



LGBTIQ+ Action Plan 2019–2022

‘A Plan for Pride’

Providing a supportive and inclusive workplace for all Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ+) staff is important to the Department of Home Affairs and Australian Border Force (ABF). We strive to promote acceptance, understanding and respect for all staff and officers who identify outside of the binary (+).



The Department and ABF are committed to a diverse workforce and an inclusive culture where our people feel valued, motivated and confident to contribute in all our workplaces. Our continued focus on diversity and inclusion is important as people with different backgrounds and perspectives contribute to an enriched environment for driving innovation and capability. We acknowledge the broad spectrum of the LGBTIQ+ communities and the intersectionality across race, ethnicity, cultural and linguistic heritage, disability, and Aboriginal and Torres Strait Islander culture and peoples.

Our *LGBTIQ+ Action Plan 2019-2022* identifies three key focus areas to help build an LGBTIQ+ inclusive workplace:

- Drive a supportive and enabling culture.
- Embed LGBTIQ+ inclusion in departmental practices.
- Engage staff to support LGBTIQ+ inclusion.

We will seek to embed the principles of equality, equity, diversity and inclusion in all aspects of our work to foster greater community engagement in the work that we do.

The LGBTIQ+ Action Plan 2019–2022 focuses on three priority areas:

<p>Drive a supportive and enabling culture</p> <p>Our senior leadership will champion LGBTIQ+ inclusion and staff led networks will drive initiatives and activities.</p>	<p>Embed LGBTIQ+ inclusion in departmental practices</p> <p>LGBTIQ+ inclusion best practice will be embedded in our policies and practices.</p>	<p>Engage staff to support LGBTIQ+ inclusion</p> <p>Our staff will be encouraged to work together to support LGBTIQ+ inclusion, education and awareness.</p>
Our goals		
<p>1.1 Senior leaders demonstrate commitment to LGBTIQ+ inclusion across the Department and ABF.</p> <p>1.2 LGBTIQ+ inclusion is a business objective and is communicated to staff and stakeholders.</p> <p>1.3 Leaders at all levels understand the social, personal and professional barriers faced by people who identify as LGBTIQ+. Leaders are committed to learning and are equipped to address issues and concerns sensitively and with respect.</p> <p>1.4 There is a well-established and active LGBTIQ+ Staff and Allies Network (LGBTIQ+ network) across the Department and ABF.</p>	<p>2.1 The Department and ABF policies, procedures and resources are LGBTIQ+ inclusive and devoid of unconscious bias.</p> <p>2.2 LGBTIQ+ staff and allies are comfortable reporting anti-LGBTIQ+ behaviour and are confident the Department and ABF will address such cases appropriately.</p> <p>2.3 LGBTIQ+ staff are aware of support mechanisms available and find them effective.</p> <p>2.4 The Department and ABF has established review points throughout the lifetime of the plan to ensure that our current systems, processes and procedures align with best practice for LGBTIQ+ workplace inclusion. Identify and work with appropriate stakeholders to ensure this is applied holistically.</p>	<p>3.1 The Department and ABF actively promote LGBTIQ+ events, information and resources to all staff.</p> <p>3.2 The Department and ABF recognise LGBTIQ+ days of significance that promote community awareness and education.</p> <p>3.3 Departmental staff and ABF officers understand the importance and value of LGBTIQ+ inclusion.</p> <p>3.4 The Department and ABF actively promote its commitment to LGBTIQ+ inclusion externally through community engagement such as participation in events and fundraising initiatives.</p>
How we will measure our success		
<p>Internal Measures</p> <ul style="list-style-type: none"> • Improved staff engagement scores in staff census. • Growth in LGBTIQ+ network active members and staff who choose to self-identify through easySAP. • Improved survey responses from LGBTIQ+ network members on the direction and effectiveness of the LGBTIQ+ network. • Increase of LGBTIQ+ resources available on the intranet. 	<p>External Measures</p> <ul style="list-style-type: none"> • Improved survey results in the annual Australian Workplace Equality Index. • Meet the requirements of changes to Sex and Gender Classification in Australian Government Records. • Reporting within the annual report on LGBTIQ+ initiatives and metrics. 	<p>Reporting Tools</p> <ul style="list-style-type: none"> • Workforce reporting showing increased number of staff identifying as LGBTIQ+. • Annual Report highlighting LGBTIQ+ inclusion in the Department and ABF. • Department and ABF Pulse Checks and staff surveys showing increased engagement by staff and officers. • <u>Australian Workplace Equality Index (AWEI)</u> showing advancement and progress in the combined Department and ABF’s overall score and placement.

- Growth in the number of LGBTIQ+ focused communications and information to support staff within the Department.
- Increase in staff reporting an understanding of LGBTIQ+ issues and where to find information.

- State of the Service Report.
- People Division to report annually to Departmental Committees (including the Deputies Committee and Executive Committee) to progress as per diversity items.

Our actions

We will:

Support the [Secretaries' Equality and Diversity Council](#) to drive improvements in LGBTIQ+ inclusion across the APS.

Work with the Department and ABF Diversity Champions to be visibly active in driving LGBTIQ+ inclusion as part of their commitments and priorities.

Strengthen the visible support for LGBTIQ+ staff through SES role modelling and engagement.

Partner with peak body and LGBTIQ+ advisory groups to identify and deliver appropriate LGBTIQ+ inclusion and awareness training to senior managers.

Equip managers with the knowledge and skills to support LGBTIQ+ staff affected by domestic and family violence, responding with understanding, and providing flexibility for staff to access existing leave provisions.

Implement an LGBTIQ+ inclusion '5 plus 5' awareness event for SES, based on the Disability Inclusion initiative '[10 plus 10](#)'.

Organise an annual meeting between the Diversity Champions and the LGBTIQ+ network.

Create and support a culture that ensures staff are supported by managers to attend LGBTIQ+ network meetings and events.

Integrate diversity and inclusion themes including LGBTIQ+ into leadership and management training.

Work with the LGBTIQ+ network to:

- develop Terms of Reference that reflect the goals of the network
- review process and achievements against network goals
- create a network charter and purpose, and clearly define key role responsibilities
- engage in activities that address the full diversity of LGBTIQ+ communities
- increase network communications that will provide regular updates on key news and upcoming events
- improve access to the network for staff located in the regions and overseas
- relaunch the network and refresh network branding
- promote the network to the wider Department and ABF and promote the role of allies to increase general knowledge and awareness of the network
- connect the network with other departmental and ABF diversity networks, other APS LGBTIQ+ networks, and the Department of Prime Minister and Cabinet's [Secretaries' Equality and Diversity Council](#)
- Invite subject matter experts to network meetings and training opportunities to improve overall awareness and cooperation between LGBTIQ+ network and inclusion policies across the Department and ABF.

We will:

Complete a comprehensive review of existing workplace policies and procedures, and consult with staff networks as part of this process.

Implement processes to screen policies for unconscious bias and ensure they comply with relevant legislation, and include best practice for LGBTIQ+ inclusion. These will ensure that:

- definitions in Human Resource policies are inclusive and explicitly include LGBTIQ+ partners and families
- parental leave policies and related provisions around family include same-sex families
- bullying and harassment policies include explicit examples of what constitutes unacceptable behaviour targeting people who identify as LGBTIQ+
- the diversity of sexual orientation and gender identities are considered and included when reviewing departmental and ABF policies, practices and standard operating procedures.
- improve support to LGBTIQ+ staff travelling to international posting positions.
- Review recruitment information given to panel members and requested from new applicants to ensure inclusion.

Develop a departmental Gender Transitioning policy and embed clear, ongoing communication of support for transgender staff.

Partner with peak body and LGBTIQ+ advisory groups to continuously implement innovative LGBTIQ+ inclusion resources and services to enhance our LGBTIQ+ inclusion capability and drive our internal activities.

Continue to participate in the AWEI and promote the survey to encourage staff participation.

Use yearly AWEI results and recommendations to strengthen LGBTIQ+ inclusion activities where possible.

Ensure full compliance with the Attorney-General's Department's Australian Government [Guidelines on the Recognition of Sex and Gender](#).

Examine methods where staff LGBTIQ+ information is captured to ensure collection complies with the *Privacy Act 1988* and that data collected is appropriately utilised to guide and innovate LGBTIQ+ inclusion initiatives.

Conduct an analysis of LGBTIQ+ data against other key metrics such as staff retention, promotions and exits to assess if there are discrepancies against the general population.

Report annually to the Departmental committees on progress against the LGBTIQ+ Action Plan.

Review the level of effectiveness and ensure visibility for LGBTIQ+ inclusion in bullying and harassment policies, procedural instructions, initiatives and case study examples. Work with the LGBTIQ+ network to assess staff confidence in the outcomes and adapt processes accordingly.

Diversify the support mechanisms available for LGBTIQ+ staff and allies. Implement a communication plan to actively promote the available support including:

- Trained Peer Support Officers (PSO) and PSOs who identify as LGBTIQ+
- Trained Harassment Contact Officers (HCO) and HCOs who identify as LGBTIQ+
- Pilot the implementation of a LGBTIQ+ Liaison Officer
- Promote the Employee Assistance Program's LGBTIQ+ specific counselling services
- Promote external LGBTIQ+ support organisations.

We will:

Develop an annual communication plan that will focus on promoting LGBTIQ+ days of significance, LGBTIQ+ network events, intranet stories and other relevant LGBTIQ+ news and promotions. This includes social media in line with other portfolio agencies.

Observe and promote LGBTIQ+ days of significance through articles on the intranet and other all staff communication channels, and leverage the occasion to increase LGBTIQ+ education and awareness.

Participate in external LGBTIQ+ pride events.

Include same-sex families or gender diverse individuals in advertising products or service promotions and communications within the Department and ABF.

Ensure external facing communications, including the careers and recruitment website pages, promote the Department and ABF's commitment to a diverse and inclusive workplace.

Promote the resources available to staff through the Department's [Pride in Diversity](#) membership and communicate [Pride in Diversity](#) networking events to departmental and ABF staff.

Partner with peak body and not-for-profit LGBTIQ+ advisory groups to identify and deliver appropriate inclusion and awareness training and forums. Regional engagement will be encouraged.

Develop staff profiles and articles of LGBTIQ+ identifying staff or LGBTIQ+ relevant issues to be shared on the intranet homepage.

Review and refresh relevant intranet pages to ensure that resources and information is current, comprehensive and easily accessible.

Review the existing Induction Program module on Equality, Diversity and Inclusion to ensure LGBTIQ+ inclusion is comprehensively addressed and intersectionality is considered across the module. Ensure new staff are provided with information on the LGBTIQ+ Staff and Allies Network including how to join.

Include LGBTIQ+ inclusion material at career fairs and graduate recruitment websites to raise awareness.

Create a network and ally symbol for work stations.

Maintain our employer profile on the [inclusive employers.com.au](#) website.

Encourage intersectional community engagement with not-for-profit organisations that include intersectional identities through fundraising events and the Rainbow Jam intranet page.

Enabling Areas

- Senior Executive
- Department and ABF Diversity Champion

- LGBTIQ+ Staff and Allies Network
- Pride in Diversity

- Senior Executive
- Recruitment Section

- Internal Staff Diversity Networks
- LGBTIQ+ Pride Networks of other APS agencies
- Pride in Diversity
- Communications Branch
- Recruitment Section
- Work Health and Safety representatives
- The Diversity Council of Australia
- Secretaries Equality and Diversity Council
- People Managers

- The Diversity Council of Australia
- Employee Development Services Section
- Peer Support Network
- Employee Assistance Programme
- Departmental Harassment Contact Officers
- Workforce Planning and Reporting Section
- Policy owners/authors/reviewers

- Department and ABF Diversity Champion
- Employee Development Services Section
- Peer Support Network
- Employee Assistance Programme
- Departmental Harassment Contact Officers
- Internal Communication and Engagement Branch
- Portfolio Media and Engagement
- Graduate Team
- Departmental Learning and Development specialists
- Intranet and website administrators
- LGBTIQ+ Staff and Allies Network
- Policy owners/authors/reviewers