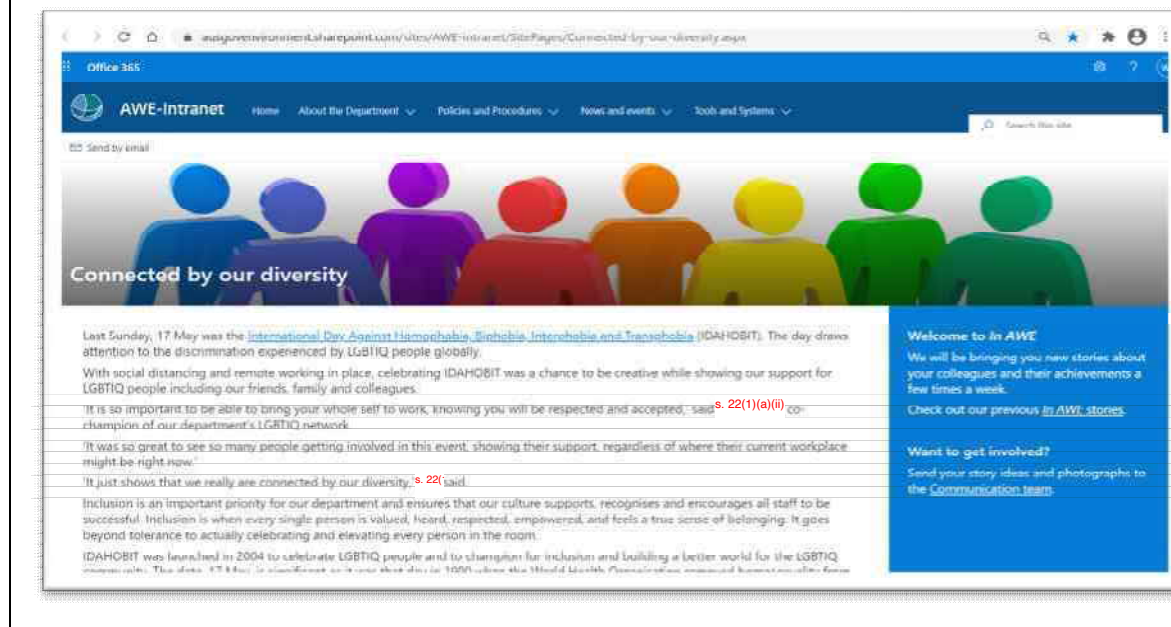


Figure 34 - 12 Screenshot of department’s intranet promoting IDAHOBIT Day and drawing attention to discrimination experienced by LGBTIQ+ people



STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT **INTERMEDIATE**
Max. 3 points

10. EAP Provider

We have either:

- 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

and we have:

- c) clearly communicated this on our EAP Provider page and/or our LGBTQ intranet page

Please provide:

- (a) evidence of (a) or (b) above and
- (b) where this has been communicated on an LGBTQ intranet page

Our EAP provider; **s. 47G(1)(a)** have psychologists who specialise in counselling LGBTIQ+ people and have staff within their clinical, operational and client services team who identify as LGBTIQ+. These services are available to LGBTIQ+ employees and their families.

Figure 35 -13 Screenshot from the department's intranet sites confirming our EAP provider has specialist counselling services for LGBTIQ+ employees

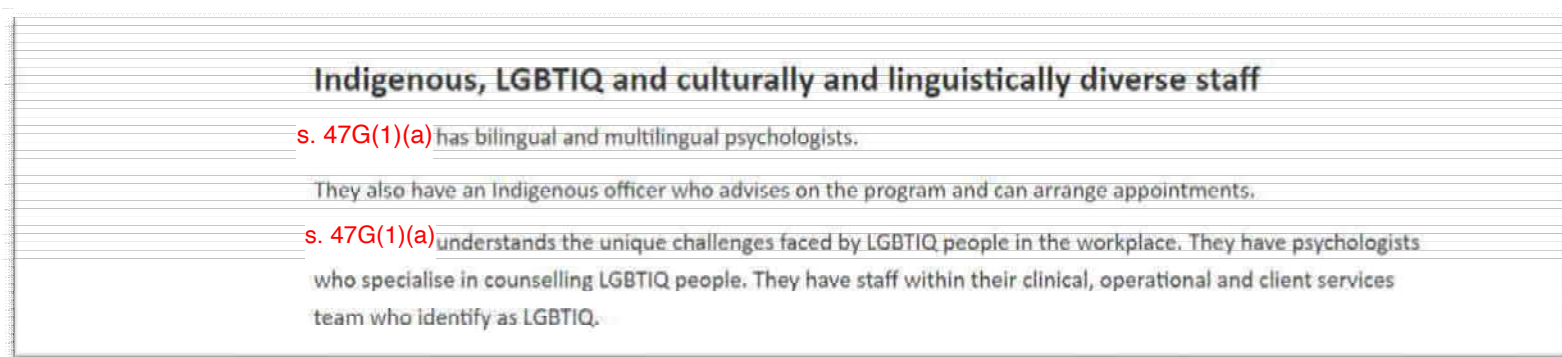
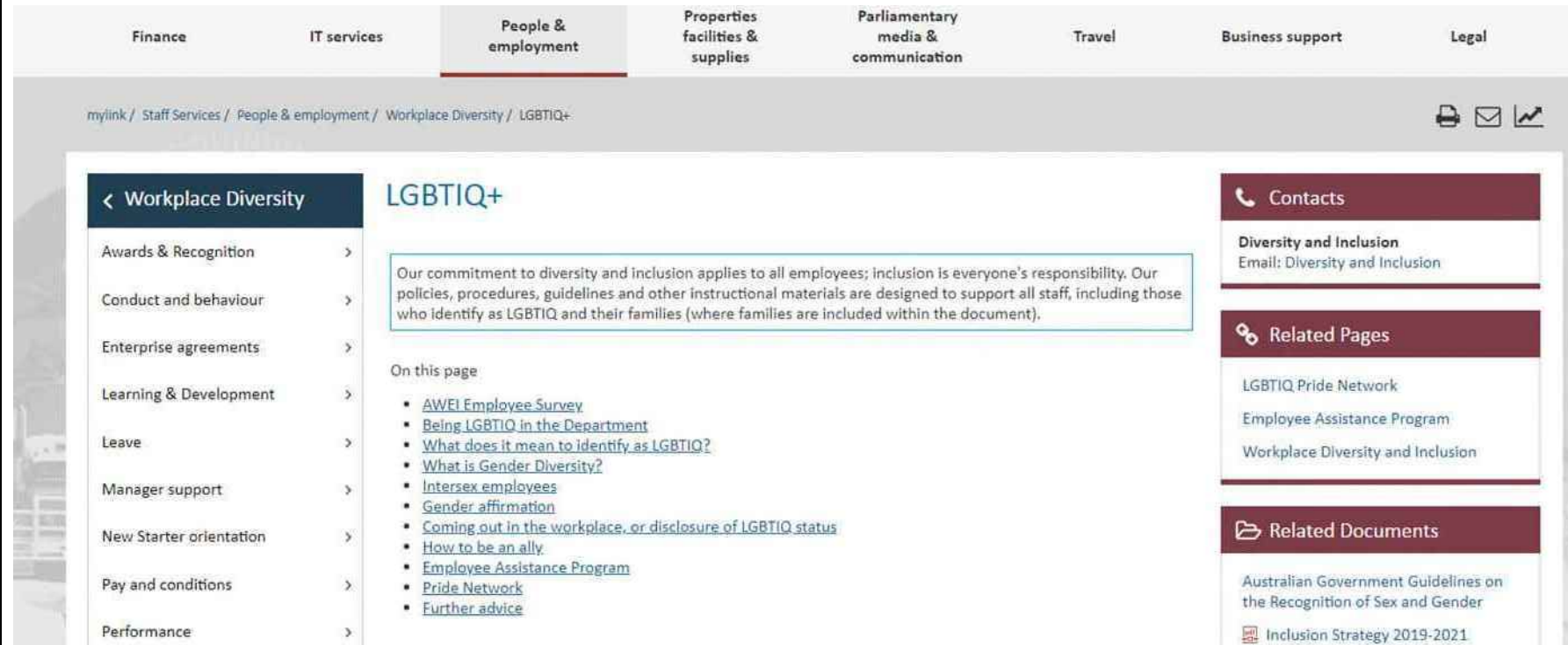


Figure 36 - 14 Screenshots from the LGBTIQ page on the department's intranet referring to the Employee Assistance Program (EAP)



mylink / Staff Services / People & employment / Workplace Diversity / LGBTIQ+

Workplace Diversity

- Awards & Recognition >
- Conduct and behaviour >
- Enterprise agreements >
- Learning & Development >
- Leave >
- Manager support >
- New Starter orientation >
- Pay and conditions >
- Performance >

LGBTIQ+

Our commitment to diversity and inclusion applies to all employees; inclusion is everyone's responsibility. Our policies, procedures, guidelines and other instructional materials are designed to support all staff, including those who identify as LGBTIQ and their families (where families are included within the document).

On this page

- [AWEI Employee Survey](#)
- [Being LGBTIQ in the Department](#)
- [What does it mean to identify as LGBTIQ?](#)
- [What is Gender Diversity?](#)
- [Intersex employees](#)
- [Gender affirmation](#)
- [Coming out in the workplace, or disclosure of LGBTIQ status](#)
- [How to be an ally](#)
- [Employee Assistance Program](#)
- [Pride Network](#)
- [Further advice](#)

Contacts

Diversity and Inclusion
Email: Diversity and Inclusion

Related Pages

- [LGBTIQ Pride Network](#)
- [Employee Assistance Program](#)
- [Workplace Diversity and Inclusion](#)

Related Documents

- [Australian Government Guidelines on the Recognition of Sex and Gender](#)
- [Inclusion Strategy 2019-2021](#)

Figure 37 – 15extract from the LGBTIQ page on the department’s intranet referring to the Employee Assistance Program (EAP)

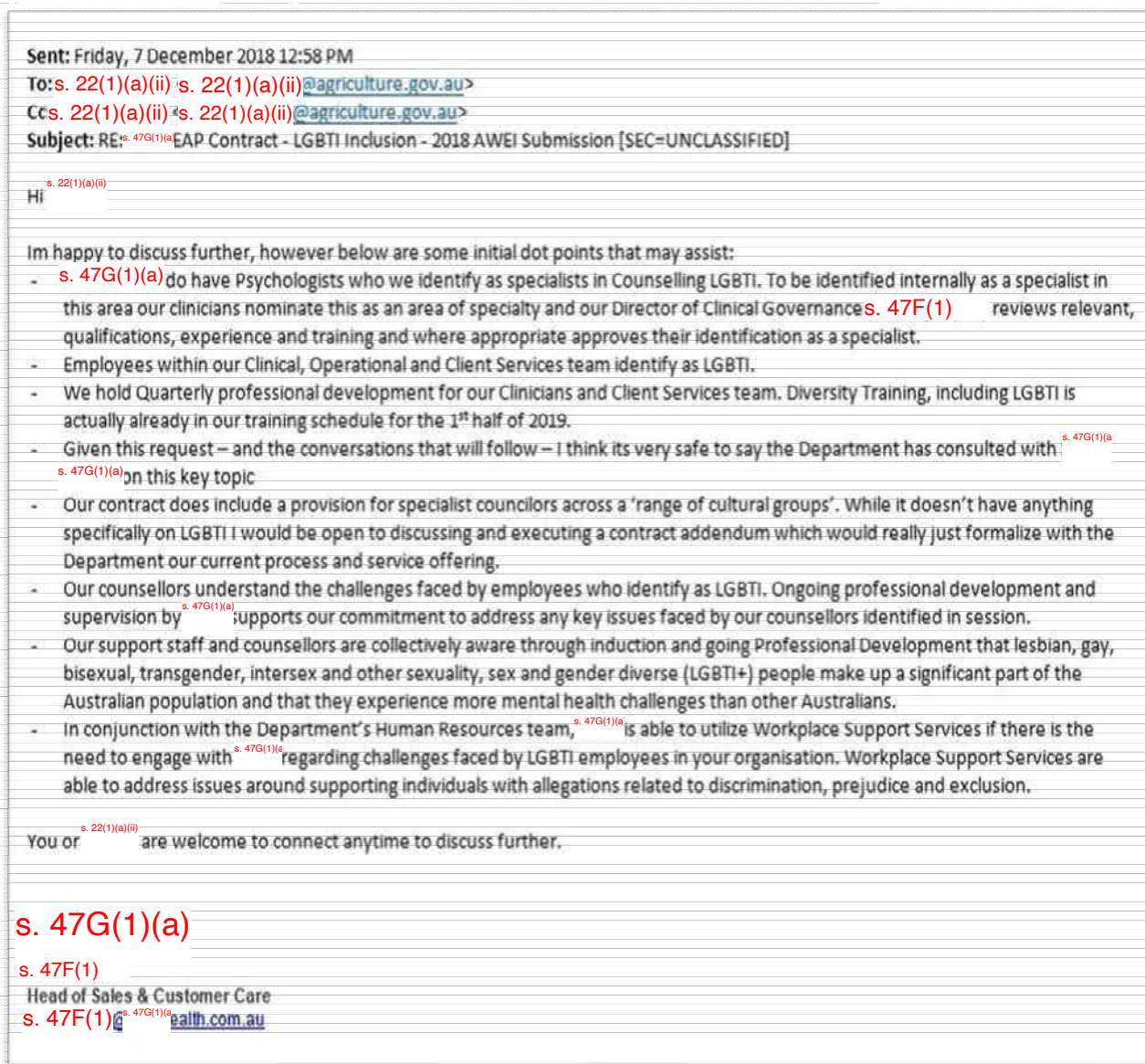
Employee Assistance Program

The department’s Employee Assistance Program provider, [s. 47G\(1\)\(a\)](#) understands the unique challenges faced by LGBTIQ people in the workplace. We are confident of their competency in this area.

Our provider has psychologists who specialise in counselling LGBTIQ people. They also have staff within their Clinical, Operational and Client Services team who identify as LGBTIQ.

You and your their immediate family members in Australia and overseas can access the counselling services 24/7. Use the free call 1800 AreUOK (1800 273 865) number, text line, email address and text relay. You can find more information on the services provided by the Employee Assistance provider on the [Employee Assistance Program](#) mylink page.

Figure 38 -16 Screenshot of email confirmation from our EAP Account Manager, s. 47F(1), regarding LGBTIQ+ expertise



STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT

ADVANCED
Max. 4 points

11. Tracking of Incidents

We can provide evidence that shows:

- 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

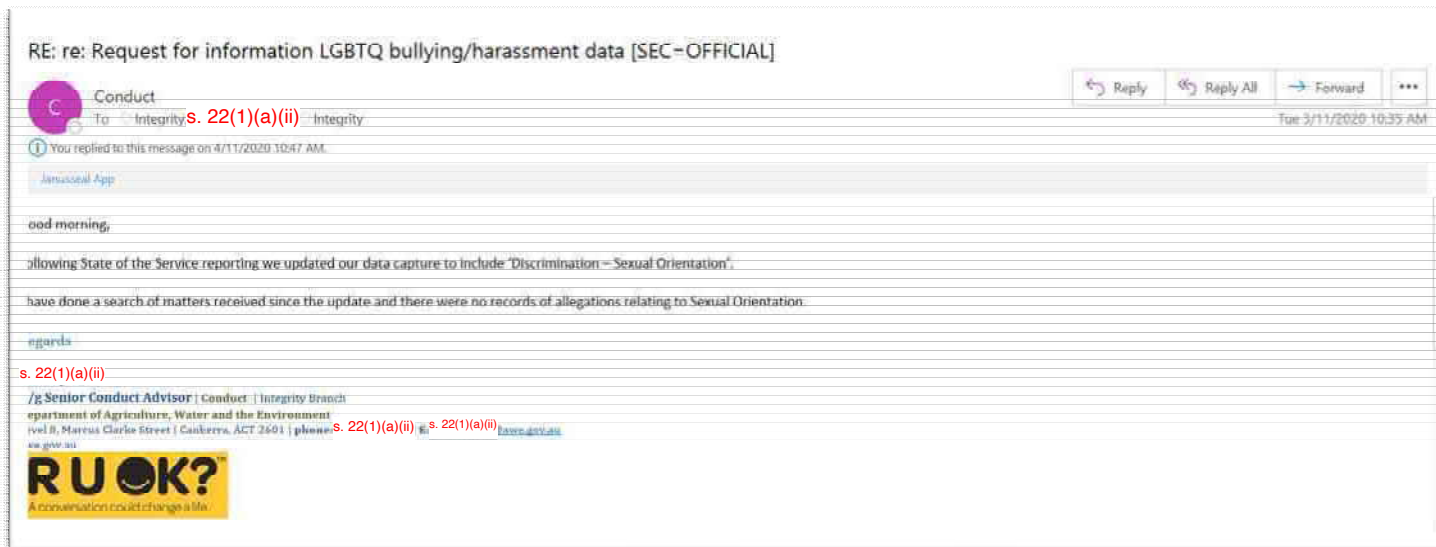
For full points, please screenshot or provide evidence for both a) and b) above.

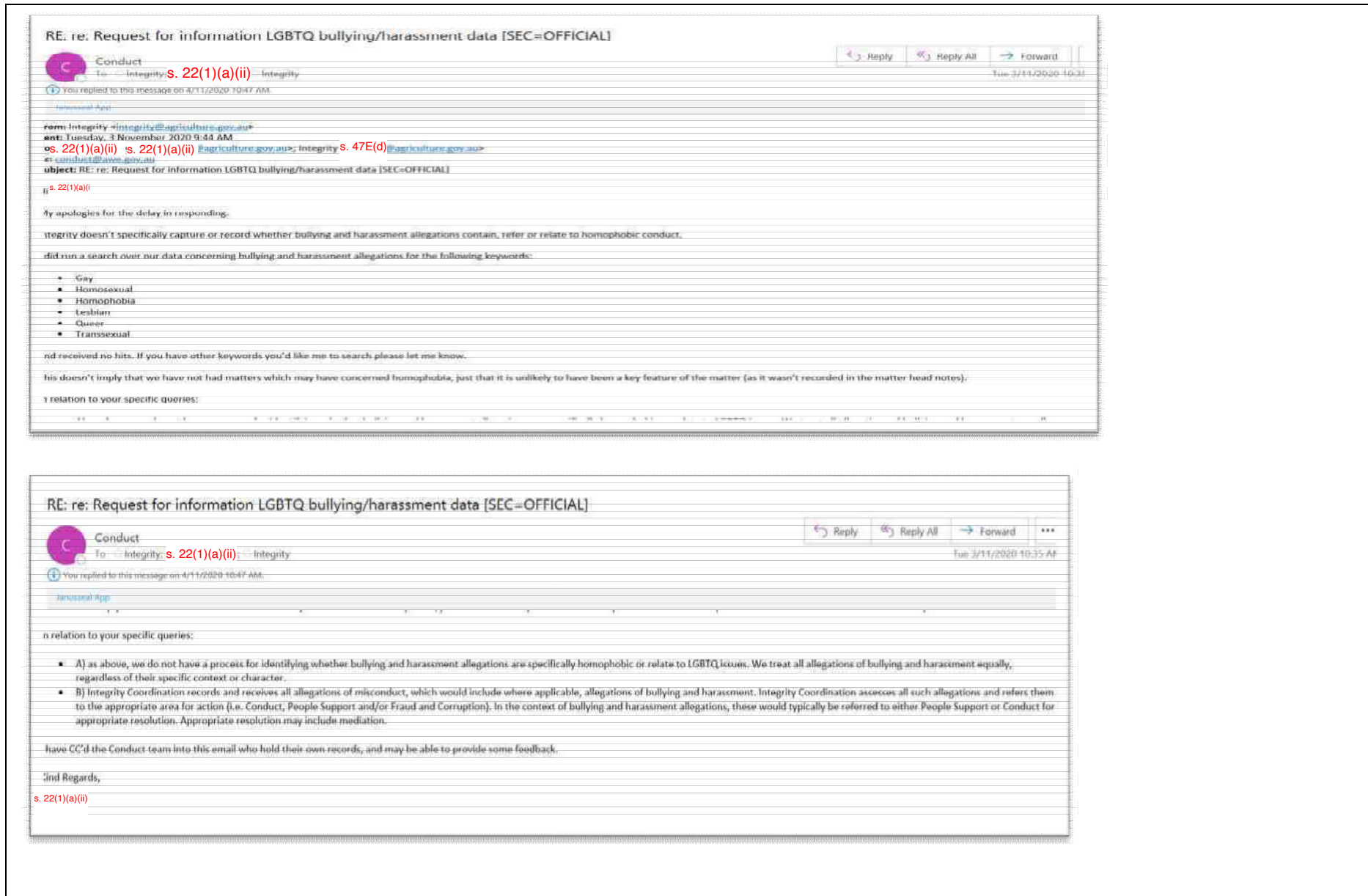
We do not have a specific process for LGBTIQ+ related complaints. However, all complaints are treated as confidential and assessed by a delegate who is impartial and unbiased. With delegate approval, in some circumstances the Diversity and Inclusion team, Workplace Contact Officers and our EAP provider may be consulted regarding an unacceptable behaviour complaint. These avenues of support are also available to all employees prior to making a formal complaint.

Submission Evidence:

Attachment SQ11 – Email from Integrity team regarding LGBTQ bullying and harassment incidents.

Figure 39 - Extracts from emails received from the Conduct team and Integrity team in relation to LGBTIQ related bullying and harassment instances





RE: re: Request for information LGBTQ bullying/harassment data [SEC=OFFICIAL]



Integrity

To: s. 22(1)(a)(ii) Integrity

Cc: s. 47E(d)@awe.gov.au

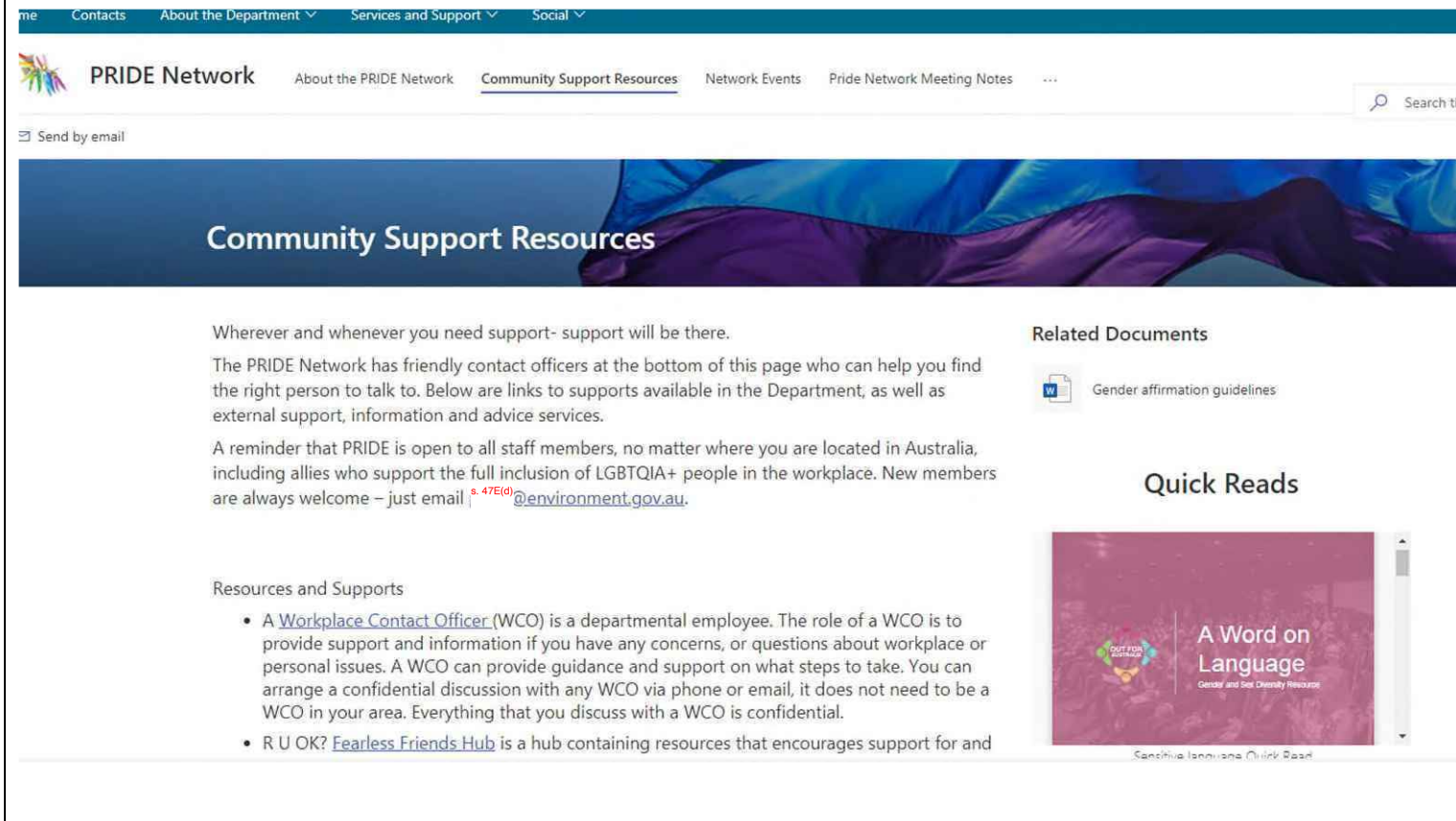
You replied to this message on 4/11/2020 2:14 PM.

Janusseal App


ii Tracey – results below:

- “Derogatory” – REF000543; REF000544 – both unrelated to LGBTQ
- “Gender” – REF000579 – sexism, but unrelated to LGBTQ
- “Gender” – REF000349 – unrelated to LGBTQ (defacement of diversity posters)
- “Diversity” – REF000349 – unrelated to LGBTQ (defacement of diversity posters)
- “Diversity” – REF000451 – unrelated to LGBTQ
- “Diversity” – REF000484 – unrelated to LGBTQ
- “Inclusion” – REF000227 – unrelated to LGBTQ
- “Sexuality” – REF000583 – sexualised comments, but not related to LGBTQ

Figure 40 - Screenshot from the department's intranet page regarding contact officers for LGBTIQ staff



me Contacts About the Department Services and Support Social

 **PRIDE Network** About the PRIDE Network Community Support Resources Network Events Pride Network Meeting Notes ...

Send by email

Community Support Resources

Wherever and whenever you need support- support will be there.


The PRIDE Network has friendly contact officers at the bottom of this page who can help you find the right person to talk to. Below are links to supports available in the Department, as well as external support, information and advice services.

A reminder that PRIDE is open to all staff members, no matter where you are located in Australia, including allies who support the full inclusion of LGBTQIA+ people in the workplace. New members are always welcome – just email [s.47E\(d\)@environment.gov.au](mailto:s.47E(d)@environment.gov.au).


Resources and Supports

- A [Workplace Contact Officer](#) (WCO) is a departmental employee. The role of a WCO is to provide support and information if you have any concerns, or questions about workplace or personal issues. A WCO can provide guidance and support on what steps to take. You can arrange a confidential discussion with any WCO via phone or email, it does not need to be a WCO in your area. Everything that you discuss with a WCO is confidential.
- R U OK? [Fearless Friends Hub](#) is a hub containing resources that encourages support for and

Related Documents

 [Gender affirmation guidelines](#)

Quick Reads



Sensitive language Quick Read

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>Please provide:</p> <ul style="list-style-type: none"> a) a copy of this specific policy/process b) detailed support documentation for employee(s) wishing to affirm their gender in the workplace c) detailed support/educational documentation for managers peers and colleagues 	
<p>The department supports gender affirmation in the workplace and aims to create a safe and inclusive workplace for all staff. Our Gender Affirmation guidelines provides information and guidance to internal and external support information and services for employees who are affirming their gender and their managers. The department's intranet provides further information and includes links to related documents and websites.</p> <p>Submission Evidence:</p> <p><i>Attachment SQ12– Gender affirmation guidelines</i></p> <p><i>Figure 41 - Screenshot of a single page of the Gender affirmation guidelines, following a search for the work 'support'</i></p> <div data-bbox="219 842 833 1407" style="border: 1px solid black; padding: 10px;"> <p>Gender affirmation and the workplace</p> <p>It is important that staff members who undertake gender affirmation at work are supported. The department is committed to providing a safe and inclusive workplace for all employees. This is essential to the morale and cohesion of our teams and is conducive to an environment where every person is able to work to their full potential by 'bringing their authentic self to work.' Additionally, the department is obliged to provide a safe workplace free from harassment or fear and a responsibility to comply with the Sex Discrimination Act 1984, which prohibits discrimination on the basis of gender.</p> <p>Staff intending to affirm their gender and who are seeking support to do so in the workplace should consider talking to one or more of the following persons about their intentions to transition in the workplace:</p> <ul style="list-style-type: none"> • their manager • the Diversity and Inclusion team on s. 47E(d) @awei.gov.au • the National Rehabilitation Team on 02 6272 3403 or email s.47E(d)@nrt.gov.au • s. 47G(1)(a), the department's Employee Assistance Program (EAP) partner on s.47G(1)(a)@eap.gov.au • Pride in Diversity, the departments employer support program provider for LGBTIQ workplace inclusion on 02 9206 2135. <p>For those transitioning staff members who would like support with their transition in the workplace, the above internal and external resources are great options to consider to build a LGBTIQ trained support team for all stages of the transition process.</p> <p>Please note, not all manager's will be trained in LGBTIQ awareness but this can be arranged for both managers and colleagues, and any other persons the transitioning staff member may like to be a part of their support team.</p> <p>Staff undertaking gender affirmation need to be supported in accordance with their social and</p> </div>	

Figure 42 - Screenshot of the department's LGBTIQ+ intranet page with a link to gender affirmation information

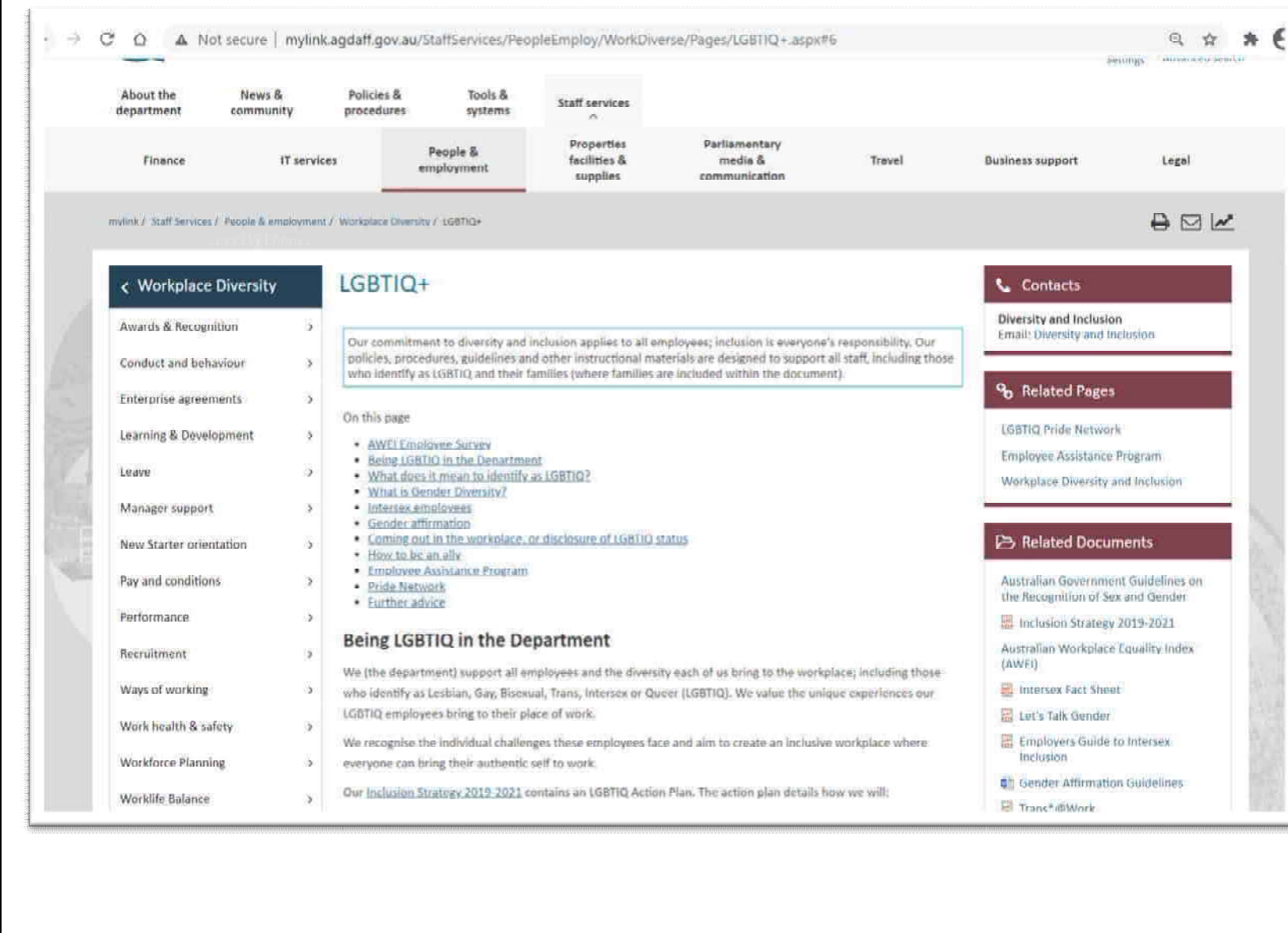


Figure 43 - Screenshot from the department's LGBTIQ+ intranet page of gender affirmation information

Gender affirmation

Gender affirmation (or sometimes known as transitioning), refers to the process where a trans or gender diverse person takes steps to socially and/or physically live by their gender identity. This may impact:

- Social aspects of their life such as the way they dress, their hairstyle;
- The pronouns and name they use to refer to themselves by and would like other people to use when referring to them;
- Legal aspects of their life such as their name or legal sex on documents; and
- Medical aspects of their life such as hormonal or surgical procedures.

The decision to transition is a very personal one and every transgender person's experience will be different and unique. Detailed information about gender transition is available from the [Gender Centre](#) and [A Gender Agenda](#).

Gender affirmation (may also be known as transitioning) can be a significant experience which may affect many aspects of an individual's life. This includes their workplace.

Employees who are affirming their gender may select a name and pronoun (e.g. his, her, him, she, they or them) that corresponds to their gender identity and then communicate this to their colleagues. If you are a colleague of someone who is or has affirmed their gender and you are unsure what name or pronoun to use, politely ask them what pronouns they use.

Employees who would like support to affirm their gender in the workplace may choose to work with a team to develop a gender affirmation plan. This outlines the timeline and key action items to be achieved to transition in the workplace. See the [Gender affirmation guidelines](#) for more information. These guidelines have been developed for staff who are considering or are affirming their gender, their managers and colleagues.

[Trans@Work](#) is a resource developed by the Queensland Human Rights Commission. It offers guidance for employees affirming their gender, managers and colleagues.

Coming out in the workplace, or disclosure of LGBTIQ status

Many LGBTIQ employees do not always think the workplace is a safe space to openly identify. "Coming Out" can be a stressful ongoing process in an LGBTIQ employee's working life.

It is up to you whether to disclose your LGBTIQ status at work.

If you are think about coming out at work the Human Rights Campaign website has some practical steps to help

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

13. Dress Codes and Uniforms

We have removed gendered language within organisational wide dress code policies and/or guidelines to empower all employees, including trans, gender diverse and non-binary employees to dress in a manner (or select uniforms) that best reflects who they are.

Further contact details and information has also been provided for support, if required.

For full points, policies or guidelines must:

- a) state that all employees are supported to dress in a manner that best reflects their gender *identity*
- b) explicitly mentions trans, gender diverse and non-binary employees
- c) provide a support contact or further information on interpreting these guidelines, if required

Submission Evidence:

Figure 44 –17 Extract from the departmental corporate uniform requirements guideline

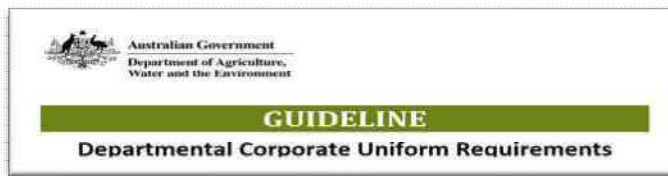


Figure 45 - 18 Extract from the departmental corporate uniform requirements guideline inviting feedback about the uniforms

Feedback

Feedback is welcome and should be directed through the your local [Uniform Coordinator](#).

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

**ADVANCED
Max. 4 points**

14. Gender Affirmation Leave

We have an internal policy that ensures *additional* paid leave is available for employees who require time away to undertake or physically manage their gender affirmation.

Note: For full points, this leave must be in addition to the need to utilise annual leave, sick or generic personal leave.

For full points, please provide:

- (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*

The department has multiple options available for staff affirming their gender. In addition to accessing personal leave, they can request an additional 5 days of paid miscellaneous leave to assist in the transition process allowing the individual and the workplace to prepare in support of their return to work.

Submission Evidence:

Attachment - SQ14 – Gender Affirmation Guidelines

Figure 46 - Extract from gender affirmation leave with leave options

Leave

Managers should be flexible and supportive of a transitioning staff member’s needs to take leave prior to affirming their gender in the workplace. Both personal leave and miscellaneous leave can be accessed depending on the circumstances.

Personal leave can be utilised in accordance with *Clause 6.22-6.35 of the Department of Environment and Energy Enterprise Agreement 2016-19 (DoEE EA)*.

An additional 5 days of paid miscellaneous leave can be approved (refer to *Clause 6.90 of the DoEE EA*) for transitioning staff to allow the individual to prepare in any way required before they return to work as their affirmed gender. This time away for the workplace also allows the manager and support to communicate with the team, organise training and request system changes etc.

Staff are also eligible to purchase leave in accordance with *Clause 6.90 of the DoEE EA*. Further information surrounding leave can be found within [The Department of Agriculture, Water and the Environment Leave Policy](#).

Figure 47 - Screenshot of Clause 6.90 of the department's leave policy as referred to above

OTHER LEAVE (WITH AND WITHOUT PAY)

6.90 Other leave with pay (for short periods only) or without pay may be approved by the Delegate for purposes not provided for elsewhere in this Agreement. Leave without pay may be granted for a maximum period of 12 months. Periods of leave without pay for periods longer than 12 months will be considered in exceptional circumstances. Further information is contained in the Department's Leave Policy.

6.91 Leave without pay does not count as service for any purpose except as provided for elsewhere in this Agreement or under the *Long Service Leave (Commonwealth Employees) Act 1976*, the *Superannuation Act 1976*, the *Superannuation Act 1990* or the *Superannuation Act 2005*.

Figure 48 - Extract from Gender Affirmation guidelines about developing a plan, personal details and legal document

Developing a plan

It is recommended that the support team develop a Gender Affirmation Plan. The plan should be personalised and agreed by the support team but should consider proposed timelines and actions that will be taken to assist the staff member during the transition process including:

- expected timeframes
- proposed leave plans if required
- who will be in the support team
- how the change will be communicated to staff
- what training will be recommended or delivered to staff
- details of an event, if applicable, for the staff member to meet with their team in their affirmed gender
- dates when changes of gender and name etc. will be made in Aurion and SAP
- date the staff member will present in the workplace in their affirmed gender.

The plan should be regularly reviewed to incorporate changes. The staff member must be comfortable with the activities in the plan.

Changing your personal details

NOTE: If at the time of affirming your gender in the workplace you do not have the legal paperwork to change your 'legal name' your log-on details will not change. However, visually to your colleagues and stakeholders your preferred name will be used in outlook (email and contact details).

Table 1 How to change your personal details

Personal Details	Process details	Evidence Required	Forms / Contact/s (Former Agriculture)	Forms / Contact/s (Former Environment)
Title	Changes can be made at any time without evidence to an alternative title of either Mrs / Ms / Miss / Mr or the non-binary title Mx	No	Change of Personal Details Form	
Preferred name *	A preferred first name is a name that you commonly use that is different from your legal given name. Your preferred name can be changed at any time without evidence.	No	Employee Self Service in Aurion Employee > Personal > Edit	Change of Personal Details Form
Given name *	Your 'legal given name' can be amended once you have changed your name via the appropriate legal channels. The following should be sent to payroll: <ul style="list-style-type: none"> A certified copy of your legal documents detailing your change of name Change of Personal Details Form 	Yes	Change of Personal Details Form s. 47E(d)@awe.gov.au	
Gender	Your gender can be amended to either Male/Female or X by completing an Employee Personal Details form	No	Change of Personal Details Form	
Email	Your email address and contact details will automatically be updated once any name changes have been processed by payroll.	No	Change of Personal Details Form	
Phone	You will need to raise a Voice Service Request Form to have your phone's display and details updated. <i>Under 'Request details' please select the following: Extension Number > Extension Number > Update Extension Number</i>	No	Voice Service Request Form	Contact IT helpdesk

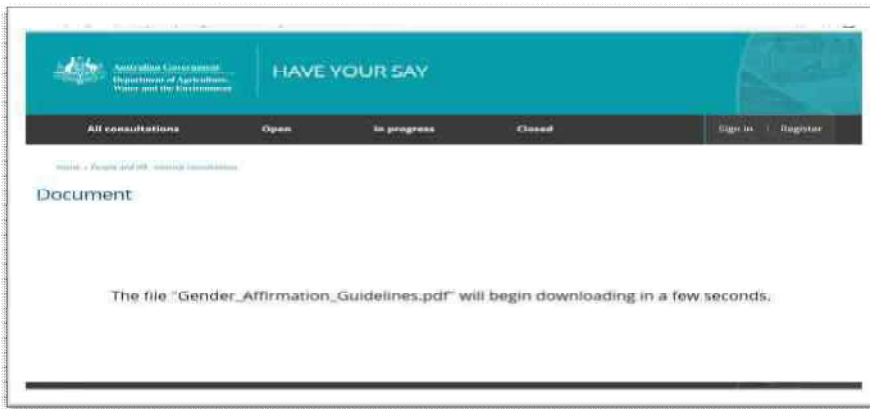
Phone	You will need to raise a Voice Service Request Form to have your phone's display and details updated. <i>Under 'Request details' please select the following: Extension Number > Extension Number > Update Extension Number</i>	No	Voice Service Request Form	Contact IT helpdesk
Security Pass	A new security pass will need to be requested.	Manager approval	Security Pass Request Form s. 47E(d) @awe.gov.au	
Security clearance	The Security Branch will need to be advised of the staff members change in personal circumstances if you hold a current security clearance.	Varies - as advised by the Security Branch.	s. 47E(d) calls. 47E(d) @awe.gov.au or	
Other accounts	QBT portal (booking flights) and the AOT online booking portal (accommodation) will also need to be updated. The name may also need to be changed in leave spreadsheets, on call registers and team contact lists.	No		
Name badge, desk plates and business cards	New name badges, desk plates and business cards may be requested. A cost code needs to be supplied when the order is placed.	No	Manager approval	

Figure 49 - Extract from the department's leave policy stating the delegate in People Division is responsible for approving gender affirmation leave

MISCELLANEOUS LEAVE

- 222. In accordance with clause 6.90 of the Agreement, other leave with pay (for short periods only) or without pay may be approved by the delegate for purposes not provided for elsewhere in the Agreement.
- 223. To ensure fair, equitable and consistent application of leave for miscellaneous reasons, the Department's policy approach to various leave reasons are defined in the table below. The delegate in People Division may consider approving miscellaneous leave for purposes not listed in this policy.
- 224. Miscellaneous leave may be granted to employees affected by domestic or family violence. Details on the full range of support the Department provides affected employees can be found in the Domestic and Family Violence Policy.

Figure 50 - 19 Screenshot of 'Have your say' page on the department's website for Gender Affirmation guidelines consultation and comments



STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE
15. Gender Neutral Bathrooms and Facilities

We have (or are working towards) having 'Gender Neutral' or 'All Gender' bathrooms and/or facilities with clear and visible signage available to employees.

Note: "Unisex" signage will not be given points for this question. **We are seeking more inclusive language for inclusive signage.**

If you already have gender neutral or all gender signage, please provide:

- (a) evidence of a communication regarding where 'Gender Neutral' or 'All Gender' bathroom/facilities can be located
- (b) evidence of clear and visible signage as it appears at the bathroom/facility location

If you are still making progress towards this, please:

- (c) outline progress made and when you expect to have signage in place.

If this is not possible for any reason, please provide:

- (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

The department has gender neutral facilities with clear and visible signage available to employees in the John Gorton Building, Parkes ACT, and the Tasmanian Regional Office. Welcome packs are given to new employees which includes information about the facilities and where they are located. The department has gendered bathroom facilities at all locations. Additionally, all locations have non-gendered accessible bathrooms available. Employees are free to use the gendered bathroom of their gender identity.

Submission Evidence:

Figure 51 – Screenshot of all gender signage located directly outside of the facilities



Figure 52 – Extract from the John Gorton Building, Parkes ACT welcome pack about the gender neutral toilets

Disabled Toilets 

Female, male, gender neutral and mobility impaired toilets are located on each floor.

Noting, there is only one mobility impaired toilets that has been fitted with an auto door and that is located on the ground floor, near the central stairwell.

ADVANCED
Max. 2 points

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

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

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.).

For full points, please provide:

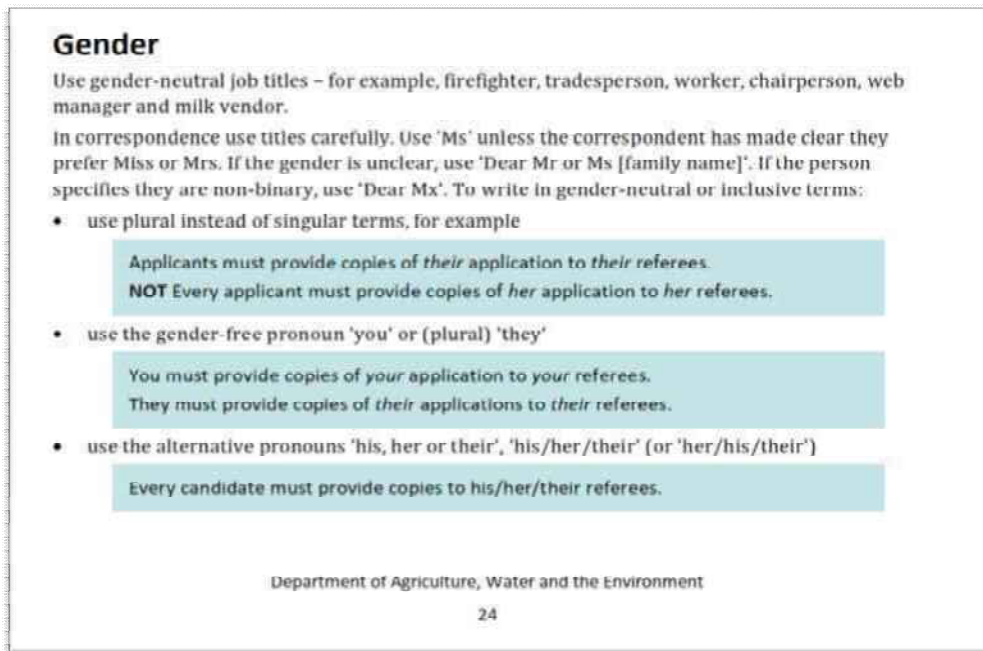
- (a) a brief outline of progress of work to date
- (b) options provided within changed documents if changes have been made

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

The department published an updated style guide in October 2020. This document outlines sex and gender recognition requirements for all forms of writing produced on behalf of the department.

All documents include the following options: M (male), F (female) or X (Indeterminate/Intersex/Unspecified). Additionally the style guide includes a link to learn more about LGBTIQ+ and a link to the Australian Government guidelines on the recognition of sex and gender.

Figure 53 – Screenshot of the gender section from our latest style guide



Style guide

- leave the pronoun out altogether

Every candidate must provide copies of the application to referees.

- recast the sentence to avoid pronouns

Copies of the application must be provided to referees.

- repeat the noun

Every candidate must provide copies to *the candidate's* referees.

When creating application and other forms that ask applicants to indicate their gender, use these terms in this order:

- Female (F)
- Male (M)
- Indeterminate/intersex/unspecified (X).

Learn more about [LGBTIQ+](#) and the [Australian Government guidelines on the recognition of sex and gender](#).

ADVANCED
Max. 2 points

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

17. (IT Systems) Non-Binary Gender Options for Employees

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.).

For full points, please provide:

- (a) a brief outline of progress of work to date
- (b) options provided within systems if changes have been made

OR (c) *evidence that you do not collect or have removed gender options or gendered information within your systems*

Due to the Machinery of Government (MoG), the department currently operates under two payroll systems Aurion and SAP. Aurion remains compliant with the Australian Government Guidelines on the recognition of sex and gender. The SAP system was upgraded in November 2020 and is now compliant.

Submission Evidence:

Figure 54 – Screenshot of an email sent from s. 22(1)(a)(ii), Director Payroll (SAP), confirming the SAP system has been upgraded

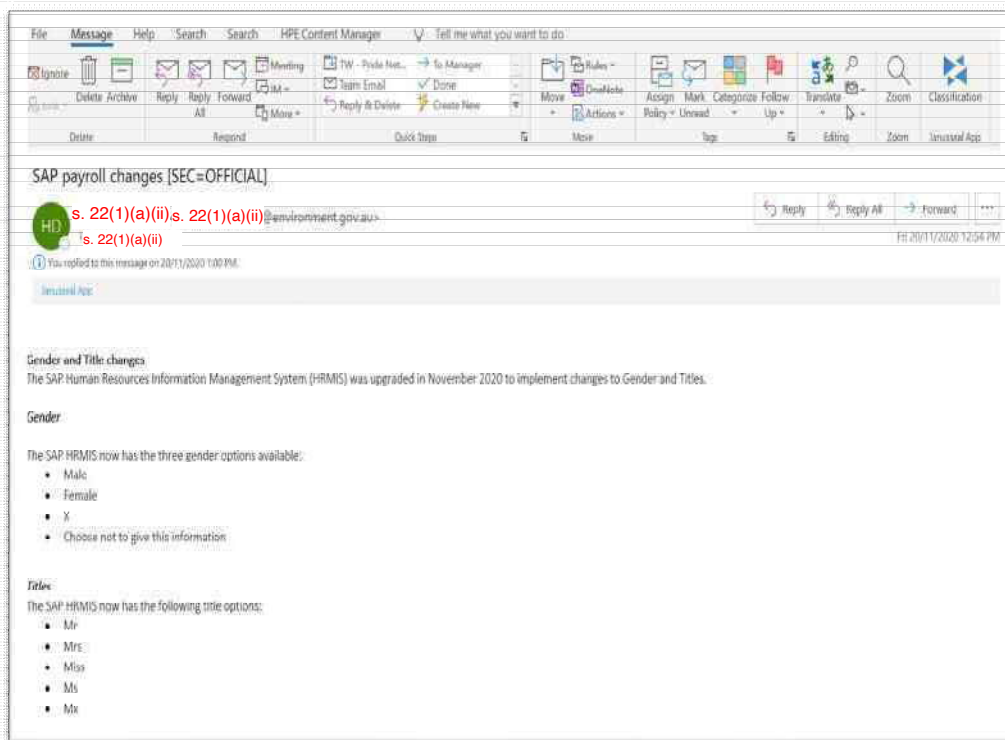
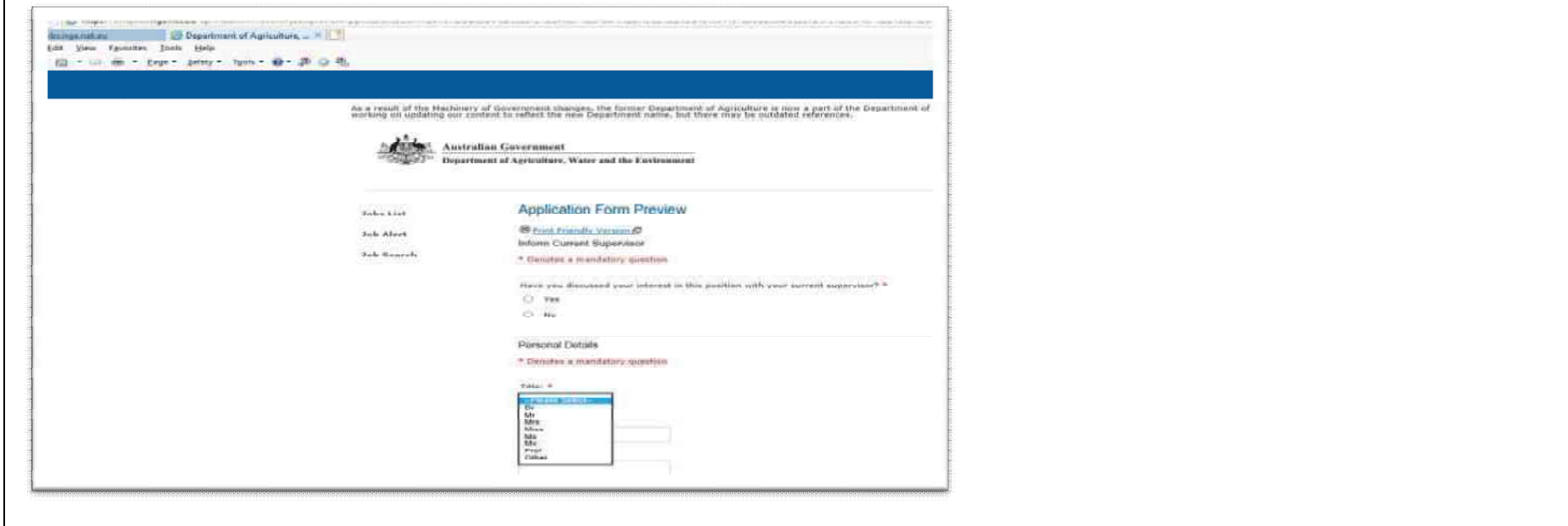


Figure 55 – Screenshot from the department’s website outlining the title options for applicants



STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

18. Trans and Gender Diverse Applicants

For trans and gender diverse applicants, we have:

- a) Implemented processes to help reduce roadblocks/difficulties faced by trans and gender diverse **people who are applying for jobs**
- b) **clearly communicated** a point of contact available for trans and gender diverse applicants throughout the **recruitment** process on relevant web pages or within application documentation
- c) **provided documentation addressing concerns specific to trans and gender diverse applicants and made these available throughout the recruitment process**

For full points, evidence must be provided for all items above. Partial points will be given if all items are not evidenced.

The department’s recruitment process has a strong presence of diversity and inclusion throughout. Our recruitment information in the People and Jobs section of the internet provides information about gender equality, diversity and inclusion, our values, benefits and employment conditions. Additionally, our graduate program promotes our values and commitment to diversity and inclusion. All positions advertised have a contact person and phone number for applicants to discuss the position/recruitment process. If the contact officer is not trained in diversity and inclusion, the applicant may be transferred to a trained professional to assist with the enquiry.

Submission Evidence:

Attachment SQ18 - People Strategy 2018-22

Attachment SQ18 – Inclusion Strategy 2019-21

Link – AWE enterprise agreement 2016-2019: <https://www.awe.gov.au/sites/default/files/2020-01/enterprise-agreement-2016-2019.pdf>

Figure 56 – Screenshot of the People and Jobs page on department’s website. The department’s Inclusion Commitment Statement being the first thing applicants see

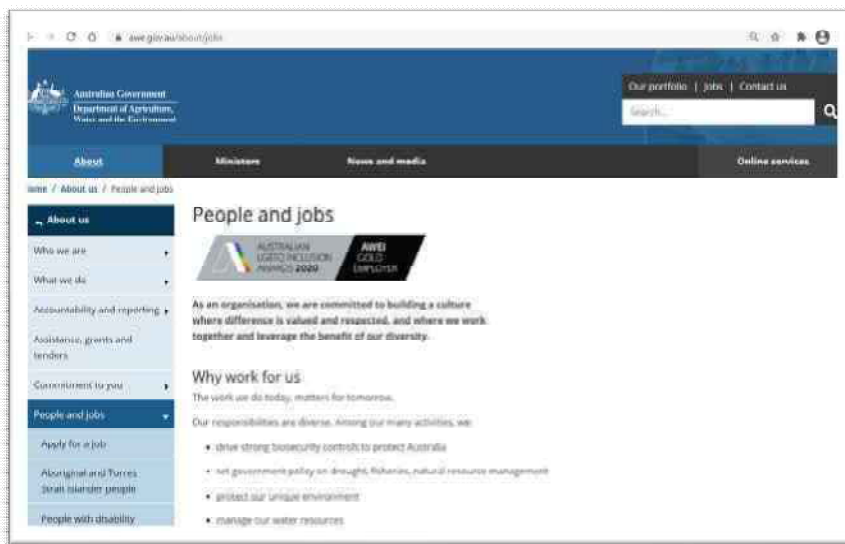



Figure 57 – Extracts from the recruitment page on the department’s website – Diversity and inclusion, Gender equality and Values, Benefits, Salary and conditions

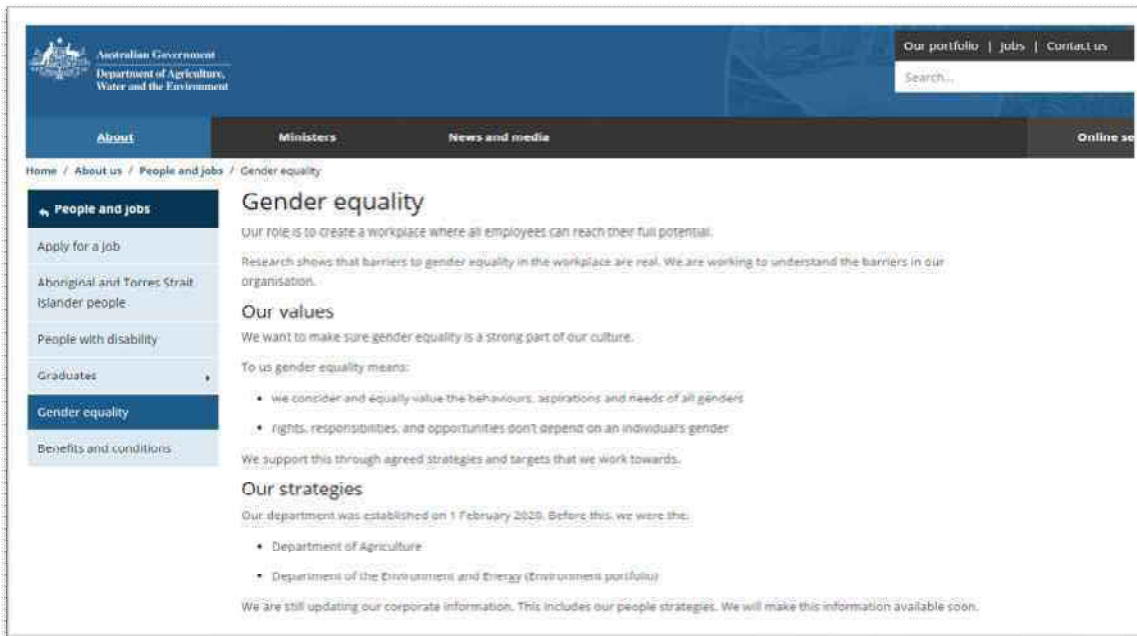
Diversity and inclusion



As an organisation, we are committed to building a culture where difference is valued and respected, and where we work together and leverage the benefit of our diversity.

We value what each individual contributes and have a number of inclusion networks that support:

- people with an experience of mental health issues
- people with disability
- people from a culturally and linguistically diverse background
- people who identify as LGBTQ
- women
- Aboriginal and Torres Strait Islander peoples



Australian Government
Department of Agriculture,
Water and the Environment

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Home / About us / People and jobs / Gender equality

Gender equality

Our role is to create a workplace where all employees can reach their full potential.

Research shows that barriers to gender equality in the workplace are real. We are working to understand the barriers in our organisation.

Our values

We want to make sure gender equality is a strong part of our culture.

To us gender equality means:

- we consider and equally value the behaviours, aspirations and needs of all genders
- rights, responsibilities, and opportunities don't depend on an individual's gender

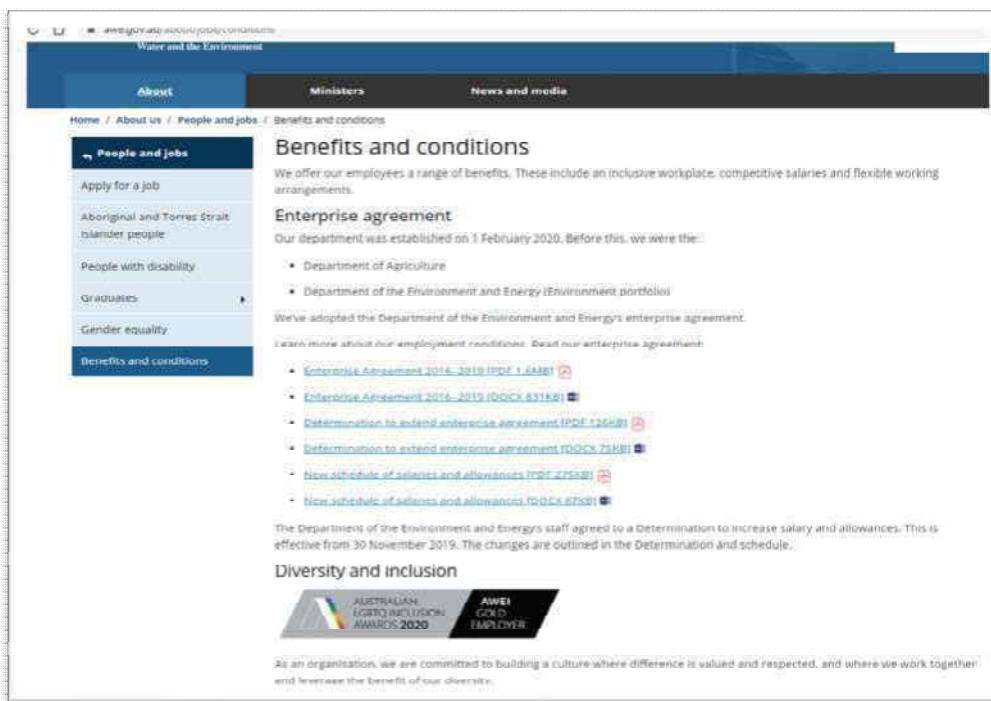
We support this through agreed strategies and targets that we work towards.

Our strategies

Our department was established on 1 February 2020. Before this, we were the:

- Department of Agriculture
- Department of the Environment and Energy (Environment portfolio)

We are still updating our corporate information. This includes our people strategies. We will make this information available soon.



The screenshot shows a web page titled 'Benefits and conditions' under the 'People and jobs' section. The page includes a navigation menu with 'About', 'Ministers', and 'News and media'. A sidebar on the left lists various categories like 'Apply for a job', 'Aboriginal and Torres Strait Islander people', 'People with disability', 'Graduates', 'Gender equality', and 'Benefits and conditions'. The main content area features a sub-section 'Enterprise agreement' with text stating the department was established on 1 February 2020. It lists previous departments: Department of Agriculture and Department of the Environment and Energy (Environment portfolio). Below this, it states they've adopted the Department of the Environment and Energy's enterprise agreement and provides links to documents: Enterprise Agreement 2014-2019 (PDF 1.44MB), Enterprise Agreement 2014-2019 (DOCX 8.31KB), Determination to extend enterprise agreement (PDF 1.26MB), Determination to extend enterprise agreement (DOCX 75KB), New schedule of salaries and allowances (PDF 275KB), and New schedule of salaries and allowances (DOCX 875KB). A 'Diversity and inclusion' section at the bottom features the Australian LGBTQ+ Inclusion Awards 2020 logo and the AWEI Gold Employer award logo, with a commitment statement: 'As an organisation, we are committed to building a culture where difference is valued and respected, and where we work together and leverage the benefit of our diversity.'

Salary and conditions

Find out more about [benefits and conditions](#) for staff. This includes:

- pay scales
- leave and flexible work arrangements
- superannuation
- diversity and inclusion
- learning and development

Figure 58 – Extract from the graduate program recruitment page on the department’s website

Our commitment to diversity

Our vision is to foster a workplace where employees feel included and valued. We want all staff to have access to opportunities and resources that support full participation at work.

We embrace the variety of experiences, skills and perspectives that people bring to the workplace. We want to harness these to achieve our objectives.

Our employees bring unique perspectives to the workplace. This can include how they identify in relation to age, caring responsibilities, cultural background, disability, gender, Indigenous background, sexual orientation and socio-economic background.

Our Employee Networks play a key role in promoting an inclusive workplace. In our 5 networks, identifying staff and allies can:

- share experiences
- build relationships
- promote awareness of diversity through events and other initiatives.

Figure 59 – Extract from a position description on the department’s website - contact officer details for applicants to discuss the position/recruitment process

RecruitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information see <https://www.apsc.gov.au/recruitability>.

Contact

Name: s. 22(1)(a)(ii)
 Phone number: s. 22(1)(a)(ii)
 Email address: s. 22(1)(a)(ii)@awe.gov.au

Closing Date

Applications close: 11:00 pm (AEDT) on 4 January 2021

Figure 60 – Screenshot of search results for ‘Diversity and inclusion’ on the department’s external website

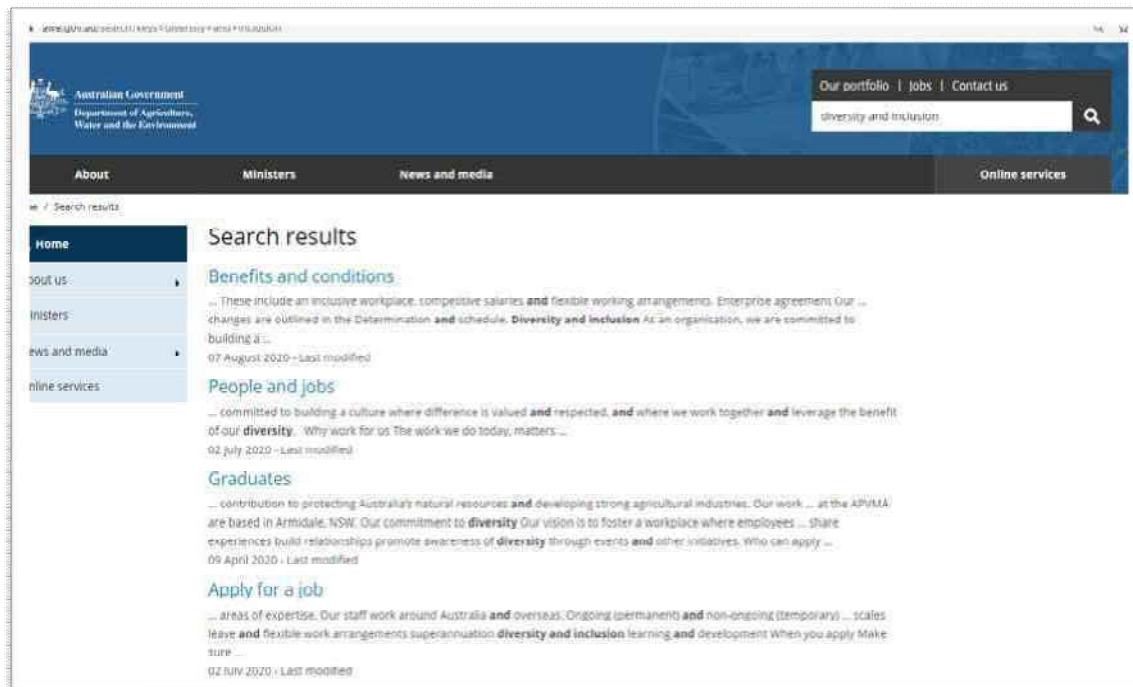
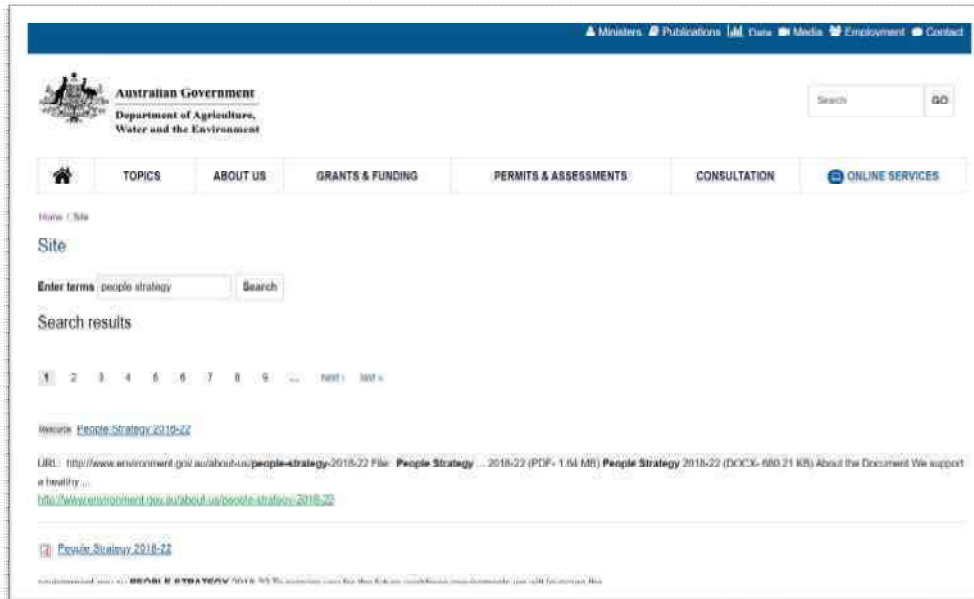
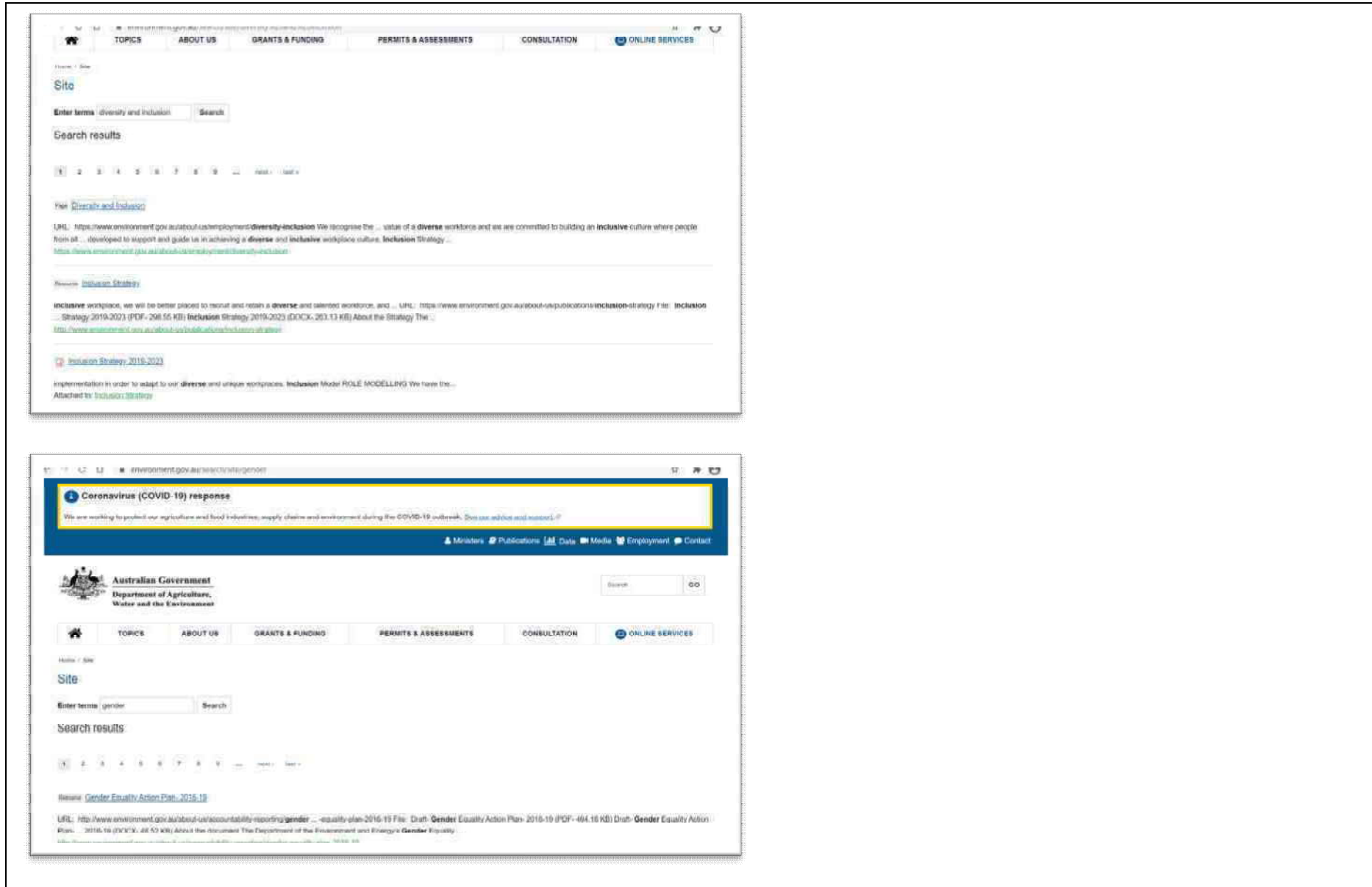


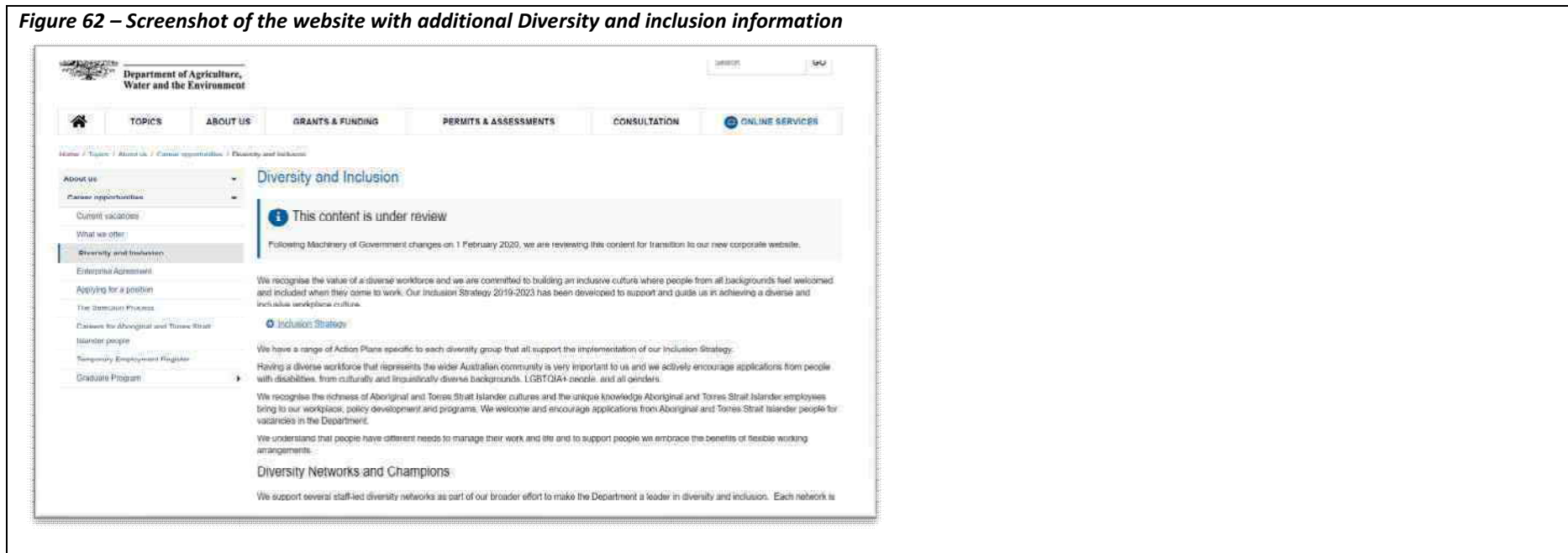
Figure 61 – Screenshot of pages on the department’s website with the People Strategy 2018-22, Inclusion Strategy 2019-21 and Gender Equality Network Action Plan 2016-19 available for applicant to read





The image contains two screenshots of the Australian Government website search results. The top screenshot shows search results for the term "diversity and inclusion". The search bar contains the text "diversity and inclusion" and the search button is labeled "Search". The search results section shows a list of results, with the first result highlighted. The URL for this result is "https://www.environment.gov.au/about-us/employment/diversity-inclusion". The bottom screenshot shows search results for the term "gender". The search bar contains the text "gender" and the search button is labeled "Search". The search results section shows a list of results, with the first result highlighted. The URL for this result is "http://www.environment.gov.au/about-us/accountability-reporting/gender-equality-plan-2016-19".

Figure 62 – Screenshot of the website with additional Diversity and inclusion information



STANDING SUBMISSION: STRATEGIC FOCUS

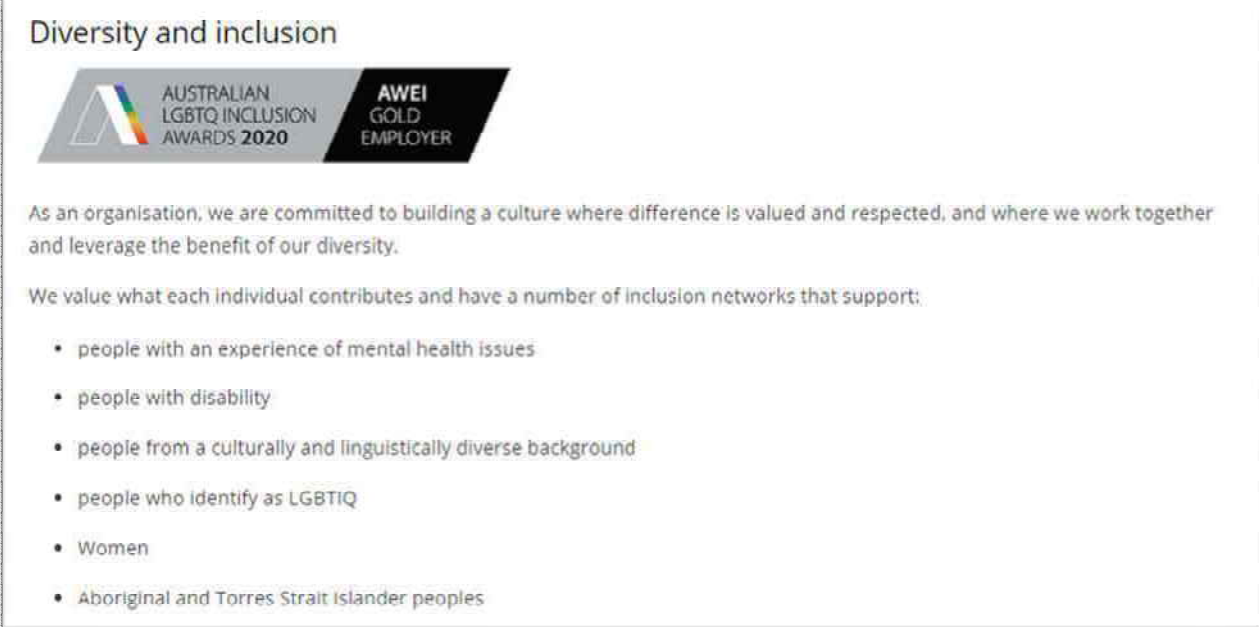
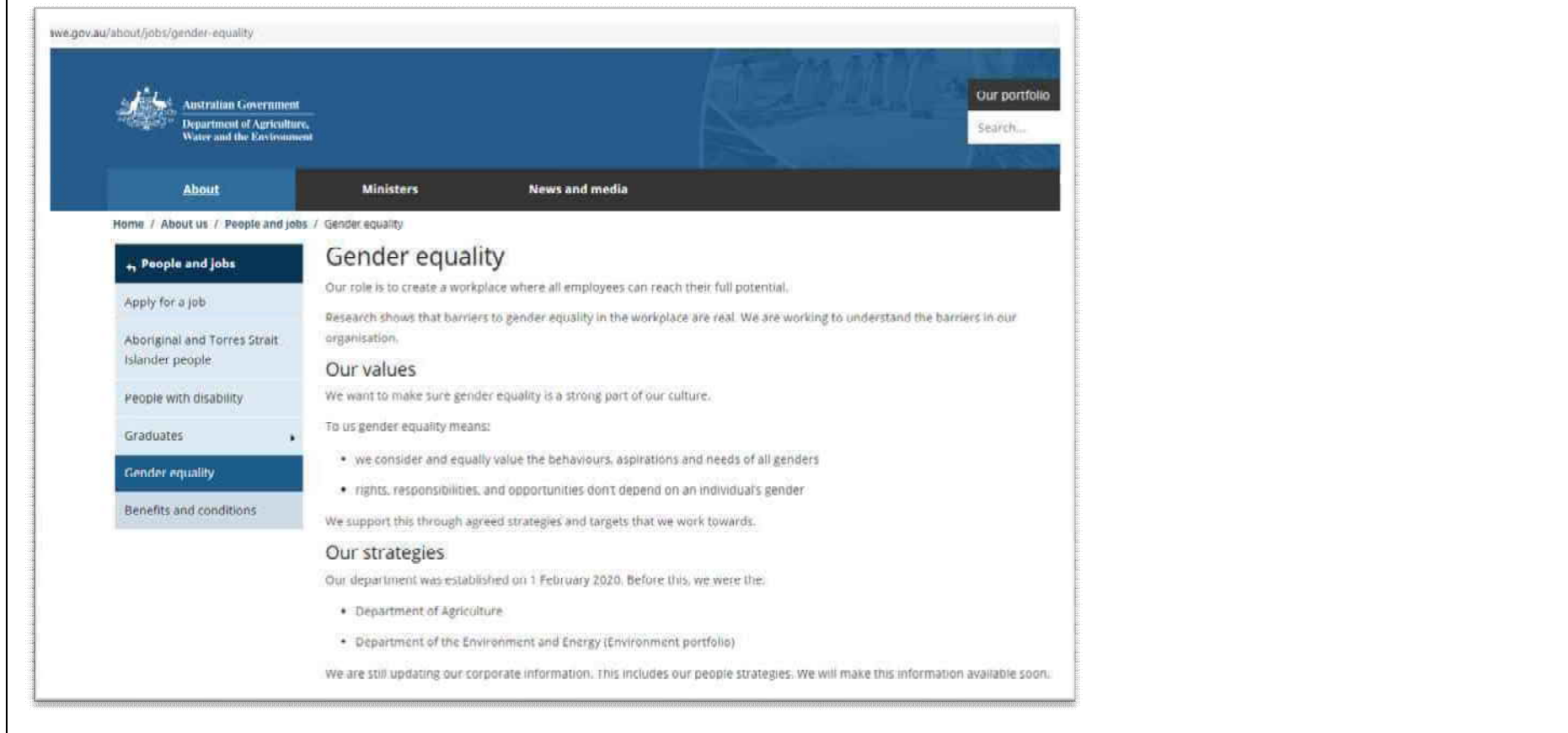
STANDING SUBMISSION: STRATEGIC FOCUS	FOUNDATION
19. External Website LGBTQ Workplace Inclusion Promotion	Max. 2 points
<p>We have promoted our focus and work on LGBTQ workplace inclusion on our <u>external</u> facing webpage (URL).</p> <p><i>Please provide the URL of an external webpage that specifically promotes your inclusion work. (Points will not be given if we are unable to access this externally.)</i></p> <p>The department’s external webpage promotes our commitment to gender equality, with an inclusive environment being one of the employment benefits. The website contains information about the inclusion networks that support people who identify as LGBTIQ+.</p> <p>Submission Evidence:</p> <ol style="list-style-type: none"> a. Link to the department’s People and Jobs page: https://www.awe.gov.au/about/jobs b. Link to the department’s Benefits and Conditions page: https://www.awe.gov.au/about/jobs/conditions c. Link to the department’s Gender Equality page: https://www.awe.gov.au/about/jobs/gender-equality. <p>Figure 63 – Screenshot of the Diversity and inclusion section on the department’s external website</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Diversity and inclusion</p>  </div>	

Figure 64 – Screenshot of the gender equality page on the department’s external website



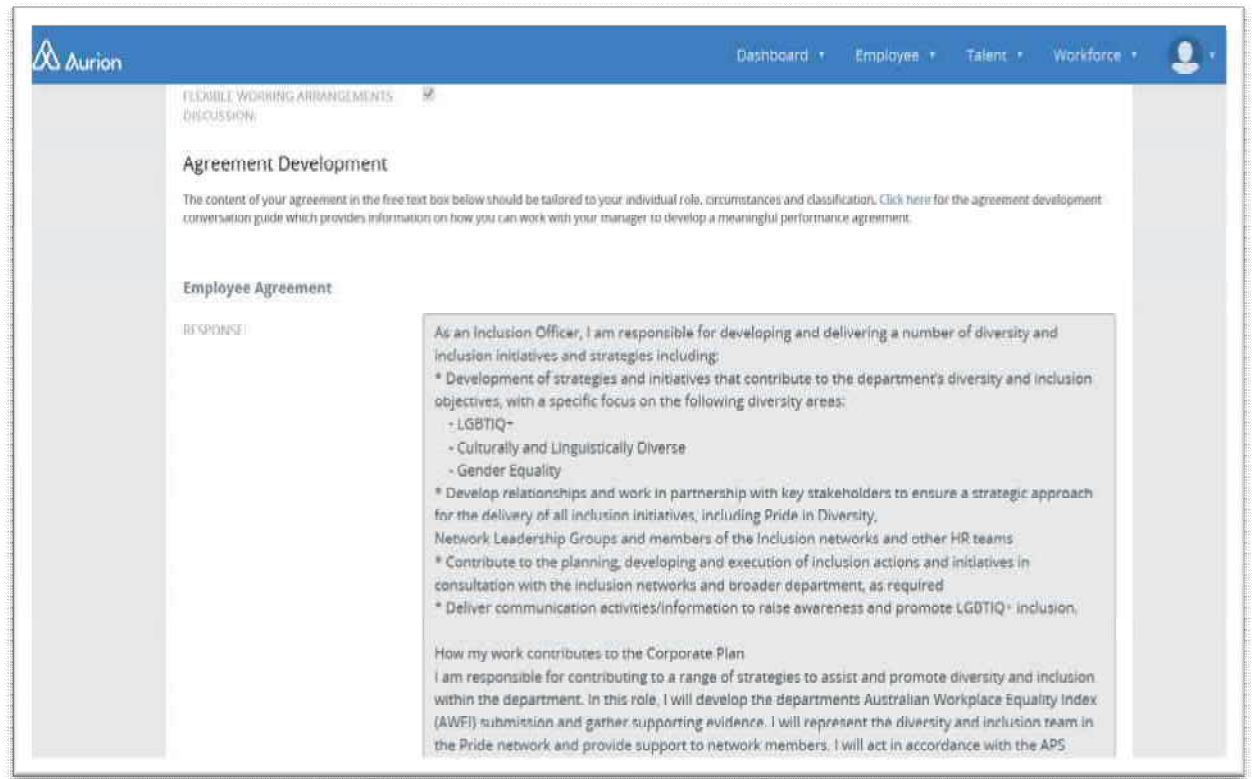
STANDING SUBMISSION: STRATEGIC FOCUS **INTERMEDIATE**
20. HR / Diversity Professional Accountabilities **2 points**

We have at least one Diversity / HR professional whose job description, performance appraisal or work plan includes *specific and detailed* LGBTQ inclusion objectives/targets.

Note: This is beyond a general reference to LGBTQ inclusion as an area of diversity.

Please provide evidence of such specific targets.

Figure 65 – Screenshot of the current performance agreement for an inclusion officer in our department



STANDING SUBMISSION: STRATEGIC FOCUS 21. Executive Sponsor or LGBTQ Champion	ADVANCED Max. 4 points
<p>We have an Executive Sponsor located <i>within our Australian offices</i> 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> <ul style="list-style-type: none"> <i>(a) the documented role expectation/accountabilities</i> <i>(b) the mechanism through which the Executive Sponsor reports or is made accountable for these</i> 	
<p>The LGBTQ+ Pride network Champion and co-Champion work in partnership with the Diversity and Inclusion team to achieve the department’s strategic inclusion objectives. The LGBTQ+ Pride network has an annual work plan which is approved by the Champion. An annual report is developed addressing progress against the work plan, provides key insights of member experiences and feedback, shares key successes, gaps, and identifies opportunities to further collaborate across the department.</p>	
<p>Submission Evidence:</p>	

Figure 66 – Extract from the 2020 Inclusion network guidelines of the roles and responsibilities for the Champion and co-Champion

Staff-led Inclusion Network guidelines 2020

5. Roles and Responsibilities

Each network will consist of the following elected positions and are referred to as the 'Network Leadership Group'. It is expected that these positions be filled by staff who will lead by example, demonstrate positive behavior and act as a role model for the network and its members. These roles may be subject to transitional arrangements and role-sharing at the agreement of each network. The roles and responsibilities for each of these roles, including its network members, are outlined below.

5.1 The Champion

Champions are appointed by the Secretary. The Champion must demonstrate interest, engagement, understanding and empathy with the target employee group and have sufficient influence and presence within the department. The role of the Champion includes, but is not limited to:

- Providing high level advocacy support to the employee network, including support for practical solutions identified
- Champion equal access and inclusion for the employee network they represent in the department
- Advocating and modelling good practice relating to employment policies and processes
- Providing leadership to drive employment initiatives and organisational change to create workplaces that value and support people in the cohort they represent
- Committing to understanding the barriers to and representing the rights of the employees they represent across the department and the APS more broadly
- Attending and speaking at internal and external events promoting workplace inclusion including APS-Wide Champion Networks
- Raising the network's profile in the department

5.2 Co-Champion

Each network Champion is supported by a Co-Champion. The Co-Champion supports the activities of the Champion, as outlined above, and in circumstances where the Champion is temporarily unavailable during a term of appointment, the Co-Champion will act as the substitute in this role for the duration required.

Figure 67 – Screenshot from the department’s intranet introducing the new Champion of the LGBTIQ+ Pride Network

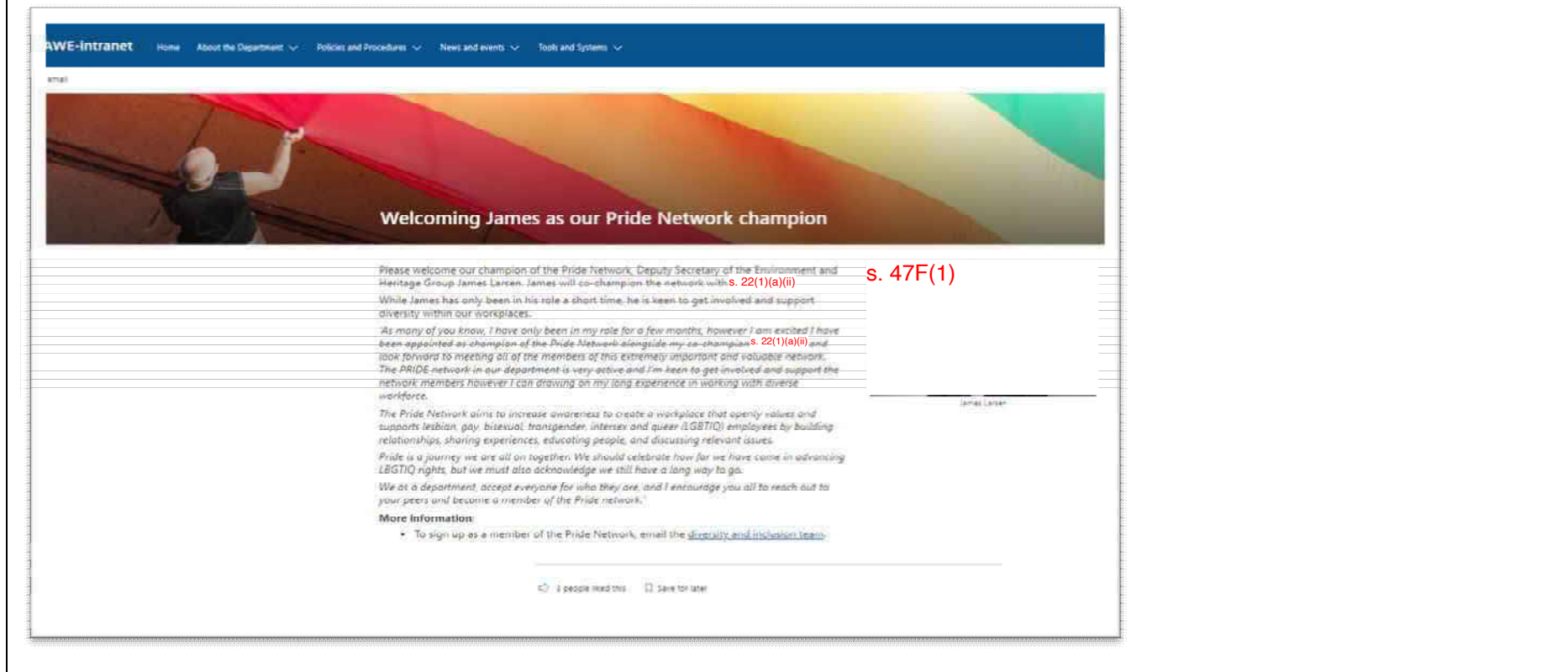
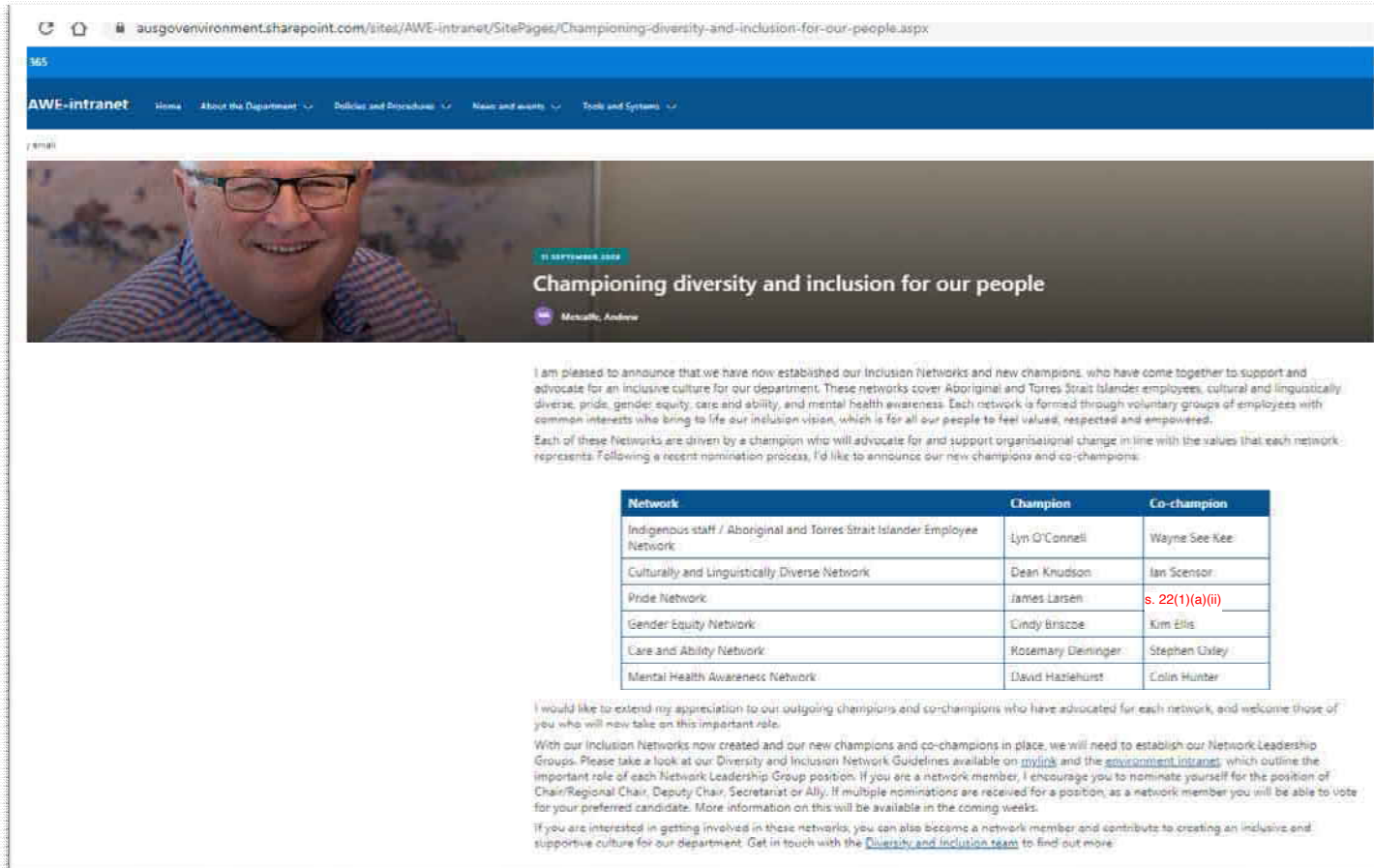


Figure 68 – Screenshot from the department’s intranet of the Secretary’s news introducing our diversity and inclusion Champions



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AWE-intranet Home About the Department Policies and Procedures News and events Tools and Systems

11 SEPTEMBER 2020

Championing diversity and inclusion for our people

Meehan, Andrew

I am pleased to announce that we have now established our Inclusion Networks and new champions, who have come together to support and advocate for an inclusive culture for our department. These networks cover Aboriginal and Torres Strait Islander employees, cultural and linguistically diverse, pride, gender equity, care and ability, and mental health awareness. Each network is formed through voluntary groups of employees with common interests who bring to life our inclusion vision, which is for all our people to feel valued, respected and empowered.

Each of these Networks are driven by a champion who will advocate for and support organisational change in line with the values that each network represents. Following a recent nomination process, I'd like to announce our new champions and co-champions:

Network	Champion	Co-champion
Indigenous staff / Aboriginal and Torres Strait Islander Employee Network	Lyn O'Connell	Wayne See-Ke
Cultural and Linguistically Diverse Network	Dean Knudson	Ian Sencor
Pride Network	James Larsen	s. 22(1)(a)(ii)
Gender equity Network	Cindy Briscoe	Kim Ellis
Care and Ability Network	Rosemary Deininger	Stephen Oxley
Mental Health Awareness Network	David Hazlehurst	Colin Hunter

I would like to extend my appreciation to our outgoing champions and co-champions who have advocated for each network, and welcome those of you who will now take on this important role.

With our Inclusion Networks now created and our new champions and co-champions in place, we will need to establish our Network Leadership Groups. Please take a look at our Diversity and Inclusion Network Guidelines available on [mylink](#) and the [government intranet](#), which outline the important role of each Network Leadership Group position. If you are a network member, I encourage you to nominate yourself for the position of Chair/Regional Chair, Deputy Chair, Secretariat or Ally. If multiple nominations are received for a position, as a network member you will be able to vote for your preferred candidate. More information on this will be available in the coming weeks.

If you are interested in getting involved in these networks, you can also become a network member and contribute to creating an inclusive and supportive culture for our department. Get in touch with the [Diversity and Inclusion team](#) to find out more.

STANDING SUBMISSION: STRATEGIC FOCUS 22. Senior Management Diversity Accountability	ADVANCED Max. 4 points
<p>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).</p> <p>Note: This is outside of network leadership and executive sponsor accountabilities - applies to all executive/senior leaders.</p> <p><i>For full points, please:</i></p> <ul style="list-style-type: none"> <i>(a) confirm that there are diversity accountabilities (over and above general behavioural values) within senior management appraisals.</i> <i>(b) provide evidence (template example acceptable) or if highly confidential, please indicate the name of a senior HR person who can verify this:</i> 	
<p>Our Senior Executive Service (SES) staff are required to sign a declaration stating they commit to working in accordance with the standards and obligations described in the SES Performance Agreement form. They must ensure their behaviours are respectful, impartial, accountable, committed, professional and ethical, for a culturally safe environment. They must support staff to participate in cultural events and programs, act with integrity and respect all people, including their rights and their heritage and construct strong and diverse teams. SES must also work in accordance with the SES Performance Policy.</p> <p>Submission Evidence: Figure 69 – Extract from the SES Performance Agreement form</p> <p>s. 47E(d)</p>	

s. 47E(d)

Figure 70 - Extract from the SES Performance policy

s. 47E(d)

Figure 71 – Extract from the SES Performance policy

APS VALUES

28. Employees should be aware of their obligations to uphold the APS Values and comply with the Code of Conduct. Managers also need to note the APS Values in their dealings with employees on during the performance management process. The APS Values are listed below:

- **Impartial** - the APS is apolitical and provides the Government with advice that is frank, honest, timely and based on the best available evidence
- **Committed to service** - the APS is professional, objective, innovative and efficient, and works collaboratively to achieve the best results for the Australian community and the Government
- **Accountable** - the APS is open and accountable to the Australian community under the law and within the framework of Ministerial responsibility
- **Respectful** - the APS respects all people, including their rights and their heritage
- **Ethical** - the APS demonstrates leadership, is trustworthy, and acts with integrity, in all that it does.

Figure 72 – Screenshot of SES Key Performance deliverables 2020-21

s. 47E(d)

Figure 73 – Performance information for SES available on the department’s intranet

The screenshot shows an intranet page for 'Performance information for SES'. On the left is a navigation menu with categories like 'Attendance & Recognition', 'Conflict and Behaviour', 'Enterprise agreements', 'Learning & Development', 'Leave', 'Manager support', 'New Starter orientation', 'Pay and conditions', 'Performance', 'Performance Management Frameworks', 'Performance management cycle', 'Supporting managers with performance', 'Performance training and development', and 'Workplace'. The 'Performance' section is expanded to show 'Performance information for SES'. The main content area has a title 'Performance information for SES' and a highlighted box stating: 'The 2020-21 performance cycle for SES commenced on 29 September 2020. All SES should complete their new Performance Agreement and Assessment Plan (PA&AP) by 30 October 2020.' Below this, it explains the annual cycle, the requirement for SES officers to participate, the inclusion of SES Key Performance Deliverables in performance agreements, and the common set of leadership capabilities. It also mentions that managers of SES employees are required to provide direct reports. A 'Related Documents' sidebar lists: 'SEA Key Performance Deliverables', 'SES Performance Policy', 'SES Performance Agreement Form', 'SES Performance Agreement Template', and 'SES Manager (once removed) Feedback Process'. At the bottom, it says 'Maintained by: People Support' and 'Last reviewed: Friday, 30 October 2020'.

STANDING SUBMISSION: STRATEGIC FOCUS 23. Customer-facing LGBTQ Inclusion	ADVANCED Max. 3 points
<p>We have evaluated (or are in the process of evaluating) the LGBTQ inclusivity of customer facing / service user processes.</p> <p><i>For full points, please:</i></p> <p>a) <i>clearly outline the extent of this work and progress made to date</i></p>	
<p>Our department created an animated video titled ‘Supporting Non-Binary People’. We shared this video with the:</p> <ul style="list-style-type: none"> • Commonwealth Scientific and Industrial Research Organisation • Department of Defence • Department of Industry, Science, Energy and Resources • Department of Employment, Skills, Small and Family Business • Bureau of Meteorology • Department of Veterans Affairs. <p>We assisted the Department of Veterans Affairs with their Pride Network in 2020. We provided the following information to assist and support them:</p> <ul style="list-style-type: none"> • 2019 Work plan and Work plan status update • 2020 Work plan • Copies of all communication issued during the year • Copies of all intranet content developed for LGBTIQ+ days of significance. <p>In addition, members of the LGBTIQ+ Pride Network provided input into the department’s response to the APS Gender Equality Strategy.</p> <p>Submission Evidence: <i>Attachment SQ23 LGBTIQ+ Pride network 2020 annual report</i></p>	

Figure 74 – Extract from the LGBTIQ+ Pride network annual report outlining our support for other department’s

Supporting other departments

International Non-Binary Peoples Day

The department’s Learning and Development team created an animated video, titled Supporting Non-Binary People. This educational video drew upon the content the department developed for International Non-Binary Peoples day. Key topics covered in this video included:

- What is non-binary
- What is gender
- Inclusion, acceptance and understanding
- Using inclusive language and examples of what is inclusive language.

This video was shared with the:

- Commonwealth Scientific and Industrial Research Organisation
- Department of Defence
- Department of Industry, Science, Energy and Resources
- Department of Employment, Skills, Small and Family Business
- Bureau of Meteorology
- Department of Veterans Affairs

The team responsible for the video included:

- s. 22(1)(a)(ii) - Designed, developed, edited and published
- s. 22(1)(a)(ii) s. 22(1)(a)(ii) and s. 22(1)(a)(ii) - Script
- s. 22(1)(a)(ii) - Sound Director
- s. 22(1)(a)(ii) - Voice over

Other support

The department has assisted the Department of Veterans Affairs with their Pride Network in 2020. The following information was provided to assist them:

- 2019 Work plan and Work plan status update
- 2020 Work plan
- Copies of all communication issued during the year
- Copies of all intranet content developed for LGBTIQ+ days of significance.

Involvement in APS Gender Equality Strategy

Two of our LGBTIQ+ Pride Network members s. 22(1)(a)(ii) and s. 22(1)(a)(ii) participated in the department’s response to the APS Gender Equality Strategy.

STANDING SUBMISSION: STRATEGIC FOCUS
24. Customers Information: Changing Gender Markers
ADVANCED
3 points

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.

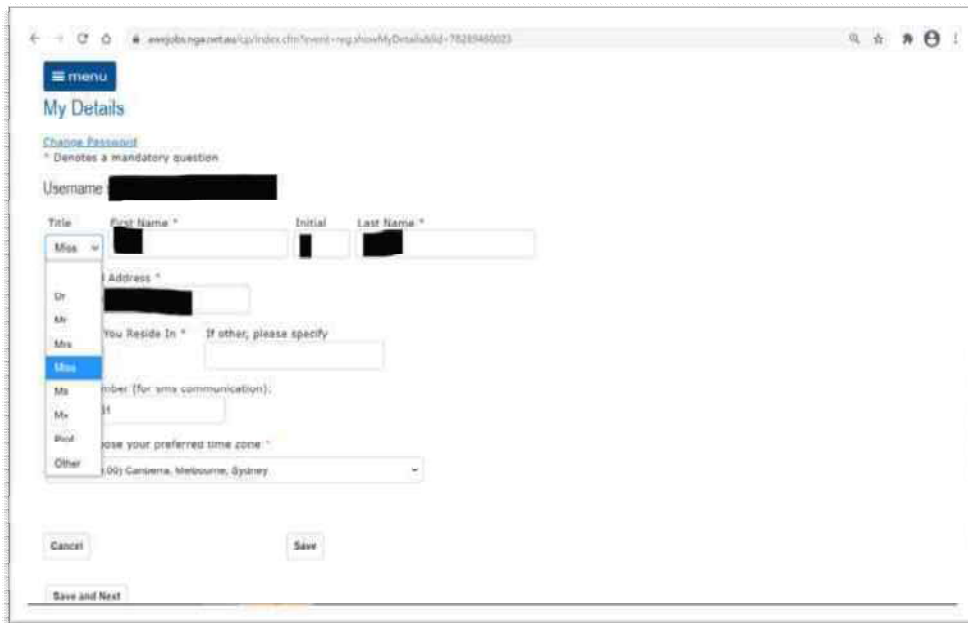
For full points, please provide either:

- a) a copy of the customer/service user documentation that outlines this or a screenshot of that information.
- b) evidence that you do not collect or have removed gender options or gendered information in your systems

Our customers/clients that access our systems can update personal information including their title by logging into their system profile and updating their details.

Submission Evidence:

Figure 75 – Screenshot of a recruitment profile outlining the available options for updating their title. Once selected, the customer saves the changed information in their profile and the gender title is automatically updated.



The screenshot shows a web browser window with the URL `www.pba.nga.gov.au/qa/index.cfm?event=reg.showMyDetails&id=75289460023`. The page title is "My Details" and there is a "Change Password" link. Below the "Username" field, there are input fields for "Title", "First Name", "Initial", and "Last Name". The "Title" dropdown menu is open, showing options: Miss (selected), Mr, Ms, Mx, and Other. Below the name fields is an "Address" field, followed by a "You Reside In" dropdown menu with the option "If other, please specify". At the bottom of the form are "Cancel" and "Save" buttons, and a "Save and Next" button at the very bottom.

**** 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 2020 calendar year. Points will not be allocated for work carried out in 2021.

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

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>Submission Evidence:</p> <p>We were an active member of Pride in Diversity in 2020 and have renewed our membership for 2021.</p>	

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY	FOUNDATION
2. Documented LGBTQ Strategy	Max. 3 points
<p>We have a documented LGBTQ inclusion strategy (or pillar within an overarching diversity strategy) in place for the assessed year that includes <u>clearly defined</u> LGBTQ targets and/or action plans.</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>	

Submission Evidence:

Attachment AQ2 – The department’s Inclusion Strategy 2019-21

Figure 1– Extract from the department’s Inclusion Strategy 2019-21, available on the department’s website and intranet

LGBTIQ Action Plan

This action plan details how we will:

- › create a culture where all employees feel safe and included, irrespective of their sexual orientation, gender identity or intersex status
- › ensure our employees are free to be their authentic self, without the need to guard their conversations due to fear of bias, labels or discrimination (Table 3).

TABLE 3 LGBTIQ Action Plan

Guiding theme	Action	Time frame	Responsibility
Opportunities —Attract and recruit diverse employees and ensure all employees are provided opportunities to build capability and contribute to our objectives.	Review and modify our policies and practices to ensure they are inclusive of people who identify as LGBTIQ and reflect the department as an employer of choice.	June 2020	Workforce and HR Strategy
	Culture —Foster an inclusive culture where our employees feel they can bring their authentic self to work.	Develop and implement gender affirmation guidelines to support employees transitioning in the workplace.	November 2019
Leadership —Our leaders drive business outcomes by being open-minded, flexible, encouraging innovation and modelling inclusive behaviours. Leaders address unacceptable behaviour to ensure the workplace is free from harassment, bullying and discrimination.	Deliver and participate in events and communication activities to raise LGBTIQ awareness and promote inclusion.	Ongoing	Workforce and HR Strategy, Communications, Pride Network
	Support employees to participate in significant events.	Ongoing	Workforce and HR Strategy, Pride Network
	Participate in the Australian Workplace Equality Index and improve our results by implementing recommendations against all categories and publishing the results.	Annually	Workforce and HR Strategy, Pride Network
	Improve capability of managers and human resources staff to support LGBTIQ employees.	December 2020	Workforce and HR Strategy

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY 3. LGBTQ Advisory Group	INTERMEDIATE Max. 4 points
<p>We have <i>established and promoted</i> an internal LGBTQ advisory group which has:</p> <ul style="list-style-type: none"> a) met specifically to identify areas requiring change or to work on projects requiring their expertise and guidance b) engaged with <i>the organisation</i> in efforts to implement change or complete allocated projects <p>Note: This group may be the leadership or a subset of your Employee Network, or a group within your organisation with distinct expertise in LGBTQ inclusion.</p> <p><i>For full points, please provide:</i></p> <ul style="list-style-type: none"> (a) evidence of how this group's expertise or counsel is promoted across the organisation (b) evidence of any meetings or work undertaken by this group throughout the assessed year 	
<p>Each of the department's inclusion networks, including our LGBTQ+ Pride network has a Network Leadership Group consisting of; Champion, co-Champion, Chair, Regional Chair and Secretariat (NLG). The NLG's are responsible for promoting and contributing to the department's strategic inclusion objectives. They play an active role in delivering inclusion events and recognising days of significance and other related celebrations. They assist in developing the networks work plan and intersect with other inclusion networks to deliver these initiatives, forming small project teams to improve the department's awareness of LGBTQ+ related matters.</p> <p>Submission Evidence:</p> <p><i>Attachment AQ3 - Staff-led Inclusion network guidelines</i></p> <p>The role of the NLG's are published in the network guidelines on the department's intranet site. Contact details for our Network Leadership Group, LGBTQ+ representatives and Diversity and Inclusion team are linked on our intranet site.</p> <p>We use our intranet as a platform to celebrate diversity, raise awareness and promote activities. Throughout the year we have accessed the department's virtual calendar to publish several articles promoting the networks activities and achievements. We also use our Inclusion Networks email distribution lists to communicate with the networks on topics of interest, days of significance and network activity. Our senior leadership teams are also included in these communications.</p> <p>Our LGBTQ+ Pride Network's annual report outlines the work undertaken in 2020 and lists our achievements and milestones. The annual report was circulated by the network Champion, James Larsen to all staff. The report was also distributed via email to of all of our inclusion networks, senior managers, Diversity and Inclusion team and LGBTQ+ Pride Network members.</p>	

Figure 2 – screenshot of email correspondence from the network co-Champion to the network members providing an update on the status of the 2020 work plan.

From: s. 22(1)(a)(ii) s. 22(1)(a)(ii) @awe.gov.au>

Sent: Friday, 9 October 2020 3:28 PM

To: s. 47E(d)

@agriculture.gov.au' s. 47E(d)

@agriculture.gov.au>

Subject: An update [SEC=OFFICIAL]

Hi Pride Network,

At the start of the year we developed a work plan for the pride network for the calendar year and we will publish a status update in mid-December.

Attached is the draft of the status update detailing what we have achieved so far this year and shows a few items left to complete. One addition to be added will be the appointment of network position when Diversity and Inclusion finalise the nomination and appointment process.

Please have a review and provide feedback. I do need to have input on what social event each state facilitated/organised.

Hopefully everybody has read the wonderful article about the appointment of James Larsen as our Pride Network champion. If no, here is the link.

<https://ausgovenvironment.sharepoint.com/sites/AWE-intranet/SitePages/Welcoming-James-as-our-Pride-Network-champion.aspx>

I met with James on 8 October 2020 and will organise a teams meeting in the next few weeks so James can introduce himself.

Finally, I have created content for nearly all of the Pride Network days of significance. These can be found at:

<https://ausgovenvironment.sharepoint.com/sites/PRIDE>

Regards

s. 22(1)(a)

Figure 4– Extract from the Staff-led Inclusion network guidelines outlining Chair and Regional Chair responsibilities

5.3 Chair / Regional Chair

Network Chairs and Regional Chairs will guide the network and play a key role in shaping its agenda and are the lead contacts to the network Champion. Each network will have one or more Chairs (Canberra and Regions) who are responsible for representing the network members. Where more than one chair is selected to represent a network, it is important that this group meet regularly to discuss current issues relating to their inclusion group, share information and discuss events as applicable.

The Network Chair / Regional Chair is responsible for:

- Convening network and formal meetings, including setting agendas
- Ensuring the network meets its terms of reference
- Where required arranging formal and informal events
- Establishing an annual workplan to drive actions to improve the reach, effectiveness, and visibility of the network across all regions of the department
- Representing and promoting the network internally and externally to the department
- Collaborating with other networks in the department

9

Staff-led Inclusion Network guidelines 2020

- Representing their region where required, including discussions with members and the Executive
- Acting as a point of contact for the network as required
- Working with the network to prepare an annual report outlining the networks achievements based on the initiatives identified in Attachment A and presented to the Inclusion Council through to the Secretary of the department. This will only be required where funding has been provided against a work plan. (see section [7. Reporting](#)).



NOTE: Workplans are to be aligned with the department’s Inclusion Strategy and Commonwealth diversity strategies.

Figure 5 – Extract from the department’s intranet with contact details for our Network Leadership Group, LGBTIQ+ representatives and Diversity and Inclusion team

Pride Network Leadership Team

The staff PRIDE network is supported by proactive leaders in the senior executive levels of our Department.

The leadership team for the Pride Network comprises: Mx James Larsen (Champion) s. 22(1)(a)(ii) s. 22(1)(a)(ii) (Co-Champion) and s. 22(1)(a)(ii) (Chairperson)

s. 47F(1) s. 22(1)(a)(ii)  James Larsen  s. 22(1)(a)(ii)

Further Information

For a confidential discussion regarding workplace inclusion, please contact the Pride Network Team and/or the Diversity and Inclusion team.

[James Larsen](#)

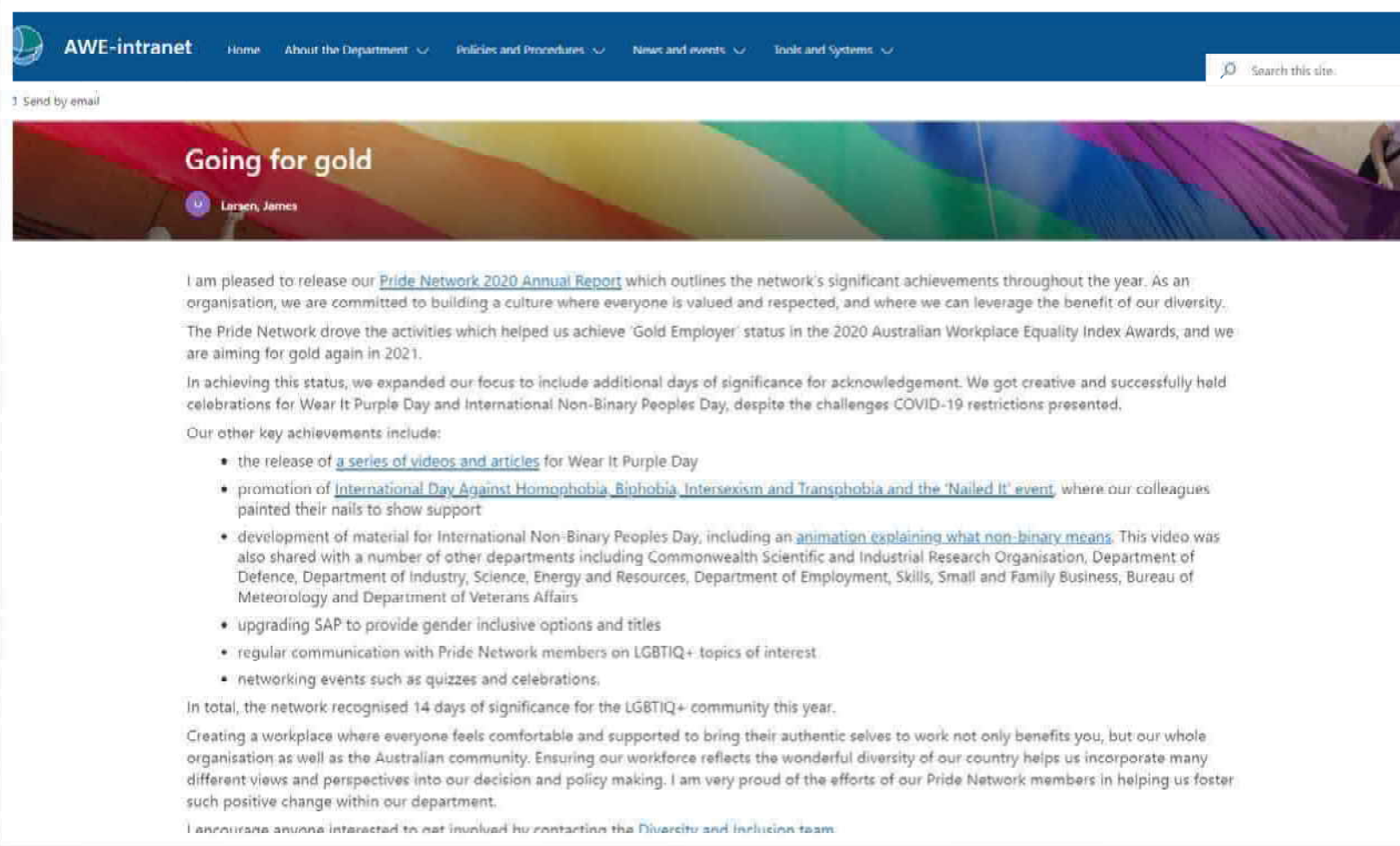
s. 22(1)(a)(ii)

s. 22(1)(a)(ii)

s. 22(1)(a)(ii)

[Diversity and Inclusion](#)

Figure 6 – Extract from the department’s intranet of our Champion celebrating and announcing our 2020 achievements for the LGBTIQ+ Pride Network



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1 Send by email

Going for gold

Larsen, James

I am pleased to release our [Pride Network 2020 Annual Report](#) which outlines the network’s significant achievements throughout the year. As an organisation, we are committed to building a culture where everyone is valued and respected, and where we can leverage the benefit of our diversity. The Pride Network drove the activities which helped us achieve ‘Gold Employer’ status in the 2020 Australian Workplace Equality Index Awards, and we are aiming for gold again in 2021.

In achieving this status, we expanded our focus to include additional days of significance for acknowledgement. We got creative and successfully held celebrations for Wear It Purple Day and International Non-Binary Peoples Day, despite the challenges COVID-19 restrictions presented.

Our other key achievements include:

- the release of [a series of videos and articles](#) for Wear It Purple Day
- promotion of [International Day Against Homophobia, Biphobia, Intersexism and Transphobia](#) and the ‘Nailed It’ event, where our colleagues painted their nails to show support
- development of material for International Non-Binary Peoples Day, including an [animation explaining what non-binary means](#). This video was also shared with a number of other departments including Commonwealth Scientific and Industrial Research Organisation, Department of Defence, Department of Industry, Science, Energy and Resources, Department of Employment, Skills, Small and Family Business, Bureau of Meteorology and Department of Veterans Affairs
- upgrading SAP to provide gender inclusive options and titles
- regular communication with Pride Network members on LGBTIQ+ topics of interest
- networking events such as quizzes and celebrations.

In total, the network recognised 14 days of significance for the LGBTIQ+ community this year.

Creating a workplace where everyone feels comfortable and supported to bring their authentic selves to work not only benefits you, but our whole organisation as well as the Australian community. Ensuring our workforce reflects the wonderful diversity of our country helps us incorporate many different views and perspectives into our decision and policy making. I am very proud of the efforts of our Pride Network members in helping us foster such positive change within our department.

I encourage anyone interested to get involved by contacting the [Diversity and Inclusion team](#)

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY **INTERMEDIATE**
2 points

4. LGBTQ Inclusion Reporting

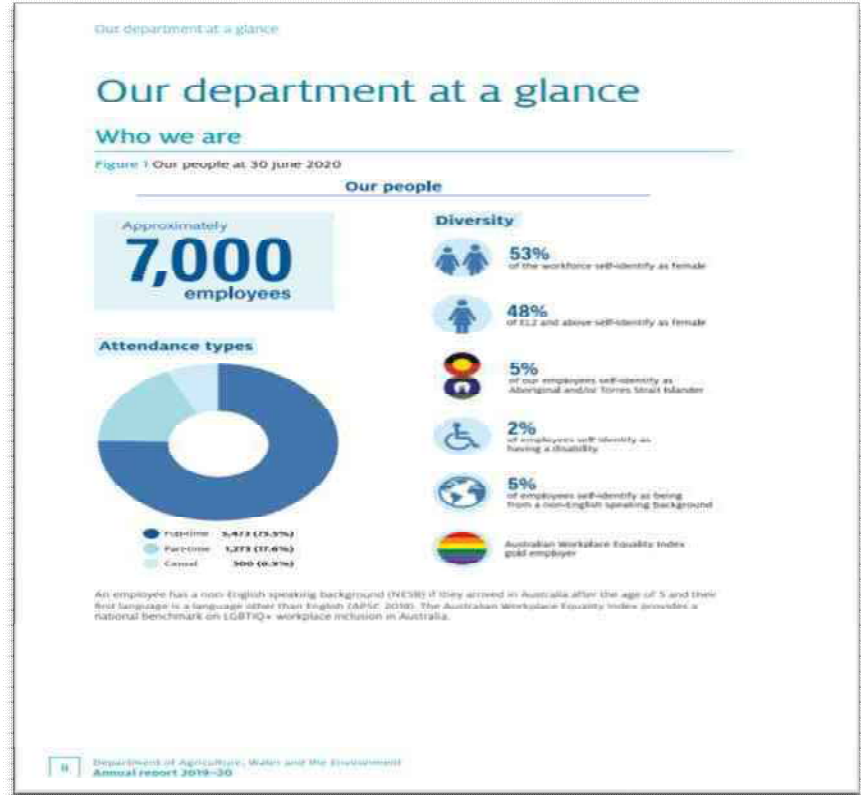
Within the assessed calendar year, we have published a report on our LGBTQ inclusion work. This may be within annual reports, CSR documentation or equivalent public facing documentation.

Note: This report may include work prior to the assessed year, however the report must be published within 2020.

On 1 February 2020, we began operating as a new department bringing together people from the former Department of the Environment and Energy (DoEE) and the former Department of Agriculture into one large diverse workforce.

Submission Evidence:
Link - The Department of Agriculture, Water and the Environment Annual Report 2019-20: <https://www.awe.gov.au/sites/default/files/2020-10/annual-report-2019-20-awe-oct-2020.pdf>

Figure 7 – Extracts from the Department of Agriculture, Water and the Environment Annual Report 2019-2020



Supporting a diverse workplace

Having a large and diverse workforce enables our department to support Australians by ensuring that we reflect the communities that we serve. We are developing a new Inclusion Strategy that will embed inclusion in all that we do. Its implementation will ensure every employee can contribute and bring their authentic self to work.

In addition, we are developing action plans to implement the Commonwealth's Aboriginal and Torres Strait Islander Workforce Strategy 2020–24, Disability Strategy and Gender Equity Strategy. Our Inclusion Strategy will complement these APS-wide strategies.

This work builds on the commitment of our former departments to support our diverse workforce. In June 2020 we celebrated achieving 'Gold' status in the Australian Workplace Equality Index, recognising our ongoing commitment to building an inclusive workplace for our LGBTIQ+ colleagues.

We have also started developing the new department's first Reconciliation Action Plan 2021–24 (RAP). We play a key role in protecting Australia's natural resources and way of life, and Aboriginal and Torres Strait Islander peoples are central to our work.

We want to highlight this link clearly in our RAP, to support our goal to be an employer of choice for Aboriginal and Torres Strait Islander peoples, and for staff within the department to have a high degree of cultural capability. We aim to develop and implement policies and programs through collaboration and co-design with Aboriginal and Torres Strait Islander staff and communities.

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY **INTERMEDIATE**
2 points

5. Media Coverage

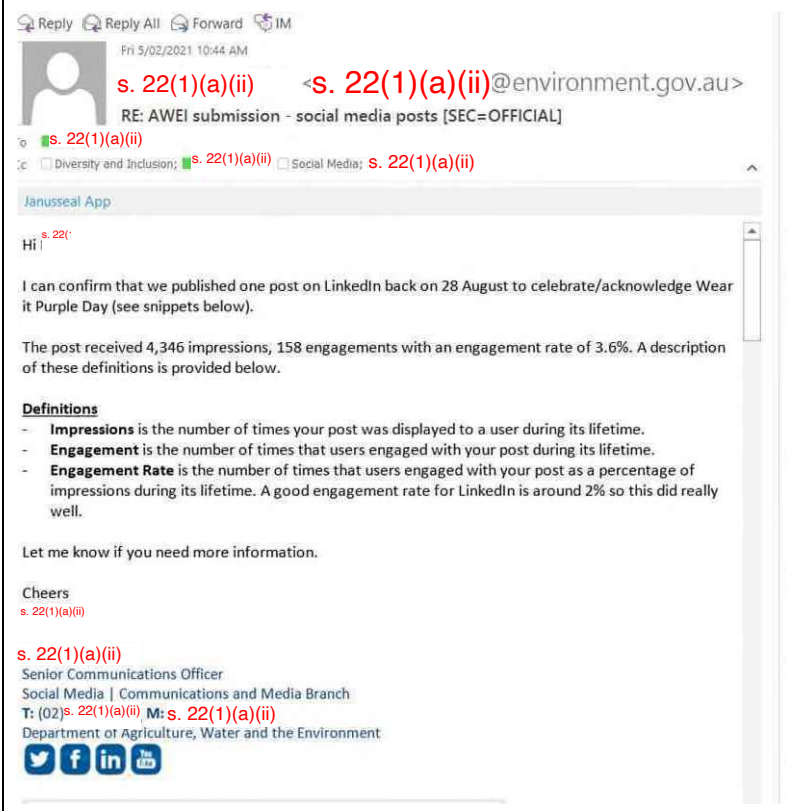
Our work in LGBTQ inclusion has been covered by an independent source (not internally written or published) within the assessed calendar year.

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.


Please provide evidence of how your LGBTQ inclusion work has been recognised by an independent source: screenshot, URL, image or insert attachment.

Evidence:

Figure 8 – screenshot of email from media team with external coverage of Wear it Purple day 2020 on linkedin.



Posted by Brenda Brodrick • 8/28/2020 • Sponsor now



Australian Department of Agriculture, Water and the Environment
25,534 followers

Get your PURPLE on today for Wear it Purple Day!

Wear it Purple Day is about being proud of who you are regardless of sex, sexuality and gender identity.

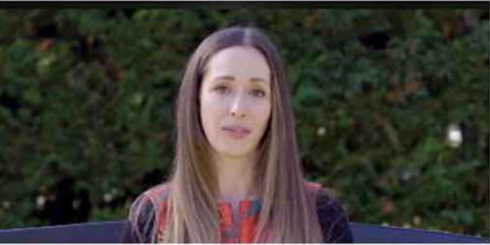
Our department is committed to supporting a workplace culture that fosters inclusiveness, builds respect, promotes diversity and embraces the unique skills and qualities of all our employees.


Today we celebrate the contribution of members of our workforce who identify as LGBTIQ+ and promote the message of Wear it Purple day; you have the right to be proud of who you are.

Hear from our colleague Rebecca who talks about what being part of an inclusive workplace means to her.
 Be part of the a movement that has the potential to save thousands of lives.

Who are you wearing purple for this week? To find out how you can be part of this year's theme 'We are the Change' today and everyday visit wearitpurple.org


#diversity #inclusion #wearitpurple #equality #wearethechange





Australian Department of Agricul...
Fri 28/8/2020 12:00 pm AEST

Get your PURPLE on today for Wear it Purple Day!
 Wear it Purple Day is about being proud of who you are regardless of sex, sexuality and gender...



Video Views	1,225
Impressions	4,346
Engagements	158

Figure 9 – screenshot of AWEI employer ranking 2020

2020 PLATINUM TIER RECOGNITION

Platinum Employer recognition acknowledges the highest levels of performance within the AWEI over a sustained period of time. Employers must first qualify for Platinum by achieving an AWEI score within the Gold Tier range at least four out of the last five consecutive years; or be awarded Employer of the Year twice within that period. At qualification, an employer may choose to work on a project or submit once again for the AWEI. Only on successful completion of the project or AWEI submission within the Gold Tier range will the official Platinum status be awarded.

Once awarded, Platinum Employer recognition must be maintained. While maintaining Platinum status, employers can choose to submit the AWEI as per usual or alternate AWEI submissions with project work.

Should Platinum Employers choose to alternate projects and submissions, the actual reporting cycle of the AWEI reduces to once every three years due to projects taking up two reporting cycles (one during project completion and the other during project submission). Should an employer not deliver on the project or not be placed within the Gold Tier, the employer will revert to the employer tier determined by their score, unless they still meet the 4 out of 5 year validation rule.

Should an employer default on Platinum one year, they do not need to requalify. Simply meeting the criteria of Platinum again will see them regain their full Platinum Status.

2020 GOLD TIER RECOGNITION

Gold recognition is the highest recognition obtainable for the current year outside of the longevity of top employer status obtained within the Platinum Tier. Gold Employers have obtained the highest scores within the AWEI. This recognition is indicative of a substantial amount of work and activity in the area of LGBTQ inclusion over the index year as assessed by the current benchmark and in comparison to all submitting employers. Gold recognition is an outstanding achievement and organisations that obtain this recognition should be applauded for their level of activity within the given year. Gold Employer status equates to the top 10% of all submissions.

STANDARD EMPLOYER

- AGL Energy
- Brisbane City Council
- Capgemini
- Clayton Utz
- CSIRO
- Deloitte Australia
- Department of Agriculture
- IBM
- J.P. Morgan
- NAB
- Queensland Department of Education
- QBE Insurance Australia
- RMIT University
- cbc

ADVANCED
Max. 3 points

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

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

- 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.

Our department is an Equal Opportunity Employer and provides the same opportunities for employment, advancement, and benefits to everyone. Building a culture of inclusion and acceptance is a top priority for our department promoting diversity and inclusion throughout our recruitment processes. We have a dedicated team available to LGBTQ+ people who enquire about recruitment and working at the department. As a Commonwealth government agency, we are bound by the legislation and policies within the Australian Public Service relating to our recruitment and procurement processes.

Figure 10 – Extracts from our recruitment page. Our department promotes gender equality as part of our culture.

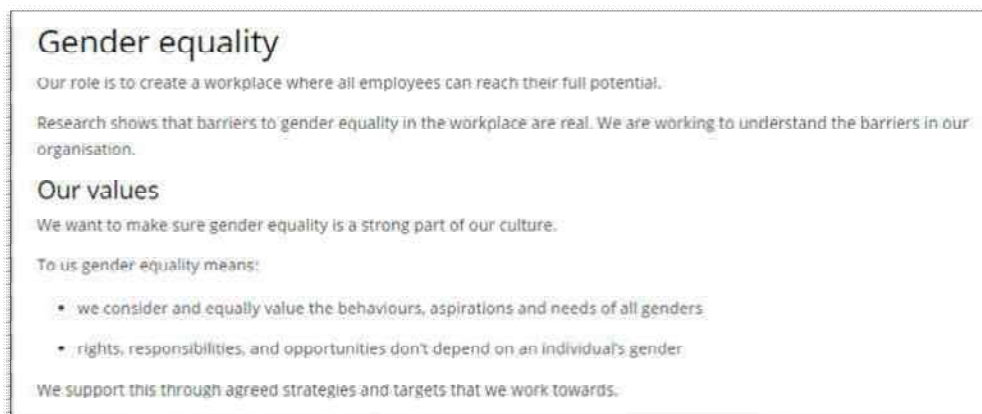


Figure 11 – Diversity and inclusion, gender equity and employment benefits extracts from the department’s recruitment pages on the external website

Salary and conditions

Find out more about [benefits and conditions](#) for staff. This includes:

- pay scales
- leave and flexible work arrangements
- superannuation
- diversity and inclusion
- learning and development

Figure 12 – Extract from the department’s website on the graduate program recruitment page

Our commitment to diversity

Our vision is to foster a workplace where employees feel included and valued. We want all staff to have access to opportunities and resources that support full participation at work.

We embrace the variety of experiences, skills and perspectives that people bring to the workplace. We want to harness these to achieve our objectives.

Our employees bring unique perspectives to the workplace. This can include how they identify in relation to age, caring responsibilities, cultural background, disability, gender, Indigenous background, sexual orientation and socio-economic background.

Our Employee Networks play a key role in promoting an inclusive workplace. In our 5 networks, identifying staff and allies can:

- share experiences
- build relationships
- promote awareness of diversity through events and other initiatives.

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY 7. Executive Leadership Representation	ADVANCED 2 points
<p>We currently have openly LGBTQ identifying people 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>s. 22(1)(a)(ii) is the Director of Payroll in the Financial Operations Branch. He is an active member of the Diversity Inclusion Council and is the co-Champion of the LGBTIQ+ Pride Network.</p>	
<p>^{s. 22(1)(e)} is a role model for the department and is committed to creating an inclusive and collaborative workplace. At the end of January this year, ^{s. 22(1)(e)} was the recipient of the 2020 Secretary’s Award for Inclusion in recognition for promoting the LGBTIQ+ Pride Network and LGBTIQ+ inclusion in practical and effective ways.</p>	
<p>His story is available to all employees on the department’s intranet.</p>	
<p>Submission Evidence: Figure 13 – ^{s. 22(1)(a)} story, available on the department’s intranet</p>	

AWE-intranet Home About the Department Policies and Procedures News and events Tools and Systems Search this site

Send by email

Be purple and be proud

WE ARE THE CHANGERS

Friday, 28 August is Wear It Purple Day. A day to foster and celebrate diversity and pride.

Many LGBTQ+ employees do not always think the workplace is a safe space to openly identify. "Coming Out" can be a stressful ongoing process in an LGBTQ+ employee's working life.

s. 22(1)(a)(ii) Chair of the Pride Network is a valued staff member with our department and due to experiences in the past hid his true self.

Here is his story.

s. 47F(1)

Welcome to In AWE

We will be bringing you new stories about your colleagues and their achievements a few times a week.

Check out our previous *In AWE* stories.

Want to get involved?

Send your story ideas and photographs to the Communication team.

Figure 1 s. 22(1)(a) wearing his smock

s. 47F(1)

Figure 2 s. 47F(1) on his wedding day waiting for the helicopter to take him to his wedding.

s. 22(1)(a)(ii) has been instrumental in pulling together the Wear It Purple Day videos that we've been featuring each day this week. His involvement behind the scenes is a testament to his advocacy for an inclusive workplace.

At work it is up to you whether to disclose your LGBTQ+ status. If you are thinking about coming out at work the [Human Rights Campaign website](#) has some practical steps to help you.

More information:

- Today your LGBTQ+ staff and allies have released a new video talking about diversity and inclusion—watch them [here](#).
- If you need to talk to someone, the department's Employee Assistance Program provider, SMG Health, understands the unique challenges faced by LGBTQ+ people in the workplace – search EAP on the intranet.
- Search under LGBTQ+ on the intranet to read more about our commitment to workplace diversity and inclusion.
- If you would like to become a member of an inclusion group like the LGBTQ+ Pride Network Please email the [Diversity and Inclusion](#) team to join the network.

18 people liked this Save for later

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY

8. LGBTQ Inclusion Promotion

We can show evidence of promoting our commitment to LGBTQ inclusion in up to two of the following areas:

- pitching for business or contracts
- engaging with potential clients/customers
- applying for funding
- engaging with strategic partners or key external stakeholders

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.

Our Australian Antarctic Division reached the world via Facebook and Twitter to promote and celebrate the inaugural Polar Pride day on 18 November 2020. Polar Pride supports the diversity of everyone involved in Polar affairs.

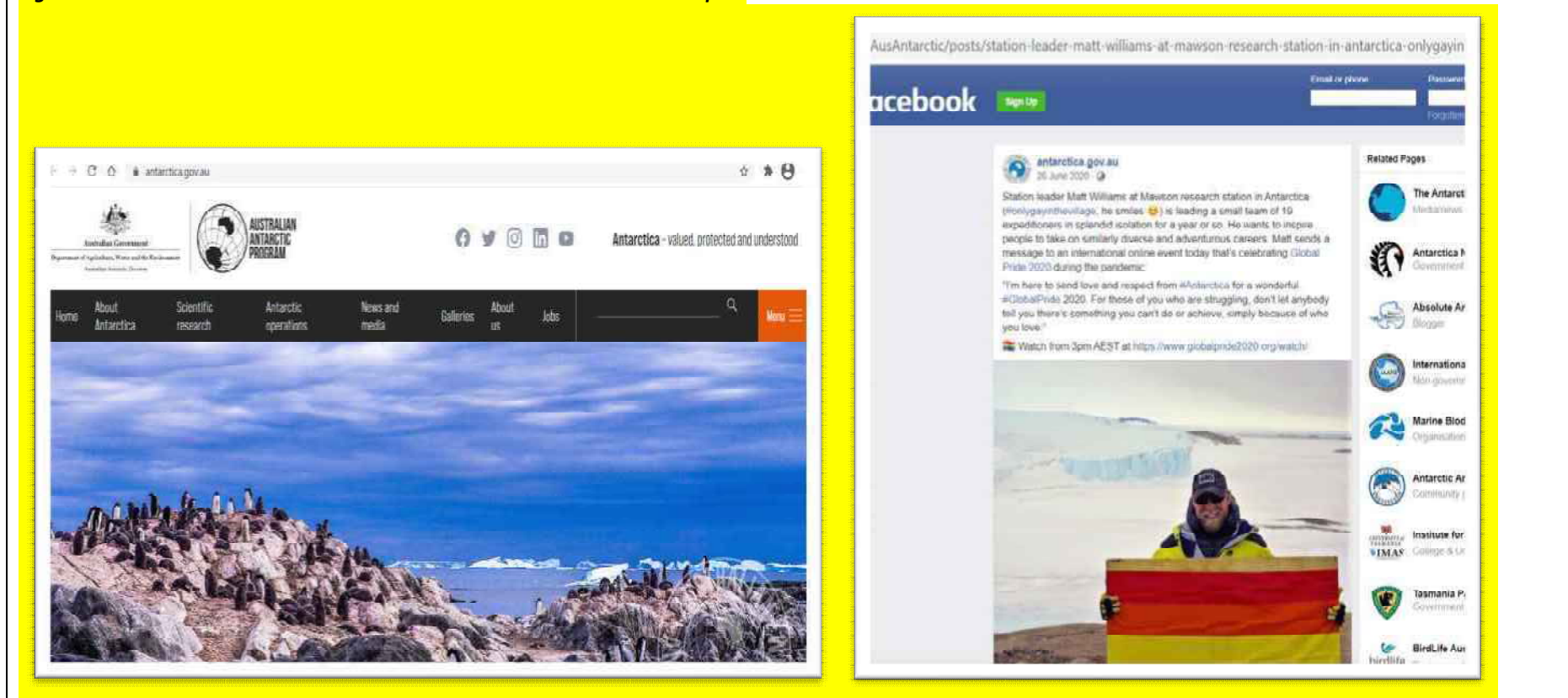
Our department supported key stakeholders by sharing our ‘Supporting Non-Binary People’ video to enhance education about non-binary topics including:

- What is non-binary
- What is gender
- Inclusion, acceptance and understanding
- Using inclusive language and examples of what is inclusive language.

Our stakeholders included the Commonwealth Scientific and Industrial Research Organisation, Department of Defence, Department of Industry, Science, Energy and Resources, Department of Employment, Skills, Small and Family Business, Bureau of Meteorology and the Department of Veterans Affairs.

Submission Evidence:

Attachment AQ8 - Email containing the supporting non-binary people video
Figure 14- Australian Antarctic Division Polar Pride Tweets and Facebook post



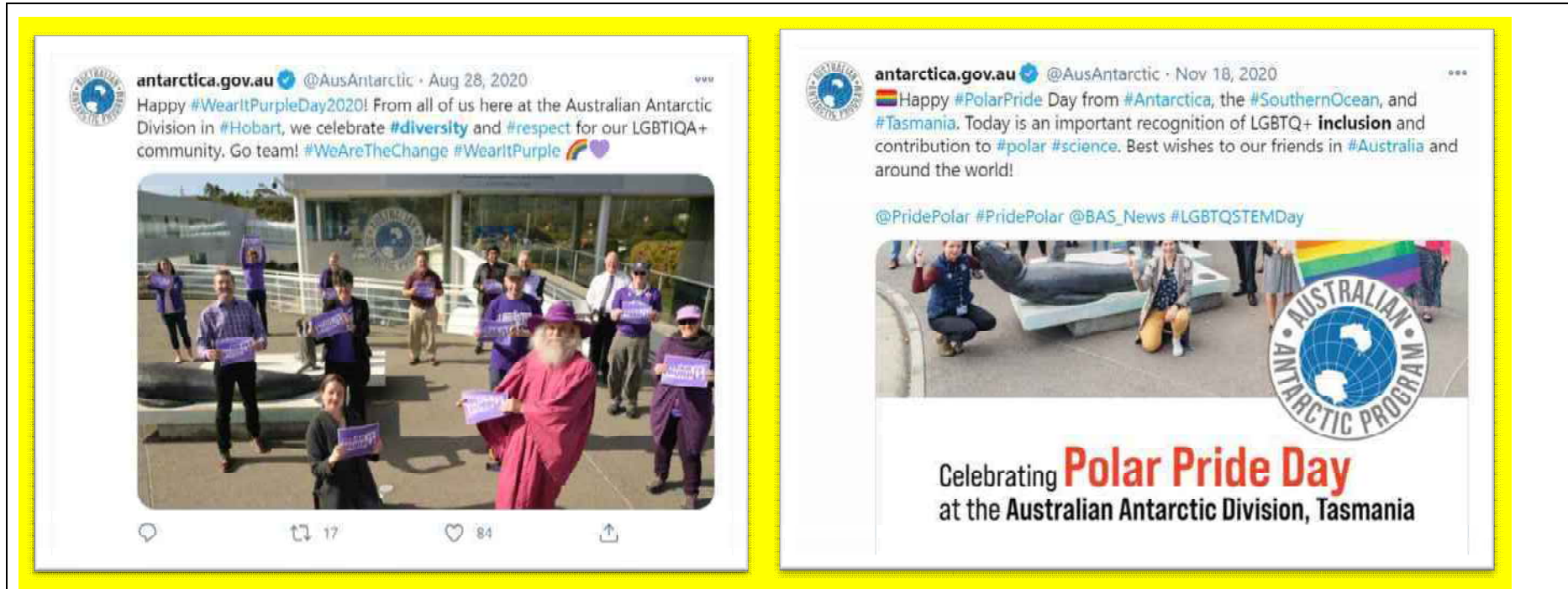


Figure 15 – Extract from the LGBTIQ+ Pride Network 2020 Annual Report with Polar Pride details

Polar Pride 2020
 The inaugural Polar Pride day was celebrated by the Antarctic community around the world on 18 November 2020. The day coincides with the international day of LGBTIQ+ people in STEM (Science, Technology, Engineering and Mathematics) for 2020. Polar Pride aims to celebrate and support the diversity of everyone involved in Polar affairs.

Mr Matthew Williams is the Station Leader for Mawson research station.

- <https://www.facebook.com/AusAntarctic/posts/station-leader-matt-williams-at-mawson-research-station-in-antarctica-onlygayint/3264283946923266/>

Facebook
 Antarctica.gov.au – post on 17 November 2020

Department of Agriculture 7

Australian Government
 Department of Agriculture,
 Water and the Environment

- #polarpride

Twitter
 Pride in Polar Research - @PridePolar

- #pridepolar
- #queerstem
- #prideinstem

Figure 16 – Extract from the LGBTIQ+ Pride network 2020 annual report, details about supporting other department’s

Supporting other departments

International Non-Binary Peoples Day

The department’s Learning and Development team created an animated video, titled Supporting Non-Binary People. This educational video drew upon the content the department developed for International Non-Binary Peoples day. Key topics covered in this video included:

- What is non-binary
- What is gender
- Inclusion, acceptance and understanding
- Using inclusive language and examples of what is inclusive language.

This video was shared with the:

- Commonwealth Scientific and Industrial Research Organisation
- Department of Defence
- Department of Industry, Science, Energy and Resources
- Department of Employment, Skills, Small and Family Business
- Bureau of Meteorology
- Department of Veterans Affairs

The team responsible for the video included:

- s. 22(1)(a)(ii)- Designed, developed, edited and published
- s. 22(1)(a)(ii)s. 22(1)(a)(ii) and s. 22(1)(a)(ii)- Script
- s. 22(1)(a)(ii) – Sound Director
- s. 22(1)(a)(ii) – Voice over

Other support

The department has assisted the Department of Veterans Affairs with their Pride Network in 2020. The following information was provided to assist them:

- 2019 Work plan and Work plan status update
- 2020 Work plan
- Copies of all communication issued during the year
- Copies of all intranet content developed for LGBTIQ+ days of significance.

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.)

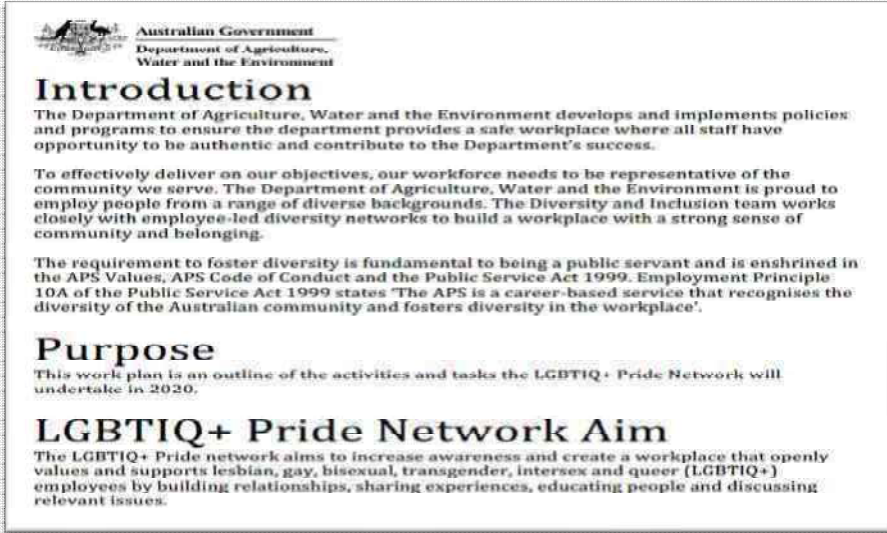
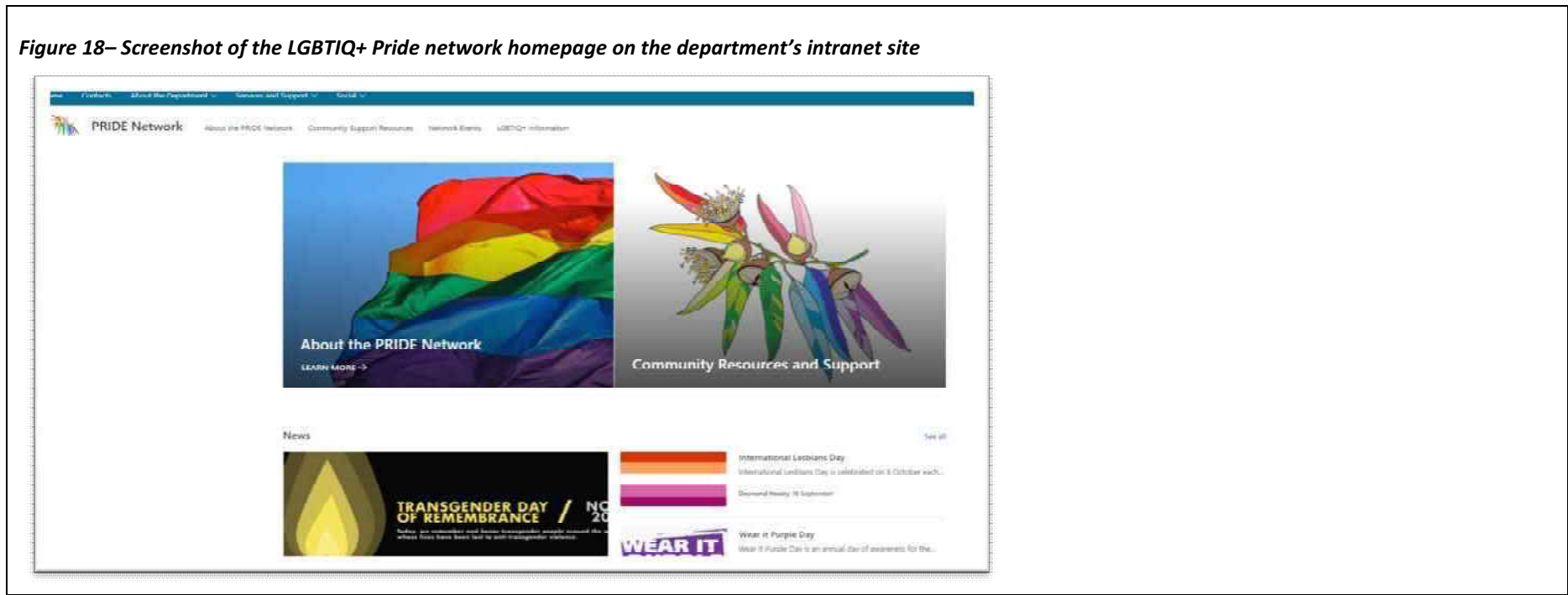
ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS	FOUNDATION
9. LGBTQ Employee Network	Max. 2 points
<p>Within the assessed calendar year, we have <i>either</i>:</p> <ul style="list-style-type: none"> a) made progress towards the launch or establishment of an LGBTQ employee network b) an established 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. If you have an existing network, please provide a copy of the network's charter/purpose.</i></p>	
<p>Submission Evidence:</p> <p><i>Attachment AQ9 – LGBTIQ+ Pride network work plan</i></p> <p><i>Attachment AQ9 – LGBTIQ+ Pride network work plan – status update</i></p> <p><i>Attachment AQ9 – Staff-led Inclusion network guidelines</i></p> <p><i>Figure 17 –20 Extract from the department's LGBTIQ+ Pride network work plan</i></p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;">  <p>The screenshot shows the following text:</p> <p>Australian Government Department of Agriculture, Water and the Environment</p> <p>Introduction</p> <p>The Department of Agriculture, Water and the Environment develops and implements policies and programs to ensure the department provides a safe workplace where all staff have opportunity to be authentic and contribute to the Department's success.</p> <p>To effectively deliver on our objectives, our workforce needs to be representative of the community we serve. The Department of Agriculture, Water and the Environment is proud to employ people from a range of diverse backgrounds. The Diversity and Inclusion team works closely with employee-led diversity networks to build a workplace with a strong sense of community and belonging.</p> <p>The requirement to foster diversity is fundamental to being a public servant and is enshrined in the APS Values, APS Code of Conduct and the Public Service Act 1999. Employment Principle 10A of the Public Service Act 1999 states 'The APS is a career-based service that recognises the diversity of the Australian community and fosters diversity in the workplace'.</p> <p>Purpose</p> <p>This work plan is an outline of the activities and tasks the LGBTIQ+ Pride Network will undertake in 2020.</p> <p>LGBTIQ+ Pride Network Aim</p> <p>The LGBTIQ+ Pride network aims to increase awareness and create a workplace that openly values and supports lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) employees by building relationships, sharing experiences, educating people and discussing relevant issues.</p> </div>	

Figure 18– Screenshot of the LGBTIQ+ Pride network homepage on the department’s intranet site



ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

10. Network Leadership Structure

- Our employee network has a clearly articulated leadership structure with:**
- a) clear roles and/or responsibilities for those involved
 - b) an HR or Diversity representative as part of the leadership structure

For full points, please provide:

- (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 department's Staff-led Inclusion Network Guidelines clearly outlines the roles and responsibilities of the network leadership group positions. Each of the networks have a designated representative from the Diversity and Inclusion team to support the Network Leadership Group and members of the network.

Submission Evidence:

Attachment AQ10 – Staff-led Inclusion network guidelines

Figure 19 - Extract from the department's intranet news announcing the department's networks and new Champions

Connecting with our Inclusion Networks

s. 47F(1)

We've now established our Inclusion Networks and new champions, who have come together to support and advocate for an inclusive culture for our department.

These networks cover Aboriginal and Torres Strait Islander employees, cultural and linguistically diverse, pride, gender equity, care and ability, and mental health awareness.

We now have Diversity and Inclusion team members who are responsible for supporting each network.

If you are interested in getting involved you can become a network member and contribute to creating an inclusive and supportive culture for our department.

Get in touch with the relevant Diversity and Inclusion team contact to find out more

Network	Champion	Co-champion	Inclusion Officer
Indigenous staff / Aboriginal and Torres Strait Islander Employee Network	Lyn O'Connell	Wayne See Kee	s. 22(1)(a)(ii)
Culturally and Linguistically Diverse Network	Dean Knudson	Ian Scensor	s. 22(1)(a)(ii)
Pride Network	James Larsen	s. 22(1)(a)(ii)	s. 22(1)(a)(ii)
Gender Equity Network	Cindy Briscoe	Kim Ellis	s. 22(1)(a)(ii)
Care and Ability Network	Rosemary Deininger	Stephen Oxley	s. 22(1)(a)(ii)
Mental Health Awareness Network	David Haziehurst	Colin Hunter	s. 22(1)(a)(ii)

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

11. Network Strategy / Work Plan

Our network has in place its own strategy (or a work plan contributing to the organisation’s LGBTQ inclusion strategy) and has reported progress against clearly defined action plans, timelines and/or deliverables within the assessed year.

For full points, please provide all of the following:

- (a) a copy of your **network** strategy or component of the strategy that the network has been working on within the assessed year*
- (b) a copy of action plans and timelines utilised*
- (c) a copy of the latest progress report*

The department’s LGBTQ+ Pride network 2020 work plan and status update outlines the network activities and tasks for 2020.

Submission Evidence:

Attachment AQ11 – LGBTQ+ Pride network work plan

Attachment AQ11 – LGBTQ+ Pride network work plan – status update

Figure 20 –21 Extract from the department’s LGBTQ+ Pride network work plan



ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

**INTERMEDIATE
Max. 2 points**

12. Orientation / On-boarding

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*

All new employees to the department are required to complete induction training within their first 2 months. As part of this e-learning package we have a workplace diversity and inclusion module. This module includes the legislation, the department’s Inclusion Strategy 2019-21, policies and procedures associated with inclusion as well as introducing the inclusion networks.

We also present at our yearly graduate program induction. Our inclusion network representatives present in a panel providing information on each of our 7 employee networks and the benefits of joining an inclusion network. They also respond to any questions from the graduates on the networks and their views on departmental inclusion more broadly.

Submission Evidence:

Figure 21 – Screenshot of our diversity e-learning packages available on Learnhub

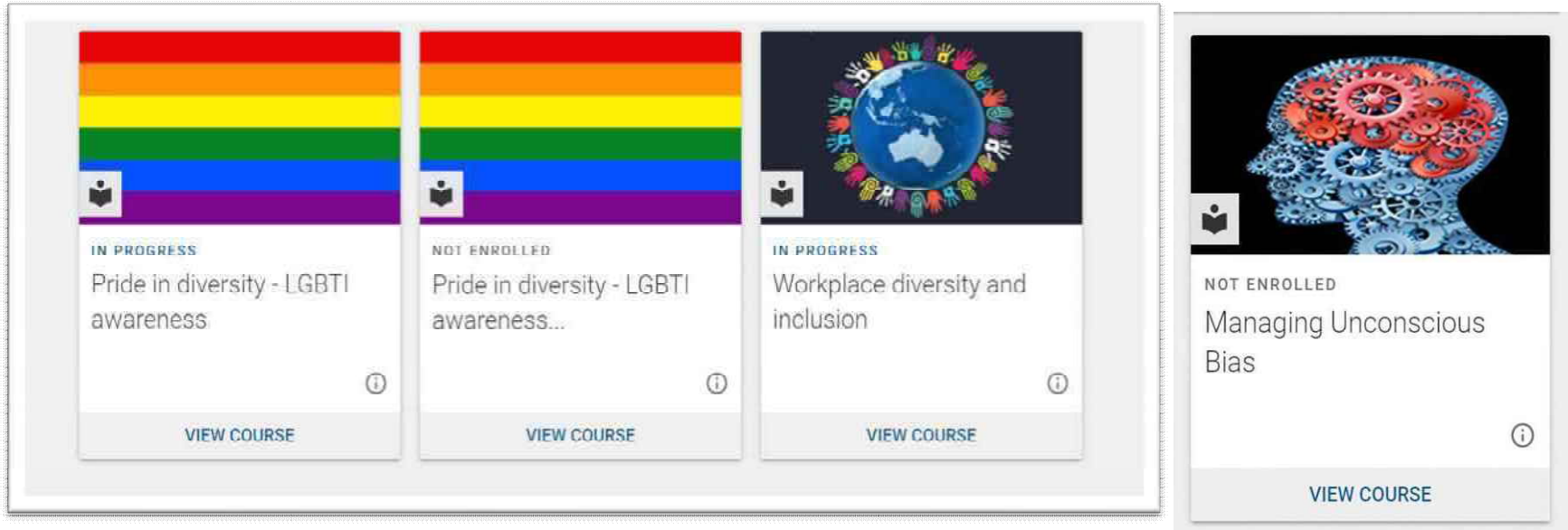
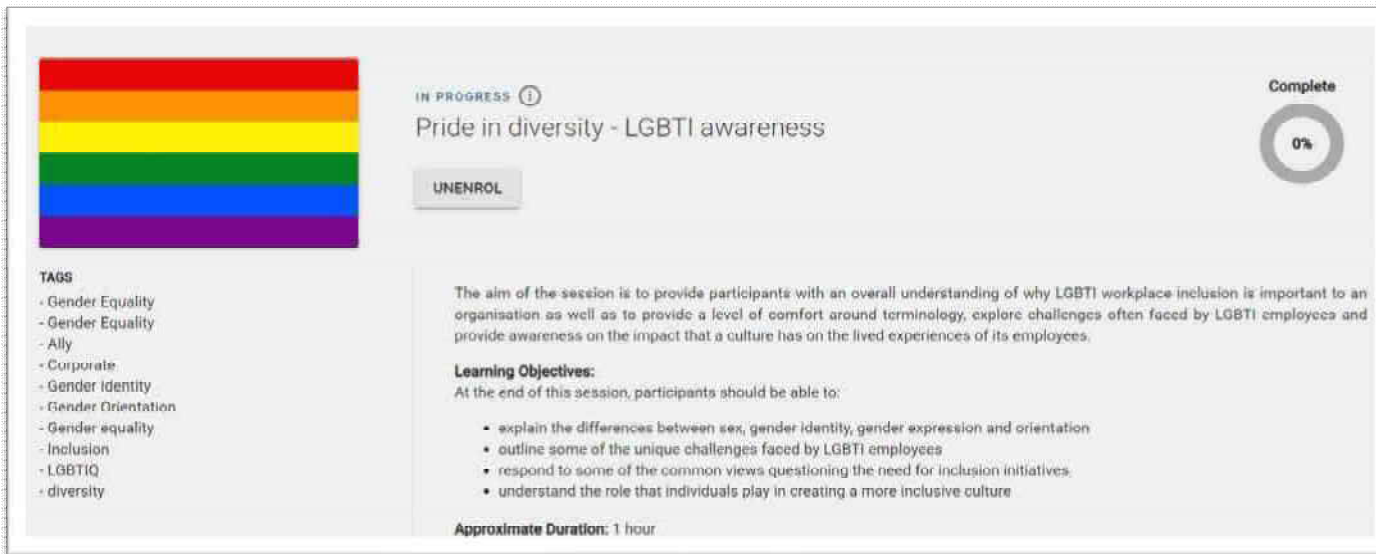


Figure 22 – Screenshots of course outlines and pages from elearning modules



IN PROGRESS ⓘ

Pride in diversity - LGBTI awareness

UNENROL

Complete
0%

TAGS

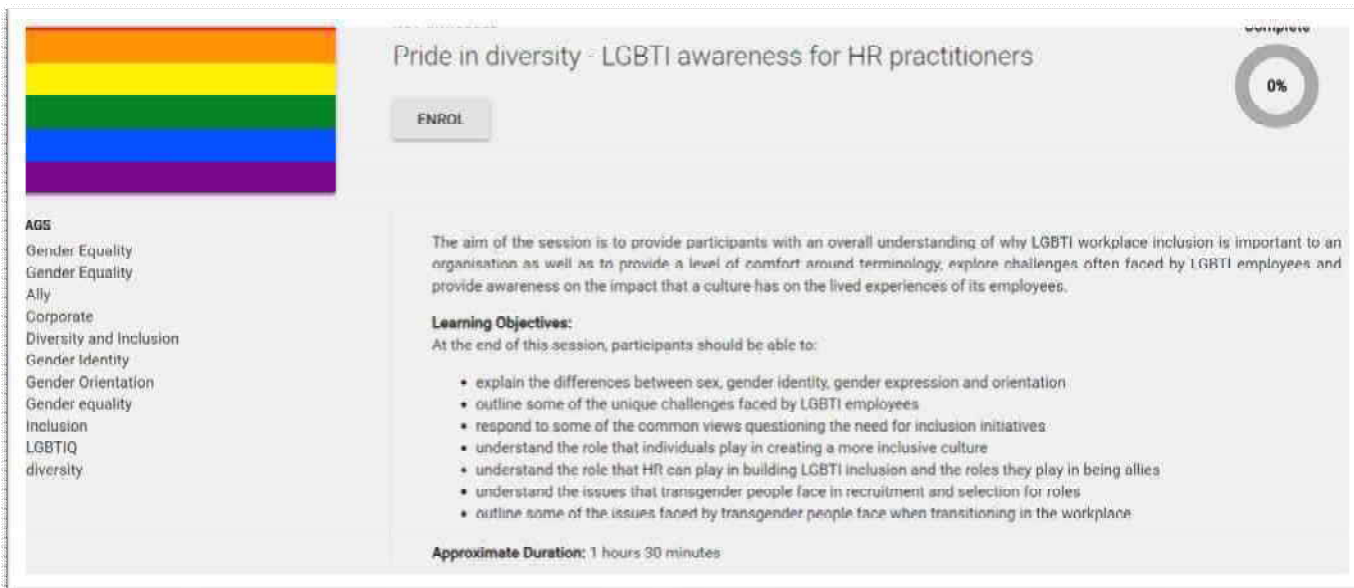
- Gender Equality
- Gender Equality
- Ally
- Corporate
- Gender Identity
- Gender Orientation
- Gender equality
- Inclusion
- LGBTIQ
- diversity

The aim of the session is to provide participants with an overall understanding of why LGBTI workplace inclusion is important to an organisation as well as to provide a level of comfort around terminology, explore challenges often faced by LGBTI employees and provide awareness on the impact that a culture has on the lived experiences of its employees.

Learning Objectives:
At the end of this session, participants should be able to:

- explain the differences between sex, gender identity, gender expression and orientation
- outline some of the unique challenges faced by LGBTI employees
- respond to some of the common views questioning the need for inclusion initiatives.
- understand the role that individuals play in creating a more inclusive culture

Approximate Duration: 1 hour



ENROL

Complete
0%

Pride in diversity - LGBTI awareness for HR practitioners

ENROL

AGS

- Gender Equality
- Gender Equality
- Ally
- Corporate
- Diversity and Inclusion
- Gender Identity
- Gender Orientation
- Gender equality
- Inclusion
- LGBTIQ
- diversity

The aim of the session is to provide participants with an overall understanding of why LGBTI workplace inclusion is important to an organisation as well as to provide a level of comfort around terminology, explore challenges often faced by LGBTI employees and provide awareness on the impact that a culture has on the lived experiences of its employees.

Learning Objectives:
At the end of this session, participants should be able to:

- explain the differences between sex, gender identity, gender expression and orientation
- outline some of the unique challenges faced by LGBTI employees
- respond to some of the common views questioning the need for inclusion initiatives
- understand the role that individuals play in creating a more inclusive culture
- understand the role that HR can play in building LGBTI inclusion and the roles they play in being allies
- understand the issues that transgender people face in recruitment and selection for roles
- outline some of the issues faced by transgender people face when transitioning in the workplace

Approximate Duration: 1 hours 30 minutes

Topic 6 - Diversity Reporting Home | Go to | Help

Introduction to Topic 6

In this topic you will learn about the department's submission to the Australian Workplace Equality Index (AWEI), the Australian Government Guidelines on the Recognition of Sex and Gender and how to complete your diversity details in Aurion (the department's Human Resource Information System).

You'll also read a case study which explains how these diversity statistics benefit the department and all employees.

Page 2 of 9 BACK | NEXT

Topic 6 - Diversity Reporting Home | Go to | Help

Department's Submission to the Australian Workplace Equality Index (AWEI)

The department is a member of Pride in Diversity, Australia's only non-for-profit employer support program for all aspects of Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) workplace inclusion.

The department is committed to fostering an inclusive workplace culture that embraces the unique identities and perspectives of our staff and the contribution they make to our department. In making this commitment, the department participates in the Australian Workplace Equality Index (AWEI) through Pride in Diversity.

The AWEI is the only definitive national benchmark on LGBTI workplace inclusion and comprises the largest and only national employee survey. The Index drives best practice in Australia and sets a comparative benchmark across all sectors.

Using the AWEI, the department reports on its LGBTI inclusion activities to Pride in Diversity to measure effectiveness, drive best practice and build an inclusive workplace.



Page 3 of 9 BACK | NEXT

Topic 6 - Diversity Reporting Home | Go to | Help

Australian Government Guidelines on the Recognition of Sex and Gender

From **1 July 2016**, The Australian Government Guidelines on the Recognition of Sex and Gender apply a consistent standard to:

- outline a consistent sex and gender classification system for Australian Government records
- outline a consistent standard of evidence for people to change or establish sex and/or gender on personal records, and
- support the consistent collection and sharing of sex and/or gender information across Australian Government departments and agencies.

When entering data to do with an individual's gender into any departmental systems, or if administering any forms or templates that ask an individual to nominate their gender, the following terminology **must be used**:

Gender Category	Definition
M	Male
F	Female
X	Indeterminate/Intersex/Unspecified

Page 4 of 9 ← BACK | NEXT →

Topic 6 - Diversity Reporting Home | Go to | Help

Key points to remember from Topic 6 - Diversity Reporting

- By recognising the unique diversity, skills and qualities you have, we can develop a culturally appropriate, safe, equitable and inclusive working environment.
- The department participates in Australian Workplace Equality Index (AWEI) to measure the effectiveness of its LGBTIQ inclusion activities, to drive best practice and ensure an inclusive workplace.
- The Australian Government Guidelines on the Recognition of Sex and Gender applies a consistent standard to gathering and recording of Gender related data.
- Entering your diversity information in Aurion supports the development of targeted programs and policies to build an accessible and inclusive workplace.
- All personal information entered in Aurion remains confidential, is protected by the Privacy Act 1988 and is only viewed by those collating for reporting purposes.

s. 47F(1)

Select NEXT to complete this topic.

Page 8 of 9 ← BACK | NEXT →

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS **INTERMEDIATE**
2 points

13. Strategy and Goals
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).

Please provide evidence of specific KPI's in relation to a network lead role being incorporated within formal performance/assessment discussions.

Our network leads have objectives that are assessed annually within performance discussions, guided by the roles and responsibilities outlined in the Inclusion Network Guidelines.

- Submission Evidence:**
Attachment - AQ13 – LGBTQ+ Pride network co-Champion, s. 22(1)(a)(ii), performance agreement
Attachment - AQ13- Staff-led Inclusion network guidelines
Figure 23 – Extract from our LGBTQ+ Pride network co-Champion, s. 22(1)(a)(ii) performance agreement

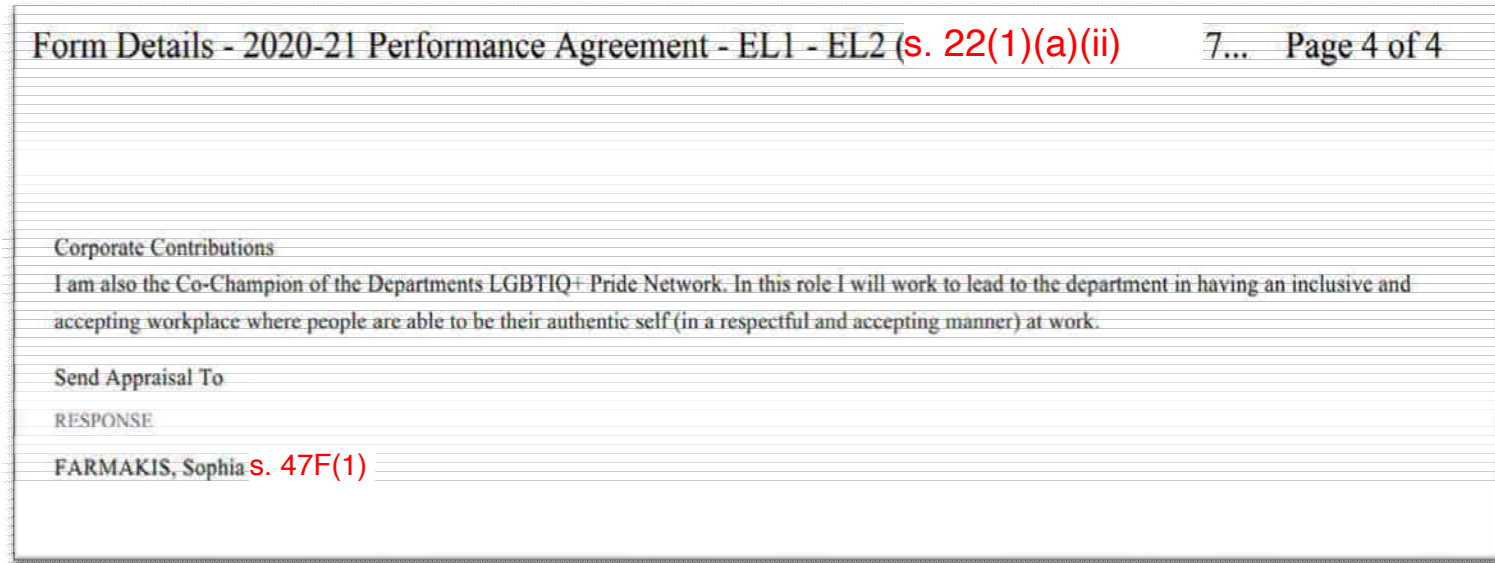


Figure 24 –Extract from the Inclusion network guidelines, roles and responsibilities for network Champions and co-Champions

Staff-led Inclusion Network guidelines 2020

5. Roles and Responsibilities

Each network will consist of the following elected positions and are referred to as the 'Network Leadership Group'. It is expected that these positions be filled by staff who will lead by example, demonstrate positive behavior and act as a role model for the network and its members. These roles may be subject to transitional arrangements and role-sharing at the agreement of each network. The roles and responsibilities for each of these roles, including its network members, are outlined below.

5.1 The Champion

Champions are appointed by the Secretary. The Champion must demonstrate interest, engagement, understanding and empathy with the target employee group and have sufficient influence and presence within the department. The role of the Champion includes, but is not limited to:

- Providing high level advocacy support to the employee network, including support for practical solutions identified
- Champion equal access and inclusion for the employee network they represent in the department
- Advocating and modelling good practice relating to employment policies and processes
- Providing leadership to drive employment initiatives and organisational change to create workplaces that value and support people in the cohort they represent
- Committing to understanding the barriers to and representing the rights of the employees they represent across the department and the APS more broadly
- Attending and speaking at internal and external events promoting workplace inclusion including APS-Wide Champion Networks
- Raising the network's profile in the department.

5.2 Co-Champion

Each network Champion is supported by a Co-Champion. The Co-Champion supports the activities of the Champion, as outlined above, and in circumstances where the Champion is temporarily unavailable during a term of appointment, the Co-Champion will act as the substitute in this role for the duration required.

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS **INTERMEDIATE**
Max. 2 points

14. Sustainability Plan

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.

Please provide:

(a) an outline of what considerations were considered in the development of the plan

(b) a copy of the plan

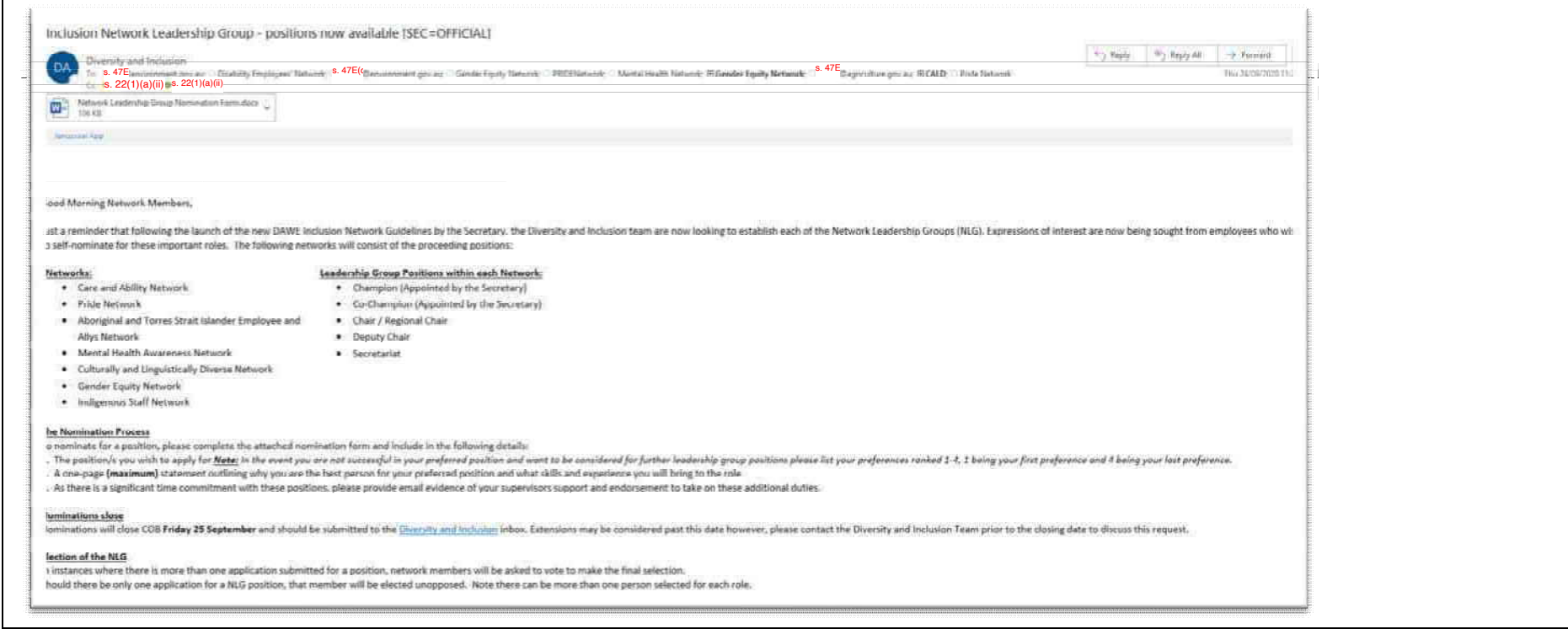
Our network is guided by the Staff-led Inclusion Network Guidelines and the LGBTIQ+ Pride Network work plan. The work plan is reviewed annually to ensure the network continues to evolve and meet its desired objectives.

Submission Evidence:

Attachment AQ14 – Staff-led Inclusion network guidelines

Attachment AQ14 – Email from Diversity and Inclusion team about network leadership group positions and the nomination process

Figure 25 – Extract of email from Diversity and Inclusion team about network leadership group positions and the nomination process



ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS	ADVANCED Max. 3 points
<p>15. Allies of Trans and Gender Diverse People</p>	
<p>The network has undertaken one of the following within the assessed year:</p> <ul style="list-style-type: none"> a) actively distributed, promoted or developed information on how to be an ally to trans and gender diverse employees 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>Note: This is over and above speaking events or LGBTQ calendar Days of Significance.</p> <p><i>Points will be given for one of the above.</i></p> <ul style="list-style-type: none"> <i>(a) If you have selected (a), please provide a copy of the information provided</i> <i>(b) If you have selected (b), please provide details and evidence of this work</i> <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 department has information and resources available on the intranet to support Allies from all diverse backgrounds. Our online training hub offers awareness training to staff including Managing Unconscious Bias and Workplace Diversity and inclusion. Staff within the Diversity and Inclusion team attended two training sessions through Pride in Diversity to build their Ally knowledge. The training is being rolled out to the broader department in 2021.</p> <p>Submission Evidence:</p> <p>Attachment AQ15 - Managers Quick Guide to LGBTI Inclusion</p> <p>Attachment AQ15 - Pride in Diversity 'Quick Guide to LGBTI Inclusion' count me in information booklet</p> <p>Attachment AQ15 - A guide for trans employees, their managers and colleagues</p> <p>Attachment AQ15 - Gender diversity terminology</p> <p>Figure 26 - Extract from the 'How to be an Ally' page on the department's intranet, includes a links to:</p> <ul style="list-style-type: none"> • Ally poster to print for your desk • Managers Quick Guide to LGBTI Inclusion • Pride in Diversity 'Quick Guide to LGBTI Inclusion' count me in information booklet 	

How to be an Ally

An "ally" is a term used to describe someone who is supportive of LGBTIQ people. Allies are both people who identify and supporters of those who identify as LGBTIQ.

The following actions can help you become an LGBTIQ ally:

- Have an [Ally poster](#), postcard or sticker from your LGBTIQ employee network on your desk, on your whiteboard or office window.
- Discuss department inclusion initiatives at team meetings and invite people to take part.
- Quickly address any negative behaviour or commentary.
- Don't take part in derogatory jokes or banter.
- Seek resources to better understand the realities of being an LGBTIQ individual. If appropriate, ask your LGBTIQ team member what's important to them.

For more ways you can promote LGBTIQ inclusion in your workplace, see the [Pride in Diversity Quick Guide to LGBTI Inclusion](#).

The team at Pride in Diversity have also prepared the [Count Me In](#) information booklet for LGBTIQ allies in the workplace.

Figure 27 - Extract from the Staff-led Inclusion network guidelines

5.7 Network Allies

An Ally is an employee who believes in workplace inclusion and is an active supporter of one or more of our inclusion networks. If you are a (non-identifying) Ally you will play a supporting role within the network to advocate for, promote and participate in network activities. The role of an Ally is to:

- Establish a visible network of allies to be agents of change
- Create a safe, nurturing, inclusive and affirming environment
- Build a support and advocacy network through education
- Participate in social gatherings and other awareness-raising events
- Reflecting on personal beliefs and developing self-awareness of your attitudes and commitment to diversity in the community
- Developing a better understanding of diversity group issues through community, history and available resources to better fulfil your support and advocacy roles
- Providing a safe place to talk for members of the network who seek your support, empathy, friendship and information, while maintaining confidentiality
- Working within and openly supporting existing policies and practices that bring equity to the diverse community
- Attending development sessions and actively seeking to expand your own knowledge and understanding of various issues concerning inclusion networks.

Figure 28– Extract from Gender affirmation guidelines about recommendations for transgender awareness training for colleagues

Awareness raising and training

Many staff may not be well informed about gender affirmation and the particular challenges transgender people may face in the workplace. It is recommended that colleagues be provided with access to transgender awareness training, educational resources and the name of someone they can contact with their questions. Consideration may also be given to extending these opportunities to the local leadership teams and other co-located staff.

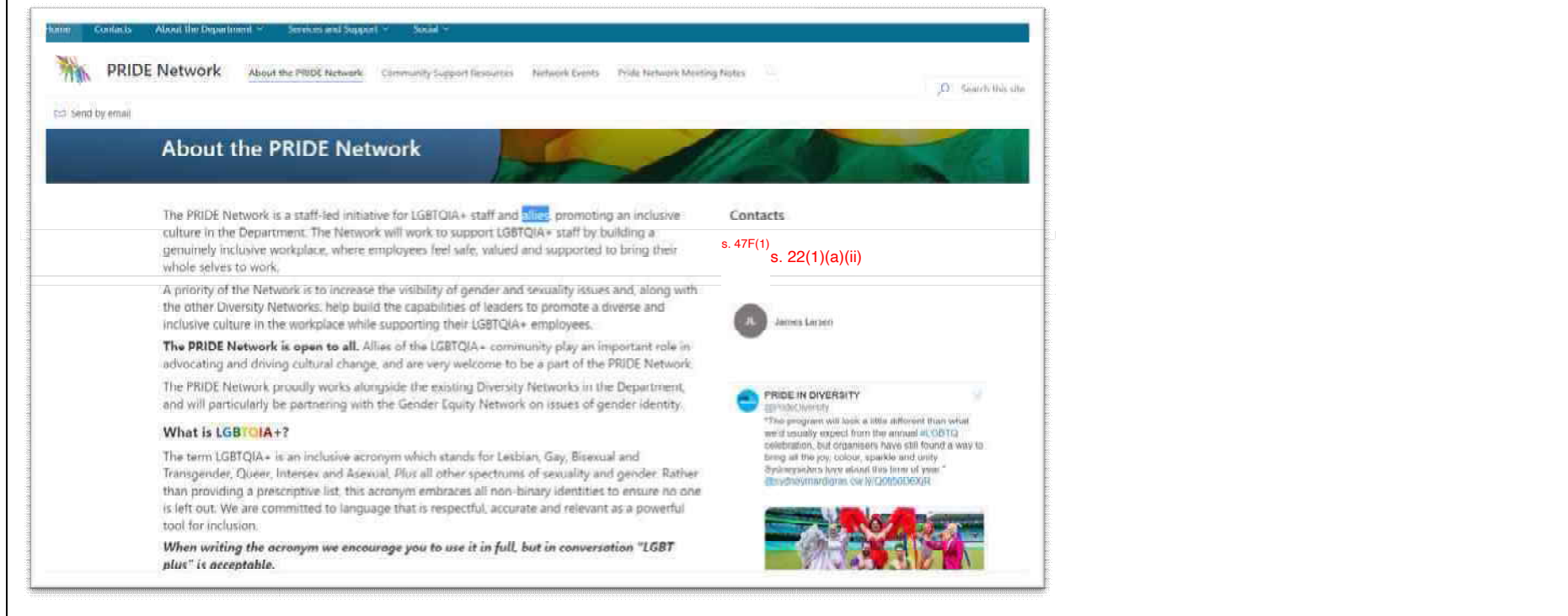
Training options via [LearnHub](#) include:

Managing Unconscious Bias

Workplace Diversity and Inclusion

Pride in Diversity may also be engaged to provide specific transgender awareness training for managers and colleagues of transgender staff. The Diversity and Inclusion Team can be contacted for advice and assistance in arranging this training.

Figure 29 – Screenshot of the LGBTIQ+ Pride network home screen. The network site offers resources for departmental allies.



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 significant 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.

We actively promote diversity and inclusion in the workplace as an essential part of our culture and are proud to be an AWEI Gold Employer. We pride ourselves on creating a fair and equitable workplace for everyone, including women who identify as LGBTIQ+, meaning we don't develop strategies to recognise specific people or groups. We are an all-inclusive workforce, demonstrated by our values and practices. We promote and encourage intersectionality across all our inclusion networks which is further supported by our Inclusion Council.

Our recruitment page on the department's website contains information about BoardLinks which is a database that connects Australia's industry leading women with opportunities to be considered for Australian Government board appointments. The Government is committed to a gender diversity target to women holding 50% of Government board positions overall with at least 40% representation of both men and women on individual boards.

Submission Evidence:

Figure 30 – Extract of our People and Jobs pages on the department’s website

Diversity and inclusion



As an organisation, we are committed to building a culture where difference is valued and respected, and where we work together and leverage the benefit of our diversity.

We value what each individual contributes and have a number of inclusion networks that support:

- people with an experience of mental health issues
- people with disability
- people from a culturally and linguistically diverse background
- people who identify as LGBTIQ
- Women
- Aboriginal and Torres Strait Islander peoples

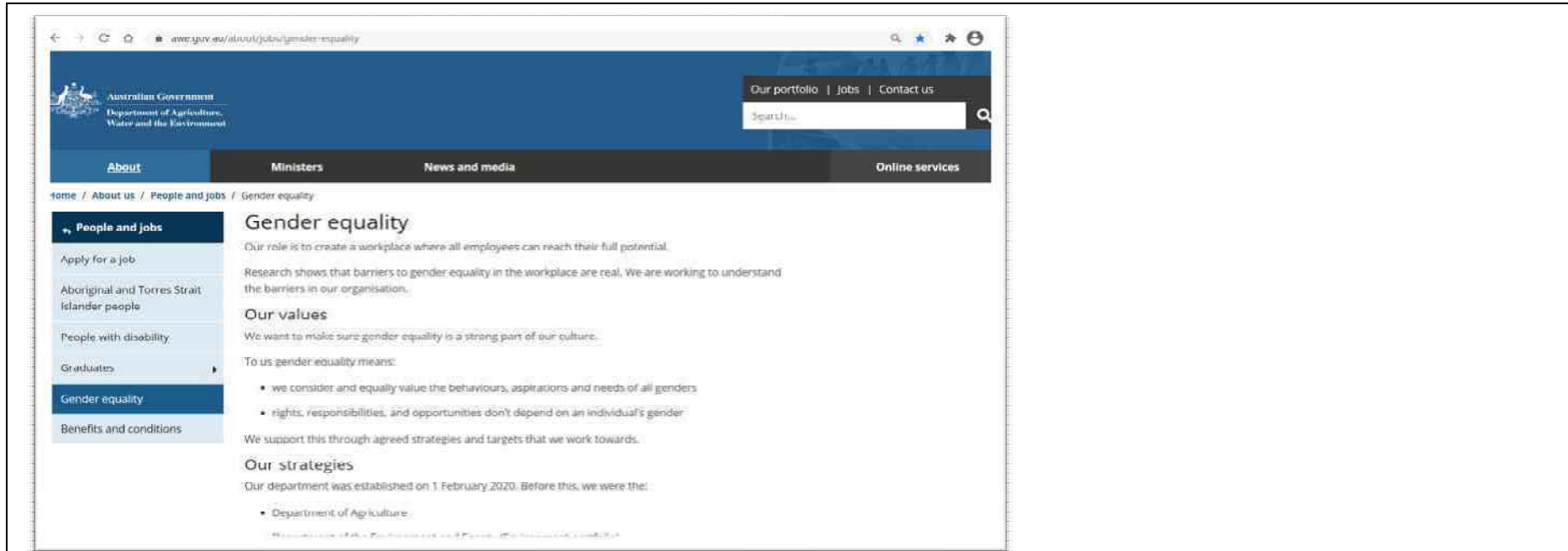


Figure 31 - Extract from our People and Jobs pages with the link to Boardlinks on the department's website

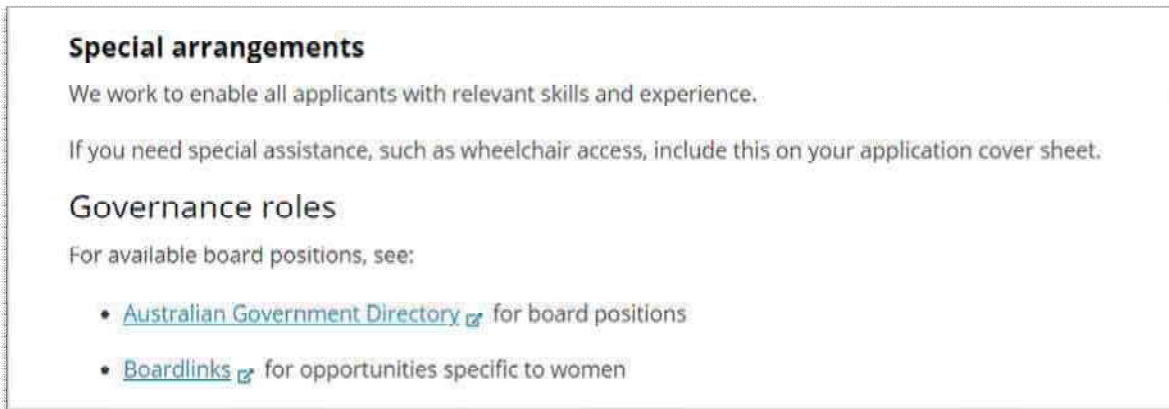


Figure 32 – Extract from the Boardlinks website

The BoardLinks database connects Australia's industry leading women with opportunities to be considered for Australian Government board appointments. The database is used by the Australian Government to source candidates for appointment to Australian Government boards.

Achieving gender balance on boards is widely recognised as a commercial imperative. Companies with female representation on their boards outperformed others by 8.7 per cent over five years. The Australian Government is committed to achieving its gender diversity target of women and men each holding at least 40 per cent of Government board positions and women holding overall 50 per cent of Government board positions. BoardLinks is key in supporting the Government to achieve this target.



Gender Diversity Target

The Government is committed to women holding 50 per cent of Government board positions overall with at least 40 per cent representation of both men and women on individual boards.



The Office for Women

The Office for Women works across Government to deliver policies and programmes to advance gender equality and improve the lives of Australian women.



Number of women on ASX200 boards

The number of women on ASX200 boards has risen from 6.3 per cent in 2010 to 31.3 per cent on 31 July 2020.

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.

Evidence:

As part of Wear it Purple day in 2020, six videos were produced with members from the LGBTIQ+ Pride network including members that also identify as another diverse group.

Figure 33 – Screenshots of an LGBTIQ+ and CaLD network member

s. 47F(1)

s. 47F(1)

Green (Nature) -s. 22(1)(a)(ii) Biosecurity Operations

Green (Nature) -s. 22(1)(a)(ii) Biosecurity Operations

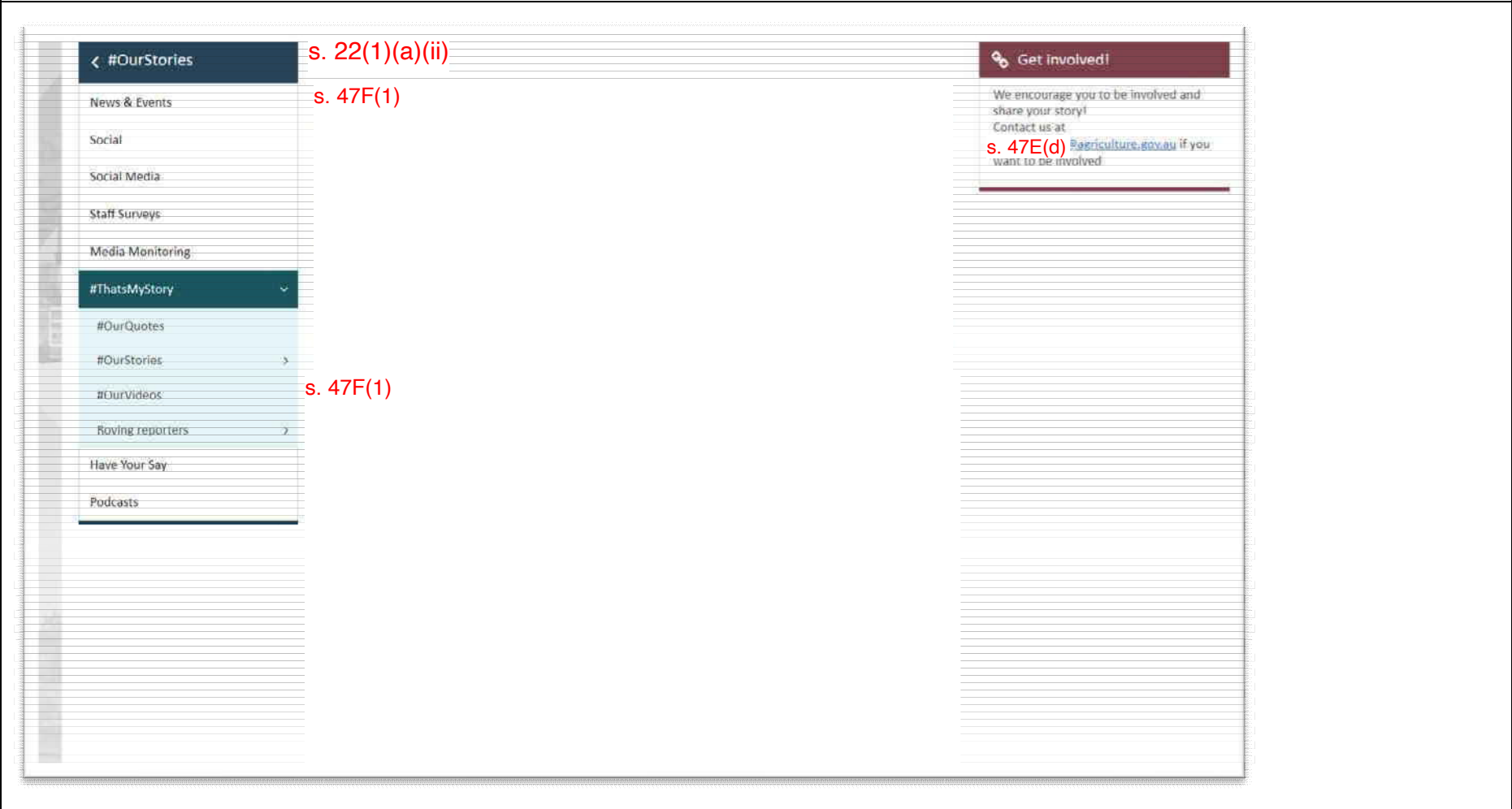
s. 47F(1)

Green (Nature) - s. 22(1)(a)(ii) Biosecurity Operations

Submission Evidence:

Additional Work: Evidence located under additional work section

Figure 34 - Screenshots of articles published on the department's intranet, representing LGBTQ+, non-binary and autism



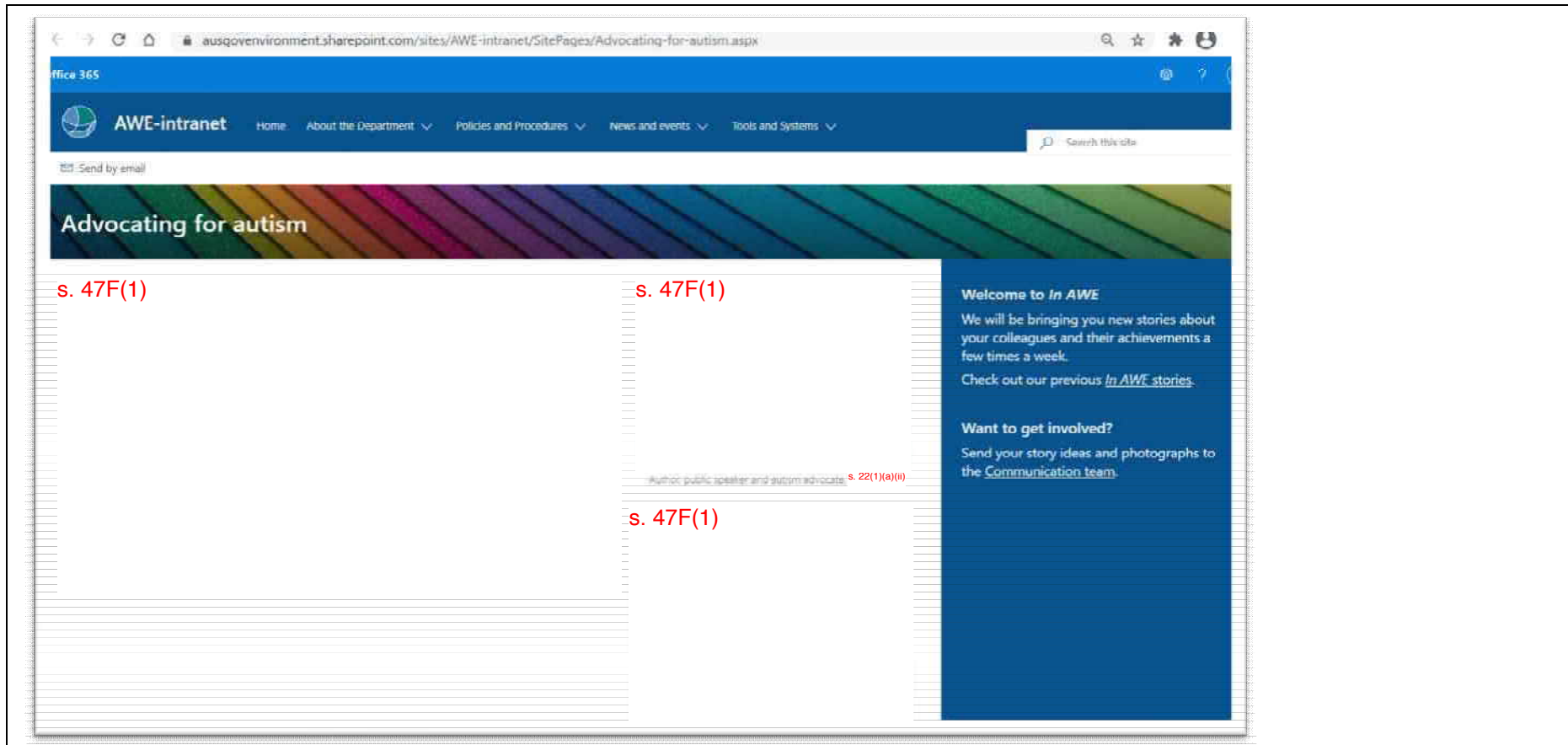


Figure 35 - Extract from the Secretary's update about graduates being inspired by s. 22(1)(a)(ii) , published on the department's intranet

In AWE

This week I enjoyed reading about our [6 graduates](#) from the former Department of Environment and Energy completing their program. These grads experienced a unique program which included adapting to the Machinery of Government changes to the department. I also enjoyed reading [advocating for autism](#) and the inspiring work of [s. 22\(1\)\(a\)\(ii\)](#) from our Diversity and Inclusion team. Lastly we heard from [AAD's HR Psychologist](#) to better understand the challenges and impact of isolation and remote working.

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

ADVANCED
Max. 4 points

18. Intersex Allies

As Intersex Allies:

- a) The network has completed one 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).
- b) Our organisation has signed up to The Darlington Statement

Please provide:

- a) *evidence for one of the selected actions above*
- b) *evidence of your organisation signing up to The Darlington Statement*

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

Submission Evidence:

Figure 36 - Screenshot of the LGBTQ+ intranet page on intersex inclusion

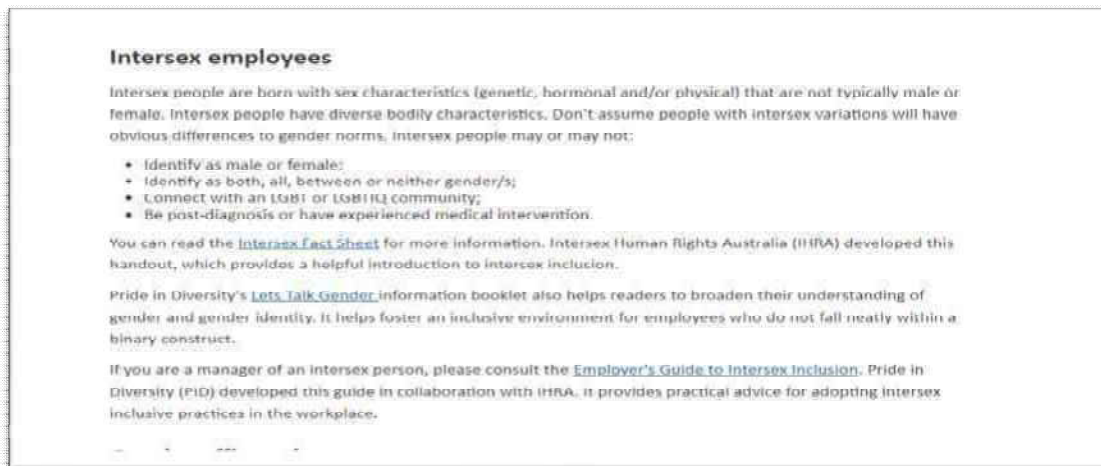
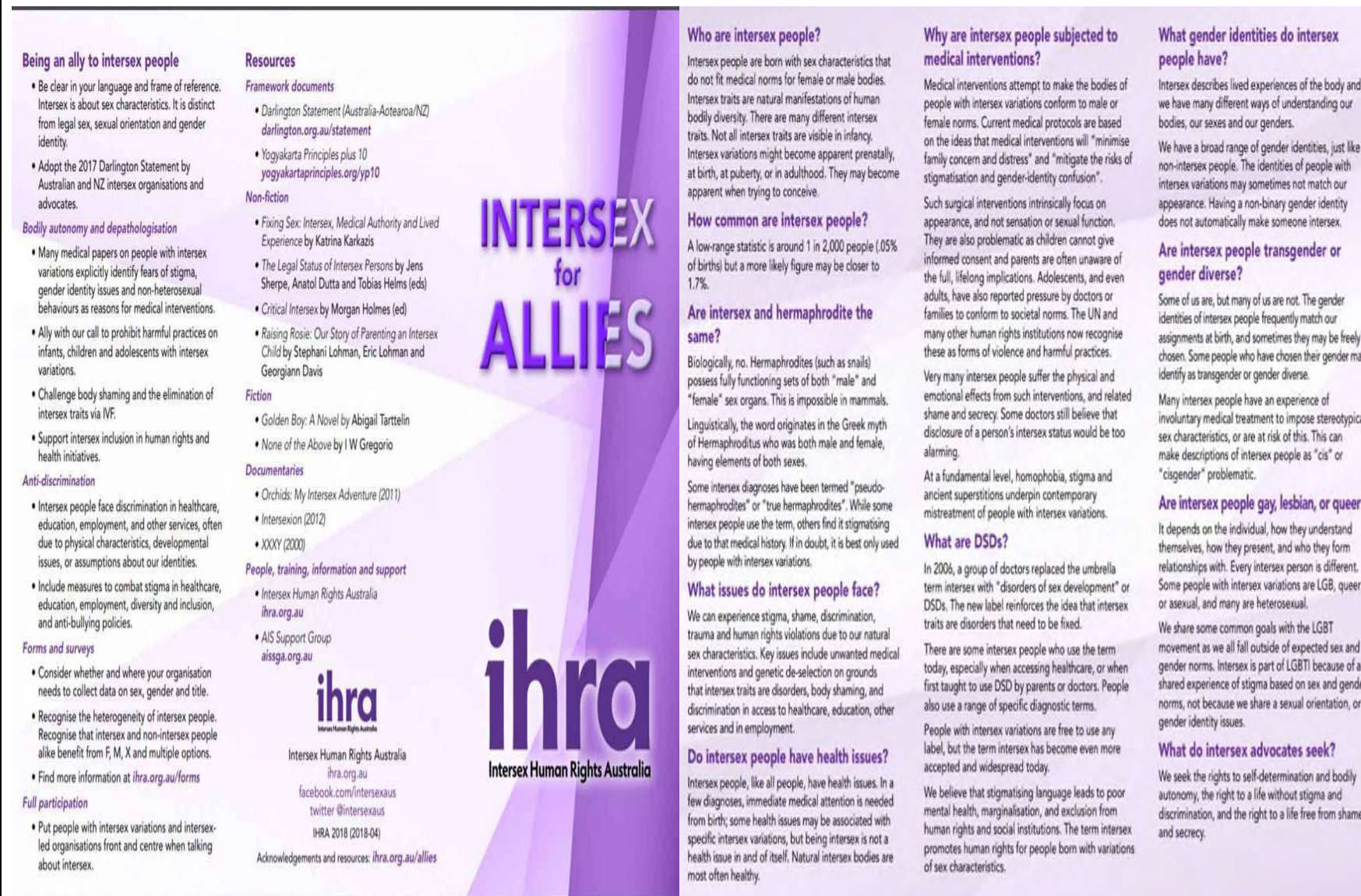


Figure 37 - Intersex for allies available on the department's intranet across multiple pages



Being an ally to intersex people

- Be clear in your language and frame of reference. Intersex is about sex characteristics. It is distinct from legal sex, sexual orientation and gender identity.
- Adopt the 2017 Darlington Statement by Australian and NZ intersex organisations and advocates.

Bodily autonomy and depathologisation

- Many medical papers on people with intersex variations explicitly identify fears of stigma, gender identity issues and non-heterosexual behaviours as reasons for medical interventions.
- Ally with our call to prohibit harmful practices on infants, children and adolescents with intersex variations.
- Challenge body shaming and the elimination of intersex traits via IVF.
- Support intersex inclusion in human rights and health initiatives.

Anti-discrimination

- Intersex people face discrimination in healthcare, education, employment, and other services, often due to physical characteristics, developmental issues, or assumptions about our identities.
- Include measures to combat stigma in healthcare, education, employment, diversity and inclusion, and anti-bullying policies.

Forms and surveys

- Consider whether and where your organisation needs to collect data on sex, gender and title.
- Recognise the heterogeneity of intersex people. Recognise that intersex and non-intersex people alike benefit from F, M, X and multiple options.
- Find more information at ihra.org.au/forms

Full participation

- Put people with intersex variations and intersex-led organisations front and centre when talking about intersex.

Resources

Framework documents

- *Darlington Statement* (Australia-Aotearoa/NZ) darlington.org.au/statement
- *Yogyakarta Principles plus 10* yogyakartaprinciples.org/yp10

Non-fiction

- *Fixing Sex: Intersex, Medical Authority and Lived Experience* by Katrina Karkazis
- *The Legal Status of Intersex Persons* by Jens Sherpe, Anatoj Dutta and Tobias Helms (eds)
- *Critical Intersex* by Morgan Holmes (ed)
- *Raising Rosie: Our Story of Parenting an Intersex Child* by Stephani Lohman, Eric Lohman and Georgiann Davis

Fiction

- *Golden Boy: A Novel* by Abigail Tartttein
- *None of the Above* by I W Gregorio

Documentaries

- *Orchids: My Intersex Adventure* (2011)
- *Intersexion* (2012)
- *XXXXY* (2000)

People, training, information and support

- *Intersex Human Rights Australia* ihra.org.au
- *AIS Support Group* aisga.org.au

Who are intersex people?

Intersex people are born with sex characteristics that do not fit medical norms for female or male bodies. Intersex traits are natural manifestations of human bodily diversity. There are many different intersex traits. Not all intersex traits are visible in infancy. Intersex variations might become apparent prenatally, at birth, at puberty, or in adulthood. They may become apparent when trying to conceive.

How common are intersex people?

A low-range statistic is around 1 in 2,000 people (.05% of births) but a more likely figure may be closer to 1.7%.

Are intersex and hermaphrodite the same?

Biologically, no. Hermaphrodites (such as snails) possess fully functioning sets of both "male" and "female" sex organs. This is impossible in mammals. Linguistically, the word originates in the Greek myth of Hermaphroditus who was both male and female, having elements of both sexes.

Some intersex diagnoses have been termed "pseudo-hermaphrodites" or "true hermaphrodites". While some intersex people use the term, others find it stigmatising due to that medical history. If in doubt, it is best only used by people with intersex variations.

What issues do intersex people face?

We can experience stigma, shame, discrimination, trauma and human rights violations due to our natural sex characteristics. Key issues include unwanted medical interventions and genetic de-selection on grounds that intersex traits are disorders, body shaming, and discrimination in access to healthcare, education, other services and in employment.

Do intersex people have health issues?

Intersex people, like all people, have health issues. In a few diagnoses, immediate medical attention is needed from birth; some health issues may be associated with specific intersex variations, but being intersex is not a health issue in and of itself. Natural intersex bodies are most often healthy.

Why are intersex people subjected to medical interventions?

Medical interventions attempt to make the bodies of people with intersex variations conform to male or female norms. Current medical protocols are based on the ideas that medical interventions will "minimise family concern and distress" and "mitigate the risks of stigmatisation and gender-identity confusion".

Such surgical interventions intrinsically focus on appearance, and not sensation or sexual function. They are also problematic as children cannot give informed consent and parents are often unaware of the full, lifelong implications. Adolescents, and even adults, have also reported pressure by doctors or families to conform to societal norms. The UN and many other human rights institutions now recognise these as forms of violence and harmful practices.

Very many intersex people suffer the physical and emotional effects from such interventions, and related shame and secrecy. Some doctors still believe that disclosure of a person's intersex status would be too alarming.

At a fundamental level, homophobia, stigma and ancient superstitions underpin contemporary mistreatment of people with intersex variations.

What are DSDs?

In 2006, a group of doctors replaced the umbrella term intersex with "disorders of sex development" or DSDs. The new label reinforces the idea that intersex traits are disorders that need to be fixed.

There are some intersex people who use the term today, especially when accessing healthcare, or when first taught to use DSD by parents or doctors. People also use a range of specific diagnostic terms.

People with intersex variations are free to use any label, but the term intersex has become even more accepted and widespread today.

We believe that stigmatising language leads to poor mental health, marginalisation, and exclusion from human rights and social institutions. The term intersex promotes human rights for people born with variations of sex characteristics.

What gender identities do intersex people have?

Intersex describes lived experiences of the body and we have many different ways of understanding our bodies, our sexes and our genders.

We have a broad range of gender identities, just like non-intersex people. The identities of people with intersex variations may sometimes not match our appearance. Having a non-binary gender identity does not automatically make someone intersex.

Are intersex people transgender or gender diverse?

Some of us are, but many of us are not. The gender identities of intersex people frequently match our assignments at birth, and sometimes they may be freely chosen. Some people who have chosen their gender may identify as transgender or gender diverse.

Many intersex people have an experience of involuntary medical treatment to impose stereotypical sex characteristics, or are at risk of this. This can make descriptions of intersex people as "cis" or "cisgender" problematic.

Are intersex people gay, lesbian, or queer?

It depends on the individual, how they understand themselves, how they present, and who they form relationships with. Every intersex person is different. Some people with intersex variations are LGB, queer or asexual, and many are heterosexual.

We share some common goals with the LGBT movement as we all fall outside of expected sex and gender norms. Intersex is part of LGBTI because of a shared experience of stigma based on sex and gender norms, not because we share a sexual orientation, or gender identity issues.

What do intersex advocates seek?

We seek the rights to self-determination and bodily autonomy, the right to a life without stigma and discrimination, and the right to a life free from shame and secrecy.

Figure 38 – A portion from the Secretary’s transcript about Wear it Purple day and the importance of all staff in the department feeling valued and supported regardless of their sexuality or gender identity.

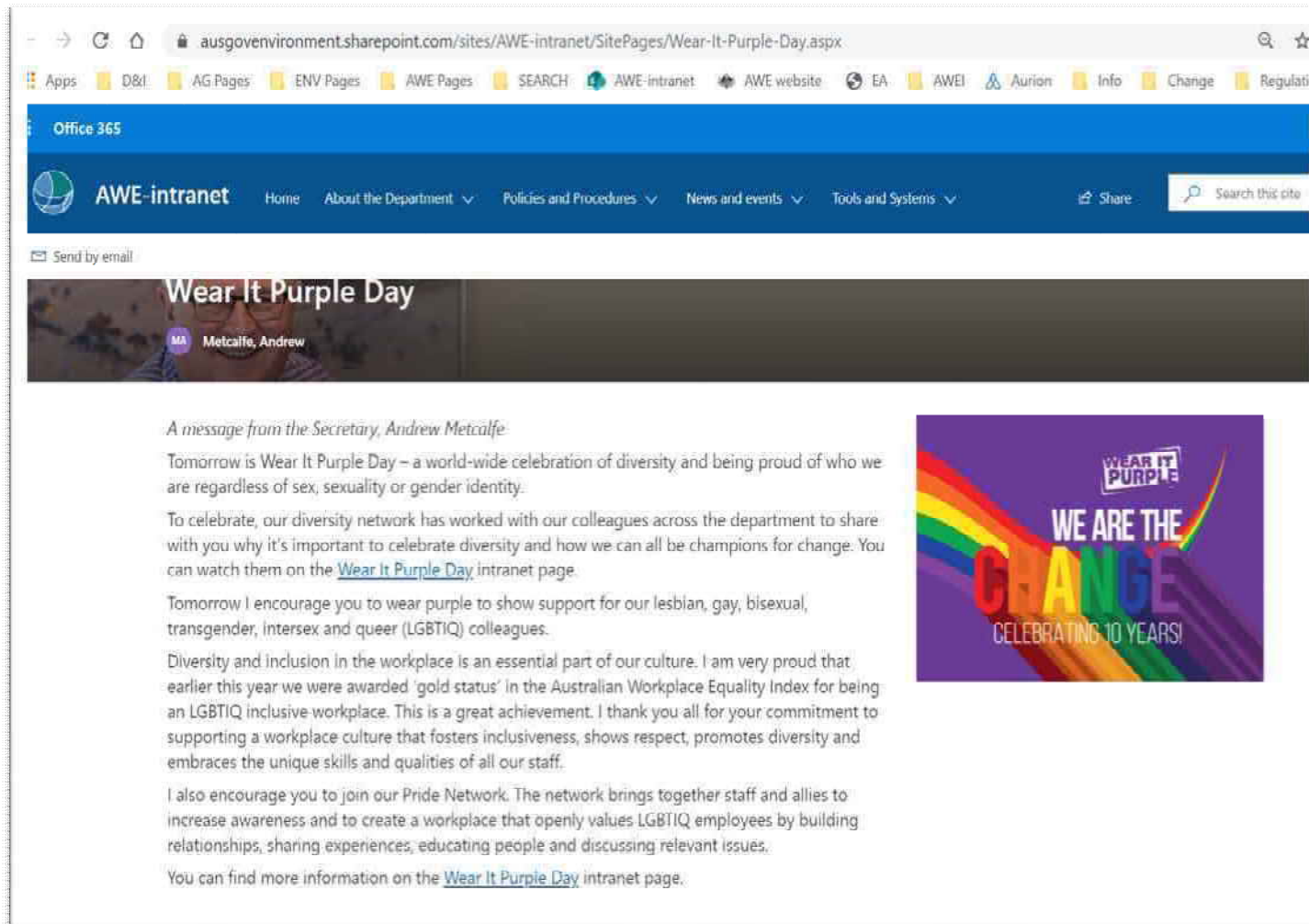
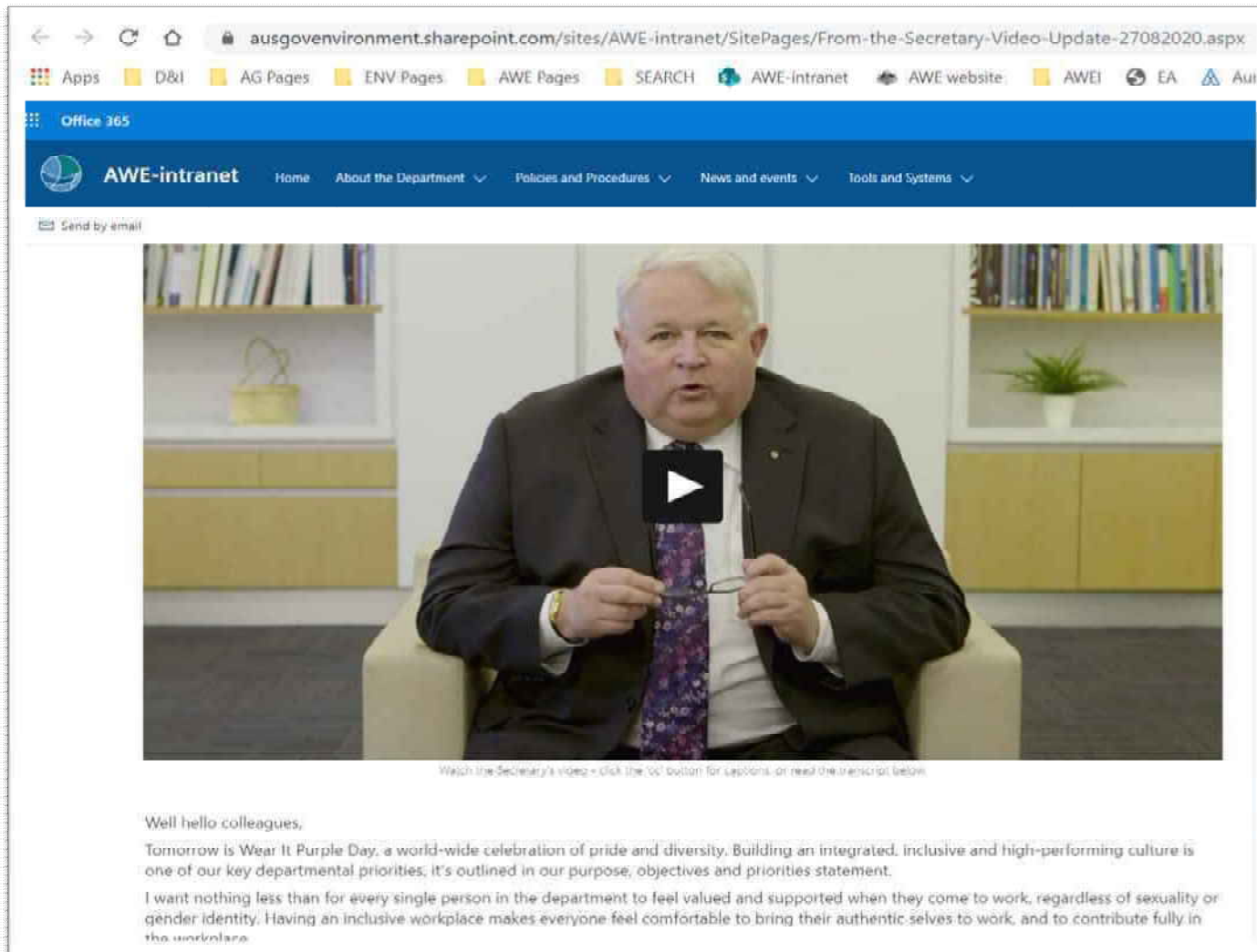


Figure 39 – A message from the Secretary regarding Wear It Purple day and the importance of supporting intersex colleagues



The screenshot shows a web browser window displaying a SharePoint page. The address bar shows the URL: `ausgovenvironment.sharepoint.com/sites/AWE-intranet/SitePages/From-the-Secretary-Video-Update-27082020.aspx`. The page header includes navigation links for 'AWE-intranet', 'Home', 'About the Department', 'Policies and Procedures', 'News and events', and 'Tools and Systems'. Below the header is a video player with a play button overlay. Underneath the video player is a transcript of the video content.

Watch the Secretary's video - click the 'V' button for captions or read the transcript below.

Well hello colleagues,
 Tomorrow is Wear It Purple Day, a world-wide celebration of pride and diversity. Building an integrated, inclusive and high-performing culture is one of our key departmental priorities; it's outlined in our purpose, objectives and priorities statement.
 I want nothing less than for every single person in the department to feel valued and supported when they come to work, regardless of sexuality or gender identity. Having an inclusive workplace makes everyone feel comfortable to bring their authentic selves to work, and to contribute fully in the workplace.

It benefits all of our people because it makes everyone feel welcome and valued in the workplace, it allows people to give their very best because they feel included and supported.

It benefits our whole department because as an employer of choice we then attract and retain the best possible people, the most talented people, who are happy and productive at work.

And it benefits the communities that we serve and that we're a part of because it means that we are reflective of wider community values and standards.

I'm proud to lead our department that holds these values so strongly.

Our pride networks across both former departments achieved great things, including introducing inclusive policies and guidelines to support all employees, offering LGBTIQ training and making allyship more visible in the workplace by sharing rainbow lanyards, through pronoun and ally pins, and ally signs to display at workstations.

Our networks hosted celebrations for many days of significance, including Pride Month, Wear it Purple Day and IDAHOBIT. And IDAHOBIT, the International Day Against Homophobia, Biphobia, Interphobia and Transphobia, was just last month and it was marked, in a physically distant way, by our colleagues in many different ways in many different workplaces. [\[Read the In AWE article\]](#)

Our gold 'AWEI' status applies to all of our department and it will continue to be reflected in our developing policies and programs in this area, it's important that we build on the work of the past and continue to create a truly diverse and inclusive workplace.

As many of you are aware, we're in the process of reviewing our diversity networks. We recently ran an online survey and held a number of workshops to give everyone the opportunity to discuss the role and purpose of our diversity networks in our new integrated department.

From what I hear, the feedback has been very positive and it's clear that many people are highly interested in participating in our networks and are passionate about inclusion. Our Diversity and Inclusion team is now going through all this feedback and they'll be recommending a way forward for diversity networks in our new integrated department.


So I look forward to sharing with you further updates as that work progresses, and also to participating in some of our diversity events when they're back up and running.

So colleagues, thank you to each and every one of you who's contributed in some way to this significant achievement. And thank you to everyone who makes the effort everyday to ensure that we are genuinely an inclusive and diverse network that supports everyone to do their very best.

Colleagues, until next week, please look after yourselves and look after you families, look after your teams and each other. Have a great week and I'll talk with you again soon.

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS 19. Broader Inclusion	ADVANCED Max. 3 points
<p>Within the assessed calendar year, the network has <i>planned, targeted and tracked both activity and progress</i> within <u>one</u> of the following areas:</p> <ul style="list-style-type: none"> 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) <p><i>Points will be allocated for <u>one</u> 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.</i></p> <p><i>(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</i></p> <p><i>(b) If you have selected (b), please provide evidence of activity or LGBTQ representation across other diversity networks</i></p>	
<p>Despite facing the difficulties of COVID-19, we continued to engage our people by conducting virtual meetings and events. We conducted regular network meetings throughout the year, published multiple articles including days of significance on the intranet and held various networking events.</p> <p>During 2020, the department launched seven inclusion networks including the LGBTIQ+ Pride network. As part of this process nominations were called for leadership positions within each network.</p> <p>We dedicated ourselves to promoting the 2020 LGBTIQ+ flagship event Wear it Purple day – We are the Change, on 28 August 2020.</p> <p>The LGBTIQ+ Pride network completed all tasks we aspired to achieve in 2020. Our achievements were published on the department’s intranet and all staff have ongoing access to the articles including all LGBTIQ+ Pride Network information, meeting material, resources, and guidance on the Pride Network site.</p> <p>Submission Evidence: <i>Attachment AQ19 – LGBTIQ+ Pride network work plan</i> <i>Attachment AQ19 – LGBTIQ+ Pride network work plan - status update</i> <i>Attachment AQ19 – LGBTIQ+ Pride network 2020 annual report</i></p>	

Figure 40 – Extracts from the LGBTIQ+ Pride network annual report outlining details of the 2020 network meetings, articles published on the intranet and the network events that we hosted


 Australian Government
 Department of Agriculture,
 Water and the Environment

2020 LGBTIQ+ Pride Network Meetings

Meeting	Update	Status
11 June 2020	Meeting held 11 June 2020 as scheduled. Meeting outcomes distributed to LGBTIQ+ Pride Network Co-champions, ambassadors and members.	✔
7 July 2020	Meeting held to discuss the department's Inclusion Network Guidelines. Feedback collated and provided to Diversity and Inclusion team.	✔
13 August 2020	Additional meeting held on 13 August 2020 to discuss Wear It Purple Day 2020 and a Pride Network networking event.	✔
9 September 2020	Meeting held 9 September 2020 as scheduled. Meeting outcomes distributed to LGBTIQ+ Pride Network Co-champions, ambassadors and members.	✔
8 December 2020	Meeting held 8 December 2020 as scheduled. Meeting outcomes distributed to LGBTIQ+ Pride Network Co-champions, ambassadors and members.	✔

The LGBTIQ+ Pride Network intranet page has been updated with copies of all meeting material published.

- 28 February 2020 – List of LGBTIQ+ events and festivals across Australia
- 23 March 2020 – Lambda Liberty Awards – list of categories and finalists
- 25 March 2020 – Article about LGBTIQ wedding in New York (social distancing 'wedding')
- 29 May 2020 – Happy Ramadan
- 2 June 2020 – Pride Month
- 15 June 2020 – Australian Workplace Equality Index results
- 25 June 2020 – Article about Kenneth Felts (coming out at 90)
- 6 July 2020 – Lambda Liberty Awards – Winners
- 8 July 2020 – Griffon Gay Vultures
- 17 August 2020 – Additional communication on International Non-Binary Peoples Day
- 25 August 2020 – Article about Megan Schutt (International Cricketer)
- 25 August 2020 – Article about Wear It Purple – status update on Wear It Purple celebrations and videos
- 27 August 2020 – Training courses for LGBTIQ+ friendly workplaces
- 27 August 2020 – Pride Train UK
- 2 October 2020 – Gender Neutral B'ni Mitzvah
- 6 October 2020 – #ProudBoys
- 20 November 2020 – NAIDOC Week 2020 – Contemporary Dance by Leonord Mickelo, an Indigenous (and gender fluid) performer
- 23 November 2020 – Pantene (hair care) supporting LGBTIQ+ families
- 24 November 2020 – Chris Mosier – trans runner representing USA in duathlon
- 30 November 2020 – Laws to ban conversion practices introduced in Victorian Parliament
- 4 December 2020 – Polar Pride (18 November 2020)
- 10 December 2020 – Happy Hanukkah

Networking Opportunities

Region	Details Event	Status
Brisbane	Networking event held in conjunction with Wear It Purple Day.	✔
Canberra	Networking event held Thursday 10 September 2020. A quiz was conducted via Microsoft teams.	✔
Darwin	Networking event held in conjunction with Wear It Purple Day.	✔
Perth	Networking event held in conjunction with Wear It Purple Day.	✔
Sydney	Networking events held in conjunction with International Day Against Homophobia, Biphobia, Intersexism and Transphobia and Wear It Purple Day.	✔
Canberra	The LGBTIQ+ Pride Network had a team in the department's trivia competition.	✔

Figure 41- screenshot of email seeking network leadership positions

From: Diversity and Inclusion [s. 47E\(d\) @agriculture.gov.au](mailto:s.47E(d)@agriculture.gov.au)
 Sent: Thursday, 24 September 2020 11:29 AM
 To: [s. 47E@environment.gov.au](mailto:s.47E@environment.gov.au); Disability Employees' Network [s. 47E\(d\) @agriculture.gov.au](mailto:s.47E(d)@agriculture.gov.au); [s. 47E\(d\) @environment.gov.au](mailto:s.47E(d)@environment.gov.au); Gender Equity Network [s. 47E\(d\) @environment.gov.au](mailto:s.47E(d)@environment.gov.au); PRIDENetwork [s. 47E\(d\) @environment.gov.au](mailto:s.47E(d)@environment.gov.au); Mental Health Network [s. 47E\(d\) @environment.gov.au](mailto:s.47E(d)@environment.gov.au); Gender Equity Networks [s. 47E\(d\) @agriculture.gov.au](mailto:s.47E(d)@agriculture.gov.au); CALD [s. 47E\(d\) @agriculture.gov.au](mailto:s.47E(d)@agriculture.gov.au); Pride Network [s. 47E\(d\) @agriculture.gov.au](mailto:s.47E(d)@agriculture.gov.au)
 Ccs: [s. 22\(1\)\(a\)\(ii\) @agriculture.gov.au](mailto:s.22(1)(a)(ii)@agriculture.gov.au); [s. 22\(1\)\(a\)\(ii\) @agriculture.gov.au](mailto:s.22(1)(a)(ii)@agriculture.gov.au)
 Subject: Inclusion Network Leadership Group - positions now available [SEC=OFFICIAL]

Good Morning Network Members,

Just a reminder that following the launch of the new DAWE Inclusion Network Guidelines by the Secretary, the Diversity and Inclusion team are now looking to establish each of the Network Leadership Groups (NLG). Expressions of interest are now being sought from employees who wish to self-nominate for these important roles. The following networks will consist of the proceeding positions:

<u>Networks:</u>	<u>Leadership Group Positions within each Network:</u>
<ul style="list-style-type: none"> • Care and Ability Network • Pride Network • Aboriginal and Torres Strait Islander Employee and Allies Network • Mental Health Awareness Network • Culturally and Linguistically Diverse Network • Gender Equity Network • Indigenous Staff Network 	<ul style="list-style-type: none"> • Champion (Appointed by the Secretary) • Co-Champion (Appointed by the Secretary) • Chair / Regional Chair • Deputy Chair • Secretariat

The Nomination Process
 To nominate for a position, please complete the attached nomination form and include in the following details:

1. The position/s you wish to apply for **Note:** *In the event you are not successful in your preferred position and want to be considered for further leadership group positions please list your preferences ranked 1-4, 1 being your first preference and 4 being your last preference.*
2. A one-page (**maximum**) statement outlining why you are the best person for your preferred position and what skills and experience you will bring to the role
3. As there is a significant time commitment with these positions, please provide email evidence of your supervisors support and endorsement to take on these additional duties.

Nominations close
 Nominations will close COB **Friday 25 September** and should be submitted to the [Diversity and Inclusion](#) inbox. Extensions may be considered past this date however, please contact the Diversity and Inclusion Team prior to the closing date to discuss this request.

Election of the NLG
 In instances where there is more than one application submitted for a position, network members will be asked to vote to make the final selection. Should there be only one application for a NLG position, that member will be elected unopposed. Note there can be more than one person selected for each role.

Successful nominations will be contacted by the Director, Diversity and Inclusion Team before being communicated with the networks and published on Mylink/Environment home page.

Network Membership
 Don't want the responsibility of a leadership group position? No worries, now is the time to **become a member!** If you are passionate about inclusion and want to contribute to building a diverse and culturally accepting workplace, becoming a member is a great way to support diversity. To join a network please email [s. 47E\(d\) @awe.gov.au](mailto:s.47E(d)@awe.gov.au) with the name of the network/s you wish to join.

Thank you to those who have already submitted a nomination.

Diversity and Inclusion Team
 Department of Agriculture, Water and the Environment
 Capability, Planning and Change Branch | People Division
 18 Marcus Clarke Street, Canberra City ACT 2601
 GPO Box 858 Canberra ACT 2601
 ✉ [s. 47E\(d\) @awe.gov.au](mailto:s.47E(d)@awe.gov.au)

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS 20. Network Reporting	ADVANCED Max. 4 points
<p>Within the assessed calendar year, we produced:</p> <ul 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><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>The LGBTQ+ Pride network has completed all deliverables from their work plan for the calendar year. In addition to the department achieving Gold Status recognition, other key successes of 2020 included our COVID-safe celebrations for Wear It Purple day and International Non-Binary Peoples day, as well as regular communications providing awareness and education on LGBTQ+ issues circulated throughout the year to the network and published on their newly established intranet site for all staff to access.</p> <p>In addition to the above, the network meets on a quarterly basis to discuss areas of focus, activities and events and provides an opportunity for the network members to connect. The results and outcomes of the LGBTQ+ Pride network are then presented in their annual report.</p> <p>Submission Evidence:</p> <p>ADDITIONAL WORK: <i>Attachment AQ20 - LGBTQ+ 2020 work plan – Report</i> <i>Attachment AQ20 - LGBTQ+ 2020 work plan - Status Update</i> <i>Attachment AQ20 – LGBTQ+ Pride network annual report</i> <i>Attachment AQ20 – copy of LGBTQ+ Pride update from James Larsen, Champion of the network.</i></p>	




Figure 42 – Extract of LGBTIQ+ Pride network meeting action items register from the June 2020 meeting.

Action Items

LGBTIQ+ PRIDE NETWORK
ACTION ITEMS

Item No	Title	Action	Responsible Officer	Due date	Comments [if required]
Action Items from meeting 11 June 2020					
2020/01	Diversity and Inclusion Networks	Diversity and Inclusion to provide an update on the workshops and your say survey.	Diversity and Inclusion	9/09/2020	Completed.
2020/02	2020 Work Plan	Pride Network members to review: <ul style="list-style-type: none"> • Themes • Days of Significance • Additional areas for the Pride Network to focus on • What events/communications do we want to produce for each day of significance 	Pride Network Members	22/06/2020	s. 22(1)(a)(ii)
2020/03	Engagement of SES staff	The inclusion of regional SES staff would be a benefit to the Pride Network to obtain additional support. s. 22(1) to brief Dean Knudson on plan.	s. 22(1)(a)(ii)	Completed	Discussed with James Larsen. To be implemented in 2021.
2020/04	Communication process	All communication regarding days of significance has historically been distributed by an SES officer. This has ensured messaging is being promoted by Ambassadors and Senior Management. s. 22(1) to brief Dean Knudson on historical approach.	s. 22(1)(a)(ii)	Completed	Discussed with James Larsen. To be implemented in 2021.

SECTION 4: VISIBILITY OF INCLUSION

ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION	FOUNDATION Max. 2 points						
21. Days of Significance							
<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> <ul 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, <i>detailing how you promoted an understanding of why the day is significant</i> 							
<p>Submission Evidence:</p> <p>Attachment AQ21 – LGBTIQ+ Pride network 2020 annual report</p> <p>Figure 43 – Extract from the LGBTIQ+ Pride network annual report, table of LGBTIQ+ flagship event details</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>2020 LGBTIQ+ Flagship Event</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Date of event</th> <th style="width: 40%;">Details of event</th> <th style="width: 30%;">Status</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">28 August 2020 – Friday Wear it Purple Day – We Are The Change</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> Flagship event. Six videos were produced and published honouring the theme of We Are The Change. Videos featured staff sharing their personal stories about LGBTIQ+, acceptance and inclusion. Detailed communications plan developed. </td> <td style="background-color: #008000; color: white; text-align: center; vertical-align: middle;">  </td> </tr> </tbody> </table> <p style="margin-top: 10px;">Department of Agriculture 4</p> </div>		Date of event	Details of event	Status	28 August 2020 – Friday Wear it Purple Day – We Are The Change	<ul style="list-style-type: none"> Flagship event. Six videos were produced and published honouring the theme of We Are The Change. Videos featured staff sharing their personal stories about LGBTIQ+, acceptance and inclusion. Detailed communications plan developed. 	
Date of event	Details of event	Status					
28 August 2020 – Friday Wear it Purple Day – We Are The Change	<ul style="list-style-type: none"> Flagship event. Six videos were produced and published honouring the theme of We Are The Change. Videos featured staff sharing their personal stories about LGBTIQ+, acceptance and inclusion. Detailed communications plan developed. 						



Australian Government
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	<ul style="list-style-type: none"> • Intranet page developed. • Department intranet page turned purple. • Wear It Purple featured in multiple articles across the department (Secretary Update, Business Bulletins). • Notices in lifts. • Screen savers. <p>IN AWE news article 28 August 2020 Be purple and be proud – article on Des Healey</p>	
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	<p>intranet/SitePages/Be-purple-and-be-proud.aspx</p> <p>IN AWE news article 4 September 2020 Celebrating Wear it Purple Day!</p> <p>https://ausgovenvironment.sharepoint.com/sites/AWE-intranet/SitePages/Celebrating-Wear-it-Purple-Day!.aspx</p>	
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The team responsible for the Wear It Purple day videos include:

- s. 22(1)(a)(ii) – Concept
- s. 22(1)(a)(ii) - Communications, Social Media
- s. 22(1)(a)(ii) – Communications
- s. 22(1)(a)(ii) – Communications
- s. 22(1)(a)(ii) – Campaigns and Social Media
- s. 22(1)(a)(ii) – Production Services
- s. 22(1)(a)(ii) – Production Services
- s. 22(1)(a)(ii) - Production Services

The six videos produced for Wear it Purple Day featured a staff member wearing an item of clothing that featured a colour of the LGBTQ+ Pride Flag.


- Andrew Metcalfe, Secretary (Violet – Spirit) – Inclusion in the department
- Rick Hawe (Royal Blue – Harmony) – Ally for the LGBTQ+ community and all other

- Rick Hawe (Royal Blue – Harmony) – Ally for the LGBTIQ+ community and all other inclusion networks in the department
- s. 22(1)(a)(ii) (Green – Nature) – LGBTIQ+ member and CALD member
- s. 22(1)(a)(ii) (Gold – Sun) – LGBTIQ+ member and CALD member
- s. 22(1)(a)(ii) (Orange – Healing) – LGBTIQ+ member
- s. 22(1)(a)(ii) (Red – Life) – LGBTIQ+ member

Supporting these videos were also corporate wide screen savers and lift notices. Screen savers and lift notices featured s. 22(1)(a)(ii) (Red – Life) – LGBTIQ+ member.

Figure 44 – Extract from the LGBTIQ+ Pride network 2020 annual report, table of LGBTIQ+ days of significance activity details

2019 LGBTIQ+ Days of Significance		
Date of event and day of significance	Details of activity	Status
17 May 2020	<ul style="list-style-type: none"> Communications issued to all staff 	5
Department of Agriculture		5



Australian Government
 Department of Agriculture,
 Water and the Environment

International Day Against Homophobia, Biphobia, Intersexism and Transphobia (IDAHOBIT)	<ul style="list-style-type: none"> Intranet page created. <p>"Nailed It" is a global initiative that encourages LGBTIQ+ people and allies to paint their fingernails as a visible sign of support for IDAHOBIT.</p> <p>Virtual Photo competition held.</p> <p>IN AWE news article 22 May 2020 Connected by our diversity</p> <p>https://ausgovenvironment.sharepoint.com/sites/AWE-intranet/SitePages/Connected-by-our-diversity.aspx</p> <p>Business Bulletin Edition 17 22 May 2020</p>	
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	<p>Business Bulletin Edition 17 22 May 2020 IDAHBOT Photos</p> <p>https://ausgovenvironment.sharepoint.com/sites/AWE-intranet/SitePages/Business-Bulletin-Edition-17.aspx</p>	
23 April – 23 May 2020 Ramadan	<ul style="list-style-type: none"> • Communications issued to all Pride Network and Culturally and Linguistically Diverse Network Members. 	
254 May 2020 Pansexual Visibility Day	<ul style="list-style-type: none"> • Intranet Page created • Communications issued to all Pride Network Members. 	
June 2020 World Pride Month	<ul style="list-style-type: none"> • Intranet Page created • Communications issued to all Pride Network Members. 	
14 July 2020 International Non-Binary Peoples Day	<ul style="list-style-type: none"> • Communications issued to all Pride Network Members • Offices held events • Intranet page created • Animated video created providing more detail about what non-binary means and emailed to all Pride Network Members. <p>Pride Network Intranet Page Article on s. 22(1)(a)(ii)</p> <p>Published on Pride Network Intranet Page.</p>	
24 August 2020 Fair Go, Sport	<ul style="list-style-type: none"> • Not recognised in 2020. • Article issued to Pride Network on Megan Schutt, one of Australia's top International Women 	Not recognized in 2020

	Cricketers.	
23 September 2020 Bi Visibility Day / International	<ul style="list-style-type: none"> • Intranet Page created • Communications issued to all Pride Network Members. 	

Department of Agriculture

6



Australian Government
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Celebrate Bisexuality Day		
8 October 2020 International Lesbians Day	<ul style="list-style-type: none"> • Intranet Page created • Communications issued to all Pride Network Members. 	
26 October 2019 Intersex Day of Awareness	<ul style="list-style-type: none"> • Intranet Page created • Communications issued to all Pride Network Members. 	
25-31 October 2020 Asexual Awareness Week	<ul style="list-style-type: none"> • Intranet Page created • Communications issued to all Pride Network Members. 	
28 November 2020	• Intranet Page created	

Trans Day of Remembrance	<ul style="list-style-type: none"> • Communications issued to all Pride Network Members. 	
1 December 2020 World Aids Day	<ul style="list-style-type: none"> • Intranet Page created • Communications issued to all Pride Network Members. 	
11-18 December 2020 Hanukkah	<ul style="list-style-type: none"> • Communications issued to all Pride Network and Culturally and Linguistically Diverse Network Members. 	

Figure 45 – Extract from the LGBTIQ+ Pride network 2020 annual report, table of LGBTIQ+ Pride networking event details

Networking Opportunities

Region	Details Event	Status
Brisbane	Networking event held in conjunction with Wear It Purple Day.	📌
Canberra	Networking event held Thursday 10 September 2020. A quiz was conducted via Microsoft teams.	📌
Darwin	Networking event held in conjunction with Wear It Purple Day.	📌
Perth	Networking event held in conjunction with Wear It Purple Day.	📌
Sydney	Networking events held in conjunction with International Day Against Homophobia, Biphobia, Intersexism and Transphobia and Wear It Purple Day.	📌
Canberra	The LGBTIQ+ Pride Network had a team in the department's trivia competition.	📌

Polar Pride 2020

The inaugural Polar Pride day was celebrated by the Antarctic community around the world on 18 November 2020. The day coincides with the international day of LGBTIQ+ people in STEM (Science, Technology, Engineering and Mathematics) for 2020. Polar Pride aims to celebrate and support the diversity of everyone involved in Polar affairs.

Mr Matthew Williams is the Station Leader for Mawson research station.

- <https://www.facebook.com/AusAntarctic/posts/station-leader-matt-williams-at-mawson-research-station-in-antarctica-onlygayint/3264283946923266/>

Facebook

Antarctica.gov.au – post on 17 November 2020



Australian Government
 Department of Agriculture,
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- #polarpride

Twitter

Pride in Polar Research - @PridePolar

- #pridepolar
- #queerstem
- #prideinstem

Figure 46 – Extract from the LGBTIQ+ Pride network 2020 annual report of LGBTIQ+ communications to the department

LGBTIQ+ Communications

Throughout the year a number of LGBTIQ+ topics were shared across the network. Topics and communication have included:

- 25 February 2020 – List of LGBTIQ+ Events and Festivals across Australia
- 23 March 2020 – Lambda Liberty Awards – list of categories and finalists
- 25 March 2020 – Article about LGBTIQ wedding in New York (social distancing wedding)
- 29 May 2020 – Happy Ramadan
- 2 June 2020 – Pride Month
- 15 June 2020 – Australian Workplace Equality Index results
- 25 June 2020 – Article about Kenneth Felts (coming out at 90)
- 6 July 2020 - Lambda Liberty Awards – Winners
- 8 July 2020 – Griffon Gay Vultures
- 17 August 2020 – Additional communication on International Non-Binary Peoples Day
- 25 August 2020 – Article about Megan Schutt (International Cricketer)
- 25 August 2020 – Article about Wear It Purple – status update on Wear It Purple celebrations and videos
- 27 August 2020 – Training courses for LGBTIQ+ friendly workplaces
- 27 August 2020 – Pride Train UK
- 2 October 2020 – Gender Neutral B’ni Mitzvah
- 6 October 2020 - #ProudBoys
- 20 November 2020 - NAIDOC Week 2020 – Contemporary Dance by Leanord Mickelo, an Indigenous (and gender fluid) performer
- 23 November 2020 – Pantene (hair care) supporting LGBTIQ+ families
- 24 November 2020 – Chris Mosier – trans runner representing USA in duathlon
- 30 November 2020 - Laws to ban conversion practices introduced in Victorian Parliament
- 4 December 2020 – Polar Pride (18 November 2020)
- 10 December 2020 – Happy Hanukkah

ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION

22. Visibility in the Workplace

We actively encourage and provide a means by which employees can indicate their commitment to LGBTQ workplace inclusion through the use of: ALLY email signatures, lanyards, personal pronouns, **virtual backgrounds**, etc.

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)

Figure 47 – Screenshots of ally staff email signature block and use of pronouns in staff signature block

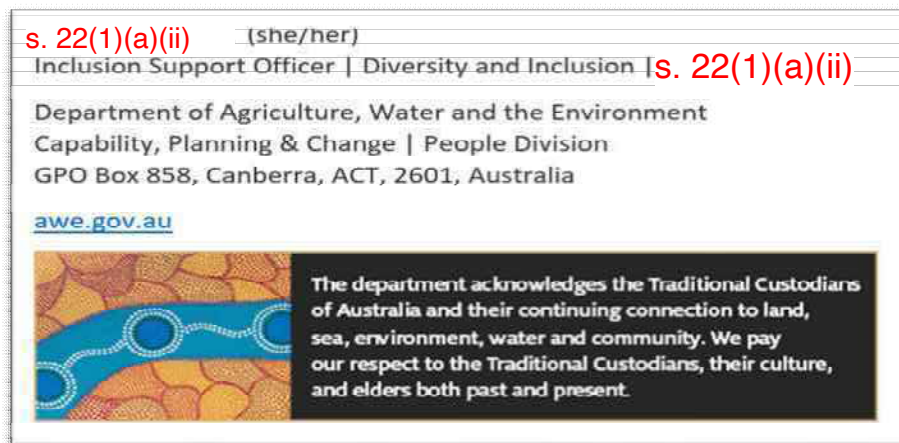
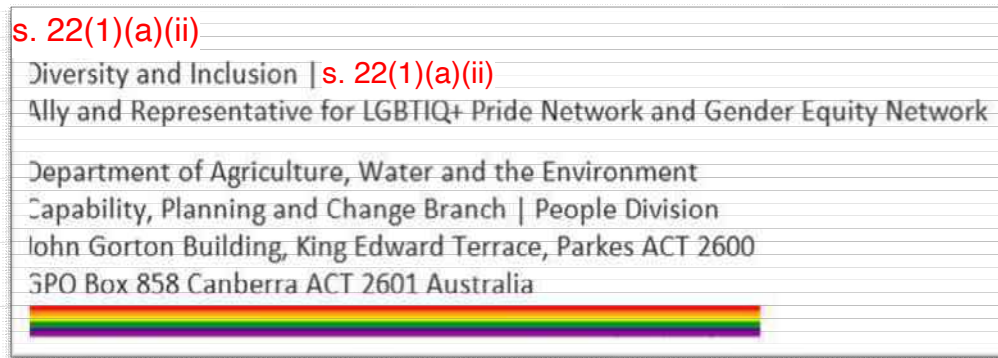


Figure 48 - Screenshot of LGBTIQ+ intranet page supporting LGBTIQ+ employees and extract of 'How to be an ally' page

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Workplace Diversity

- Awards & Recognition
- Conduct and behaviour
- Enterprise agreements
- Learning & Development
- Leave
- Manager support
- New Starter orientation
- Pay and conditions
- Performance
- Recruitment
- Ways of working
- Work health & safety
- Workforce Planning
- Worklife Balance
- Workplace Diversity**
- Disability
- Aboriginal and Torres Strait Islander
- Non-English Speaking
- Inclusion Networks

LGBTIQ+

Our commitment to diversity and inclusion applies to all employees, inclusion is everyone's responsibility. Our policies, procedures, guidelines and other instructional materials are designed to support all staff, including those who identify as LGBTIQ and their families (where families are included within the document).

On this page:

- [AWEI Employee Survey](#)
- [Being LGBTIQ in the Department](#)
- [What does it mean to identify as LGBTIQ?](#)
- [What is Gender Diversity?](#)
- [Intersex employees](#)
- [Gender affirmation](#)
- [Coming out in the workplace or disclosure of LGBTIQ status](#)
- [How to be an ally](#)
- [Employee Assistance Program](#)
- [Pride Network](#)
- [Further advice](#)

Being LGBTIQ in the Department

We (the department) support all employees and the diversity each of us bring to the workplace, including those who identify as Lesbian, Gay, Bisexual, Trans, Intersex or Queer (LGBTIQ). We value the unique experiences our LGBTIQ employees bring to their place of work.

We recognise the individual challenges these employees face and aim to create an inclusive workplace where everyone can bring their authentic self to work.

Our [Inclusion Strategy 2019-2021](#) contains an LGBTIQ Action Plan. The action plan details how we will:

- Create a culture where all employees feel safe and included, irrespective of their sexual orientation, gender identity or intersex status
- Ensure our employees are free to be their authentic self, without the need to guard their conversations due to fear of bias, labels or discrimination.

In 2019 the department was awarded bronze status in the participate in the [Australian Workplace Equality Index \(AWEI\)](#), the national benchmark on LGBTIQ inclusion.

What does it mean to identify as LGBTIQ?

We use the acronym LGBTIQ, but other organisations or community groups may use a different collection of letters. Our LGBTIQ partner, [Pride in Diversity](#), have provided the below definitions of the six LGBTIQ identities:

Contacts

Diversity and Inclusion
Email: Diversity and Inclusion

Related Pages

- [LGBTIQ Pride Network](#)
- [Employee Assistance Program](#)
- [Workplace Diversity and Inclusion](#)

Related Documents

- [Australian Government Guidelines on the Recognition of Sex and Gender](#)
- [Inclusion Strategy 2019-2021](#)
- [Australian Workplace Equality Index \(AWEI\)](#)
- [Intersex Fact Sheet](#)
- [Let's Talk Gender](#)
- [Employers Guide to Intersex Inclusion](#)
- [Gender Affirmation Guidelines](#)
- [Trans*@Work: Guidance for transitioning employees, managers and colleagues](#)
- [Ally poster](#)
- [Manager's Quick Guide to LGBTI Inclusion](#)
- [Count Me In: Information for LGBTI allies](#)
- [LGBTIQ+ 2019 Work plan - Status Update](#)
- [LGBTIQ+ 2019 Work plan - Status](#)

How to be an Ally

An "ally" is a term used to describe someone who is supportive of LGBTIQ people. Allies are both people who identify and supporters of those who identify as LGBTIQ.

The following actions can help you become an LGBTIQ ally:

- Have an [Ally poster](#), postcard or sticker from your LGBTIQ employee network on your desk, on your whiteboard or office window.
- Discuss department inclusion initiatives at team meetings and invite people to take part.
- Quickly address any negative behaviour or commentary.
- Don't take part in derogatory jokes or banter.
- Seek resources to better understand the realities of being an LGBTIQ individual. If appropriate, ask your LGBTIQ team member what's important to them.

For more ways you can promote LGBTIQ inclusion in your workplace, see the Pride in Diversity [Quick Guide to LGBTI Inclusion](#).

The team at Pride in Diversity have also prepared the [Count Me In](#) information booklet for LGBTIQ allies in the workplace.

Figure 49 - I am an Ally PDF available for printing on department's intranet

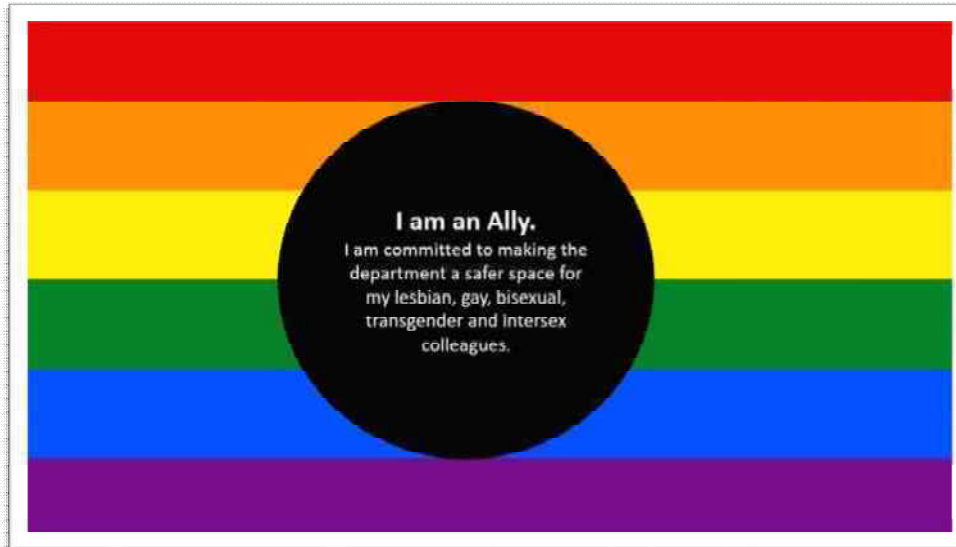
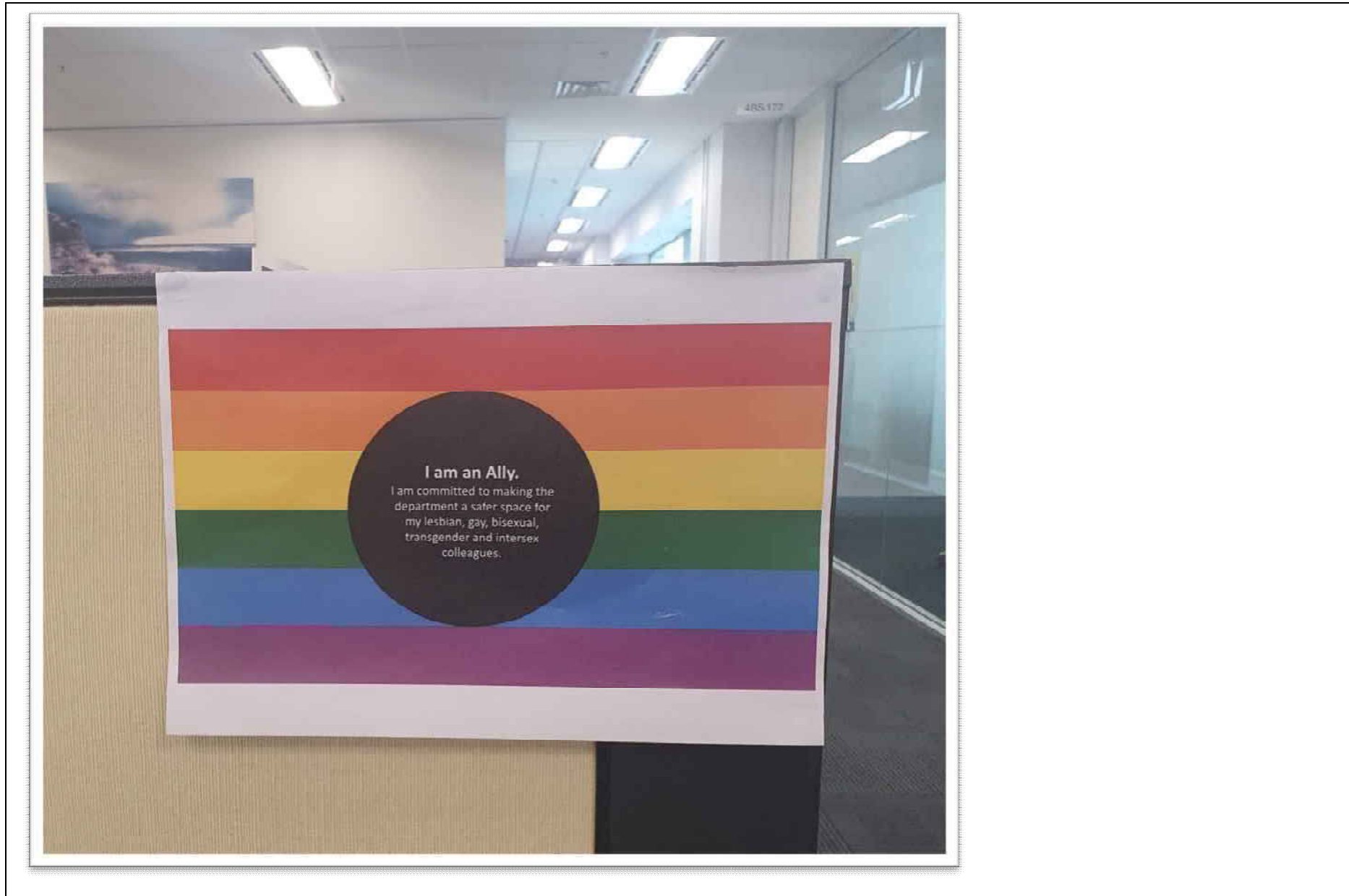


Figure 50 - Photos of staff lanyards with ally pins and ally posters on our staff desks







INTERMEDIATE
Max. 3 points

ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION

23. Ally / Champion Reference Guides

We provide Ally/LGBTQ+ Champion Reference Guides or materials on how to be an effective ally and/or an active champion for LGBTQ inclusion within the workplace.

Please provide

- (a) copy of this guide or an outline of the content covered within the guide
- (b) information regarding how it is distributed or where this guide can be found

Our workforce has a strong presence of allies and we take pride in providing the right information and guidance on how to be an effective ally/ active champion in the workplace. Allies play a vital role in our workforce, supported by the Secretary’s video message on 27 August 2020 stating “We should all be allies for the LGBTIQ+ community”.

There are a number of resources available on our intranet which clearly communicates how the department and individuals can support our LGBTIQ+ colleagues as allies. The page also has a number of related documents and websites for employees to learn more. See screenshots below.

Figure 51 - Screenshot of LGBTIQ+ intranet page supporting LGBTIQ+ employees and extract of ‘How to be an ally’ page on this page

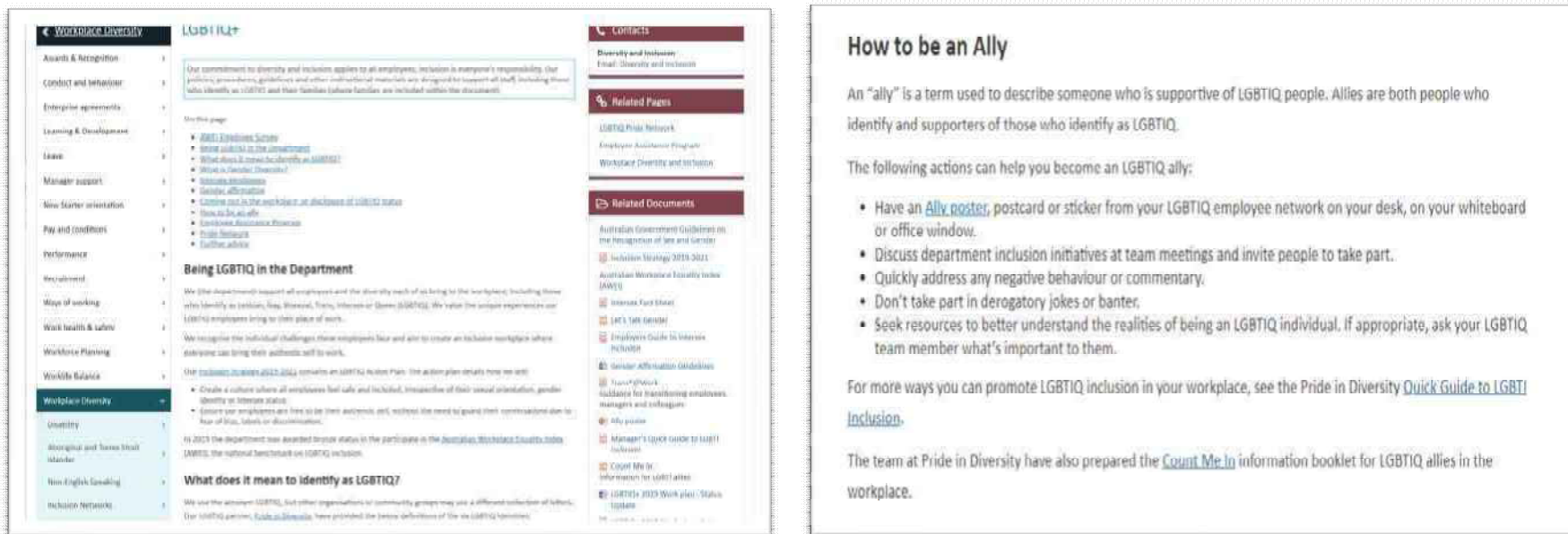
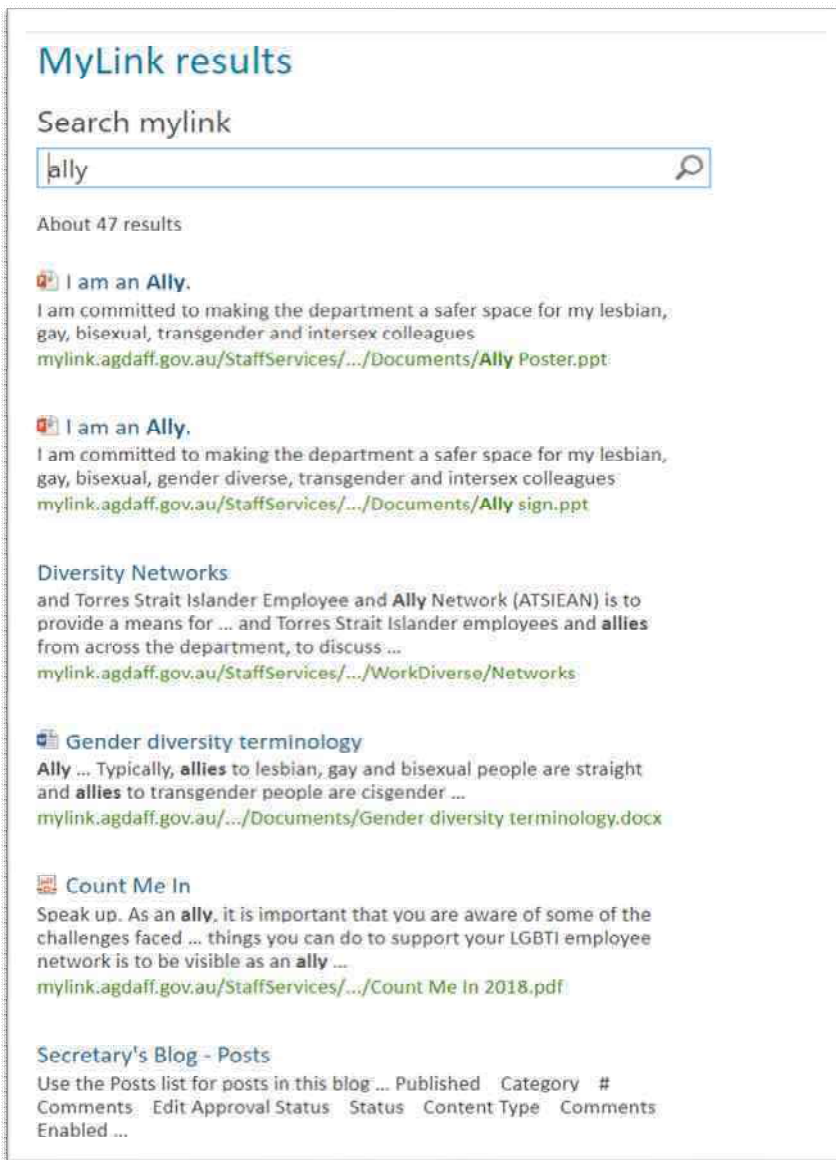


Figure 52 - Screenshot of department's intranet of 'Ally' search results





MyLink results

Search mylink


ally


About 47 results

 **I am an Ally.**
I am committed to making the department a safer space for my lesbian, gay, bisexual, transgender and intersex colleagues
<mylink.agdaff.gov.au/StaffServices/.../Documents/Ally Poster.ppt>

 **I am an Ally.**
I am committed to making the department a safer space for my lesbian, gay, bisexual, gender diverse, transgender and intersex colleagues
<mylink.agdaff.gov.au/StaffServices/.../Documents/Ally sign.ppt>

Diversity Networks
and Torres Strait Islander Employee and **Ally** Network (ATSIEAN) is to provide a means for ... and Torres Strait Islander employees and **allies** from across the department, to discuss ...
<mylink.agdaff.gov.au/StaffServices/.../WorkDiverse/Networks>

 **Gender diversity terminology**
Ally ... Typically, **allies** to lesbian, gay and bisexual people are straight and **allies** to transgender people are cisgender ...
<mylink.agdaff.gov.au/.../Documents/Gender diversity terminology.docx>

 **Count Me In**
Speak up. As an **ally**, it is important that you are aware of some of the challenges faced ... things you can do to support your LGBTI employee network is to be visible as an **ally** ...
<mylink.agdaff.gov.au/StaffServices/.../Count Me In 2018.pdf>

Secretary's Blog - Posts
Use the Posts list for posts in this blog... Published Category #
Comments Edit Approval Status Status Content Type Comments Enabled ...

Figure 53 - I am an Ally PDF available for printing on department's intranet



5.7 Network Allies

An Ally is an employee who believes in workplace inclusion and is an active supporter of one or more of our inclusion networks. If you are a (non-identifying) Ally you will play a supporting role within the network to advocate for, promote and participate in network activities. The role of an Ally is to:

- Establish a visible network of allies to be agents of change
- Create a safe, nurturing, inclusive and affirming environment
- Build a support and advocacy network through education
- Participate in social gatherings and other awareness-raising events
- Reflecting on personal beliefs and developing self-awareness of your attitudes and commitment to diversity in the community
- Developing a better understanding of diversity group issues through community, history and available resources to better fulfil your support and advocacy roles
- Providing a safe place to talk for members of the network who seek your support, empathy, friendship and information, while maintaining confidentiality
- Working within and openly supporting existing policies and practices that bring equity to the diverse community
- Attending development sessions and actively seeking to expand your own knowledge and understanding of various issues concerning inclusion networks.

Figure 54 - Extract from *Intersex for allies*



Being an ally to intersex people

- Be clear in your language and frame of reference. Intersex is about sex characteristics. It is distinct from legal sex, sexual orientation and gender identity.
- Adopt the 2017 Darlington Statement by Australian and NZ intersex organisations and advocates.

Body autonomy and despathologisation

- Many medical papers on people with intersex variations explicitly identify fears of stigma, gender identity issues and non-heterosexual behaviours as reasons for medical interventions.
- Ally with our call to prohibit harmful practices on infants, children and adolescents with intersex variations.
- Challenge body shaming and the elimination of intersex traits via RRF.
- Support intersex inclusion in human rights and health initiatives.

Anti-discrimination

- Intersex people face discrimination in healthcare, education, employment, and other services, often due to physical characteristics, developmental issues, or assumptions about our identities.
- Include measures to combat stigma in healthcare, education, employment, diversity and inclusion, and anti-bullying policies.

Forms and surveys

- Consider whether and where your organisation needs to collect data on sex, gender and title.
- Recognise the heterogeneity of intersex people. Recognise that intersex and non-intersex people alike benefit from E, M, X and multiple options.
- Find more information at ihra.org.au/forms

Full participation

- Put people with intersex variations and intersex-led organisations front and centre when talking about intersex.

Resources

Framework documents

- Darlington Statement (Australia, Aotearoa/NZ) darlington.org.au/statement
- Yogyakarta Principles plus 10 yogyakartaprinciples.org/yp+10

Non-fiction

- *Fixing Sex: Intersex, Medical Authority and Lived Experience* by Katrina Karkazis
- *The Legal Status of Intersex Persons* by Jessa Sherpe, Anmol Dutta and Tobias Helms (eds)
- *Critical Intersex* by Morgan Holmes (ed)
- *Raising Rosie: Our Story of Parenting an Intersex Child* by Stephani Lohman, Eric Lohman and Georgiann Davis

Fiction

- *Golden Boy: A Novel* by Abigail Tarttalin
- *None of the Above* by J W Gregorio

Documentaries

- *Orchids: My Intersex Adventure* (2017)
- *Intersexion* (2012)
- *XOXY* (2000)

People, training, information and support

- Intersex Human Rights Australia ihra.org.au
- AIS Support Group aissga.org.au

ihra
Intersex Human Rights Australia
ihra.org.au
[facebook.com/intersexaus](https://www.facebook.com/intersexaus)
[twitter @intersexaus](https://twitter.com/intersexaus)
IHRA 2018 (2018-04)
Acknowledgements and resources: ihra.org.au/allies



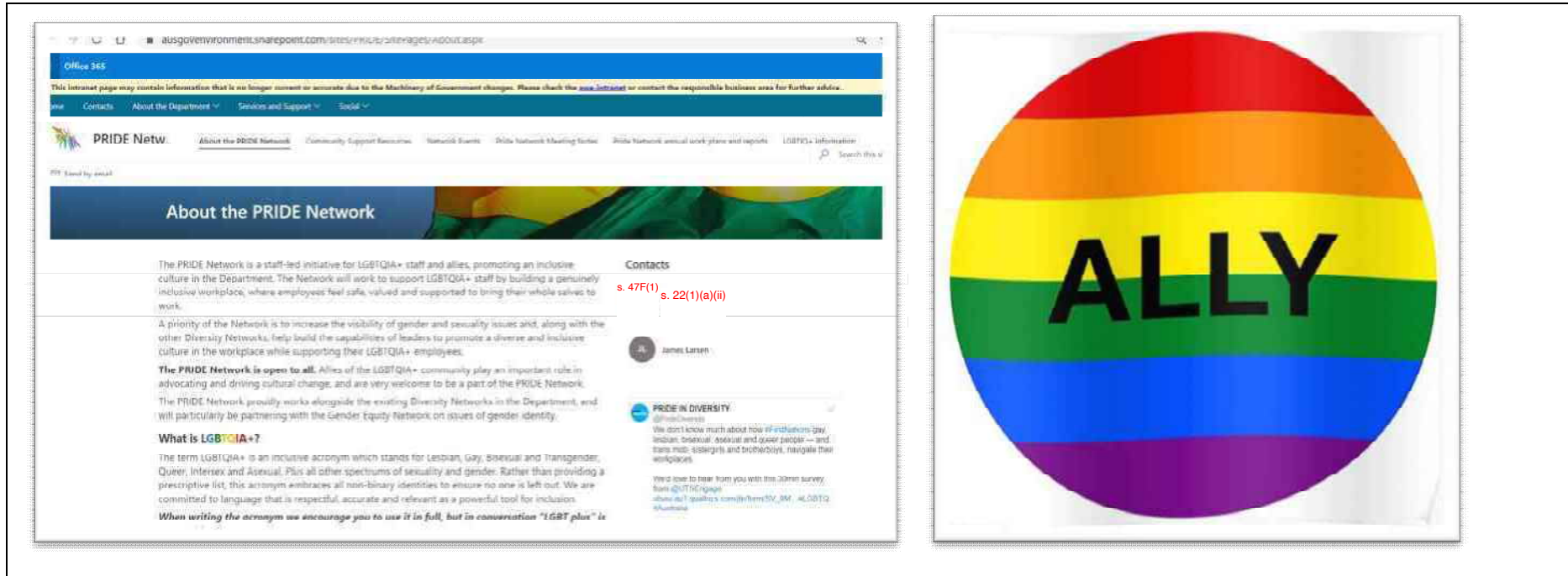
Calling Out and Calling In
Gender and Sex Diversity Resource

4. Establishing the Network Leadership Group

Each network will be comprised of the following Network Leadership Group (NLG). The term of an NLG role is annual.



- Allies**
- Champion**
Deputy Secretary / First Assistant Secretary
- Co-Champion**
First Assistant Secretary / Assistant Secretary / High performing EL2
- Chair / Regional Chair**
Network Elected
- Deputy-Chair**
Network Elected
- Secretariat**
Network Elected




<p>ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION 24. Individual LGBTQ Inclusion Work Recognition</p>	<p>INTERMEDIATE 2 points</p>
<p>Leadership has formally recognised and communicated the work of employee/s across the organisation, 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.</i></p>	
<p>Submission Evidence: AQ24 – Publications from leadership throughout the year Figure 55 – Secretary’s announcement for the Secretary’s Award for Inclusion, published on the department’s intranet</p>	

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AWE-intranet Home About the Department Policies and Procedures News and events Tools and Systems Search

by email



Celebrating outstanding achievements

s. 22(1)(a)(ii)

At the end of January we celebrated some of our outstanding achievements at the department's Secretary and Australia Day Awards ceremony for previous Department of Agriculture employees.

These awards recognised the incredible work of our colleagues in a wide range of areas:

s. 22(1)(a)(ii) who helped organise the Llewellyn Hall event in Canberra, highlighted the importance of celebrating our achievements:

'I love being involved in events that really showcase the amazing people we have working in our department,' said s. 22(1)(a)(i)

'Seeing our colleagues recognised in this way is a fantastic reminder of the extraordinary work that we deliver, and the amazing people who make it happen.'

The ceremony at Llewellyn Hall saw 12 Australia Day Awards and 17 Secretary Awards presented to staff in Canberra and across our regions, recognising the efforts of both cross-divisional groups and individuals from a range business areas.

You can read full details of all awards presented below the event images.

Secretary and Australia Day Awards Winners 2020

On **Thursday, 30 January 2020** colleagues under the previous Department of Agriculture received Secretary Awards and Australia Day Awards for their outstanding contributions to the department.

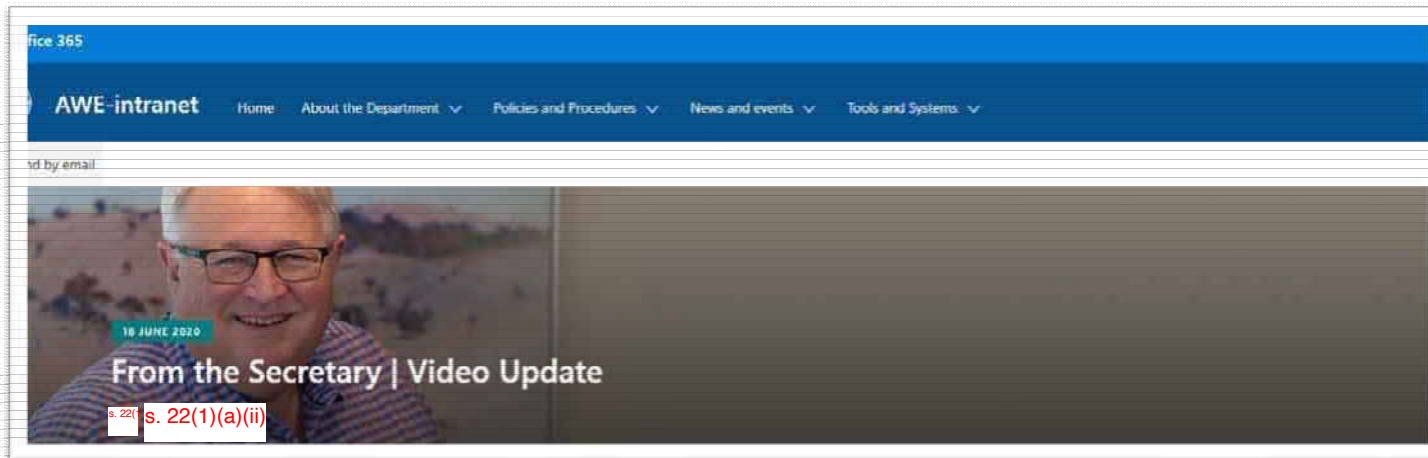
- **Secretary Awards** - recognise individuals and small teams who have made a significant contribution to our department during 2019 across five award categories: achievement, collaboration, innovation, inclusion, and health and safety.
- **Australia Day Awards** - the Executive endorsed a small number of nominations to receive the prestigious Australia Day Award in recognition of individuals and small teams who displayed an exceptional contribution to our department during 2019.

2020 Secretary Awards

Recipients for the 2020 Secretary Awards for Inclusion were:

- s. 22(1)(a)(ii) in recognition for consistently inspiring and motivating us to build a connected workplace and inclusive culture.
- s. 22(1)(a)(ii) in recognition for consistently demonstrating dedication to improving the department's inclusive culture in practical ways.
- s. 22(1)(a)(ii) in recognition for promoting the Pride Network and LGBTI inclusion in practical and effective ways.
- s. 22(1)(a)(ii) in recognition of your dedication to creating cultural safety in the workplace and improving cultural awareness and inclusion.

Figure 56 – Secretary’s video message transcript thanking staff who contributed to the 2020 AWEI submission, and those who make the effort to ensure we are genuinely an inclusive and diverse workforce.



Transcript

Well hello colleagues and welcome to this week's video.

We received some great news this week, and that's that we have now received the gold standard in the Australian Workplace Equality Index or 'AWEI,' which is the definitive national benchmark on LGBTIQ workplace inclusion. It's a very timely announcement given that June is Pride Month.

Having a diverse and inclusive workplace is the right thing to do, but it benefits all of us as well.

It benefits all of our people because it makes everyone feel welcome and valued in the workplace, it allows people to give their very best because they feel included and supported.

It benefits our whole department because as an employer of choice we then attract and retain the best possible people, the most talented people, who are happy and productive at work.

And it benefits the communities that we serve and that we're a part of because it means that we are reflective of wider community values and standards.

I'm proud to lead our department that holds these values so strongly.

Our pride networks across both former departments achieved great things, including introducing inclusive policies and guidelines to support all employees, offering LGBTIQ training and making allyship more visible in the workplace by sharing rainbow lanyards, through pronoun and ally pins, and ally signs to display at workstations.

Our networks hosted celebrations for many days of significance, including Pride Month, Wear it Purple Day and IDAHOBIT. And IDAHOBIT, the International Day Against Homophobia, Biphobia, Interphobia and Transphobia, was just last month and it was marked, in a physically distant way, by our colleagues in many different ways in many different workplaces. [\[Read the In AWE article\]](#)

Our gold 'AWEI' status applies to all of our department and it will continue to be reflected in our developing policies and programs in this area, it's important that we build on the work of the past and continue to create a truly diverse and inclusive workplace.

As many of you are aware, we're in the process of reviewing our diversity networks. We recently ran an online survey and held a number of workshops to give everyone the opportunity to discuss the role and purpose of our diversity networks in our new integrated department.

From what I hear, the feedback has been very positive and it's clear that many people are highly interested in participating in our networks and are passionate about inclusion. Our Diversity and Inclusion team is now going through all this feedback and they'll be recommending a way forward for diversity networks in our new integrated department.

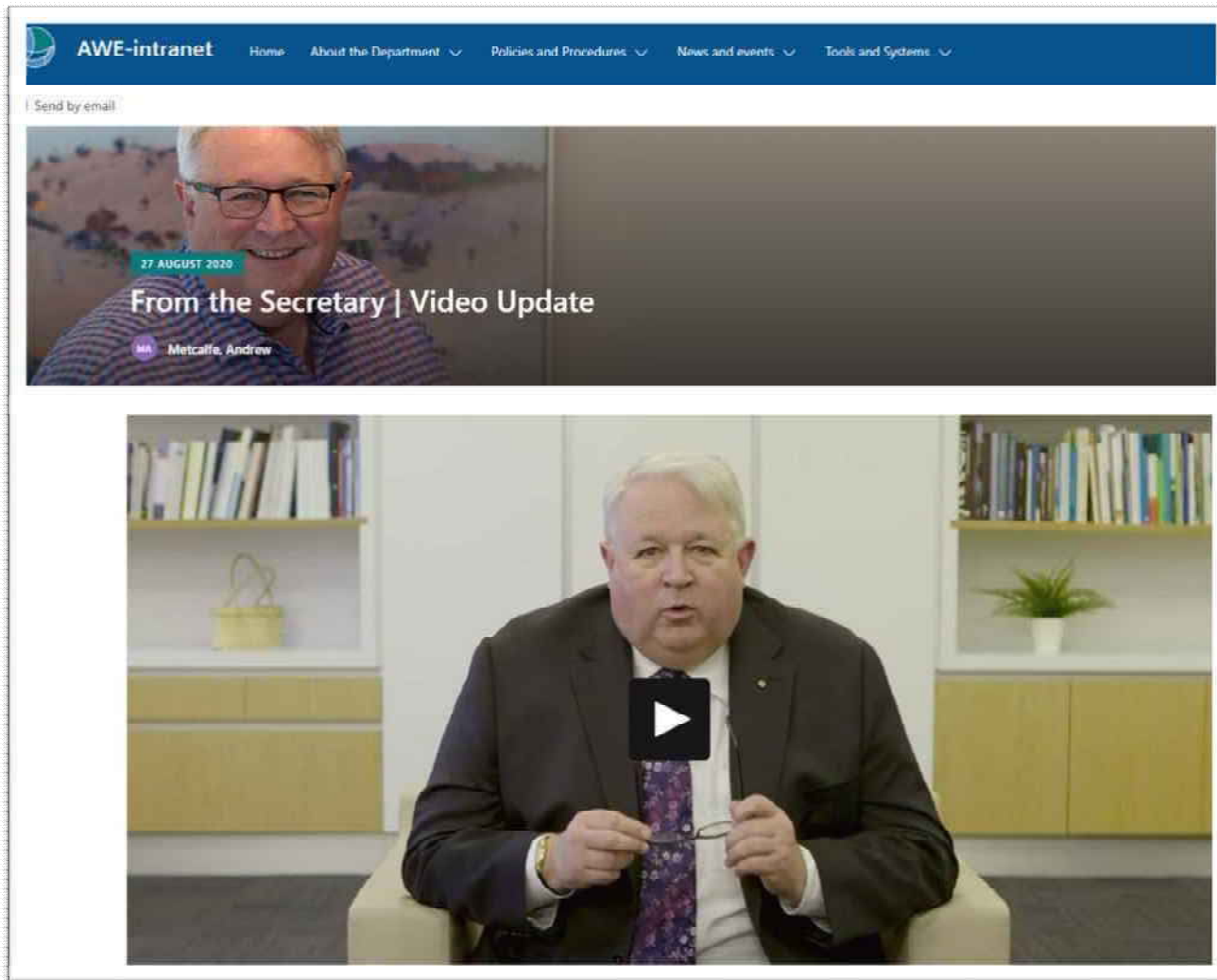
So I look forward to sharing with you further updates as that work progresses, and also to participating in some of our diversity events when they're back up and running.

So colleagues, thank you to each and every one of you who's contributed in some way to this significant achievement. And thank you to everyone who makes the effort everyday to ensure that we are genuinely an inclusive and diverse network that supports everyone to do their very best.

Colleagues, until next week, please look after yourselves and look after you families, look after your teams and each other. Have a great week and

THANK YOU TO ALL OUR COLLEAGUES

Figure 57 – Secretary’s video message transcript recognising all staff for continually showing respect, promoting diversity and embracing the unique skills and qualities of staff, a testament to the diverse work we undertake.



Well hello colleagues,

Tomorrow is Wear It Purple Day, a world-wide celebration of pride and diversity. Building an integrated, inclusive and high-performing culture is one of our key departmental priorities, it's outlined in our purpose, objectives and priorities statement.

I want nothing less than for every single person in the department to feel valued and supported when they come to work, regardless of sexuality or gender identity. Having an inclusive workplace makes everyone feel comfortable to bring their authentic selves to work, and to contribute fully in the workplace.

Our efforts to provide an inclusive workplace for our LGBTIQ staff was recently recognised through the Australian Workplace Equality Index who awarded the department 'gold status', something that we should all be incredibly proud of. It's a great achievement, it shows that these are values held strongly by our people and our department.

Strengthening diversity and inclusion within our new department is essential to our future. We need a diversity of ideas and approaches in order to respond flexibly to changes in what's a very complex operating environment. Our Pride Network plays an important role in supporting workplace diversity and inclusion. It provides a forum for staff and allies to come together, to support one another, to share their experiences and to help build a workplace that openly values LGBTIQ employees. So if you're not already part of the network, you might like to consider joining. We should all be allies for the LGBTIQ community.

Unfortunately of course, we haven't been able to hold an event to celebrate Wear It Purple Day this year due to COVID-19. But instead, we've been celebrating by [sharing videos featuring our LGBTIQ staff and their allies](#) from across the department. I'm enjoying watching the videos and hearing firsthand from our colleagues about why diversity and inclusion is important to them.

Colleagues, I thank you all for continuing to show respect, promoting diversity and embracing the unique skills and qualities of all our staff.

And look speaking of interesting videos, soon you'll see the new department's 'Flagship video' which we're releasing to coincide with our Corporate Plan.

The video is testament to the diverse work that we as a department undertake, it showcases the critical role we play in fostering and enhancing the nation's agricultural, environmental, heritage and water resources sectors. It's something that you can show to your family and your friends and say in 2 or 3 minutes, that's what we do.

Finally colleagues, can I say that the news from Victoria is looking much more promising this week, with new infection numbers dropping. It's testimony to the wonderful efforts of the Victorian people, including many hundreds of our staff, in stopping the spread. But sadly of course, some people are still dying or getting very ill.

So colleagues, until next week, please look after yourselves, look after your families, look after your teams, look after each other.

ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION **INTERMEDIATE**
2 points

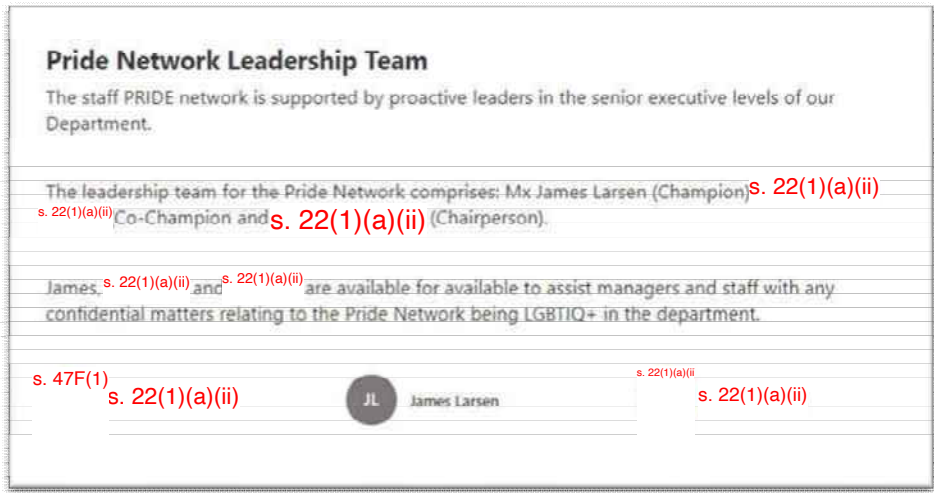
We have an LGBTQ intranet page that clearly identifies LGBTQ people or allies who can be contacted for a confidential and informal discussion regarding being an LGBTQ employee within the organisation. This is over and above any HR or grievance contacts and confidentiality must be assured.

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.

Our Network Leadership Group Champion, co-Champion and Chair can be contacted for a confidential discussion and are available for both staff and management.

Submission Evidence:

Figure 58 - Extract from the LGBTIQ+ Pride network intranet page



ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION

26. Communication of LGBTQ Support Information

As the initial source of information for LGBTQ employees, our LGBTQ intranet page clearly articulates:

- a) the process for formally reporting workplace LGBTQ bullying/harassment
- b) available LGBTQ friendly support (should this occur)

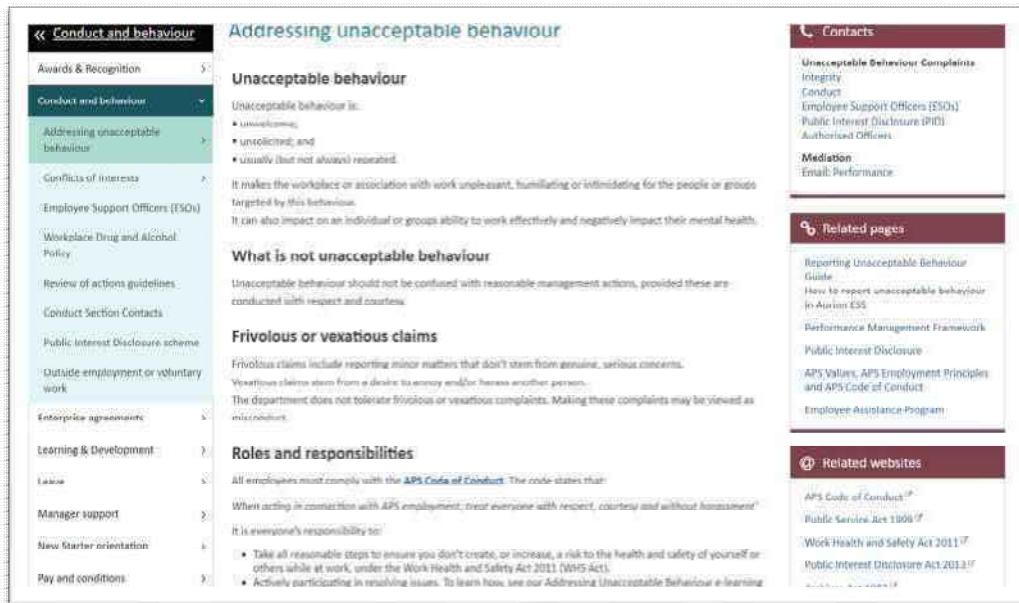
For full points, please:

- (a) provide a screenshot of where this information is communicated on the network or LGBTQ diversity page.
- (b) clearly show LGBTQ friendly support avenues

Our intranet provides information about unacceptable behaviour and what it is, how to report unacceptable behaviour and provides guidance about the support available and who you can contact for advice, both internally and externally. The intranet page has links to multiple contacts and procedures. Although the documentation does not explicitly talk about LGBTIQ+ related incidents, our LGBTIQ+ Commitment Statement is embedded on the page. Our Conduct team have confirmed that regardless of the nature of the incident the process is unchanged.

Submission Evidence:

Attachment AQ26 - Internal complaints and allegations of misconduct fact sheet
Figure 59 – Screenshot from the Conduct and Behaviour section on the department’s intranet.



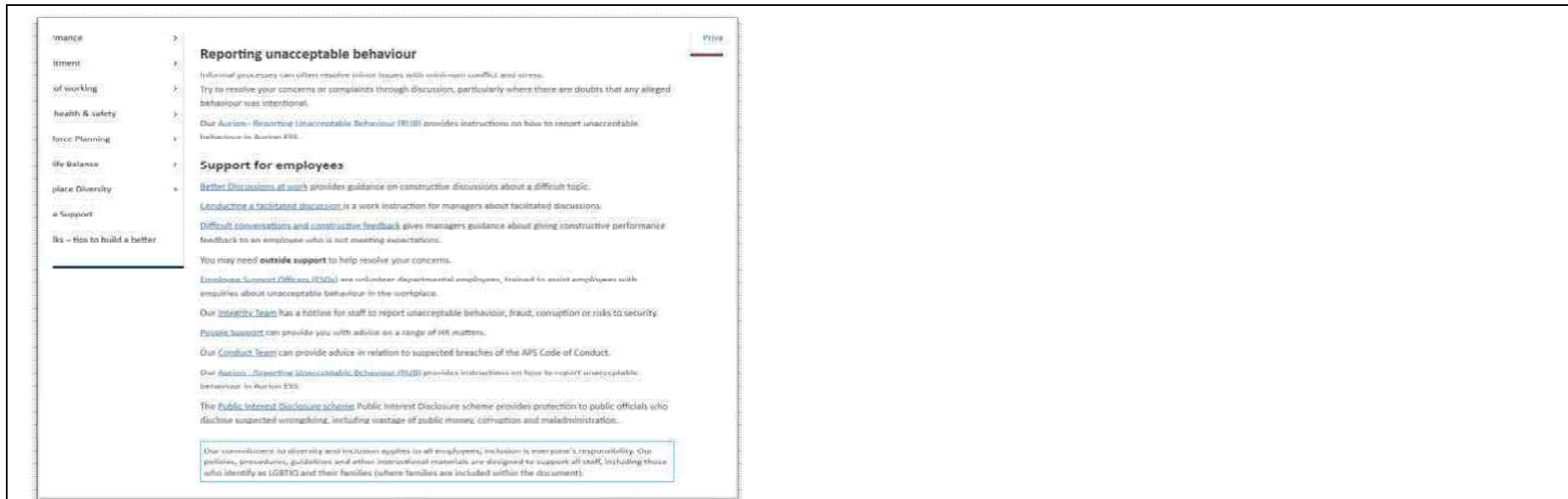
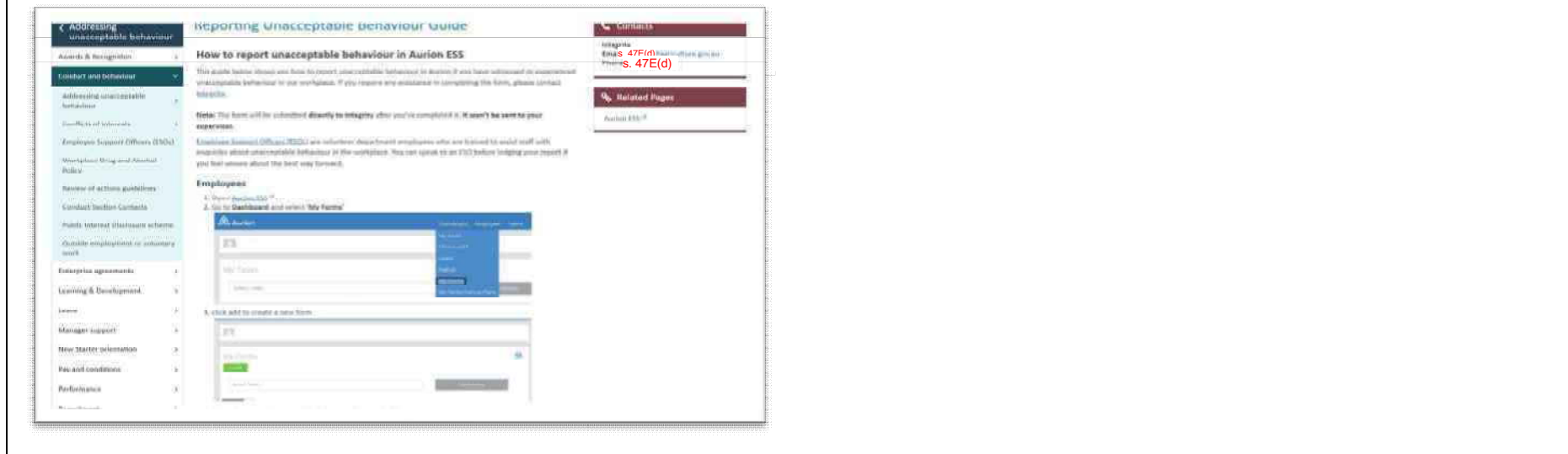


Figure 60 – Extract from department’s intranet reporting unacceptable behaviour



If bullying or harassment is occurring in the workplace we encourage you to seek assistance and support. You can discuss it with your manager, the performance and behaviour helpdesk, a Workplace Contact Officer (WCO) or the Employee Assistance Program (EAP) please call [s. 47G\(1\)\(a\)](#)

Where you have concerns about the behaviour of an employee, you may wish to discuss the matter with the performance and behaviour helpdesk. Simply approaching the helpdesk does not mean that it is necessary to make a formal complaint regarding a matter or individual. You can contact the hotline number on [s. 47E\(d\)](#) If we do not answer please leave a brief message and your contact details or email [s. 47E\(d\)](#) [@environment.gov.au](mailto:environment.gov.au)

Alternatively, our Workplace Contact Officers are trained employees who provide support and information to you, your colleagues and managers about issues that may arise in the workplace. These may be work related or matters of a personal nature. This usually would involve some advice or feedback on issues and may include accompanying employees to interviews or meetings if required.

It is not the role of a WCO to resolve complaints or to conduct investigations into workplace matters – the role is only to support and advise you. It is the responsibility of managers to address issues that arise in the workplace and WCOs should refer employees to managers or the responsible contact areas within the Department.

Simply approaching a WCO does not mean that it is necessary to make a formal complaint regarding a matter or individual.

[Find a Workplace Contact Officer](#)

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This intranet page may contain information that is no longer current or accurate due to the Machinery of Government changes. Please check the [AWEI Intranet](#) or contact the responsible business area for further advice.

Home | Contacts | About the Department | Services and Support | Social

HR: My HR | Our HR Services

My HR
Recruitment & current vacancies | New starter | Conditions & pay | Diversity & Inclusion | Performance, behaviour & development | Health, safety & wellbeing | Manager Responsibilities

Send by email

I want to know about workplace behaviour

As an Australian Public Service (APS) organisation our core values and expected conduct at work are codified in the APS Values, Employment Principles and Code of Conduct.

All of us have a role and have a shared obligation for creating respectful and courteous work environment and setting the culture of our Department. A positive work environment is built by consistently respectful behaviour and clear expectations where we all hold each other to account and we feel safe to call out behaviours that do not align to our values.

Every example of unethical or bad behaviour, such as bullying and harassment, shapes culture. If enough people are condoning and enabling this within an organisation, we have a self-perpetuating system. A lack of respect and what is sometimes called 'incivility'—low level negative behaviours (such as rudeness, discourteousness, not acknowledging other staff)—can create a dysfunctional team environment, relationship breakdown, decline in productivity, and the risk of psychological injury.

We all need to model the APS values and set the tone for the 'how things are done around here'. We need to promote the kind of culture that inspires all people to do their best.

However, we know that this sometimes will not be the case and poor behaviour such as bullying

Contact People Support

Telephone [s. 47E\(d\)](#)

Email [s. 47E\(d\)](#) [Feedback](#)

Policies and Procedures

- APSC - Handling Misconduct-a human resources managers guide
- Procedures for determining breaches of the Australian Public Service (APS) Code of Conduct

Figure 61 – Screenshots from our LGBTIQ+ intranet and LGBTIQ+ Pride network pages with EAP details, confidential contacts, Workplace Contact Officers and community support resources

Employee Assistance Program

The department's Employee Assistance Program provider, ^{s. 47G(1)(a)} understands the unique challenges faced by LGBTIQ people in the workplace. We are confident of their competency in this area.

Our provider has psychologists who specialise in counselling LGBTIQ people. They also have staff within their Clinical, Operational and Client Services team who identify as LGBTIQ.

You and your immediate family members in Australia and overseas can access the counselling services 24/7. Use the free call 1800 AreUOK (1800 273 865) number, text line, email address and text relay. You can find more information on the services provided by the Employee Assistance provider on the [Employee Assistance Program](#) mylink page.

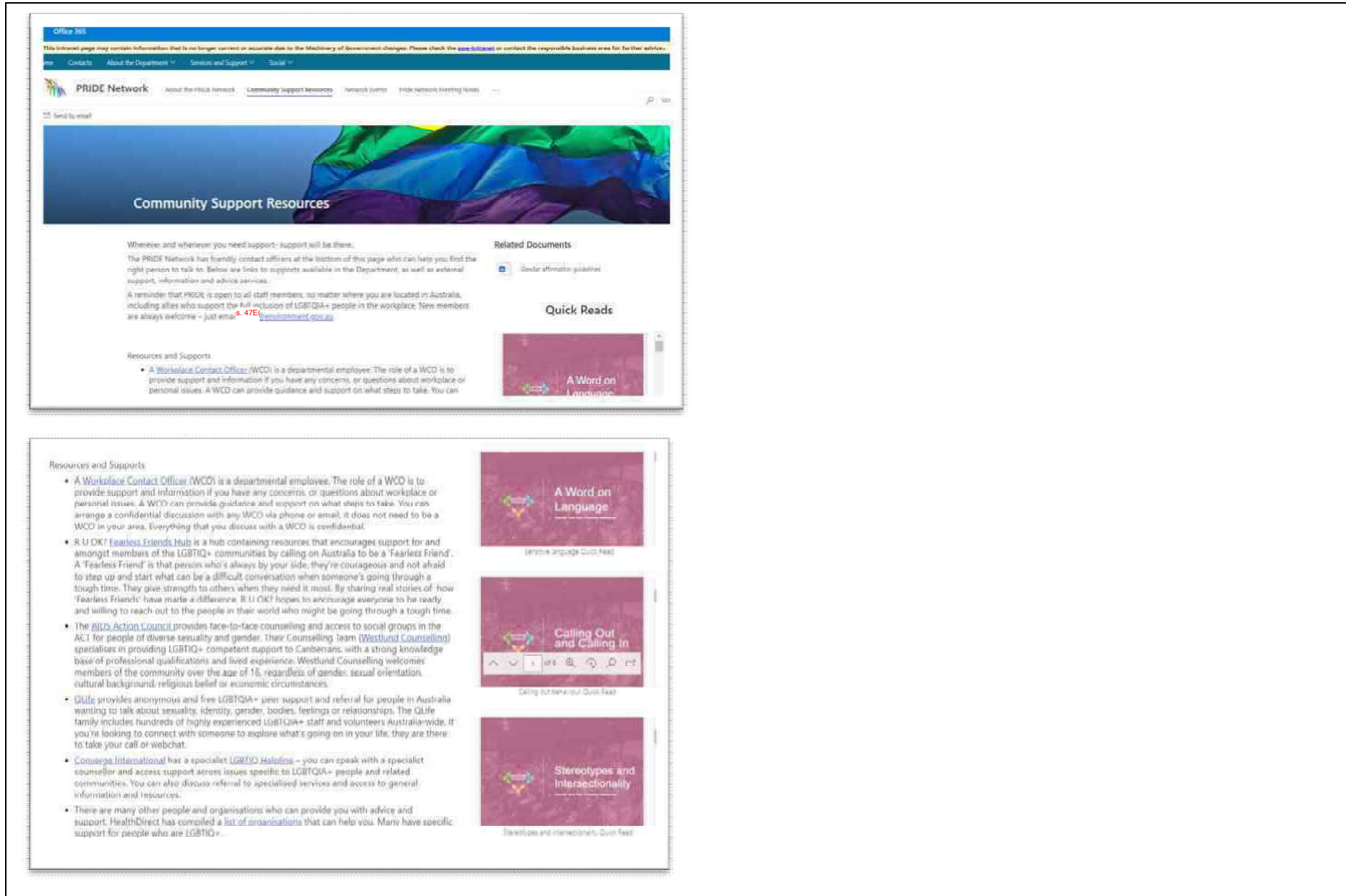
Pride Network Leadership Team

The staff PRIDE network is supported by proactive leaders in the senior executive levels of our Department.

The leadership team for the Pride Network comprises: Mx James Larsen (Champion) ^{s. 22(1)(a)(ii)} ^{s. 22(1)(a)(ii)} (Co-Champion and ^{s. 22(1)(a)(ii)} (Chairperson).

James ^{s. 22(1)(a)(ii)} and ^{s. 22(1)(a)(ii)} are available for available to assist managers and staff with any confidential matters relating to the Pride Network being LGBTIQ+ in the department.

^{s. 47F(1)} ^{s. 22(1)(a)(ii)}  James Larsen ^{s. 22(1)(a)(ii)} ^{s. 22(1)(a)(ii)}

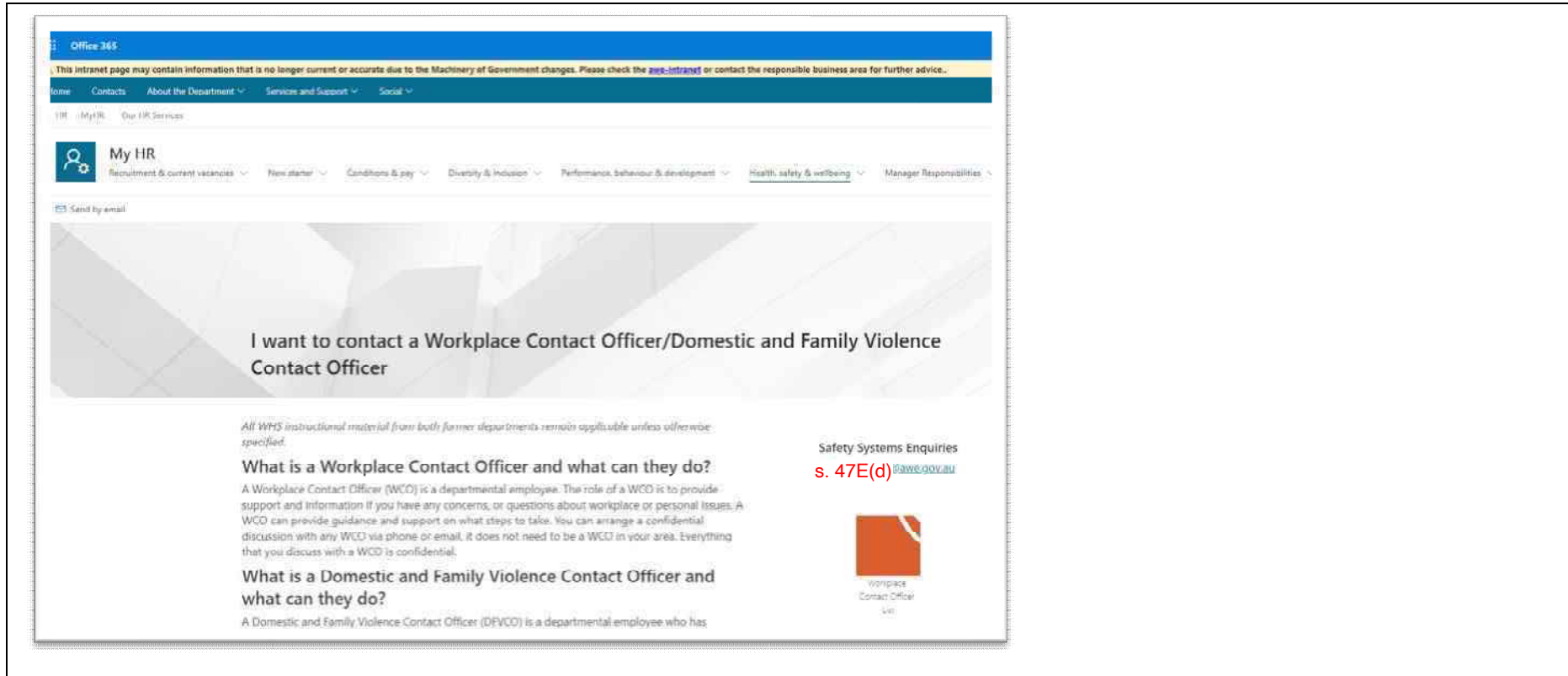


The screenshot displays the PRIDE Network website. At the top, there is a navigation bar with links for 'Home', 'Contacts', 'About the Department', 'Services and Support', and 'Social'. Below this is a 'PRIDE Network' header with sub-links for 'About the PRIDE Network', 'Community Support Resources', 'Network Events', and 'PRIDE Network Meeting Notes'. The main content area features a large rainbow flag graphic with the heading 'Community Support Resources'. Below the graphic, there is a paragraph stating: 'Wherever and whenever you need support, support will be there. The PRIDE Network has friendly contact officers at the bottom of this page who can help you find the right person to talk to. Below are links to supports available in the Department, as well as external support, information and advice services. A reminder that PRIDE is open to all staff members, no matter where you are located in Australia, including allies who support the full inclusion of LGBTQIA+ people in the workplace. New members are always welcome - just email s.47E@environment.gov.au'.

To the right of this text are two sections: 'Related Documents' with a link for 'Gender affirmation guidelines', and 'Quick Reads' with a thumbnail for 'A Word on Language'. Below the main text is a 'Resources and Supports' section with a bulleted list:

- A **Workplace Contact Officer (WCO)** is a departmental employee. The role of a WCO is to provide support and information if you have any concerns, or questions about workplace or personal issues. A WCO can provide guidance and support on what steps to take. You can arrange a confidential discussion with any WCO via phone or email, it does not need to be a WCO in your area. Everything that you discuss with a WCO is confidential.
- **R U OK? Fearless Friends Hub** is a hub containing resources that encourages support for and amongst members of the LGBTIQ+ communities by calling on Australia to be a 'Fearless Friend'. A 'Fearless Friend' is that person who's always by your side, they're courageous and not afraid to step up and start what can be a difficult conversation when someone's going through a tough time. They give strength to others when they need it most. By sharing real stories of how 'Fearless Friends' have made a difference, R U OK? hopes to encourage everyone to be ready and willing to reach out to the people in their world who might be going through a tough time.
- The **AIDS Action Council** provides face-to-face counselling and access to social groups in the ACT for people of diverse sexuality and gender. Their **Counselling Team (Westlind Counselling)** specialises in providing LGBTIQ+ competent support to Canberra, with a strong knowledge base of professional qualifications and lived experience. Westlind Counselling welcomes members of the community over the age of 16, regardless of gender, sexual orientation, cultural background, religious belief or economic circumstances.
- **QLife** provides anonymous and free LGBTQIA+ peer support and referral for people in Australia wanting to talk about sexuality, identity, gender, bodies, feelings or relationships. The QLife family includes hundreds of highly experienced LGBTQIA+ staff and volunteers Australia-wide, if you're looking to connect with someone to explore what's going on in your life, they are there to take your call or webchat.
- **Coverage International** has a specialist **LGBTIQ Helpline** - you can speak with a specialist counsellor and access support across issues specific to LGBTQIA+ people and related communities. You can also discuss referral to specialised services and access to general information and resources.
- There are many other people and organisations who can provide you with advice and support. HealthDirect has compiled a **list of organisations** that can help you. Many have specific support for people who are LGBTIQ+.

Below the list are three 'Quick Reads' thumbnails: 'A Word on Language', 'Calling Out and Calling In', and 'Stereotypes and Intersectionality'.



Office 365

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Home Contacts About the Department Services and Support Social

HR MyHR Our HR Services

My HR
 Recruitment & current vacancies New starter Conditions & pay Diversity & Inclusion Performance, behaviour & development Health, safety & wellbeing Manager Responsibilities

Send by email


I want to contact a Workplace Contact Officer/Domestic and Family Violence Contact Officer

All WHS instructional material from both former departments remains applicable unless otherwise specified.

What is a Workplace Contact Officer and what can they do?
 A Workplace Contact Officer (WCO) is a departmental employee. The role of a WCO is to provide support and information if you have any concerns, or questions about workplace or personal issues. A WCO can provide guidance and support on what steps to take. You can arrange a confidential discussion with any WCO via phone or email, it does not need to be a WCO in your area. Everything that you discuss with a WCO is confidential.

What is a Domestic and Family Violence Contact Officer and what can they do?
 A Domestic and Family Violence Contact Officer (DFVCO) is a departmental employee who has

Safety Systems Enquiries
 s. 47E(d) [@awco.gov.au](#)



ADVANCED
2 points

ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION

27. LGBTQ Social Media Streams

We have internal LGBTQ social media streams or any other means by which we can engage staff in conversations and post items of interest in regard to our inclusion work (may include but is not limited to Yammer, Twitter, Facebook, SharePoint).

Please provide screenshot evidence of such posts and/or conversations on your social media streams.

Our internal media streams include our LGBTQ+ Pride network sharepoint site, the department’s intranet and email distribution lists, all of which are available to staff within the department. The LGBTQ+ Pride Network sharepoint site contains information about the Pride Network, LGBTQ+ information and resources, information and links to community support and resources, annual calendar of events, non-binary information and access to all LGBTQ+ Pride network meeting minutes, work plans and annual reports.

We have a dedicated LGBTQ+ intranet page designed to support LGBTQ+ staff and their families. It contains helpful information, links to internal and external LGBTQ+ and gender diversity resources, websites, guidance material, fact sheets and hosts a diverse range of information in relation to LGBTQ+ challenges and gender diversity.

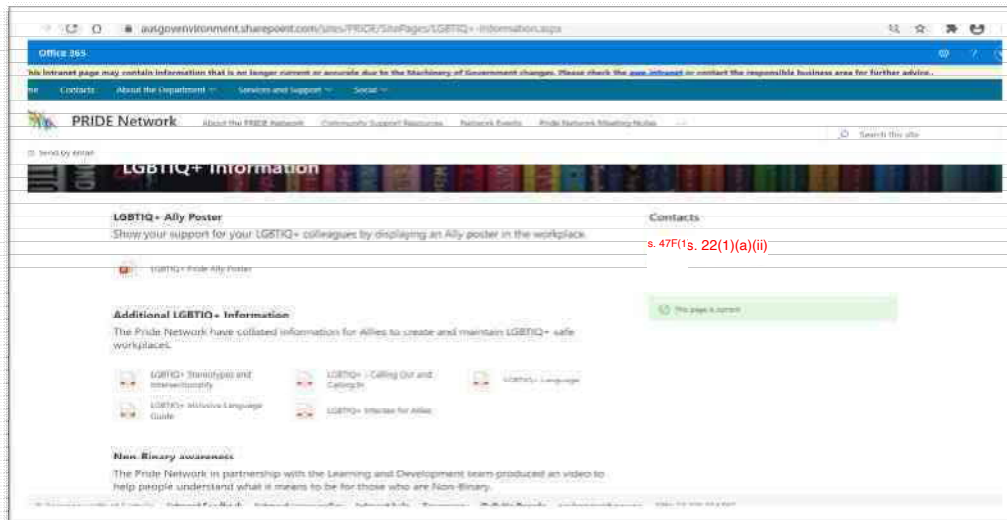
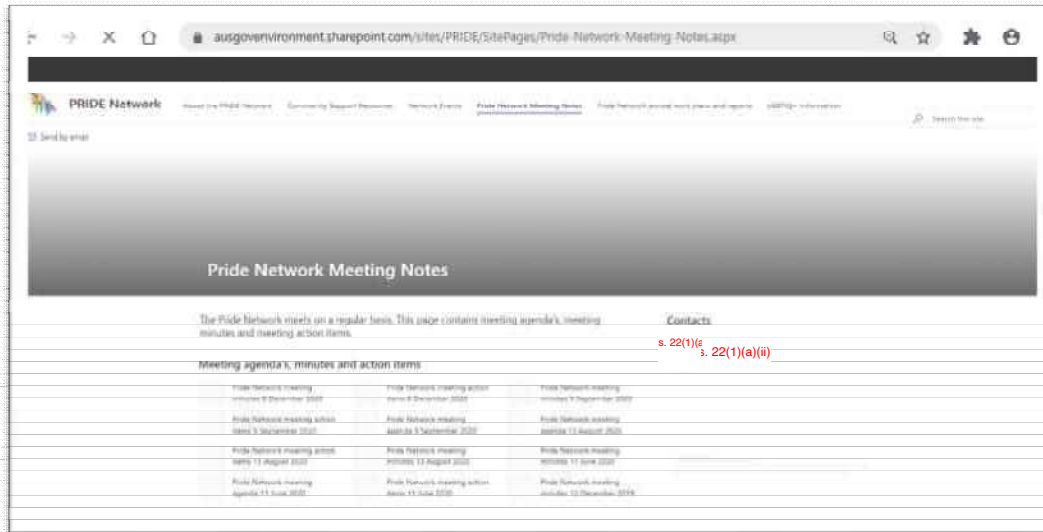
We utilise various email accounts including the LGBTQ+ Pride network distribution list, LGBTQ+ Pride Network Leadership Group and Diversity and Inclusion mailbox. The networks preferred method of communication is email through the LGBTQ+ Pride network distribution list mailbox.

We use these platforms to engage with staff and invite participation such as; sending video’s and photos to include in articles for publishing. For Wear it Purple day and IDAHOBIT day events in 2020, we asked staff to contribute by submitting videos through these channels.

Figure 62 – Email distribution lists we use for the LGBTQ+ Pride network



Figure 63 – Screenshots from the LGBTIQ+ Pride network intranet with information and access to meeting notes etc.



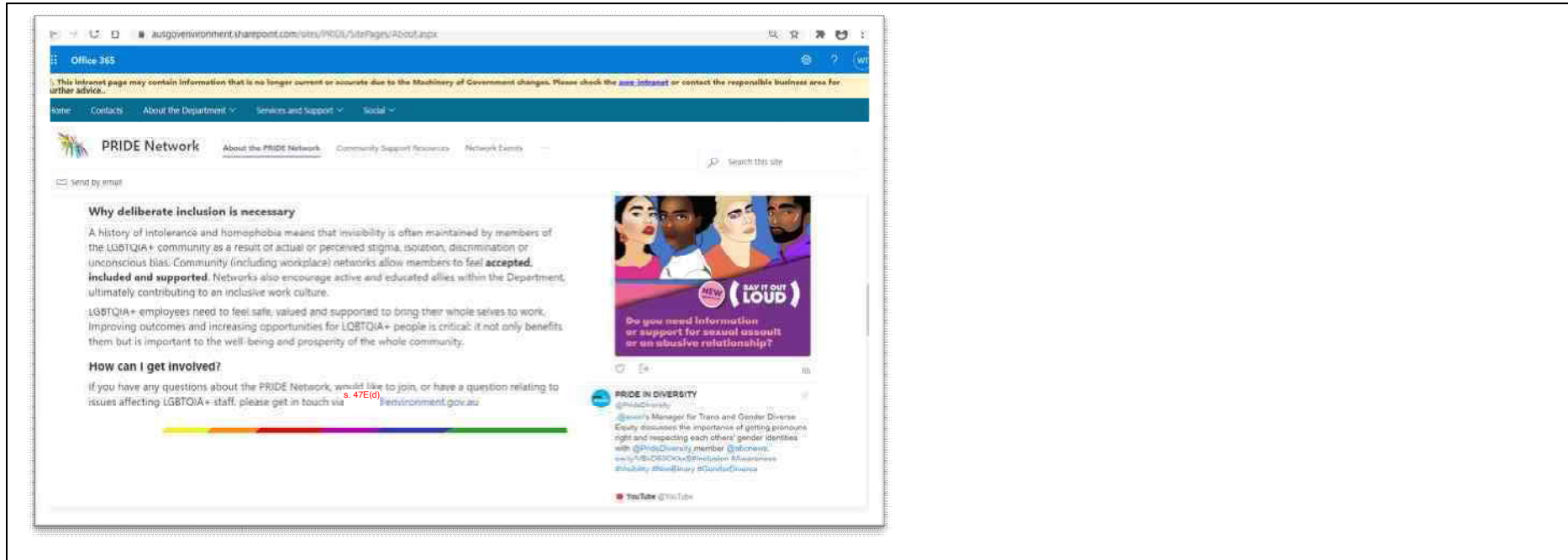


Figure 64 – Screenshots of IDAHOBIT day communications on the department’s intranet, where staff were invited to paint their nails and send photos

Events and seminars

IDAHOBIT Day 2020

Sunday 17 May is [International Day Against Homophobia, Biphobia, Interphobia and Transphobia](#) (IDAHOBIT). The day draws attention to the discrimination experienced by LGBTIQ people globally.

Inclusion is an important priority for our department and ensures that the culture of our department supports, recognises and encourages all staff to be successful. Inclusion is when every single person in the community is valued, heard, respected, empowered, and feels a true sense of belonging. It goes beyond tolerance to actually celebrating and elevating every person in the room.

So join us on Friday 15 May or Monday 18 May and let’s celebrate the diversity of who we are! Wear your rainbow coloured outfits, paint your nails, or decorating your work area (at home, on site or at the office).

IDAHOBIT was launched in 2004 to celebrate LGBTIQ people and to champion for inclusion and building a better world for the LGBTIQ community. The date, 17 May, is significant as it was that day in 1990 when the World Health Organisation removed homosexuality from its list of mental disorders.

Visit the [IDAHOBIT website](#) for more information.

Connected by our diversity

Last Sunday, 17 May was the [International Day Against Homophobia, Biphobia, Interphobia and Transphobia](#) (IDAHOBIT). The day draws attention to the discrimination experienced by LGBTIQ people globally.

With social distancing and remote working in place, celebrating IDAHOBIT was a chance to be creative while showing our support for LGBTIQ people including our friends, family and colleagues.

It is so important to be able to bring your whole self to work, knowing you will be respected and accepted,” said Des Heales, co-chairman of our department’s LGBTIQ network.

It was so great to see so many people getting involved in this event, showing their support, regardless of where their current workplace might be right now.”

It just shows that we really are connected by our diversity,” Des said.

Inclusion is an important priority for our department and ensures that our culture supports, recognises and encourages all staff to be successful. Inclusion is when every single person in the community is valued, heard, respected, empowered, and feels a true sense of belonging. It goes beyond tolerance to actually celebrating and elevating every person in the room.

IDAHOBIT was launched in 2004 to celebrate LGBTIQ people and to champion for inclusion and building a better world for the LGBTIQ community. The date, 17 May, is significant as it was that day in 1990 when the World Health Organisation removed homosexuality from its list of mental disorders.

Visit the [IDAHOBIT website](#) for more information.

Check out how staff across our department went rainbow to champion for inclusion in their offices and homes:

Welcome to In AWE

We will be bringing you new stories about your colleagues and their achievements a new time a week.

Check out our previous In AWE stories.

Want to get involved!

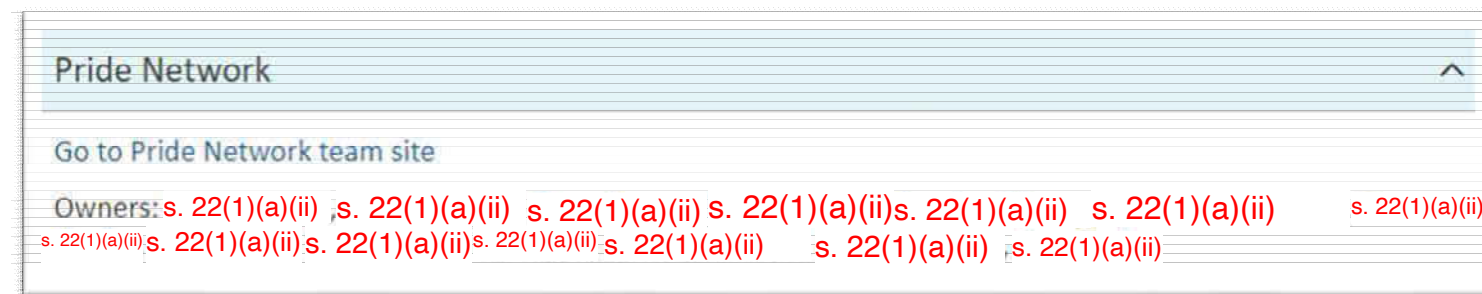
Send your story ideas and photographs to the [Content/communications team](#).

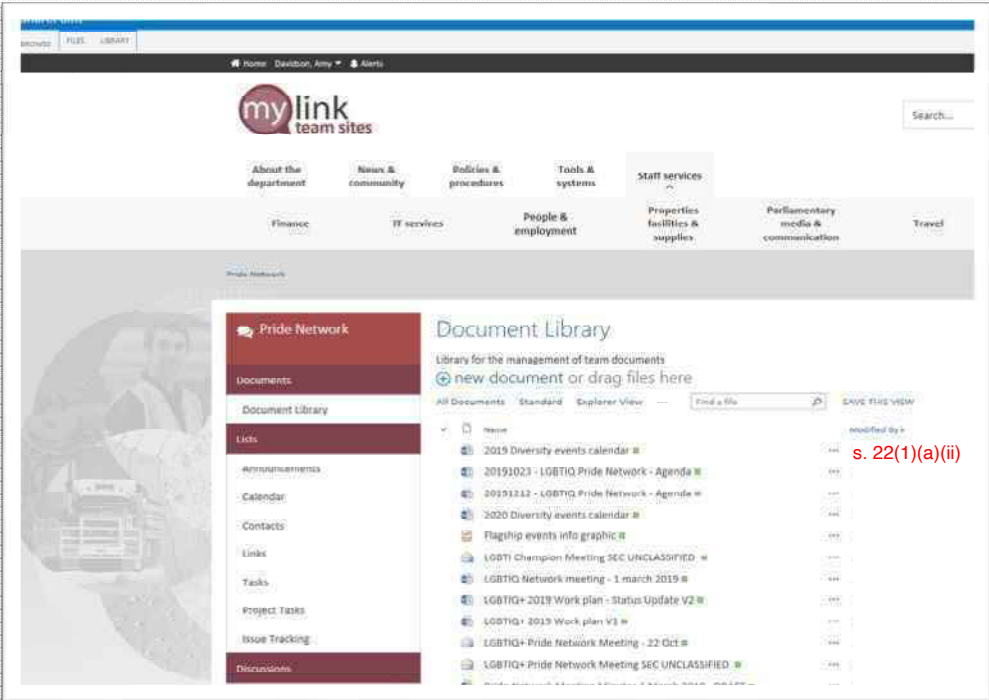
s. 47F(1)

Figure 65 – Screenshots of Wear It Purple day communications on the department’s intranet, where staff were invited to send their videos



Figure 66 – Screenshots of LGBTIQ+ Pride network sharepoint and how to access the team site





mylink team sites

Home | Desktop, Any | Alerts

About the department | News & community | Policies & procedures | Tools & systems | Staff services

Finance | IT services | People & employment | Properties facilities & supplies | Parliamentary media & communication | Travel

Pride Network

Documents

Document Library

Lists

Announcements

Calendar

Contacts

Links

Tasks

Project Tasks

Issue Tracking

Discussions

Document Library

Library for the management of team documents

+ new document or drag files here

All Documents | Standard | Explorer View | Find a file | SAVE THIS VIEW

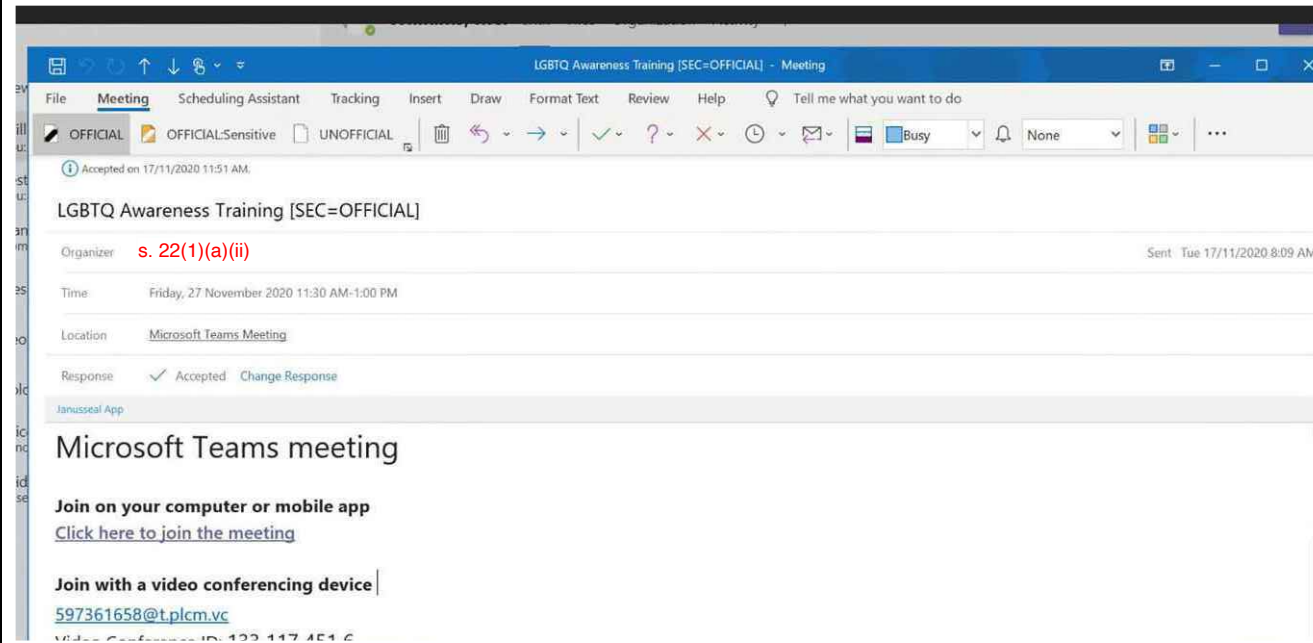
Name	modified by
2019 Diversity events calendar #	s. 22(1)(a)(ii)
20191023 - LGBTQI+ Pride Network - Agenda #	
20191212 - LGBTQI+ Pride Network - Agenda #	
2020 Diversity events calendar #	
Flagship events info graphic #	
LGBTI Champion Meeting SEC UNCLASSIFIED #	
LGBTIQ Network meeting - 1 march 2019 #	
LGBTIQ+ 2018 Work plan - Status Update V2 #	
LGBTIQ+ 2019 Work plan V3 #	
LGBTIQ+ Pride Network Meeting - 22 Oct #	
LGBTIQ+ Pride Network Meeting SEC UNCLASSIFIED #	

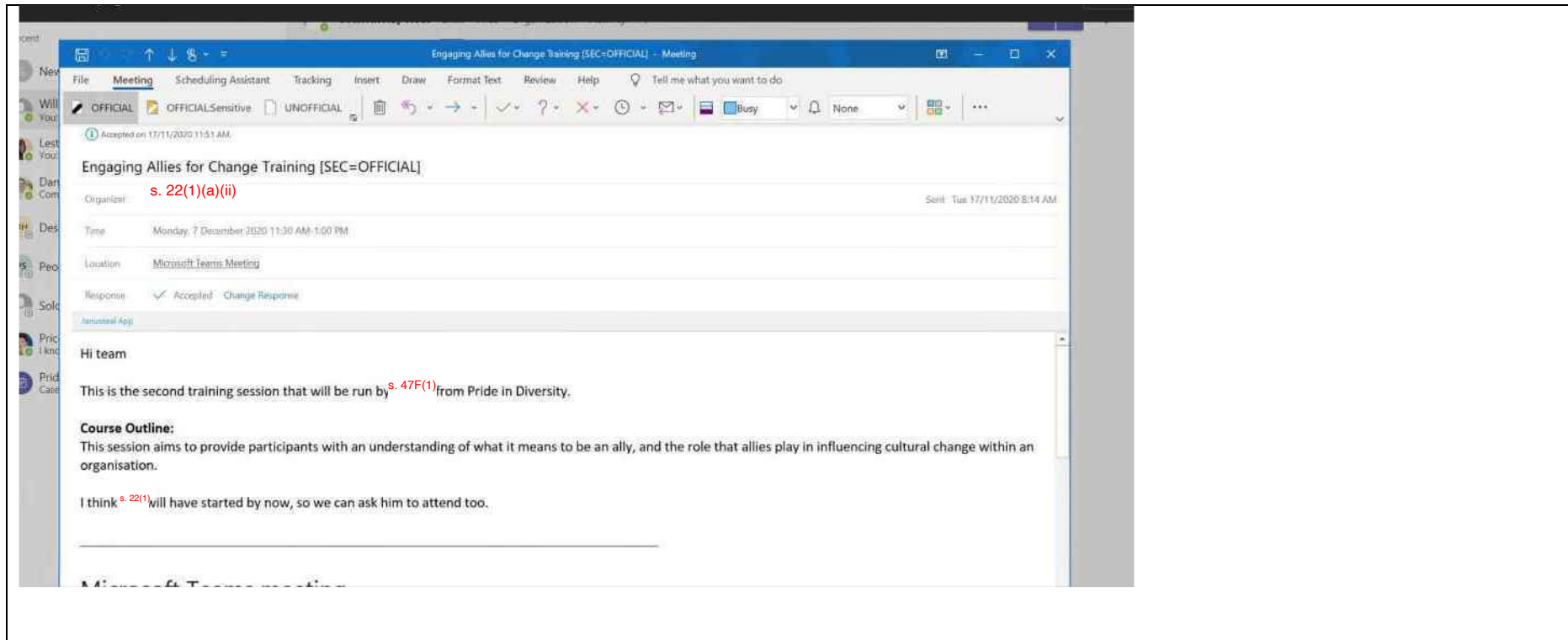
SECTION 5: TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT

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

ANNUAL SUBMISSION: 2020 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 :	Pride in Diversity	<input checked="" type="checkbox"/> Our trainer is accredited by or from Pride in Diversity
Length of training:	Two sessions	
Date/s:	27 Nov & 7 Dec 2020	
Number of attendees approx that will have gone through this training:	Four staff members from the Diversity and Inclusion team attended to build their Ally knowledge. The training is being rolled out to the broader department in 2021.	
Evidence of training undertaken (one piece required):	Pride in Diversity conducted the training	
Copy of presentation or outline of training covered:	<i>(Not required if Pride in Diversity or Pride in Health + Wellbeing delivered)</i>	

Figure 67 - Screenshots from email invites to Diversity and Inclusion team to complete training





ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT
FOUNDATION
2 points
29. Online Training
We have LGBTQ online training modules or pre-recorded content that can be accessed by employees throughout the assessed calendar year.

Name of Online Training or Video:	Pride in Diversity – LGBTIQ Awareness
Length of the LGBTQ component within the video/training:	1 hour
Where employees can access this training :	Via Learnhub on the department’s intranet – screenshot below
Tracking:	The participation is tracked through Learnhub via the online registration form to complete the training. Approximate number of people accessing this training throughout the assessed year was 36.
Copy of the module or a brief outline of it’s LGBTQ content.	<p>The aim of the session is to provide participants with an overall understanding of why LGBTI workplace inclusion is important to an organisation as well as to provide a level of comfort around terminology, explore challenges often faced by LGBTI employees and provide awareness on the impact that a culture has on the lived experiences of its employees.</p> <p>Learning Objectives:</p> <p>At the end of this session, participants should be able to:</p> <ul style="list-style-type: none"> • explain the differences between sex, gender identity, gender expression and orientation • outline some of the unique challenges faced by LGBTI employees • respond to some of the common views questioning the need for inclusion initiatives • understand the role that individuals play in creating a more inclusive culture

Name of Online Training or Video:	Workplace Diversity and Inclusion
Length of the LGBTQ component within the video/training:	1 hour
Where employees can access this training :	Via Learnhub on the department’s intranet – screenshot below
Tracking:	The participation is tracked through Learnhub via the online registration form to complete the training. Approximate number of people accessing this training throughout the assessed year was 1119.
Copy of the module or a brief outline of it’s LGBTQ content.	<p>This course will provide you with knowledge of workplace diversity and inclusion legislation, strategies, policies and practices and how to apply them within the department.</p> <p>If you have previously completed similar learning and feel you already have the required knowledge, you may wish to attempt the pre-assessment. By correctly answering pre-assessment questions, you may be exempt from completing some or all of the topics in this eLearning package.</p>

	<p>Learning Objectives:</p> <p>In this course you will learn about:</p> <ul style="list-style-type: none"> • diversity legislation • the department's diversity policies and strategies • Aboriginal and Torres Strait Islander peoples • people with disability • cultural and linguistic diversity • diversity reporting in the department.
Name of Online Training or Video:	Managing unconscious bias
Length of the LGBTQ component within the video/training:	4 hours
Where employees can access this training :	Via Learnhub on the department's intranet – screenshot below
Tracking:	<p>The participation is tracked through Learnhub via the online registration form to complete the training.</p> <p>Approximate number of people accessing this training throughout the assessed year was 47.</p>
Copy of the module or a brief outline of it's LGBTQ content.	<p>This course aims to assist APS employees to increase their awareness about unconscious bias and inclusive leadership practices in the workplace.</p> <p>Learning Objectives:</p> <p>In this course you will learn about:</p> <ul style="list-style-type: none"> • recognising the business case for diversity within workplaces • defining the concepts of conscious and unconscious bias • identifying the impact of bias on diversity, difference & the creation of inclusive workplaces • applying frameworks for addressing bias within current work practices • formulating tangible strategies to effectively manage bias within decision making processes • identifying opportunities for personal growth and development.

Name of Online Training or Video:	Addressing unacceptable behaviour
Length of the LGBTQ component within the video/training:	1 hour 30 mins
Where employees can access this training :	Via Learnhub on the department's intranet – screenshot below
Tracking:	The participation is tracked through Learnhub via the online registration form to complete the training. Approximate number of people accessing this training throughout the assessed year was 212.
Copy of the module or a brief outline of it's LGBTQ content.	<p>This course explains what unacceptable behaviour is. It gives you the tools to address unacceptable behaviour and introduces the department's addressing unacceptable behaviour or workplace conflict guideline.</p> <p>Learning Objectives:</p> <p>In this course you will learn about:</p> <ul style="list-style-type: none"> • preventing and eliminating unacceptable behaviour • how to contribute to a positive workplace environment.

Figure 68 – Screenshot confirming how staff enrol in the training modules

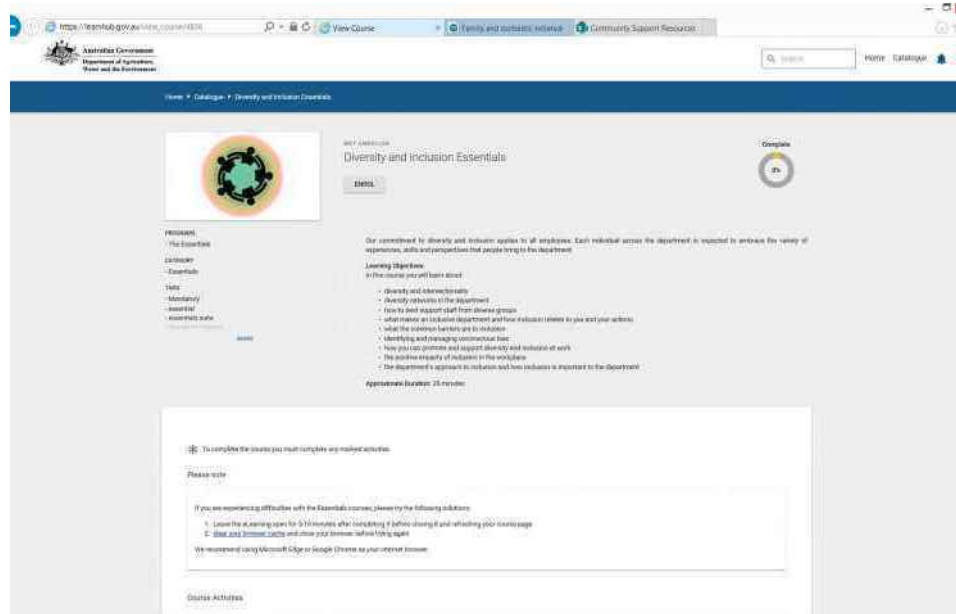


Figure 69 – Screenshot confirming data of staff completion in training modules

courses completion for Diversity courses.xlsxm

Size: 1 MB

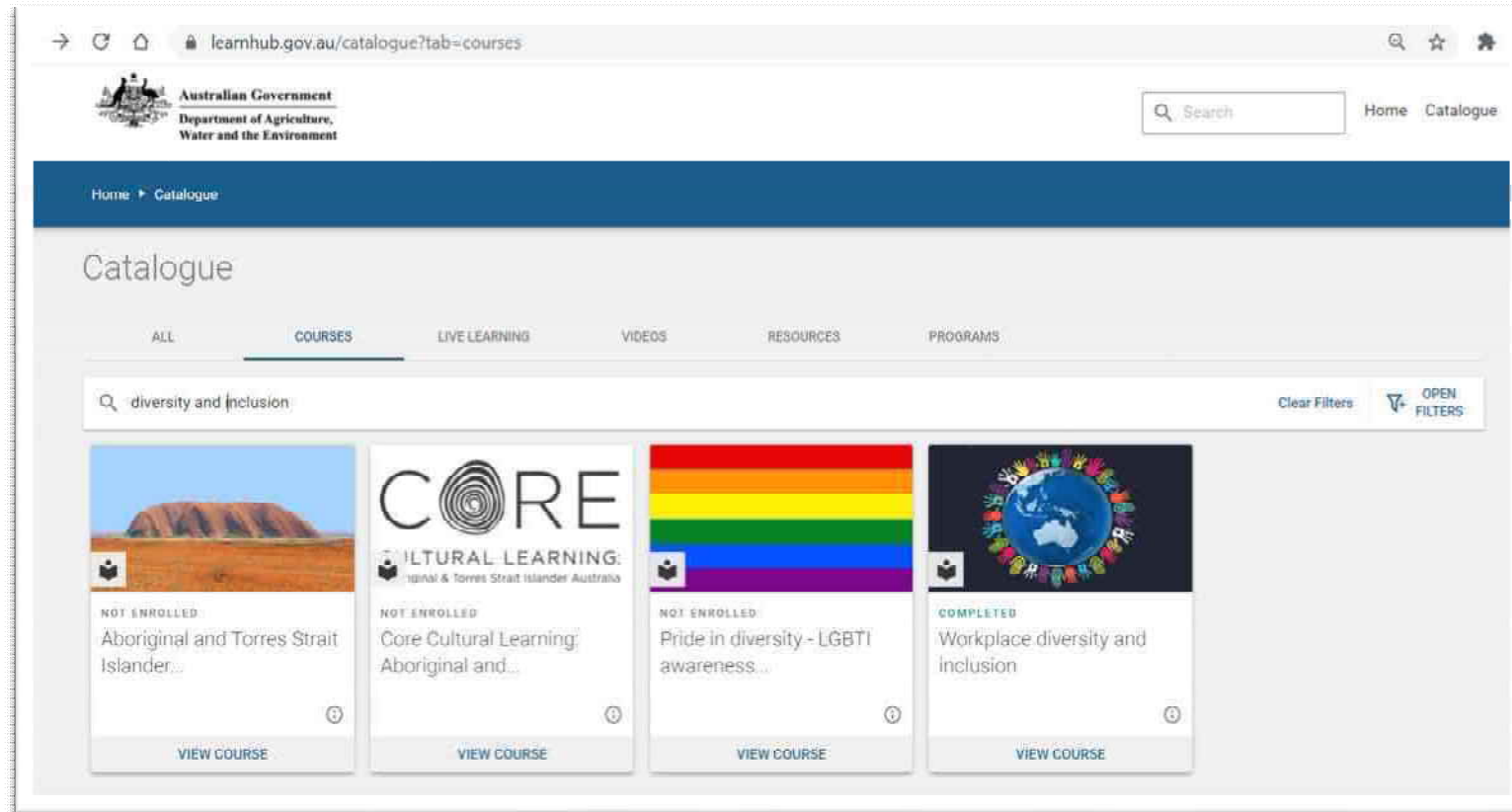
Author: **s. 22(1)(a)(ii)**

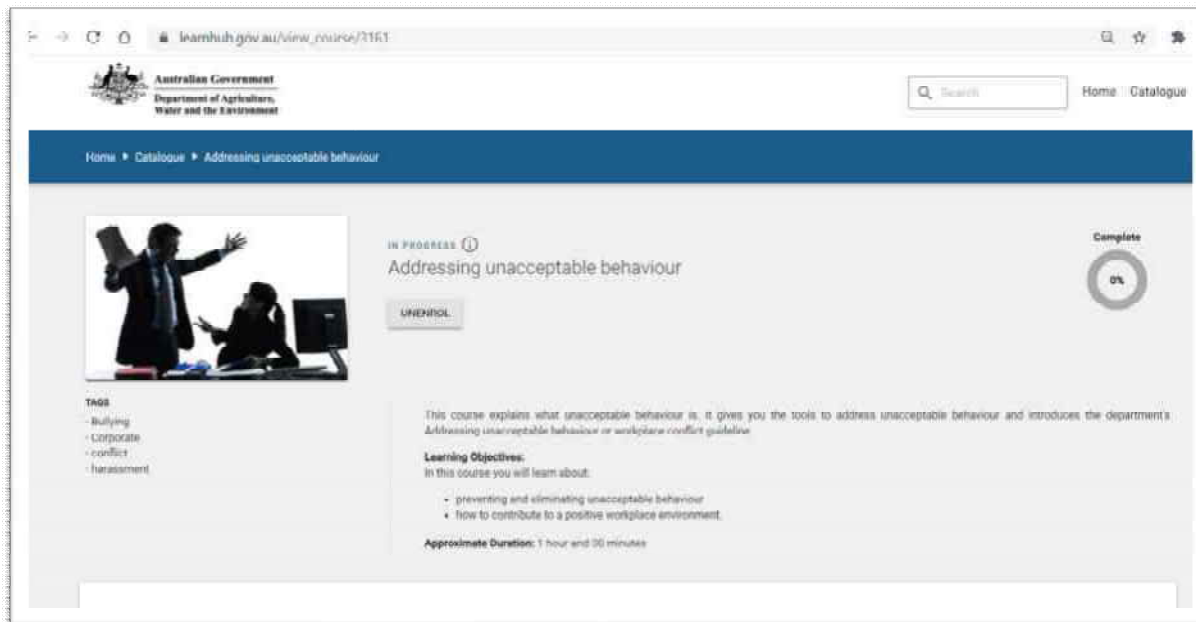
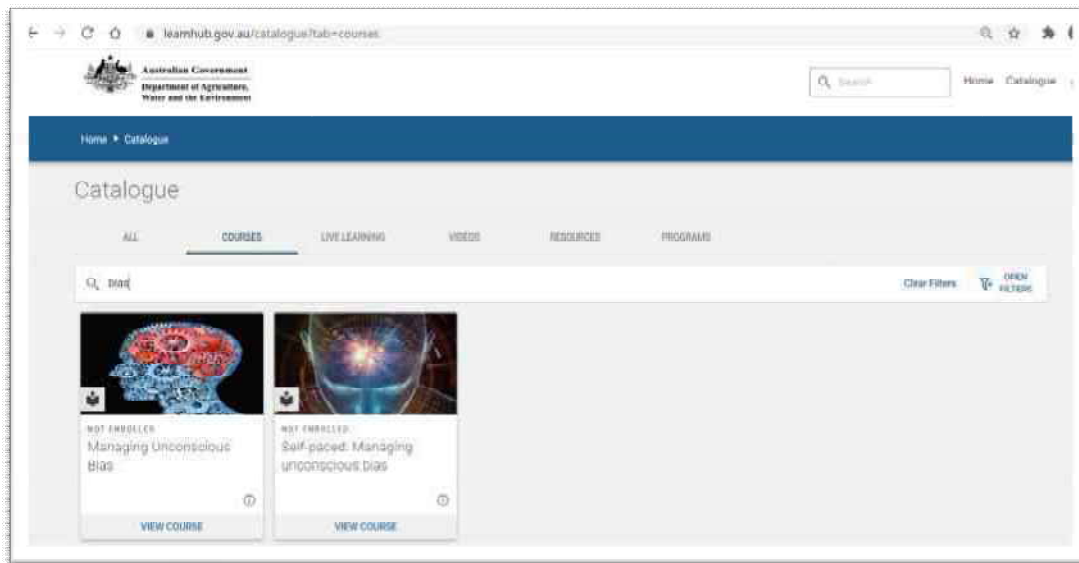
Last changed: Thursday, 4 February 2021

Message **courses completion for Diversity courses.xlsxm (1 MB)**

	A	B	C
3	Row Labels	Count of AGS Number	
4	Addressing unacceptable behaviour	212	
5	Managing Unconscious Bias	47	
6	Self-paced: Managing unconscious bias	36	
7	Workplace diversity and inclusion	1119	
8	Grand Total	1414	
9			
10			
11			
12			

Figure 70 – Screenshot of training available from Learnhub





ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT	ADVANCED
30. Professional Development for LGBTQ Employees	Max. 2 points
<p>Outside of the Pride in Practice Conference within the assessed calendar year, we have <u>either</u>:</p> <p>(a) provided LGBTQ people with LGBTQ specific leadership training, internally or externally (excludes conferences unless specifically dedicated to LGBTQ leadership development)</p> <p>(b) put processes in place to ensure that there is LGBTQ representation within talent development programs.</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>Despite facing the difficulties of COVID-19, we continued to engage our people by conducting virtual meetings and events. We conducted regular network meetings throughout the year to support our staff and maintain relationships. Staff were supported to attend conferences and leadership programs provided they met the COVID-19 requirements. There is no record of staff attending LGBTIQ specific leadership programs or conferences.</p>	

ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT	ADVANCED
31. LGBTQ Inclusion Training Plan	Max. 4 points
<p>We have a strategy or training plan in place to specifically address LGBTQ inclusion and/or awareness training for all employees.</p> <p><i>Please provide:</i></p> <p>(a) a copy of the strategy</p> <p>(b) outlined progress made throughout the assessed year</p>	
<p>Submission Evidence:</p> <p>The Diversity and Inclusion team completed the <i>LGBTQ Awareness and Engaging Allies for Change</i> training with Pride in Diversity in late 2020. We are in consultation with our Learning and Development team, LGBTIQ+ Pride Network Champion, co-Champion and network members to deliver the training to all staff from 2021 and how that might be designed within the current environment and COVID-19 restrictions.</p> <p><i>Attachment AQ31 - LGBTIQ+ Pride network 2020 annual report detailing training, activities, awareness campaigns and communications</i></p>	

ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT	ADVANCED
32. LGBTQ Conferences, Seminars and Events	2 points
<p>Within the assessed calendar year, we have provided opportunities for employees to attend <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>Due to COVID-19 restrictions, the department was unable to provide opportunities for staff to attend external dedicated LGBTIQ conferences or events. The department supported the inclusion networks with communication channels to host virtual meetings, days of significance, virtual events and activities whilst raising awareness and education to staff.</p>	

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 for 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: 2020 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> <ul style="list-style-type: none"> a) contributed to the LGBTQ strategy b) 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> <ul style="list-style-type: none"> a) specific contribution to the strategy b) level of engagement, tracking progress against the strategy (signed statement by the Executive as to their role in strategy development / tracking will suffice) 	
<p>Our LGBTIQ+ Pride Network Champion, James Larsen, is the Deputy Secretary of the Environment and Heritage Group, responsible for Heritage, Reef and Wildlife Trade, Biodiversity Conservation and Environmental Approvals. James is an active advocate for the LGBTIQ+ Pride Network and aims to increase awareness to create a diverse workplace that values and support LGBTIQ+ people.</p> <ul style="list-style-type: none"> a) James contributed to the development of the 2021 LGBTIQ+ Pride network work plan which outlines the activities and tasks the LGBTIQ+ Pride network will undertake in 2021. b) James chairs and actively participates in LGBTIQ+ Pride network meetings. 	

Figure 71 – Screenshot of Secretary announcing inclusion network Champions and co-Champions on department’s intranet.

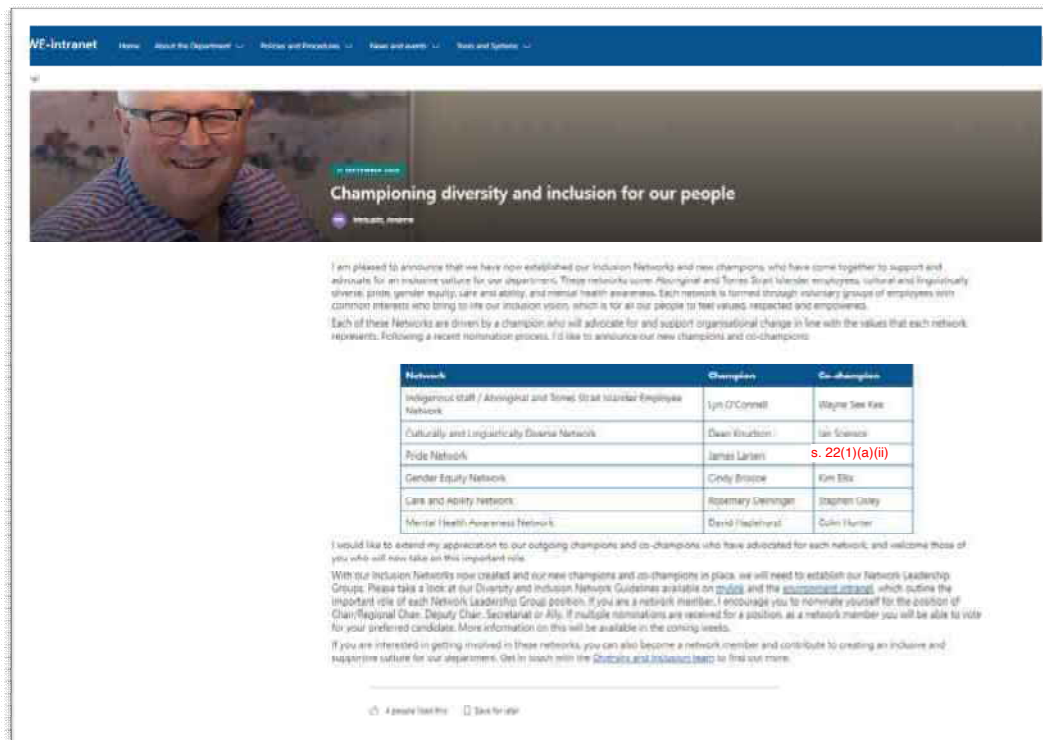
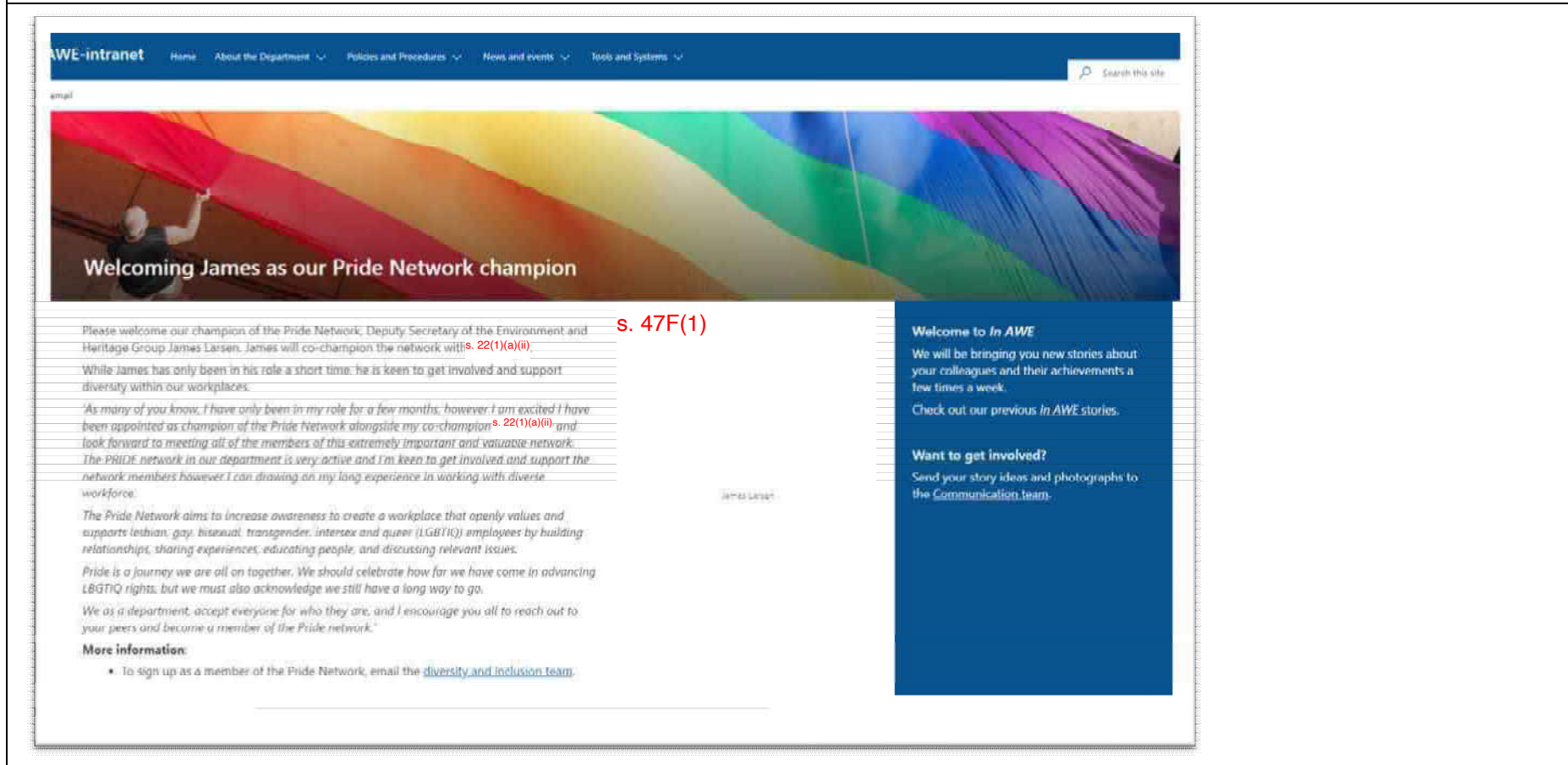


Figure 72 – Screenshot of James Larsen introducing himself as the Champion of the LGBTIQ+ Pride network on the department’s intranet.



ANNUAL SUBMISSION: 2020 EXECUTIVE LEADERSHIP & ENGAGEMENT

34. Executive Advocacy

ADVANCED
2 points

Within the assessed calendar year, Senior Executive(s) within our organisation have:

- a) advocated for LGBTQ inclusion at an executive level *externally* amongst peers
- b) advocated for LGBTQ inclusion at an executive level *internally* amongst peers; or
- c) attended at least two of the Pride in Diversity Executive Allies Forums within the assessed year

Please provide evidence for one of the above.
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.

We attended the Pride in Diversity Executive LGBTI Allies Forum meetings in February, May, August, and November 2020.

Submission Evidence:

Attachment AQ34 – LGBTIQ+ Pride network 2020 annual report

Figure 73 – Extract from the LGBTIQ+ Pride network 2020 annual report

The LGBTIQ+ Pride Network intranet page has been updated with copies of all meeting material published.

2020 PwC and Pride in Diversity Executive LGBTI Allies Forum

Meeting	Update	Status
27 February 2020	Meeting held as scheduled. Attended.	✔
21 May 2020	Meeting held as scheduled. Attended.	✔
27 August 2020	Meeting held as scheduled. Attended.	✔
30 November 2020	Meeting held as scheduled. Attended.	✔

ANNUAL SUBMISSION: 2020 EXECUTIVE LEADERSHIP & ENGAGEMENT

35. CEO or Equivalent Communications

**ADVANCED
2 points**

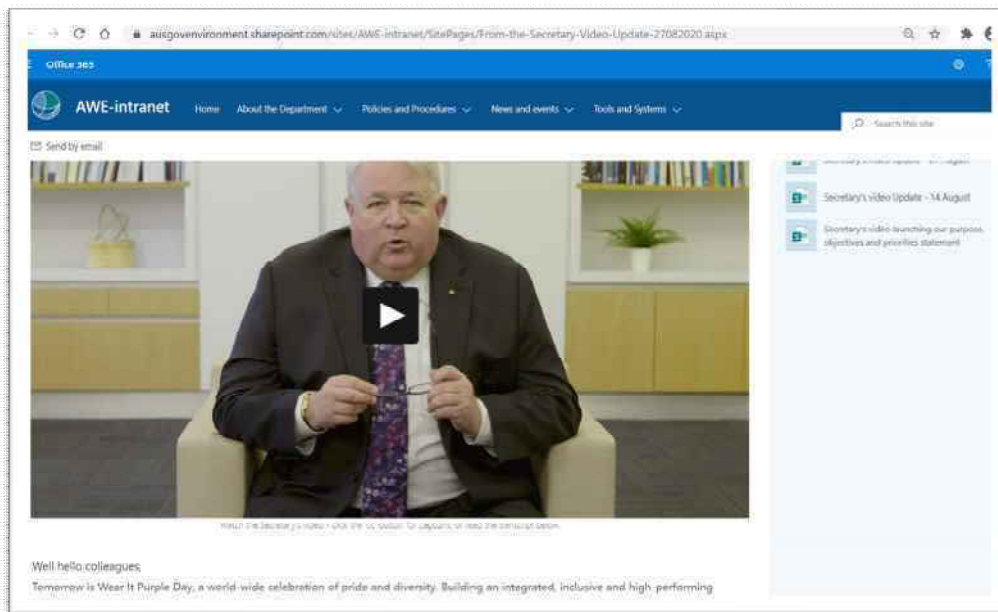
Within the assessed calendar year, our CEO or equivalent has sent formal communications to all employees comprehensively discussing progress made in LGBTQ inclusion work and its importance to the organisation. This may be CEO communications prioritised on intranet pages or within a CEO newsletter (beyond social media, award announcements only).

Please provide the most comprehensive communication sent out by your CEO (or equivalent) to all employees in regard to your work in LGBTQ inclusion.

Our Secretary, Andrew Metcalfe, is an advocate for diversity and inclusion. Building and promoting diversity is a top priority the Secretary.

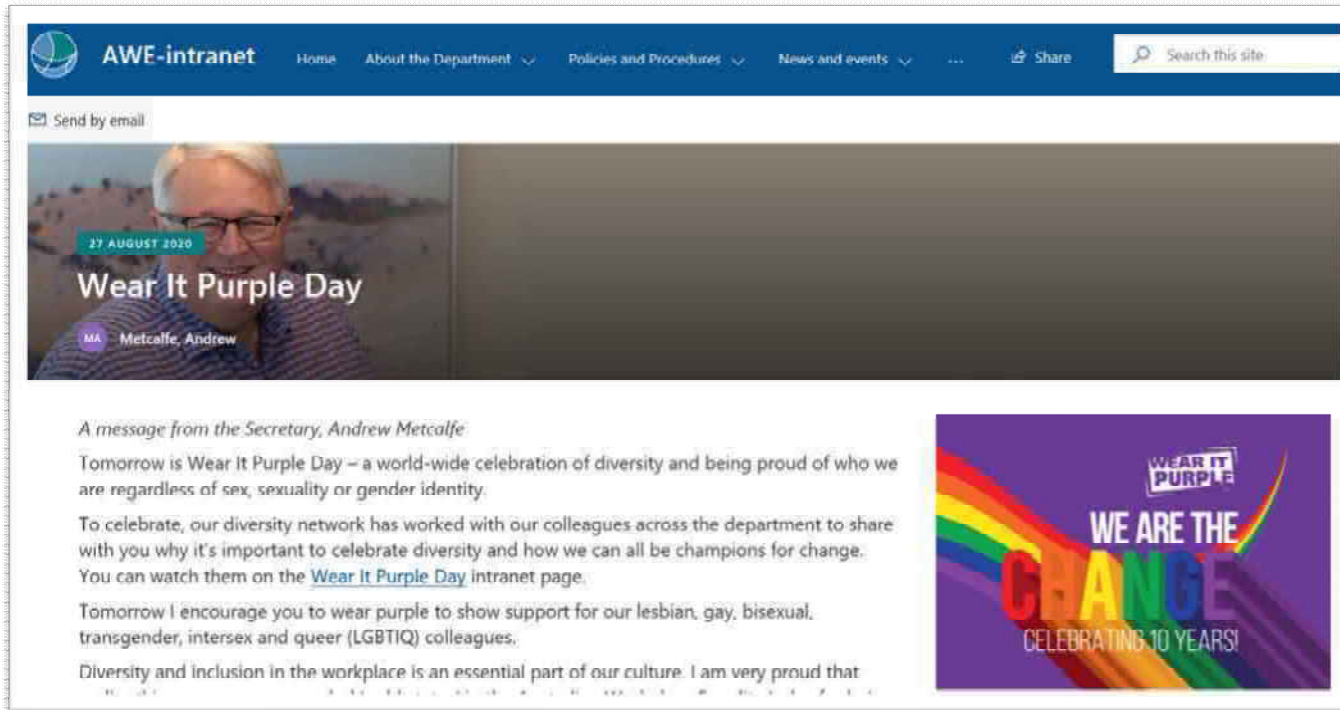
Attachment AQ35 - Transcript from intranet, Violet (spirit) video update from the Secretary, Andrew Metcalfe

Figure 74 – screenshot of the Secretary’s video to all staff on the department’s intranet.



Attachment AQ35 - Secretary's message to staff on the department's intranet, Wear It Purple Day

Figure 75 - screenshot of the Secretary's message to all staff on the department's intranet.



Attachment AQ35 – Secretary’s video message on the department’s intranet, promoting AWEI

Figure 76 – Screenshot of the Secretary announcing the establishment of the new inclusion networks on the department’s intranet.

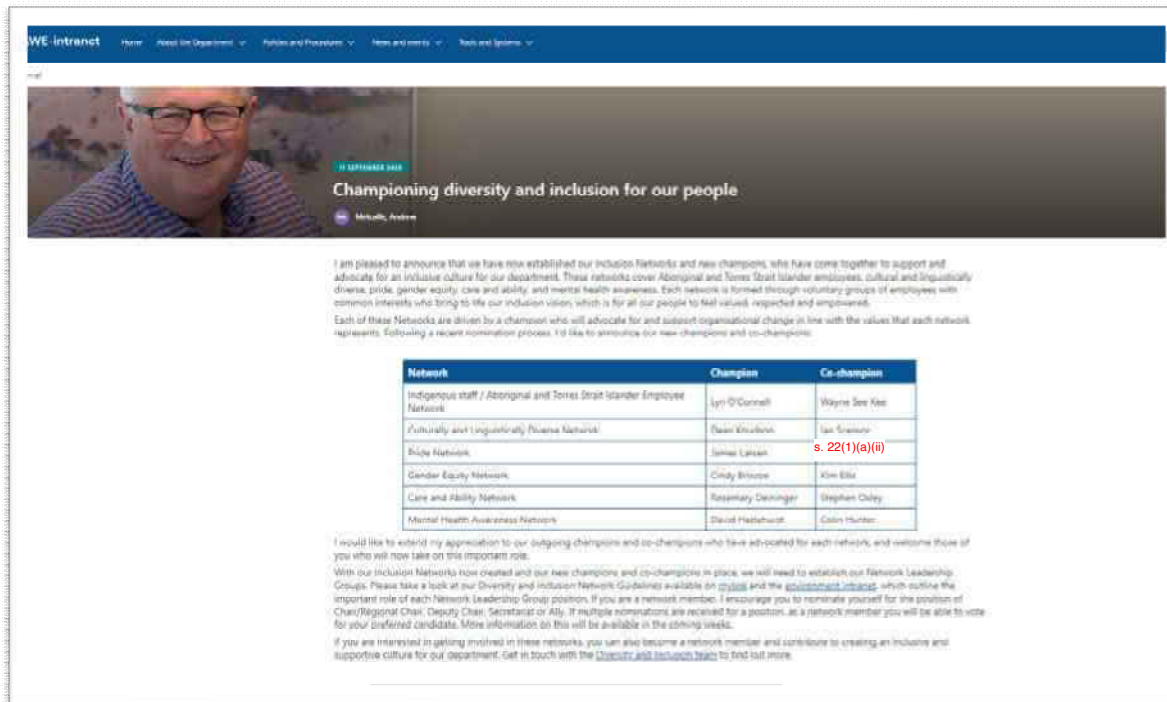


Figure 77 – Screenshot of the Secretary’s newsletter on the department’s intranet, speaking about diversity

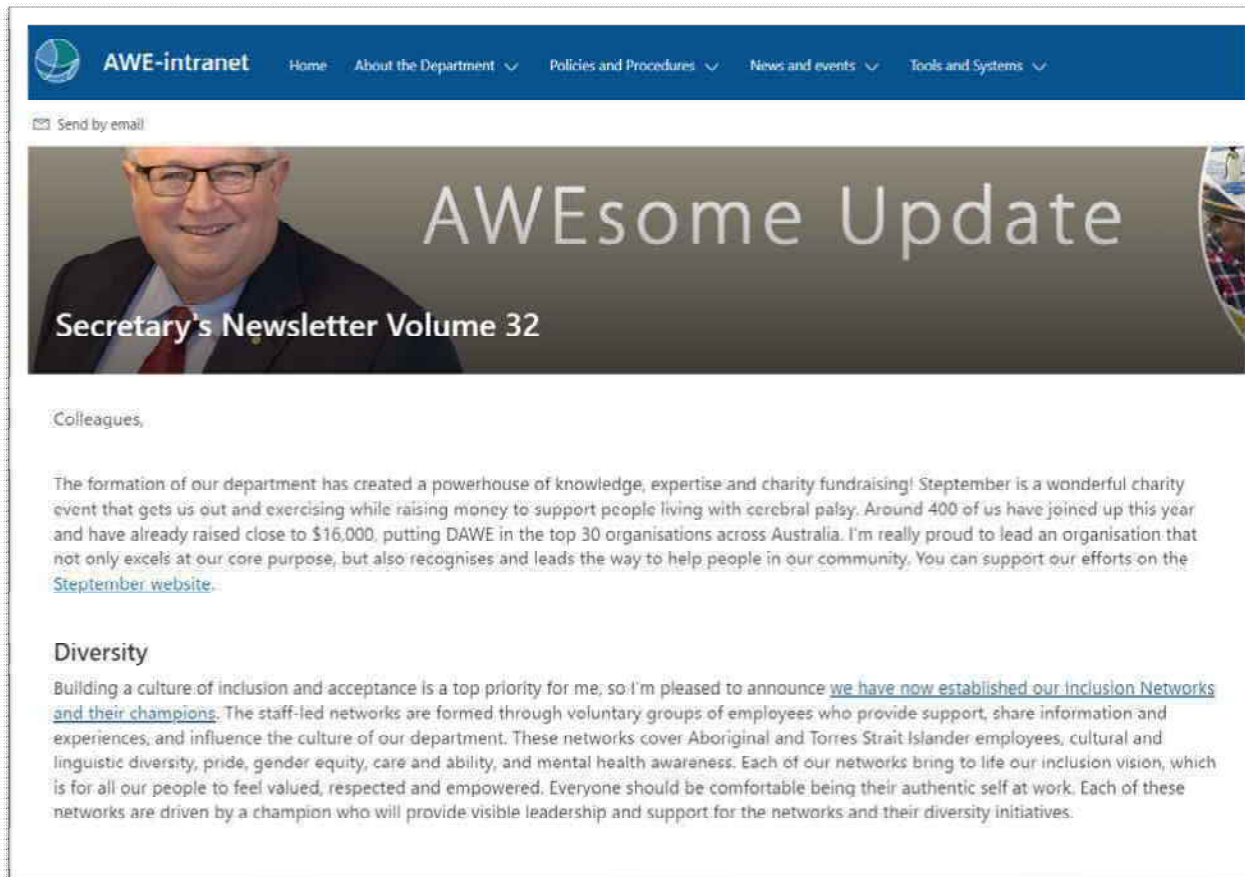
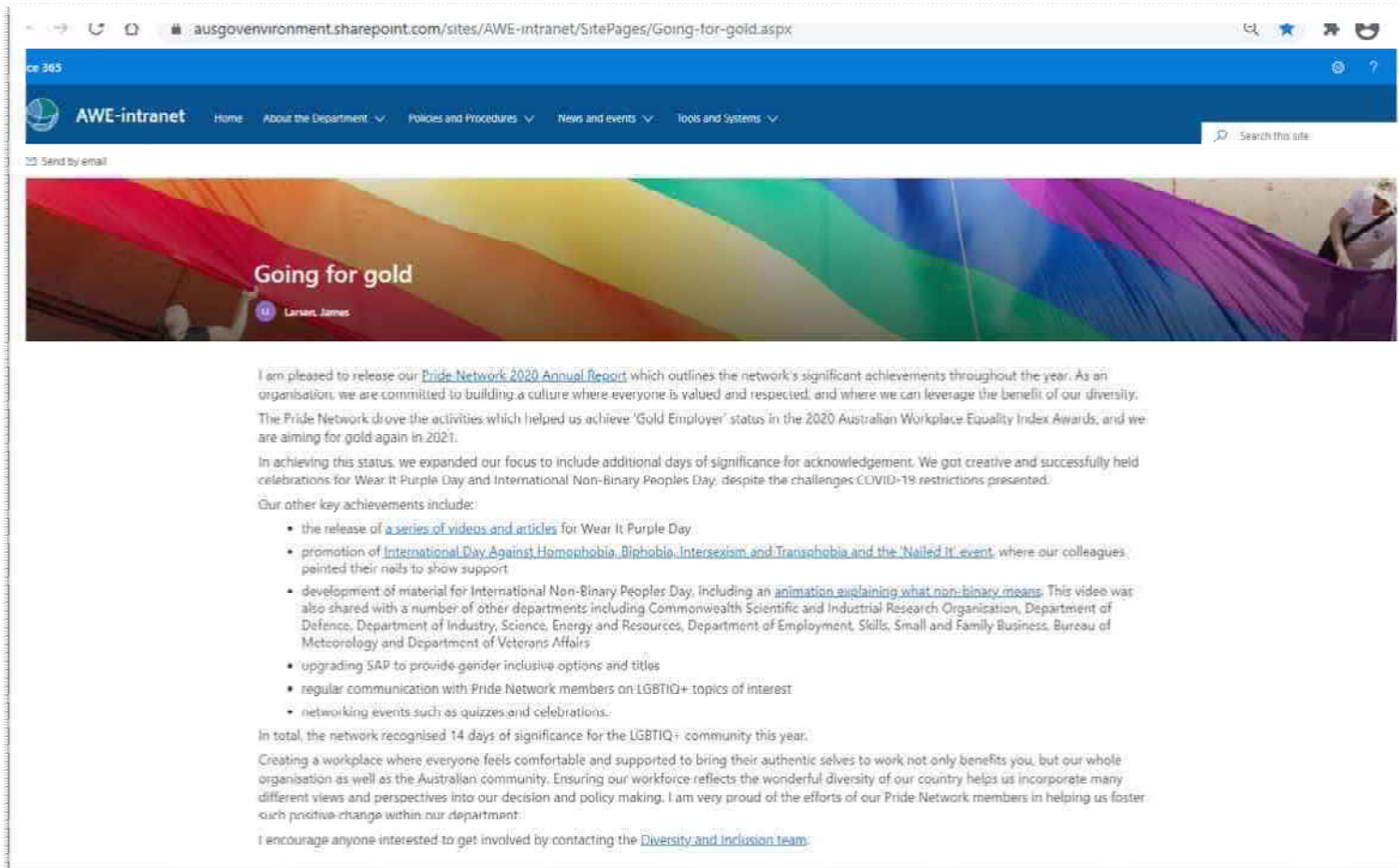


Figure 78 – Screenshot of annual report being released by James Larsen, Deputy Secretary of the Environment and Heritage Group and Champion of the LGBTIQ+ Pride Network.

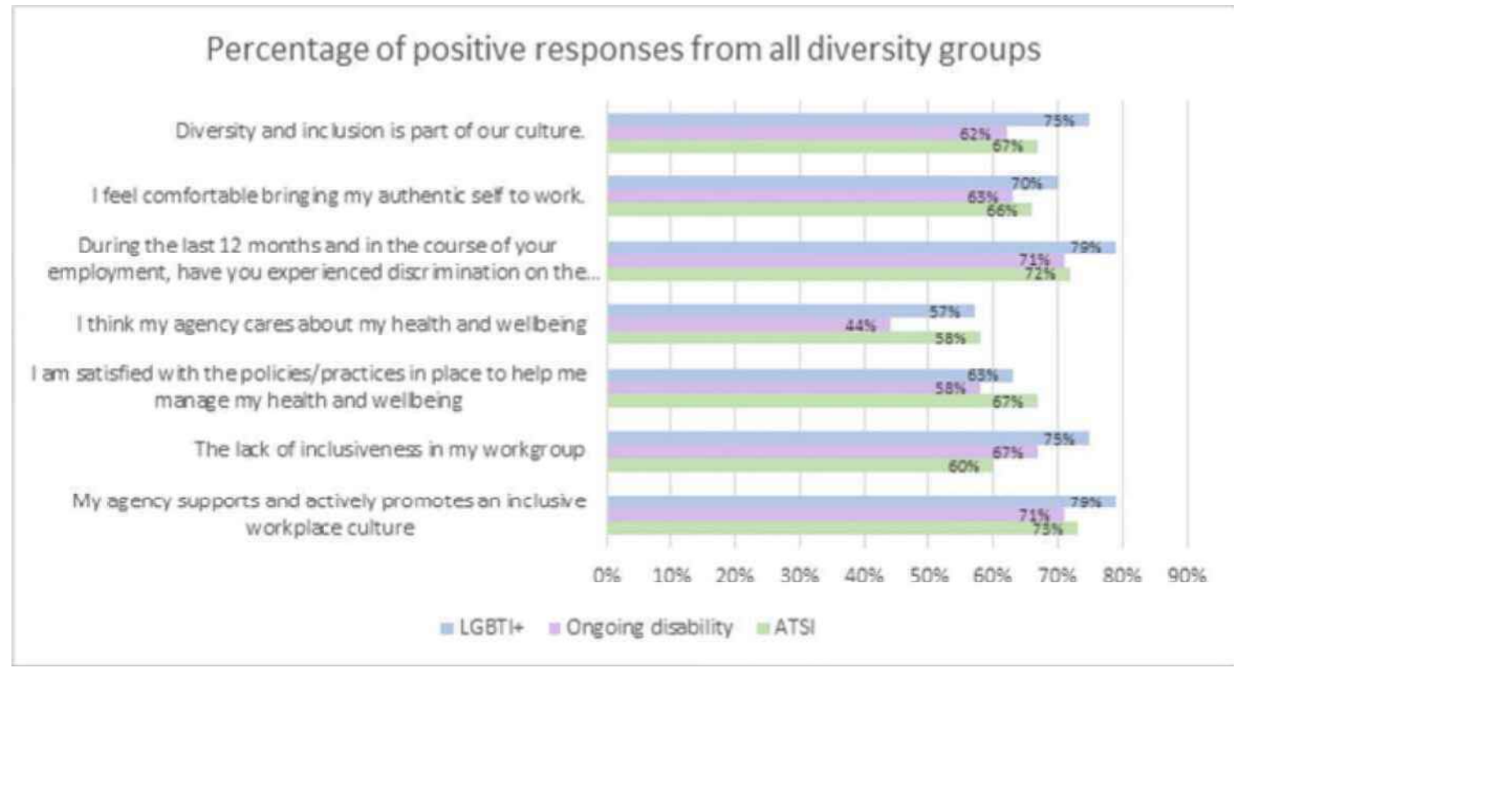


ANNUAL SUBMISSION: 2020 EXECUTIVE LEADERSHIP & ENGAGEMENT 36. CEO or Equivalent Speaking at Events	ADVANCED 2 points
<p>Our CEO or equivalent has spoken at LGBTQ events held by our organisation, either internally or externally.</p> <p><i>For full points, all of the following must be provided:</i></p> <ul style="list-style-type: none"> (a) <i>evidence of the individual speaking at the event and approximate duration of speech</i> (b) <i>brief outline of event purpose and typical audience</i> (c) <i>approximate attendee numbers</i> 	
<p>Submission Evidence:</p> <p>Attachment AQ36 – Wear It Purple Day message to staff from the Secretary, Andrew Metcalfe. Wear It Purple Day video message ‘violet (spirit)’ from the Secretary, Andrew Metcalfe. Duration of video 3:35 minutes.</p> <p>Wear it Purple Day is a world-wide celebration of diversity and pride. It is an opportunity to show our support to our LGBTIQ+ colleagues and be proud of who we are - regardless of sex, sexuality or gender identity.</p> <p>Due to COVID-19 and social distancing restrictions, the department was unable to hold several events however our Perth Office hosted an event in August 2020 to celebrate. Office physical distancing was observed along with over thirty attendees dialling into the event. Staff celebrated by sharing videos featuring our LGBTIQ+ staff and their allies from across the department. Following the presentation, staff from the Perth office presented individually wrapped treats to staff in exchange for a gold coin donation to the PRIDE organisation for education, resources and suicide prevention for rainbow youth coming to terms with the changes in their lives.</p>	

SECTION 7: DATA COLLECTION & REPORTING

ANNUAL SUBMISSION: 2020 DATA COLLECTION & REPORTING 37. Employee Data Analysis	INTERMEDIATE Max. 3 points
<p>Within our annual engagement, pulse or diversity surveys, either for the assessed calendar year or year prior, we have:</p> <ul style="list-style-type: none"> a) included questions in regard to one’s sexual orientation, gender identity or whether or not someone is intersex, AND b) analysed and reported on LGBTQ engagement data alongside other diversity demographics or overall population statistics <p><i>For full points, please provide:</i></p> <ul style="list-style-type: none"> a) details of when that data was last collected b) a copy of the questions used to identify LGBTQ population c) an overview of comparative findings or analysis as compared to other internal populations 	
<p>The 2020 Australian Public Service Employee Census was conducted during 12 October 2020 – 13 November 2020.</p> <p>A copy of the questions used to identify the LGBTIQ+ population were:</p> <p>What is your gender?</p> <ul style="list-style-type: none"> <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> X (Indeterminate/Intersex/Unspecified) <input type="radio"/> Prefer not to say <p>Do you identify as Lesbian, Gay, Bisexual, Trans, and/or Intersex (LGBTIQ+)?</p> <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No <p>I feel comfortable bringing my authentic self to work – 75% positive response</p> <p>Diversity and inclusion is part of our culture – 79% positive response</p> <p>Employees who identified as LGBTIQ+ reported the highest percentage (79% positive) of satisfaction compared to other diversity groups when it comes to ‘the department supports and actively promotes an inclusive workplace culture’. We have maintained the highest percentage of satisfaction within this diversity group following the department’s MoG and significant workplace changes that have occurred throughout 2020.</p>	

Figure 79 – Positive responses to diversity questions for diversity groups



ANNUAL SUBMISSION: 2020 DATA COLLECTION & REPORTING **ADVANCED**
3 points

38. LGBTQ Analysis

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

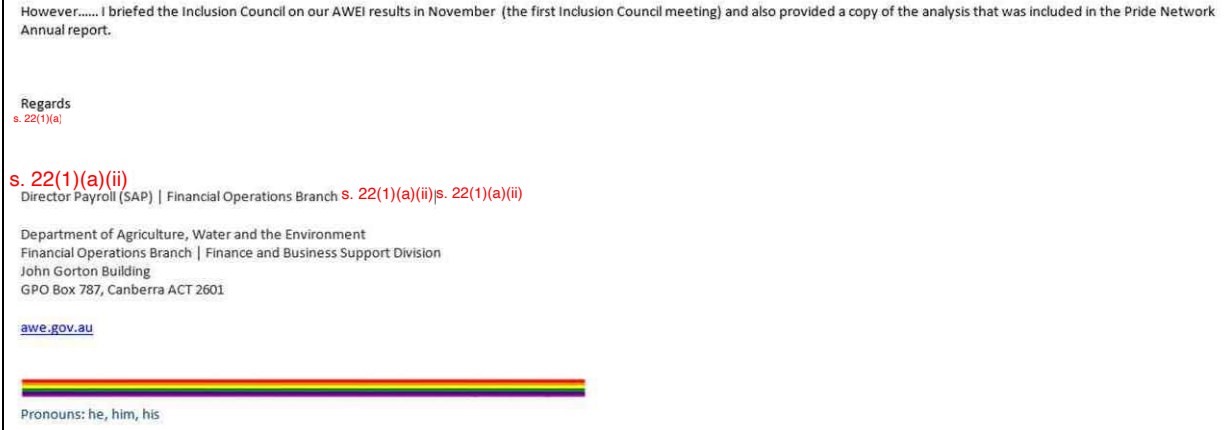
- if LGBTQ employees are directly or indirectly disadvantaged at any stage during the recruitment process
- if LGBTQ employees are directly or indirectly disadvantaged in talent management processes or career progression
- if there are discrepancies in attrition rates between LGBTQ and non-LGBTQ employees
- 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.

As a Commonwealth government agency, we are bound by the legislation and policies within the Australian Public Service relating to our recruitment processes. Our systems and processes for recruitment are inclusive and non-discriminatory to gender orientation. Applicants are able to receive support via the contact officer for any LGBTIQ+ enquires. If the contact officer is not able to answer or assist the applicant, they will be directed to the Diversity and Inclusion team for assistance.

During 2020, the LGBTIQ+ Pride network analysed the 2019 AWEI results to help identify areas for improvement and focussed on this within the networks work plan for 2020. This analysis was then presented in November 2020 by [s. 22\(1\)\(a\)\(ii\)](#) co-Champion of the LGBTIQ+ Pride network to the Inclusion Council.

Attachment AQ38 – LGBTIQ+ Pride network work plan 2020
Figure 80 - Screenshot of email from [s. 22\(1\)\(a\)](#) confirming AWEI discussion at Inclusion council meeting 1, 2020



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: 2020 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 prominent 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>Due to COVID-19 restrictions the department was unable to support/ attend face to face events or parades throughout the calendar year. With social distancing and remote working in place, celebrating days of significance and supporting our LGBTIQ+ community was of high priority enabling our staff to remain engaged and connected. By using the department's online platforms, we were able to showcase and participate in a number of internal activities in support of our LGBTIQ+ community.</p>	

ANNUAL SUBMISSION: 2020 COMMUNITY ENGAGEMENT	INTERMEDIATE
40. Pro-Bono or Financial Support: LGBTQ Charities/Organisations	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>Due to COVID-19 and the Machinery of Government changes that occurred during 2020, the department was limited in providing additional financial support to external organisations.</p>	

ANNUAL SUBMISSION: 2020 COMMUNITY ENGAGEMENT

INTERMEDIATE

41. Fundraising

2 points

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.)

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.)

Due to COVID-19 restrictions the department was unable/ limited in hosting face-to face events to raise money for charities across all diversity groups in 2020. We made a donation of \$193.60 to the Pride in Diversity program.

Submission Evidence:

Figure 81 - Pride in Diversity Donation Receipt.pdf



10/11/2020

 Department of Agriculture and Water Resources
 18 Marcus Street
 Canberra, ACT 2601
 Australia

ATT: s. 22(1)(a)(ii)

ACON Health Limited is pleased to acknowledge and thank you for your donation of \$193.60 to the Pride in Diversity Program.

It is your kind generosity and support that allows us to continue to provide this important program and services for which we don't receive government funding.

Thank you again for your support.

Kind regards,

ACON Health Limited

The ACON Health Limited is endorsed by the Australian Taxation Office as a Deductible Gift Recipient, ABN 38 136 883 915.

This letter also acts as an official receipt no 1582862078 for taxation purposes.

SECTION 9: SURVEY

ANNUAL SUBMISSION: OPTIONAL SURVEY PARTICIPATION 42. Survey Participation	OPTIONAL 2 points
<p><input checked="" type="checkbox"/> We are participating in the 2021 AWEI Survey. <i>Please note:</i></p> <ul style="list-style-type: none"> • <i>Partial points will not be given. Full points will only be obtained for the following:</i> <ul style="list-style-type: none"> ○ <i>Medium Employers (501 – 2000 employees): if 50 or more survey responses are collected</i> ○ <i>Large Employers (2001 – 8000 employees): if 100 or more survey responses are collected</i> ○ <i>Significant Employers (8001 or more employees): if 200 or more survey responses are collected</i> <p><i>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.</i></p>	

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
43. ADDITIONAL WORK		Max. 15 points
<p>Item Name: <i>[Question No. or Item Name Here]</i></p> <p><i>If referencing significant work over and above in relation to one of the questions or topics within the index, please state question number or index topic here and then provide evidence to the right.</i></p> <p><i>If you have new work, the topic of which is not covered within the index, please add an appropriate heading here and then provide evidence to the right.</i></p>	<p>AQ8</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Other support The department has assisted the Department of Veterans Affairs with their Pride Network in 2020. The following information was provided to assist them:</p> <ul style="list-style-type: none"> 2019 Work plan and Work plan status update 2020 Work plan Copies of all communication issued during the year Copies of all intranet content developed for LGBTQ+ days of significance. <p>Involvement in APS Gender Equality Strategy Two of our LGBTQ+ Pride Network members s. 22(1)(a)(iii) and s. 22(1)(a)(ii) participated in the department's response to the APS Gender Equality Strategy.</p> </div> <hr/> <p>AQ19 - increasing LGBTQ presence or leadership within other internal diversity networks or working groups (i.e., women, parents, cross-cultural)</p> <p>2020 LGBTQ+ Flagship Event</p> <p>Date of event 28 August 2020 – Friday</p> <p>Details of event Status</p> <ul style="list-style-type: none"> Wear it Purple Day Flagship event - We Are The Change Six videos were produced and published honouring the theme of We Are The Change. Videos featured staff sharing their personal stories about LGBTQ+, acceptance and inclusion. Detailed communications plan developed. 	

- Department intranet page turned purple.
- Wear It Purple featured in multiple articles across the department (Secretary Update, Business Bulletins), Notices in lifts.
- Screen savers

The team responsible for the Wear It Purple day videos include:

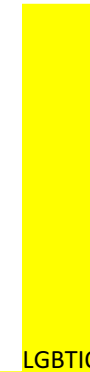
- s. 22(1)(a)(ii) – Concept
- s. 22(1)(a)(ii) – Communications, Social Media
- s. 22(1)(a)(ii) – Communications
- s. 22(1)(a)(ii) – Communications
- s. 22(1)(a)(ii) – Campaigns and Social Media
- s. 22(1)(a)(ii) – Production Services
- s. 22(1)(a)(ii) – Production Services
- s. 22(1)(a)(ii) – Production Services

The six videos produced for Wear it Purple Day featured a staff member wearing an item of clothing that featured a colour of the LGBTQ+ Pride Flag.

Figure 81 – screenshots of staff in Pride colours for Wear it Purple day 2020 video available of the departments intranet.

s. 47F(1)

s. 47F(1)



LGBTIQ

s. 47F(1)

s. 47F(1)

s. 47F(1)

Red (Life) -s. 22(1)(a)(ii) Corporate and Business Services

- Andrew Metcalfe, Secretary (Violet – Spirit) – Inclusion in the department
- Rick Hawe (Royal Blue – Harmony) – Ally for the LGBTIQ+ community and all other inclusion networks in the department
- s. 22(1)(a)(ii) (Green – Nature) – LGBTIQ+ member and CALD member
- s. 22(1)(a)(ii) (Gold – Sun) – LGBTIQ+ member and CALD member
- s. 22(1)(a)(ii) i (Orange – Healing) – LGBTIQ+ member
- s. 22(1)(a)(ii) (Red – Life) – LGBTIQ+ member

Supporting these videos were also corporate wide screen savers and lift notices. Screen savers and lift notices featured s. 22(1)(a)(ii) (Red – Life) – LGBTIQ+ member

AWEI 2021 SUBMISSION DATES

We can accept AWEI submissions between Monday 4th January – 5pm Friday 12th March 2021 (or midnight Saturday 13th March 2021 for large file transfer URL).

- No later than 5pm, Friday 12th March 2021 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 13th March 2021
- **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

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 AWEI optional Survey? You will be able to [request your unique survey URL](#) as of 1st December 2020. You will receive this link when the survey goes live on Monday 4th January 2021 and will remain open until the close of submissions on Friday 12th March 2021.

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: <http://www.pid-awei.com.au/submission-documents/>