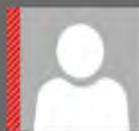


Constructive Feedback:



Wed 20/05/2020 11:24 AM

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

RE: Request for feedback from LGBTI+ Staff and Allies Network: Gender Affirmation in the Workplace PI

To: [Redacted]

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

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



ADD2019 7433911 DRAFT - Gender Affirmation in the Workplace Procedural Instruction.DOCX

2 MB

S. 47C(1)

Regards

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Mentoring opportunity for identifying network member:

 s. 22(1)(a)(ii)
 RE: LGBTQ+ role model required [SEC=OFFICIAL]
 To: s. 22(1)(a)(ii)

From: s. 22(1)(a)(ii)
 Sent: Wednesday, 16 September 2020 1:50 PM
 To: s. 22(1)(a)(ii)
 Subject: LGBTQ+ role model required [SEC=OFFICIAL]

OFFICIAL

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

As discussed, Stephen Hayward ha just called to ask for a LGBTQ+ (gay male) role model.

s. 47F(1)

Could you or the role model that you recommend, contact Stephen on s. 22(1)(a)(ii)

Thanks

Department of Home Affairs – Mental Health Advocate:



Stephen Hayward
First Assistant Secretary, Health Services

Mental Health Advocate, Department of Home Affairs and Australian Border Force

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Confirmation Network member has agreed to be a mentor/role model:

 Thu 17/09/2020 10:41 AM
 s. 22(1)(a)(ii)
 RE: LGBTIQ+ role model required [SEC=OFFICIAL]
 To: s. 22(1)(a)(ii)

From: s. 22(1)(a)(ii)
 Sent: Thursday, 17 September 2020 10:26 AM
 To: s. 22(1)(a)(ii)
 Subject: RE: LGBTIQ+ role model required [SEC=OFFICIAL]

OFFICIAL

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

Thanks again for sending this through - just confirming I've sorted this.

I spoke with Stephen yesterday, who advised the staff member s. 47F(1) option so all good!

Cheers,

s. 22(1)(a)(ii)
 LGBTIQ+ Lead
 Diversity and Inclusion | People Services Branch
 People and Culture Division | Chief Operating Officer Group
 Department of Home Affairs
 Intranet: visit [M4U/UP](#)

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

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1) LGBTQ Inclusion Reporting

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY 4. LGBTQ Inclusion Reporting	INTERMEDIATE 2 points
<p>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.</p>	
<p>Note: This report may include work prior to the assessed year, however the report must be published within 2020.</p>	
<p><i>Please provide evidence.</i></p>	
<p>The Department's Annual Reports cover LGBTIQ+ inclusion activity within and demonstrate the value we place on the work we have undertaken. These reports help to inform key stakeholders of the ever-growing value of diversity and inclusion work more generally. The 2019-2020 Annual Report (https://www.homeaffairs.gov.au/reports-and-pubs/Annual-reports/home-affairs-annual-report-2019-20.pdf) contains key mentions of work in our Culture, Diversity and Inclusion program, in particular our LGBTIQ+ progress and initiatives, are as follows:</p> <p><u>Our People (P16-17):</u></p> <h3>Our people</h3> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Throughout 2019-20, our staff demonstrated flexibility and commitment to Australian Government priorities by redeploying to support critical government functions during the peak of the COVID-19 response. We have continued to mature our responsiveness and flexibility and have embedded this approach into our current operating model and our <i>Future Ready</i> strategy, launched on 1 July 2020.</p> <p>The Department continued to foster a high performance culture through enhanced people management and development. In 2019-20, the Department conducted individual capability assessments for our Senior Executive Service, executive level employees, and a selection of APS6 employees.</p> <p>The Department has demonstrated its ability to quickly develop and deploy innovative solutions in the normal course of business, sustain high levels of activity for extended periods through surge arrangements, and continue to deliver critical services while navigating the challenges of social distancing and other necessary operational restrictions. This included supporting our staff throughout the transition to working from home arrangements. For example, the Department launched two internal online sites to support staff transitioning to working from home. These sites provided staff with a range of curated online learning and training resources. The Department also expanded our network capacity to enable more staff to work remotely.</p> </div> <div style="width: 45%;"> <p>The Department continued to implement action plans to celebrate the diversity of the Department and the Australian community.</p> <p>The Department launched the LGBTIQ+ Action Plan 2019-2022 which has had significant impacts on the way in which we record information in regard to sex and gender, as well as how we recognise and support our colleagues, individuals and families.</p> <p>Through the <i>Disability Action Plan 2016-20</i>, the Department committed to a three year contract which established participation in the Dandelion Program. There has been a positive uptake of the program with the Department continuing to provide support and resources to enable participants to achieve positive outcomes.</p> <p>As part of the ongoing implementation of the Department's <i>Reconciliation Action Plan 2019-22</i> four staff participated in the Jawun Secondment Program. Staff were placed into Indigenous communities providing an immersive learning experience focused on developing cultural competence and an understanding of Indigenous culture.</p> <p>The Department continued to implement initiatives within the <i>Gender Equality Action Plan 2017-20</i>. This ongoing commitment saw 53.3 per cent of board positions in the Home Affairs Portfolio filled by women.</p> </div> </div> <p>16 2019-20 Annual Report</p>	

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Workforce Diversity p214-215

Workforce diversity

The Department supports our staff by removing employment-related disadvantage and barriers to participation. We drive innovation, performance and productivity by empowering our diverse workforce to utilise the unique skills, ideas, perspectives and qualities that they contribute every day. The Department's *Statement of Commitment: Workplace equality, diversity and inclusion* reinforces our commitment to building and valuing a diverse workforce. This is the overarching statement which all our action plans, relating to diversity and inclusion, are derived from.

The Department offers diversity and inclusion training to staff through our induction, mandatory Aboriginal and Torres Strait Islander Cultural Awareness online training, and Disability Awareness training. Diversity themes and principles are also embedded in other learning and development programs.

In 2019–20, 25 staff participated in the pilot Indigenous Leadership training delivered by National Indigenous Training Employment Solutions, a 100 per cent Aboriginal owned and operated business. Training such as this, assists in developing and retaining our Indigenous staff, whilst aligning to initiatives in the Reconciliation Action Plan.

214 2019–20 Annual Report

The Department monitors and track the progress of diversity and inclusion initiatives against action plans, which align to the following Australian Government strategies:

- *Gender Equality Action Plan 2017–20*
- *Disability Action Plan 2016–2020*
- *Reconciliation Action Plan 2019–22*
- *Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI+) Action Plan 2019–22.*

Additionally, our Executive Dashboard and the Diversity and Inclusion Dashboard track associated trends, including network membership, gender and numbers of Aboriginal and Torres Strait Islander employees.

Organisation membership

The Department is affiliated with organisations that support and promote diversity and inclusion workplace practices such as:

- Australian Network on Disability
- JobAccess
- Pride in Diversity
- National Indigenous Training Employment Solutions
- Australian Human Resource Institute.

Diversity networks

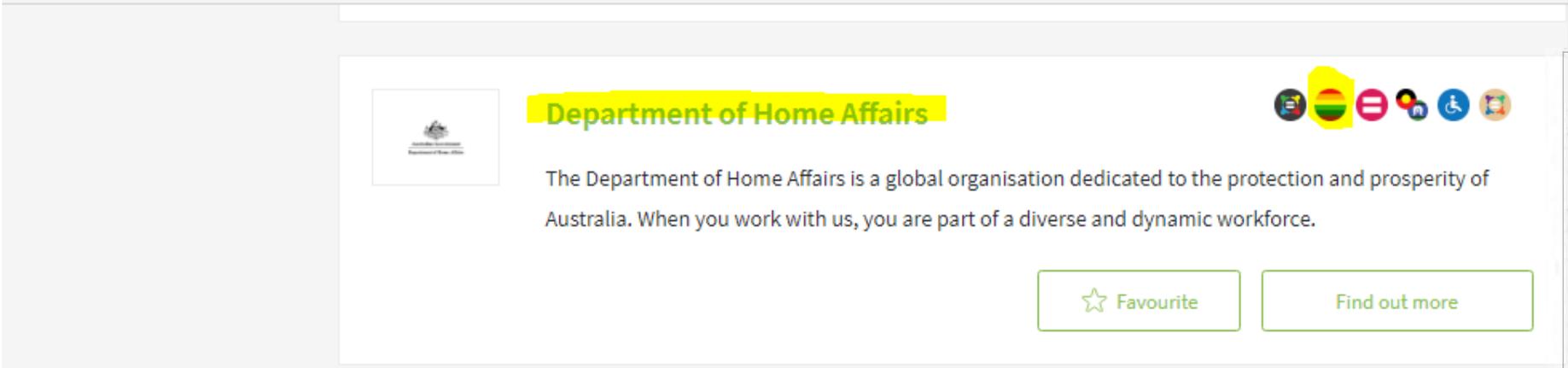
The Department has internal staff and ally networks to ensure connectedness with those who identify with and support diversity. These include the:

- Indigenous Staff Support Network and online forum
- Focus on Ability Network and online forum
- Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) Network and online forum
- Staff Advancing Gender Equality Network and online forum
- Culturally and Linguistically Diverse Network and online forum.

2) Media Coverage

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY 5. Media Coverage	INTERMEDIATE 2 points
<p>Our work in LGBTQ inclusion has been covered by an independent source (not internally written or published) within the assessed calendar year.</p>	
<p>Note: This has to cover your LGBTQ inclusion work in detail and cannot be a brief mention of your organisation, recognised employee/individual or an award won.</p>	
<p><i>Please provide evidence of how your LGBTQ inclusion work has been recognised by an independent source: screenshot, URL, image or insert attachment.</i></p>	
<p>To our knowledge, our work in LGBTQ+ inclusion has not been covered or recognised by an independent source within the assessed calendar year (2020).</p> <p>We have been featured by the Pride in Diversity Instagram, in recognition of a number of our ABF staff who were awarded ABF Australia Day awards for their work in LGBTQ+ inclusion (right).</p>	

3) Strategic Work in Recruitment, Supplier Policy or Service Provision

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY 6. Strategic Work in Recruitment, Supplier Policy or Service Provision	ADVANCED Max. 3 points
<p>We have completed, updated or are making progress towards work within <u>one</u> of the following areas over the assessed calendar year:</p> <ul style="list-style-type: none"> • 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 <p><i>Please provide evidence for work within <u>one</u> of the requested areas within the assessed year.</i></p> <p><i>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.</i></p>	
<p>The Department holds a profile online at the Grad Connection website (access here: https://preview.gradconnection.com/employers/department-of-home-affairs/), which specifically targets university graduates looking for APS opportunities. This profile clearly flags the department's commitment to active inclusion and targets LGBTIQ+ job seekers with the rainbow logo tag and staff profile.</p> <p><u>Rainbow logo tag for the Department of Home Affairs employer profile on Grad Connection:</u></p>	
<p>https://au.gradconnection.com/lgbti-support/?ordering=&page=2</p> 	

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Department of Home Affairs Employer Profile on Grad Connection –LGBTIQ+ section:

Australian Government
Department of Home Affairs

Department of Home Affairs

Employer Navigation

- Job Opportunities
- About the Department
- Overview of our Graduate Program
- Meet Our Graduates
- Selection Process
- Vocations
- What degrees are we looking for?
- Diversity and Inclusion
- LGBTIQ+**
- Gender Equality
- Indigenous Australians
- Disability
- Intergenerational
- Cultural and Linguistic

YOUR CAREER ➔
AUSTRALIA'S FUTURE

← Back to job search

Department of Home Affairs Graduate Programs

The Department of Home Affairs is a global organisation dedicated to the protection and prosperity of Australia. When you work with us, you are part of a diverse and dynamic workforce.

Department of Home Affairs currently has 0 opportunities.
Select the following options:

- Return to job search
- Research more employers

Past Department of Home Affairs Graduate Hiring Statistics

If you're interested in working at Department of Home Affairs, understanding when they have opened up applications for their graduate programs, graduate jobs and internships is helpful knowledge to have so you know when you might need to apply. Use the below information to see when Department of Home Affairs hires graduates, but more importantly what graduate degree's and other student attributes they target for their jobs.

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Department of Home Affairs Employer Profile on Grad Connection – Staff profile:

https://au.gradconnection.com/employers/department-of-home-affairs/#lgbtiq

Australian Government
Department of Home Affairs

Department of Home Affairs

YOUR CAREER **AUSTRALIA'S FUTURE**

LGBTI+

Department of Home Affairs

s. 47F(1)

** The Department has an active interest in supporting the LGBTI+ community through recognition of important events and actions, it is also a member of national action groups to effect change in the workspace at all levels. New staff members from within the community can be confident they are entering an organisation serious about creating an inclusive environment.**

Support for lesbian, gay, bi-sexual, transgender and intersex staff in the Department

The Department is committed to providing a safe and supportive workplace for all lesbian, gay, bi-sexual, transgender and intersex (LGBTI+) staff. Gender is a complex topic, particularly if we try to define or label it. As an organisation, we are accepting of who people are, and support staff in bringing their authentic selves to work.

The Department participates in the annual Australian Workplace Equality Index (AWEI) – a national benchmark on LGBTI+ workplace inclusion and is a member of Pride in Diversity (PID), Australia's first and only national not-for-profit employer support program for all aspects of LGBTI+ workplace inclusion.

LGBTI+ Staff and Allies Network

The LGBTI+ Staff and Allies Network, which is open to all staff, raises awareness and supports LGBTI+ inclusion in the workplace. The role of the network is to connect LGBTI+ staff and allies through professional and social networking opportunities, and to increase LGBTI+ visibility across the workforce.

Employer Navigation

- Job Opportunities
- About the Department
- Overview of our Graduate Program
- Meet Our Graduates
- Selection Process
- Vocations
- What degrees are we looking for?
- Diversity and Inclusion
- LGBTI+**
- Gender Equality
- Indigenous Australians
- Disability
- Intergenerational
- Cultural and Linguistic

Our Websites

- Department of Home Affairs
- Graduate Program

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4) Executive Leadership Representation

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. Please provide details of the names and roles of openly LGBTQ identifying people within either your Diversity Council or Executive Team.</p>	
<p>We have openly identified LGBTQ+ people within our LGBTQ+ Staff and Allies Network and our Executive Leadership team.</p> <p>Luke Mansfield, the Home Affairs Diversity Champion from May – November 2020. Luke openly identifies as a member of the LGBTQ+ community, and was a devoted leader during his time in the role of Diversity Champion. Luke featured in a video during our virtual Pride Month campaign (right).</p> <p><i>Note: Luke moved on from the Department in November 2020 to take up a role with Services Australia.</i></p>	<div data-bbox="1070 406 1456 438"> <h3>Celebrating Pride Month 2020</h3> </div> <div data-bbox="1070 454 1164 478"> <p>3/06/2020</p> </div> <div data-bbox="1070 494 1164 518"> <p>Colleagues</p> </div> <div data-bbox="1070 534 1848 598"> <p>As Diversity Champions and Senior Leaders of the Department and the ABF, we recognise the importance of creating an environment where staff feel valued and safe to contribute, so we can all be our authentic selves at work.</p> </div> <div data-bbox="1070 614 1848 686"> <p>Throughout June, we are celebrating Pride Month. Internationally recognised, Pride Month acknowledges the contribution of Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI+) people across history, and the importance of working together to build an inclusive community based on equality.</p> </div> <div data-bbox="1070 702 1848 813"> <p>Over the past year, the Department and ABF have made significant progress in implementing inclusiveness initiatives from the LGBTI+ Action Plan 2019-2022, including the success of our PRIDE pins—introduced to communicate and support equality for all staff, and celebrate our diversity. To date over 900 pins have been distributed to LGBTI+ staff and allies, which is a positive indication that we are driving a supportive and enabling culture.</p> </div> <div data-bbox="1070 829 1848 877"> <p>We have also seen the membership of our LGTBI+ Staff and Allies Network continue to increase, confirming that staff are engaging and connecting in the workplace and supporting a culture of inclusion.</p> </div> <div data-bbox="1070 893 1848 941"> <p>For more on why we celebrate Pride Month across the Department and the ABF, we encourage all staff to view the Pride Month video.</p> </div> <div data-bbox="1070 957 1724 1276"> </div> <div data-bbox="1131 1284 1456 1324"> <p>LUKE MANSFIELD Deputy Secretary Citizenship and Social Cohesion</p> </div> <div data-bbox="1870 399 2004 510"> </div> <div data-bbox="1870 526 2004 574"> <p><i>Luke Mansfield</i> Deputy Secretary</p> </div> <div data-bbox="1870 630 2004 758"> </div> <div data-bbox="1870 774 2004 845"> <p><i>Dr Bradley Armstrong PSM</i> Group Manager</p> </div>

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s. 47F(1) is one of the former co-chairs of the LGBTIQ+ Staff and Allies Network, and is still a proud and vocal member of the network. s. 47F(1) openly identifies as a member of the LGBTIQ+ community and proudly shared his experiences in a short video for Pride Month 2020:

Pride Month—Why do we celebrate it?

22/06/2020

You may have noticed that we have been celebrating Pride Month across the Department throughout June. But have you stopped to wonder why?

The month long celebrations are a way of remembering the challenges that led to this celebration, recognising the influence LGBTI+ people have had around the world and the importance of working together to build an inclusive community based on equality.

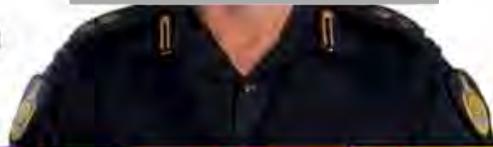
The Department and ABF celebrate Pride Month to promote and support a diverse and inclusive work environment, where staff feel valued, safe to contribute, and we can all be our authentic selves at work.

As our celebrations continue this week, we hear from one of our own, in his own words. Watch as s. 47F(1) Co-Chair of the LGBTI+ Staff and Allies Network, shares why Pride Month is important to him and how we can help support an LGBTI+ inclusive workplace.



PRIDE MONTH
JUNE 2020

s. 47F(1)



s. 47F(1) Staff and Allies Network

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5) LGBTQ Inclusion Promotion

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY 8. LGBTQ Inclusion Promotion	ADVANCED Max. 4 points
<p>We can show evidence of promoting our commitment to LGBTQ inclusion in <u>up to two</u> of the following areas:</p> <ul style="list-style-type: none"> • pitching for business or contracts • engaging with potential clients/customers • applying for funding • engaging with strategic partners or key external stakeholders <p><i>Please provide evidence for <u>up to two</u> of the areas covered. Note: Partial points will be given for less than two areas of work evidenced.</i></p> <p><i>If you have completed work within more than two of the above areas within the assessed year or have already existing (and current work) within areas listed above, please add that to the ADDITIONAL WORK section at the end of this submission.</i></p>	
<p>We have promoted our commitment to LGBTQ+ inclusion through engaging with strategic partners and key external stakeholders through the departmental podcast <i>Let's Have a Kiki</i>. This initiative has provided opportunities for LGBTQ+ people of diverse groups to raise their visibility and/or to share their stories across the organisation. The series focuses on diversity and inclusion, particularly within the LGBTQ+ community. The podcast was launched in July 2020, and each episode allows staff to connect with each other, and with strategic partners and key external stakeholders to promote LGBTQ+ inclusion within our organisation, across the portfolio and beyond.</p> <p>The topic of the first episode discussed the role of our Diversity Champions, and one current and one former Champion were interviewed. The second episode explored LGBTQ+ Domestic and Family Violence, interviewed a staff member who shared their story, and featured special guest Ben Bjarnesen from QLD Police, founder of LGBTQ DV Awareness Day. The third episode covers Mardi Gras, and the journeys of other departments (Defence and AFP) to marching in the parade. The episode was recorded in late 2020 but only released on February 19 to coincide with the start of the Mardi Gras festival in Sydney.</p> <p>'Let's Have a Kiki' is regularly promoted to all staff and network members (for example, at each network meeting), and is an opportunity for LGBTQ+ staff and allies to share their identity and discuss what life is like working in Home Affairs. By openly sharing our stories and experiences, we aim to continue to inform meaningful, tangible education and change in the workplace for LGBTQ+ inclusion. Furthermore, with the consent of all participants, each of these episode recordings has been shared with the organisations involved to continue promoting our LGBTQ+ inclusion work to a wider audience.</p> <p>Hosting duties are also shared around, with some of the hosts including current and former network co-chairs, network members and allies. This provides network members with the opportunity to share their unique story, raise their visibility and promote LGBTQ+ inclusion across the whole organisation and with portfolio colleagues.</p> <p>Future podcast topics include:</p> <ul style="list-style-type: none"> - Putting the 'B' in LGBTQ+ (in production, to feature special guest from Canberra organisation Meridian) - Parents of LGBTQ+ teens (proposed) - Intersectionality (proposed). 	

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All staff announcement about podcast launch on 3 July 2020:

News and Notices

Home > News and Notices > Introducing the "Let's have a Kiki" podcast series

Introducing the "Let's have a Kiki" podcast series

3/07/2020

Kiki—Defined as a gathering of friends for the purpose of sharing stories, chitchat, and casually "kicking back". The term "Kiki" has long been connected to the Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI+) community and is the inspiration behind a new podcast series available now on Rainbow Jam and ourTV.

Developed by members of the LGBTI+ Staff and Allies Network, the "Let's have a Kiki" podcast series focuses on diversity and inclusion, particularly within the LGBTI+ community.

Listen to episode one as hosts Amy Crispe and Florent Alcidi sit down with guests Rachel Houghton and Dr Bradley Armstrong, to discuss the role of a Diversity Champion and reflect on their own personal experiences as ABF Diversity Champions.

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All staff announcement about the second episode of the podcast on 10 November 2020:

Let's Have a Kiki - LGBTIQ+ Domestic and Family Violence

10/11/2020

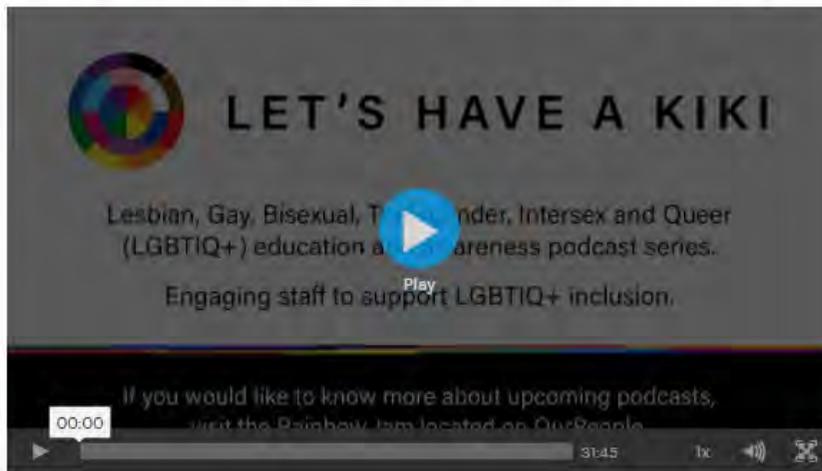
Kiki—Defined as a gathering of friends for the purpose of sharing stories, chitchat, and casually "kicking back". The term "Kiki" has long been connected to the Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ+) community and is the inspiration behind a new podcast series available now on Rainbow Jam and ourTV.

Developed by members of the LGBTIQ+ Staff and Allies Network, the 'Let's have a Kiki' podcast series focuses on diversity and inclusion, particularly within the LGBTIQ+ community.

Listen to episode two as hosts **s. 22(1)(a)(ii)** to discuss LGBTIQ+ Domestic and Family Violence.

This episode of 'Let's Have a Kiki' contains discussions of domestic and family violence and may be confronting or distressing for some listeners. Listener discretion is advised.

If you or someone you know is impacted by domestic and family violence, support is available. Call 1-800-RESPECT - that's 1-800-737-732 – for Australia's national sexual assault, domestic and family violence support service. The service provides information referrals and counselling 24/7, every day of the year.



A transcript is available on OurTV.

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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.)

6) *LGBTQ Employee Network*

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS 9. LGBTQ Employee Network	FOUNDATION Max. 2 points
<p>Within the assessed calendar year, we have <i>either</i>:</p> <ul style="list-style-type: none"> a) made progress towards the launch or establishment of an LGBTQ employee network b) an established LGBTQ employee network with a clearly documented charter/purpose or remit <p><i>If you are in the process of creating a network, please evidence progress made within the assessed year.</i></p> <p><i>If you have an existing network, please provide a copy of the network's charter/purpose.</i></p>	
<p>Within the assessed calendar year (2020), we have continued to work with an established LGBTQ+ employee network (LGBTQ+ Staff and Allies Network). The network charter/terms of reference are accessible via our LGBTQ+ intranet hub, and included in the welcome pack for staff new to the network. These ToRs are reviewed on an annual basis, if not more frequently to ensure they accurately reflect the state of the network and required resources.</p> <p>A copy of the network charter/terms of reference is attached:</p> <ul style="list-style-type: none"> - S3.9 – (a) LGBTQ+ Staff and Allies Network Terms of Reference 	

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LGBTIQ+ Staff and Allies Network Terms of Reference:



For Official Use Only

LGBTIQ+ Staff & Allies Network

Terms of Reference



For Official Use Only

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HR page where all staff access the network Terms of Reference:

MyHR

Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ+)

The 'Plan for Pride' LGBTIQ+ Action Plan 2019—2022 (787KB PDF) shows our committed approach to support a diverse workforce. We aim to build an inclusive culture where everyone feels valued and confident to contribute in all our workplaces.

We will provide a supportive workplace for all Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ+) staff who identify outside of the binary. The '+' represents that gender identities and sexual orientations are part of a spectrum.

For further information about LGBTIQ+, scroll down to access the tabs below.

LGBTIQ+ is a term that represents a diverse range of identities and communities. Whilst this represents a diverse group, LGBTIQ+ generally shifts away from traditional definitions of heterosexuality or gender binaries of male and female. The acronym may not speak to some and we recognise the complexity of identities within this broad definition. We support staff to be their authentic selves.

Contact

If you have any questions, you can:

- Email: [S. 47E\(d\)](#)

 Practising inclusive language	 Awareness training	 Support - the role of PRIDE Allies	 Gender diversity	 Transgender or 'Trans' and Intersex staff	 Recognition of sex and gender	 Support and services
---	--	--	--	---	---	--

LGBTIQ+ support and services

We offer a number of support services for staff who identify as LGBTIQ+.

LGBTIQ+ Staff and Allies Network

The LGBTIQ+ Staff and Allies Network, is open to all staff across the Department and the ABF. The role of the network is to:

- connect LGBTIQ+ staff and allies through professional and social networking opportunities
- increase LGBTIQ+ visibility across the workforce

The network aims to celebrate LGBTIQ+ participation and works to foster an inclusive and supportive workplace.

The [LGBTIQ+ staff network terms of reference \(335KB PDF\)](#) outlines the vision, mission and roles within the network. It also contains ten tips on how to be a good ally and support workplace inclusion.

You can access the [LGBTIQ+ staff allies network welcome pack \(483KB PDF\)](#). If you are interested in joining

Peer Support Officers (PSOs) for PRIDE Initiative, PSOs for PRIDE Ally and PSOs TRANS Ally

Staff can access the Peer Support Officer (PSO) network to get support from peers or colleagues. Any matters any staff discuss with a PSO are confidential. The exception is if someone is at risk of harm to themselves or others.

The PSOs for PRIDE Initiative involves staff who are supportive of the LGBTIQ+ community. The PSO for PRIDE Initiative involves:

- PSO for PRIDE - staff who openly identify within the LGBTIQ+ communities
- PSO PRIDE Ally - staff who do not necessarily identify as LGBTIQ+ but are supportive of LGBTIQ+ communities
- PSO TRANS Ally - staff who do not necessarily identify as Trans but are supportive of gender diverse staff

These services represent a safe and inclusive space for staff who need support from peers or colleagues and who also identify as LGBTIQ+. A list of PSOs who identify as LGBTIQ+ is available on the WHS contacts

7) Network Leadership Structure

ANNUAL SUBMISSION: LGBTQEMPLOYEE NETWORKS / RESOURCE GROUPS	FOUNDATION																										
10. Network Leadership Structure	Max. 3 points																										
<p>Our employee network has a clearly articulated leadership structure with:</p> <ul style="list-style-type: none"> a) clear roles and/or responsibilities for those involved b) an HR or Diversity representative as part of the leadership structure <p><i>For full points, please provide:</i></p> <ul style="list-style-type: none"> (a) a copy of your network leadership structure clearly articulating role accountabilities (b) evidence that you have HR or diversity representation within the leadership 																											
<p>Within the Network Terms of Reference, a leadership structure is clearly articulated including role responsibilities and the involvement of a Culture, Diversity and Inclusion Section representative as part of that leadership structure.</p> <p>See <i>Annual Submission Section 3 Item 9: LGBTQ Employee Network</i> & attachments for a complete copy of these ToRs.</p> <p><u>LGBTIQ+ Staff and Allies Network Terms of Reference – Table of Contents:</u></p> <h2 style="color: #0070C0;">Table of Contents</h2> <table border="0" style="width: 100%;"> <tr> <td>LGBTIQ+ Staff & Allies Network</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Table of Contents</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Terms of Reference</td> <td style="text-align: right;">3</td> </tr> <tr> <td> 1. Introduction</td> <td style="text-align: right;">3</td> </tr> <tr> <td> 2. Purpose</td> <td style="text-align: right;">3</td> </tr> <tr> <td> 3. Membership and the Role of Confidentiality</td> <td style="text-align: right;">4</td> </tr> <tr> <td> 4. Meetings</td> <td style="text-align: right;">4</td> </tr> <tr> <td> 5. Role of the departmental and ABF Co-Chairs</td> <td style="text-align: right;">5</td> </tr> <tr> <td> 6. Role of Network members</td> <td style="text-align: right;">5</td> </tr> <tr> <td> 7. Role of Allies</td> <td style="text-align: right;">5</td> </tr> <tr> <td> 8. Role of the Culture, Diversity and Inclusion Section</td> <td style="text-align: right;">6</td> </tr> <tr> <td> 9. Governance and Reporting</td> <td style="text-align: right;">6</td> </tr> <tr> <td> 10. Review</td> <td style="text-align: right;">7</td> </tr> </table>		LGBTIQ+ Staff & Allies Network	1	Table of Contents	2	Terms of Reference	3	1. Introduction	3	2. Purpose	3	3. Membership and the Role of Confidentiality	4	4. Meetings	4	5. Role of the departmental and ABF Co-Chairs	5	6. Role of Network members	5	7. Role of Allies	5	8. Role of the Culture, Diversity and Inclusion Section	6	9. Governance and Reporting	6	10. Review	7
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ToRs excerpt - Role of Co-chairs:

5. Role of the departmental and ABF Co-Chairs

- Co-chairs will be selected by the Culture, Diversity and Inclusion Section through an EOI process, for a period of 12 months, with possible extension.
- It is preferred that one co-chair be represented by a departmental staff member and one by an ABF officer, where possible.
- Co-chairs are elected through an Expression of Interest (EOI) process that is extended to all members via email and/or internal communications channels.
- The EOI process is managed through the Secretariat, who has final decision-making powers.
- Co-chairs will have their roles reviewed annually by the Secretariat, and if agreed, the chairs will be extended for another 12 months.
- If a chair is no longer able to perform the role, another EOI process will be run.

The Co-Chairs will undertake the following activities:

- Lead network meetings, including ensuring the agenda is adhered to;
- Summarise key decisions and actions during the meeting; and within the boundaries of the Network, ensure that decisions are aligned and equitable for both the Department and ABF.
- Provide follow-up on agreed commitments and actions for distribution network members, via the Secretariat.

ToRs excerpt - Role of Network Members:

6. Role of Network members

Members are responsible for:

- Putting forward ideas and contributing to a supportive and safe environment based on respect;
- Consulting with the Culture, Diversity and Inclusion Section and working collaboratively in regard to programs, events and initiatives;
- Ensuring their supervisors are aware of and have approved attendance at Network and Pride events, with as much notice as possible;
- Attending events and supporting LGBTIQ+ inclusion in a positive, solution-focused manner;
- Maintaining confidentiality and treating other members with courtesy and respect; and
- Notifying the Secretariat of any adjustments required in order to facilitate their participation within the Network.

ToRs excerpt - Role of Allies:

7. Role of Allies

Allies have a unique role to play in our workplaces and society as a whole, they play a vital role in the Network in helping to change workplace culture to foster inclusion and respect for all staff. Most people will know someone who identifies as LGBTIQ+; they could be a family member, friend, neighbour or work colleague. You can be an ally by engaging in positive workplace behaviours such as:

- **Using neutral labels** like 'partner' or 'significant other' instead of 'boyfriend', 'girlfriend' in your communications, both in person or via phone or email.
- **Use the correct pronouns** for staff who have transitioned or identify as gender fluid (a broad term that refers to all forms of gender identity and gender expression), respect their cues and call them by their correct pronouns. If you are unsure, ask politely "what pronoun would you like me to use?".

5

- **Call out homophobic behaviour** by interrupting anti-LGBTIQ+ jokes, comments or any other behaviours that make homophobia appear okay.
- **Display your support** for LGBTIQ+ inclusion by having a rainbow flag or poster in your workstation, kitchen or breakout area. PRIDE and PRIDE Ally templates and the LGBTIQ+ Network poster are available in the Welcome Pack for new network members and these signs can also be displayed at your workstation.
- **Don't make assumptions** about peoples' sexual orientations or gender identities. Assume that there are LGBTIQ+ people in all roles, professions, meetings both at work and in daily life.
 - Don't assume that 'feminine-acting men' and 'masculine-acting women' are not heterosexual.
 - Don't assume that 'macho males' or 'feminine females' are heterosexual.
- **Respect the privacy** of your colleagues who identify as LGBTIQ+ and be sensitive to the complexity of feelings around the topics of gender, gender expression, gender identity and sexual orientation.
- **Attend training** for LGBTIQ+ inclusion to understand appropriate terminology, gain insights into lived experiences and the many diverse communities within it.
- **Accept everyone** regardless of sexual orientation, gender identity or gender expression.

ToRs excerpt - Role of the Culture, Diversity & Inclusion Section:

8. Role of the Culture, Diversity and Inclusion Section

Activities relating to Culture, Diversity and Inclusion for the Department and the ABF are governed by the Culture, Diversity and Inclusion Section, People and Culture Division, which includes:

- Developing, implementing and monitoring strategy, policy and action plans relating to diversity and inclusion initiatives;
- Coordination point for decisions and approvals relating to diversity and inclusion activities;
- Coordination point for communications and promotional materials relating to diversity and inclusion;
- Coordination of events for days of significance;
- Engagement with Diversity Champions;
- Setting the Terms of Reference for networks relating to diversity and inclusion;
- Provision of Secretariat support for network meetings, including scheduling of quarterly meetings, preparing and distributing the agenda and associated papers; taking and disseminating the minutes; and monitoring action items; and
- Maintaining the OurPeople online platform, Rainbow Jam.

ToRs excerpt – Governance:

9. Governance and Reporting

The Culture, Diversity and Inclusion Section will undertake reporting activities, in consultation with the Network

8) Network Strategy/ Work Plan

ANNUAL SUBMISSION: LGBTQEMPLOYEE NETWORKS / RESOURCE GROUPS 11. Network Strategy/ Work Plan	FOUNDATION Max. 3 points
<p>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.</p> <p><i>For full points, please provide all of the following:</i></p> <ul style="list-style-type: none"> (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 	
<p>Our LGBTQ+ Staff and Allies network operates within the scope of the LGBTQ+ Action Plan ‘A Plan for Pride’. See <i>Annual Submission Section 2 Item 2: Documented LGBTQ Strategy</i> and related attachments for a complete copy of the LGBTQ+ Action Plan).</p> <p>Key responsibilities of the network include driving initiatives and activities for LGBTQ+ inclusion (see <u>excerpt from LGBTQ+ Action Plan: Staff Led Network</u> (right)):</p> <p>The Culture, Diversity and Inclusion Section has been tracking network metrics to monitor overall growth and engagement. Metrics include:</p> <ul style="list-style-type: none"> - membership across mailing lists and internal social media group - self-identification in HR systems - distribution of Pride lapel pins to staff. <p>Positively, all categories show a general trend toward growth over 2020. Additionally, the network documents all relevant action items following quarterly network meetings. This serves as both a progress monitor and timeline of actioned initiatives, activities or communications.</p>	<div style="background-color: #e1f5fe; padding: 10px;"> <p>Drive a supportive and enabling culture</p> <p>Our senior leadership will champion LGBTQ+ inclusion and staff led networks will drive initiatives and activities.</p> <ol style="list-style-type: none"> 1.1 Senior leaders demonstrate commitment to LGBTQ+ inclusion across the Department and ABF. 1.2 LGBTQ+ inclusion is a business objective and is communicated to staff and stakeholders. 1.3 Leaders at all levels understand the social, personal and professional barriers faced by people who identify as LGBTQ+. Leaders are committed to learning and are equipped to address issues and concerns sensitively and with respect. 1.4 There is a well-established and active LGBTQ+ Staff and Allies Network (LGBTQ+ network) across the Department and ABF. </div> <div style="background-color: #e1f5fe; padding: 10px; margin-top: 10px;"> <p>Internal Measures</p> <ul style="list-style-type: none"> • Improved staff engagement scores in staff census. • Growth in LGBTQ+ network active members and staff who choose to self-identify through easySAP. • Improved survey responses from LGBTQ+ network members on the direction and effectiveness of the LGBTQ+ network. • Increase of LGBTQ+ resources available on the intranet. </div> <div style="background-color: #e1f5fe; padding: 10px; margin-top: 10px;"> <p>Work with the LGBTQ+ network to:</p> <ul style="list-style-type: none"> • 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 LGBTQ+ 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 LGBTQ+ networks, and the Department of Prime Minister and Cabinet’s <u>Secretaries’ Equality and Diversity Council</u> • Invite subject matter experts to network meetings and training opportunities to improve overall awareness and cooperation between LGBTQ+ network and inclusion policies across the Department and ABF. </div>

Excerpt from LGBTIQ+ Cohort Tracker:

Diversity & Inclusion - LGBTIQ+ Cohort Tracker									
Month	Year	Network Members				Pride Pins	Change	LGBTIQ+ Identifying through easySAP	Change
		LGBTIQ+ Staff and Allies Membership	Change	Rainbow Jam	Change				
June	2019	63	0	232	232	Unknown	0	207	216
July	2019	63	0	236	4	Unknown	0	216	9
August	2019	Unknown	0	244	8	Unknown	0	223	7
September	2019	Unknown	0	251	7	Unknown	0	223	0
October	2019	Unknown	0	273	22	576	100	223	0
November	2019	Unknown	0	273	0	676	100	223	0
December	2019	Unknown	0	Unknown	0	682	6	Unknown	0
January	2020	Unknown	0	Unknown	0	695	13	243	20
February	2020	Unknown	0	Unknown	0	705	10	244	1
March	2020	123	123	Unknown	0	715	10	253	9
April	2020	126	3	284	11	715	0	260	7
May	2020	125	-1	290	6	730	15	265	5
June	2020	132	7	309	19	896	166	266	1
July	2020	136	4	307	-2	899	3	269	3
August	2020	136	0	304	-3	946	47	276	7
September	2020	136	0	302	-2	948	2	277	1
October	2020	136	0	303	1	990	42	279	2
November	2020	140	4	307	4	1028	38	279	0
December	2020	142	2	319	12	1032	4	286	7
January	2021		-142		-319		-1032		-286
February	2021		0		0		0		0
March	2021		0		0		0		0

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Excerpt from action items over 2020:

LGBTIQ+ Staff and Allies Network - Action Items (2020)

ID	Date Opened	Action Item	Owner	Due Date	Status	Notes	TRIM ref#
A1	26 March 2020	D&I to coordinate EOI process for new Departmental Chair	D&I	TBA	Complete	EOI process closed & applications received. Co-chair yet to be named (as at 29/05/20). 09/06/20: <u>s. 22(1)(a)(ii)</u> named as co-chair. 12/06/20: Email announcement to go to network.	ADD2020/3106054 ADD2020/3136557
A2	26 March 2020	Email to be circulated to network seeking views on changes of the LGBTIQ+ acronym (feedback preferable from intersex staff where possible).	D&I	TBA	Complete	As at 28/05/20, a post has gone up in jam, and an e-mail distributed to the network to seek feedback on possible change to LGBTIQ+. Feedback has been positive.	ADF2020/77772
A3	26 March 2020	Network to provide ideas to D&I about how to celebrate pride month	LGBTIQ+ Network & D&I	TBA	Complete	Diversity has developed a <u>comms</u> campaign closely with Internal Comms, with weekly messaging scheduled throughout PRIDE month. Due to COVID-19 restrictions, no in-person or social events have been planned.	ADF2019/151477
A4	26 March 2020	D&I to revisit the SES participants for the LGBTIQ+ Five Plus Five forum once rescheduled.	D&I	TBA	Not started	Event still postponed – to be revisited when COVID-19 restrictions are not as strict to enable in-person	
A5	26 March 2020	D&I to consult network regarding recognised days of significance for 2021	D&I	Dec 2020	Complete	Yet to occur.	ADD2020/6533343
A6	3 December 2020	D&I to liaise with Diversity Champion to engage with senior staff and managers, to encourage staff at all levels to complete the 2021 AWEI survey.	D&I	Jan – March 2021	In progress	New Dept. Diversity Champion to be <u>announced</u> in Jan 2021 – liaise with both Champions then.	ADD2020/6533343

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9) Orientation / On-boarding

ANNUAL SUBMISSION: LGBTQEMPLOYEE NETWORKS / RESOURCE GROUPS 12. Orientation / On-boarding	INTERMEDIATE Max. 2 points
<p>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.</p>	
<p><i>For full points, please provide:</i></p> <ul style="list-style-type: none"> (a) <i>evidence of when this last occurred</i> (b) <i>the degree of network involvement/participation</i> 	
<p>Due to the COVID-19 Pandemic, on-boarding and induction and orientation moved online in 2020. New starters receive an automatically generated 'Welcome to the Department' email, which provides diversity information, explains why the department requests background information (e.g. LGBTIQ+ status, disability etc), and lists the available staff diversity networks.</p> <p>A complete copy of the email is attached:</p> <ul style="list-style-type: none"> - S3.12 – (a) 'Welcome to the Department' Automatic Diversity Email <p>Additionally, the standard induction pack available on our HR site includes mention of the Culture, Diversity & Inclusion program, and links through to the Culture, Diversity and Inclusion hub on myHR, and points directly to the available staff diversity networks.</p>	

Excerpt from induction pack:

Induction information pack

This document is intended to be a resource that you can refer to whenever you need. It contains links to guides and resources, as well as contact details for helpdesks.

Feel free to print this document and keep it handy so you can readily refer to it.

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Human resources

If you need assistance with human resource matters, refer to MyHR in the first instance. If this doesn't address your needs, contact Support Connect.

Probation

Probation applies to you if you are new to the APS and will be working here for more than three months.

- <https://intranet.bcz.gov.au/myhr/Pages/probation.aspx>

Performance management

The Department has a range of resources on performance management. On joining the Department you will need to establish a Performance and Development Agreement (PDA) with your supervisor.

- <https://intranet.bcz.gov.au/myhr/Pages/performance-management.aspx>

Diversity

The Department is committed to building and valuing a diverse workforce.

- <https://intranet.bcz.gov.au/myhr/Pages/diversity-inclusion.aspx>

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Excerpt from Culture, Diversity & Inclusion myHR page:

Culture, diversity and inclusion



 Aboriginal and Torres Strait Islander	 Culturally and linguistically diverse	 Days of significance
 Disability	 Diversity, Disability & Indigenous champions	 LGBTIQ+

Aboriginal and Torres Strait Islander

Would you like to join a NAIDOC week activity? Learn about more resources and initiatives available.

Culturally and linguistically diverse

Do you come from a different culture where English is not your first language?

Days of significance

Learn about the days that we recognise to support workplace equality, diversity and inclusion.

Diversity networks and forums

Join one of our diversity networks and forums. Work together with people from diverse backgrounds to raise awareness about diversity.

Gender equality

Learn more about how we are supporting all genders in the workplace.

How to self identify

Watch this video to see how to [self identify in easySAP](#) in 3 easy steps.

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Diversity Networks myHR page:

Diversity networks

The diversity of our people is our greatest strength. Did you know the Department has networks that provide a platform for staff to come together and connect on workplace diversity and inclusion?

These networks have the full support of our Diversity, Disability and Indigenous Champions, who meet regularly in an informal environment to share information and discuss ways in which to progress important initiatives.

You are welcome to join one or more diversity networks. They meet on a regular basis, either 3-monthly or bi-annually. Minutes are published on the respective network Jam pages.

To join a Jam page, login to ourPeople, then select Jam > Groups > View All Groups > Browse Groups > search for the Jam page you would like to join > Join Group.

Contact

If you have any questions, or to join the networks on this page, you can:

- Email [s. 47E\(d\)](mailto:s.47E(d)@...)

Staff Networks

Network	Description	Jam page
Indigenous Staff Support Network (ISSN) ISSN - Terms of Reference (98KB PDF)	The ISSN and Jam page supports Indigenous staff and reconciliation activities.	Indigenous Staff Support Network
Focus on Ability (FoA) Network FoA - Terms of Reference (87KB PDF)	The FoA Network and Jam page supports staff and carers of those with disability.	Focus on Ability
Lesbian, Gay, Bi-sexual, Transgender, Intersex and Queer (LGBTIQ+) Staff and Allies Network LGBTIQ+ - Terms of Reference (335KB PDF)	The LGBTIQ+ Staff and Allies Network and Jam page supports and promotes pride and awareness.	Rainbow Jam
Staff Advancing Gender Equality (SAGE) Network SAGE - Terms of Reference (88KB PDF)	The SAGE Network and Jam page supports gender equality in the workplace.	SAGE Network
Culturally and Linguistically Diverse (CALD) Network CALD - Terms of Reference (90KB PDF)	The Jam page supports staff from CALD backgrounds.	CALD Network

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10) Strategy and Goals

ANNUAL SUBMISSION: LGBTQEMPLOYEE NETWORKS / RESOURCE GROUPS 13. Strategy and Goals	INTERMEDIATE 2 points
<p>Our network leads have objectives that are assessed annually within performance discussions, relating specifically to performance within that role (as opposed to generic cultural, diversity or value statements).</p> <p><i>Please provide evidence of specific KPI's in relation to a network lead role being incorporated within formal performance/assessment discussions.</i></p>	
<p>The role of the network chair/co-chair is clearly outlined in the Network Terms of Reference (see <i>Annual Submission Section 2 Item 9: LGBTQ Employee Network</i> and related attachments for a copy of the ToRs).</p> <p>Employees take on the network co-chair role in a voluntary capacity for a 12-month basis. As such is not mandatory to include in their annual performance review/discussion, though Co-Chairs are welcome to do so if they choose.</p> <p>Network Co-chairs regularly meet with the Culture, Diversity and Inclusion team to recognise their contributions, informally assess their work in the role, review network commitments, action items, progress, and discuss ideas for future initiatives.</p>	

11) Sustainability Plan

<p>ANNUAL SUBMISSION: LGBTQEMPLOYEE NETWORKS / RESOURCE GROUPS 14. Sustainability Plan</p>	<p>INTERMEDIATE Max. 2 points</p>
<p>Our network has a documented sustainability plan (over and above a leadership structure and/or a succession plan) that will help ensure the longevity and continuity of the network.</p> <p><i>Please provide:</i></p> <ul style="list-style-type: none"> (a) an outline of what considerations were considered in the development of the plan (b) a copy of the plan <p>The network structure and sustainability considerations are clearly documented in the Network Terms of Reference (see <i>Annual Submission Section 2 Item 9: LGBTQ Employee Network</i> and related attachments for a copy of the ToRs). The ToRs are reviewed on an annual basis, if not more frequently, to ensure they accurately reflect the state of the network and required resources.</p> <p>While it is desirable that the network has a co-chair from Home and Affairs and the ABF, at times this is not achievable and the network runs effectively with only one network chair representative. Therefore the network can continue to be effective and contribute to driving engagement and initiatives, without running into barriers that might arise should two co-chairs be a concrete requirement.</p> <p>Further to this, our executive engagement (SES level Diversity Champions) ensures that momentum is maintained, even when one of the co-chair positions may be vacant (and vice versa, should a Diversity Champion role have a vacancy).</p>	

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Excerpt from ToRs - Role requirements:

▲ **5. Role of the departmental and ABF Co-Chairs**

- Co-chairs will be selected by the Culture, Diversity and Inclusion Section through an EOI process, for a period of 12 months, with possible extension.
- It is preferred that one co-chair be represented by a departmental staff member and one by an ABF officer, where possible.
- Co-chairs are elected through an Expression of Interest (EOI) process that is extended to all members via email and/or internal communications channels.
- The EOI process is managed through the Secretariat, who has final decision-making powers.
- Co-chairs will have their roles reviewed annually by the Secretariat, and if agreed, the chairs will be extended for another 12 months.
- If a chair is no longer able to perform the role, another EOI process will be run.

The Co-Chairs will undertake the following activities:

- Lead network meetings, including ensuring the agenda is adhered to;
- Summarise key decisions and actions during the meeting; and within the boundaries of the Network, ensure that decisions are aligned and equitable for both the Department and ABF.
- Provide follow-up on agreed commitments and actions for distribution network members, via the Secretariat.]

12) Allies of Trans and Gender Diverse People

ANNUAL SUBMISSION: LGBTQEMPLOYEE NETWORKS / RESOURCE GROUPS 15. Allies of Trans and Gender Diverse People	ADVANCED Max. 3 points
<p>The network has undertaken <u>one</u> 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"> (a) If you have selected (a), please provide a copy of the information provided (b) If you have selected (b), please provide details and evidence of this work <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>Within the assessed year, the network has (a) actively distributed, promoted or developed information on how to be an ally to trans and gender diverse employees. Although information on how to be a good ally is often promoted in conjunction with our communications regarding LGBTQ+ days of significance, information about allies is always available and promoted on our MyHR LGBTQ+ hub. The Culture, Diversity and Inclusion team regularly review the available information to ensure it is accurate and up to date.</p> <p>Every person who joins the LGBTQ+ Staff and Allies network is provided with a welcome pack, which includes specific information regarding how to be an ally, including links to the resources available on our LGBTQ+ MyHR hub. These resources include 'Top 10 tips about how to be a good ally', 'Trans Ally Tip Sheet', '5 Ways to be a LGBTQ+ Ally', and 'Supporting trans staff – how to be a trans ally'.</p> <p>See attachments for full copies of the documents and resources mentioned:</p> <ul style="list-style-type: none"> - S3.15 – (a) Top Tips to Be a Trans Ally - S3.15 – (b) Five ways to be an LGBTQ+ Ally - S3.15 – (c) LGBTQ+ Staff and Allies Network Members Welcome Pack 	

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Screenshot of 'Support – the role of PRIDE Allies' section on myHR LGBTIQ+ hub:

(note links to Transgender Ally Tip Sheet, and Five Ways to be an LGBTIQ+ Ally tip sheet).

Practising inclusive language	Awareness training	Support - the role of PRIDE Allies	Gender diversity	Transgender or 'Trans' and Intersex staff	Recognition of sex and gender	Support and services
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Supporting LGBTIQ+ staff and colleagues - the role of PRIDE Allies

'Allies' or 'Ally' is a term commonly used within the LGBTIQ+ community and means people who support LGBTIQ+. Allies play an important role for LGBTIQ+ staff and colleagues. They support a positive work culture that is inclusive for all staff, and ensure that everyone feels:

- safe
- welcome
- confident to be themselves

Below are the top 10 hints about how to be an ally.

1. **Stay informed** - keep up to date with terminology and current issues facing the community.
2. **Speak up** - address offensive conversations, terminology and actions. This may range from politely educating a colleague on appropriate workforce behaviour and referring to the official framework in [Your Behaviour, Your Workplace](#).
3. **Be honest** - if you are unsure of a particular aspect of the LGBTIQ+ community, ask! Like all things, being a PRIDE Ally is a process that may take time.
4. **Show support for equality** and be an active supporter of equality in the workplace. Change requires time and support, so get involved in and show your support for equality and inclusion in the workplace.
5. **Be open** and let people know you are an ally.
6. **Be accepting** of how people self-identify even if you do not fully understand the identity itself. Take the time to listen, be respectful, be patient, and learn.
7. **Consider pronouns** - some people do not identify as one gender, either male or female. Consider using non-binary pronouns (e.g. they/their) or ask what the correct pronoun is for an individual.
8. **Be confident in yourself** - allying yourself with the LGBTIQ+ community can have a significant and positive impact on those around you who identify. Not everyone is confident to speak up for themselves.
9. **Be careful of 'outing'** - The LGBTIQ+ community is a space where people can find support, acknowledge, and embrace their identity. As an ally, people may disclose aspects of their identity that they are not ready to share more broadly. Just because someone has shared their personal information with you, it does not give you the right to tell others. An individual's identity is theirs to share with who they choose when they choose.
10. **Acknowledge history** - be aware that even though there has been progress, the journey has come at a great cost to many. For some, there may be significant trauma associated with their identity. It is important to recognise this and be respectful of individual histories and that of the community.

For further details, refer to [Engaging Allies for Change \(3.9MB PDF\)](#).

Note: The above document does not meet accessibility requirements. For an accessible version contact the Culture, Diversity and Inclusion team [S. 47F\(1\)](#)

Staff and Allies PRIDE Label Pins



PRIDE pins are a tangible reflection of our organisation's unambiguous support for a diverse and inclusive workforce and culture. The pin symbolises an accepting, welcoming and safe space for everyone, and is available to LGBTIQ+ staff and allies.

Label pin design

- The centre ring comprises the six colours of the 1979 Rainbow flag.
- The upper middle ring is the Transgender flag.
- The lower middle ring is the Bisexual flag.
- The outer ring is the revised Rainbow flag from 2017 to include people of colour, and signifies inclusion and diversity more broadly.

The Rainbow flag is an important symbol of empowerment for LGBTIQ+ communities and highlights the Department's commitment to equality.

Choosing to wear a PRIDE pin sends a strong message of support and inclusivity to your colleagues.

If you would like a staff and allies PRIDE pin, email:

- Home Affairs: [S. 47E\(d\)](#)
- ABF staff: [\[redacted\]](#)

Print resources:

- Marriage Equality - What is it and why does it matter (165KB PDF)
- [Transgender Ally - Tip sheet \(928KB PDF\)](#)
- [Five ways to be an LGBTIQ+ Ally \(292KB PDF\)](#)
- PRIDE and PRIDE Ally - Desk templates (86KB PDF)
- Finding strength in our sexuality (111KB PDF)

Screenshot of 'Transgender or 'Trans' and Intersex Staff' section on myHR LGBTQ+ hub:



Transgender or 'Trans' staff

The term 'Trans' is an umbrella term for individuals whose gender identity is different from the sex assigned to them at birth. Transgender is not a gender in itself. Trans individuals are a diverse community who cross or go beyond traditional gender categories. The process of gender affirmation – sometimes also referred to as 'transitioning' – refers to a person adopting a way of life or body that matches their gender identity. People may identify across a broad spectrum both within and outside of the traditional gender binary of male and female. People who identify as Transgender may choose to affirm their gender socially, legally, and/or medically.

Gender Affirmation in the Workplace

The Department is committed to providing a safe, open and accepting environment that supports people of all sexualities and gender identities, where staff can bring their authentic selves to work. Many trans people will feel more comfortable, confident and able to be their true selves when they can live and express themselves authentically as their affirmed gender.

This resource is intended to help individuals, managers and colleagues to feel more confident and supported navigating gender affirmation in the workplace.

Read more:

- [Gender Affirmation in the Workplace Factsheet \(TRIM ADD2020/6256594\)](#)
- [Attachment A – Questionnaire For Managers \(TRIM ADD2020/6256625\)](#)
- [Attachment B – Gender Identity Affirmation Plan \(TRIM ADD2020/6256658\)](#)
- [Attachment C – Team Communication Template \(TRIM ADD2020/6256684\)](#)

Supporting Trans staff - How to be a TRANS Ally

Be an ally to support Trans staff, and consider the additional hints below:

1. **Don't Assume** that Transgender people will look or act a certain way. Be sure to know and use the correct pronoun of the individual, but do not pressure someone into disclosing if they are gender diverse.
2. **Be Appropriate** and respect people's privacy. It is inappropriate to ask personal questions about surgeries, medical alignment or relationship status.
3. **Do not ask about pre-transition photos or what a person's name "used to be"**. Accept that people are who they say they are and leave the past in the past.
4. **Do not ask when a person "became" Transgender**. Gender identity is an innate, deeply felt identity. For some people, they have always known that they identify with a gender other than the sex assigned to them at birth.
5. **Some people don't identify with the Trans label**. For some, they may not identify as Trans but simply as their affirmed gender. Be conscious of your words and how they might reveal or imply sensitive information about someone.

[Transgender Ally - Tip sheet \(928KB PDF\)](#)

Intersex

Intersex is a term used to describe biological a be categorised exclusively as either male or fe different intersex variations, which can include natural variations are present at birth, some tr puberty, random chance, general health check

Intersex is a bodily diversity and is not related are Intersex, may also identify as Lesbian, Gay, person who is Intersex may identify as male, fe

Some Intersex people do not identify within th option to identify as 'Gender X' on the HR data details in the HR system are available in 'Recog

For more information on Intersex, refer to the

Note: The above document does not meet ac the Culture, Diversity and Inclusion team, [diver](#)

LGBTIQ+ Staff and Allies Network – Welcome Pack:

LGBTIQ+ Staff and Allies Network

Members Welcome Pack



Drive. Embed. Engage.

Welcome to the Department of Home Affairs and Australian Border Force LGBTIQ+ Staff and Allies Network!

We support Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ+) workplace inclusion and all are welcome to join. Our aim is to create a safe, respectful environment that fosters equality in the workplace.

Your name has been added to our mailing list and you will now receive all PRIDE communications including invitations to our quarterly dial in network meetings, monthly ABF HQ staff forums and other events. You can also connect through our online forum Rainbow Jam. To access, please go to [Our People](#).

The [LGBTIQ+ MyHR](#) Webpage provides information of departmental LGBTIQ+ initiatives including:

- [LGBTIQ+ Action Plan 2019-2022, a 'Plan for Pride'](#)
- [LGBTIQ+ staff and allies network terms of reference](#)
- [Gender diversity](#) and [practicing inclusive language](#) resources
- [Departmental Diversity Networks](#)
- [Top Ten Tips on how to become a PRIDE Ally](#)
- [Peer Support Officer \(PSO\) Network including PSOs for PRIDE](#)
- [Transgender or intersex staff information](#)
- [Internal and external support services](#)

We promote and support an inclusive environment and acknowledge that our staff come from diverse backgrounds. We offer the following awareness resources for staff and managers:

- Face-to-face LGBTIQ+ awareness training. Please email [this training email](#) the Diversity and Inclusion Team, [s. 47E\(d\)](#). **Note:** we require a minimum of 20 participants to run the training session.
- Pride in Diversity provide [online LGBTIQ+ inclusion training](#) that is available to all staff.
- Written guides for managers are available in [A Managers Guide to LGBTIQ+ Workplace Inclusion](#) (10MB PDF). Please find below Ally and PRIDE cards for you to print and place on your workstation if you wish. You can email the [Diversity](#) mailbox at any stage if you have any questions, feedback or ideas on ways we can support you or the network.

Please find below Ally and PRIDE cards for you to print and place on your workstation if you wish. You can also find a poster with information regarding the LGBTIQ+ Network [here](#).

Please email the [Diversity](#) mailbox at any stage if you have any questions, feedback or ideas on ways we can support you or the network.

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13) Visibility of LGBTQ Women

ANNUAL SUBMISSION: LGBTQEMPLOYEE NETWORKS / RESOURCE GROUPS 16. Visibility of LGBTQ Women	ADVANCED Max. 3 points
<p>Throughout the assessed year, our network has <u>either</u>:</p> <ul style="list-style-type: none"> 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 <p><i>Points will be given for <u>one</u> of the above.</i></p> <ul style="list-style-type: none"> (a) <i>If you have selected (a), please enclose a copy of any plan developed along with a report of progress made</i> (b) <i>If you have selected (b), please provide an outline of all activity taken to specifically increase the visibility and participation of LGBTQ women</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.</i></p>	
<p>Throughout the assessed year, our network has (b) undertaken and documented significant activity throughout the year to increase visibility of LGBTIQ+ women and out role models.</p> <p>In August 2020, the Department’s Wear it Purple Day virtual panel discussion featured a panel of four women: two out role models, and two active allies. The out role models discussed their experiences being out in the workplace (in particular at Home Affairs), as well as their experiences more broadly. The panel also discussed the importance of empowering and supporting rainbow youth.</p> <p>Considering the challenges of 2020, the overall staff engagement for this virtual event was fantastic, 50+ staff tuned in live on the day, with many more watching the recorded discussion after the event.</p> <p>The Culture, Diversity and Inclusion Section received overwhelmingly positive feedback from viewers about the discussion, including one staff member who watched the discussion with their LGBTIQ+ child. They were happy to share their child agreed with everything that was said regarding ways to empower and support rainbow youth.</p> <p><u>Right: Wear it Purple Day panel discussion- host S. 22(1)(a)(ii) , with panel members.</u></p>	<p>s. 22(1)(a)(ii)</p> <p>s. 22(1)(a)(ii)</p>

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14) LGBTQ Intersectionality

ANNUAL SUBMISSION: LGBTQEMPLOYEE NETWORKS / RESOURCE GROUPS 17. LGBTQ Intersectionality	ADVANCED 3 points
<p>Throughout the assessed calendaryear, the network has provided opportunities for LGBTQpeople of diverse groups to raise their visibility and/or to share their stories across the organisation:</p> <p>Please provide evidence for one of the following:</p> <ul style="list-style-type: none"> • LGBTQ and Aboriginal, Torres Strait Islanderor Indigenous • LGBTQ and a personof faith • LGBTQ and of another diverse group(i.e. CALD, of mature age, living withdisability, etc.) <p>Please provide evidence for <u>one</u>of the selected groups above.</p> <p>If you have undertakenabove-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.</p>	
<p>Throughout the assessed calendar year, the network has provided opportunities for LGBTIQ+ people of diverse groups to raise their visibility and/or to share their stories across the organisation. For example, inthe final LGBTIQ+ Staff and Allies Networkfor 2020, a portfoliocolleague from the Australian Federal Police (AFP) joined us to tell their story, sharing their experiences of intersectionality and openly discussing the challenges that come with being a member of the LGBTIQ+ communityand Indigenous. This opportunity gave the guest speaker a chance to raise the visibility of this particular experience of intersectionality. It helped to inform our network members of the various challenges (some familiar, some not) that others face when different parts of their identity and experience intersect. This experience will encourage others to take the opportunity to share their story and/or raise the visibility of a particular experience of intersectionality.</p>	

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Excerpt from Network Meeting Minutes held 3 December 2020:

Name and some identifying details removed for privacy.

2 Guest Speaker and Q&A

s. 22(1)(a)(ii), s. 47F(1) (they/them), a member of the AFP was invited to attend the LGBTIQ+ Network meeting. s. 22(1)(a)(ii) shared their cultural and gender diverse background and experiences 'coming out'. s. 22(1)(a)(ii) is a proud Anaiwan person who s. 22(1)(a)(ii), s. 47F(1) of North-East NSW. They identify as pansexual, polyamorous and non-binary.

s. 22(1)(a)(ii), s. 47F(1) described their initial experiences with dating around the age of 16 as confusing. Due to feeling 'odd' and different, s. 22(1)(a)(ii) said school was a difficult experience. s. 22(1)(a)(ii), s. 47F(1)

s. 22(1)(a)(ii), s. 47F(1)

s. 22(1)(a)(ii), s. 47F(1) indigenous and non-binary community, which allowed them to explore their gender a bit more. At the same time, s. 22(1)(a)(ii) came out to their family. s. 22(1)(a)(ii) stated they came out at work earlier this year and while they wish to acknowledge the many positives of their organisation, they feel education on sexuality and gender issues is lacking, especially in the area of how to better support trans staff.

s. 22(1)(a)(ii), s. 47F(1) mentioned how Indigenous cultural history is not one that has been inclusive towards or accepting of trans, gay or non-binary people and these people have often been brutally treated within their own community. However, 'Sistergirls' and 'Brotherboys' are beginning to become more prominent and accepted in Aboriginal and Torres Strait Islander communities.

s. 22(1)(a)(ii), s. 47F(1) discussed the GLLO network's support of the use of non-binary personal pronouns and their use in email blocks and mentioned the progress of SES attitudes within the AFP.

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15) Intersex Allies

ANNUAL SUBMISSION: LGBTQEMPLOYEE NETWORKS / RESOURCE GROUPS 18. Intersex Allies	ADVANCED Max. 4 points
<p>As Intersex Allies:</p> <p>a) The network has completed one of the following within the assessed calendar year:</p> <ul style="list-style-type: none"> 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 (see Additional Work section) 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). <p>b) Our organisation has signed up to The Darlington Statement</p> <p><i>Please provide:</i></p> <p>a) evidence for one of the selected actions above</p> <p>b) evidence of your organisation signing up to The Darlington Statement</p> <p><i>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.</i></p>	
<p>As Intersex Allies, the network has 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. Information is always available on our LGBTQ+ hub on MyHR, which clearly states that intersex status is about bodily diversity, and is not related to gender identity or sexual orientation. Our internal social media platform for the network, Rainbow Jam, also hosts resources about intersex inclusion.</p>	

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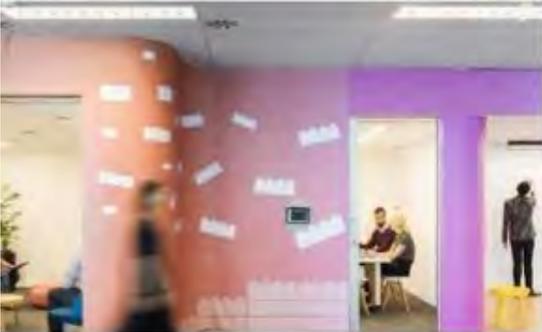
Screenshot: Rainbow Jam resources:

Where are all the women? LGBTIQ+ Networks Guide to Intersex Inclusion

www.gpsr.com.au

Research into the low visibility and engagement of same-sex attracted women in the workplace | August 2020

Where are all the women?



Anti-Discrimination Law & Practice

ESTABLISHING AND MAINTAINING SUCCESSFUL LGBT NETWORKS IN AUSTRALIAN WORKPLACES

prideindiversity
2011 PUBLICATION



prideindiversity
IN PARTNERSHIP WITH OII AUSTRALIA
OII AUSTRALIA

EMPLOYERS' GUIDE TO INTERSEX INCLUSION



This publication is proudly sponsored by

If you have a resource to add, please email diversity@homeaffairs.gov.au.

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MyHR resources: Intersex status



Intersex

Intersex is a term used to describe biological attributes. Intersex people are born with traits that cannot be categorised exclusively as either male or female, or that form a combination of both. There are many different intersex variations, which can include physical, hormonal and genetic differences. Whilst these natural variations are present at birth, some traits only become apparent later in life. This may be during puberty, random chance, general health checks or when trying to conceive.

Intersex is a bodily diversity and is not related to sexual orientation or gender identity. Some people, who are Intersex, may also identify as Lesbian, Gay, Bisexual or Transgender, just as non-Intersex people do. A person who is Intersex may identify as male, female, Intersex or non-binary.

Some Intersex people do not identify within the gender binary of male and female. As such, we have the option to identify as 'Gender X' on the HR database, easySAP. More information about updating personal details in the HR system are available in 'Recognition of Sex and Gender'.

For more information on Intersex, refer to the [Employers' Guide to Intersex Inclusion \(954KB PDF\)](#).

Note: The above document does not meet accessibility requirements. For an accessible version contact the Culture, Diversity and Inclusion team [s. 47E\(d\)](#)

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16) Broader Inclusion

ANNUAL SUBMISSION: LGBTQEMPLOYEE NETWORKS / RESOURCE GROUPS 19. Broader Inclusion	ADVANCED Max. 3 points
<p>Within the assessed calendar year, the network has <u>planned, targeted and tracked both activity and progress</u> 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 one of the above. If you have completed work in more than one of the above stated areas, please include evidence of work in the ADDITIONAL WORK section at the end of this submission.</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>Within the assessed calendar year, the network has planned, targeted and tracked both activity and progress within work to extend and increase network engagement and inclusion within regional offices.</p> <p>We reached out to all network members and People Business Partners to seek points of contact in the regions, to work with us promote engagement from those geographically removed from the central Canberra hub. Responses from interested parties were registered with us, and their status as region POC flagged for easy visibility in our membership list.</p> <p>Individual names have been removed from the screenshot for privacy. These members are available to be contacted when there's an opportunity for them to offer support and promote network activities or days of significance in their immediate region.</p>	

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Network Email 13 November 2020 seeking POCs:

Fri 13/11/2020 2:17 PM
Diversity

To: [Redacted]
Cc: [Redacted]
From: [Redacted]

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

LGBTIQ+ Staff and Allies Network Poster.pdf
363 KB

Dear LGBTIQ+ Staff and Allies Network members,

We hope you are all staying safe and well.

We are keen to build greater visibility of and engagement with the network beyond our central hubs. Given that many of our workplaces have begun transitioning back to working from work, we thought now would be a great opportunity to reach out and gauge your interest in establishing a network point of contact for each region.

This would be in a voluntary capacity, and might include odd jobs such as putting up network posters around your work area, representing the network at your local diversity committee, or potentially establishing a local staff forum.

If this is something you are interested in getting involved with, we'd love to hear from you! Please reach out to us **s. 47E(d)** or your network chair **s. 22(1)(a)(ii)** to nominate or share your ideas.

If you're keen to get started now and build our visibility in your work area – put up a network poster today!

We look forward to hearing from you soon.

Warm regards,

s. 22(1)(a)(ii)
Diversity and Inclusion | People Services Branch
People and Culture Division | Chief Operating Officer Group
Department of Home Affairs
Intranet: visit [MyHR](#)

P:
E:
Pe **s. 22(1)(a)(ii)**

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Extract from Network Membership List – right hand column flags region POCstatus:

LGBTIQ+ Staff and Allies Network - Membership List						
#	Name	Location	Email	Position/level	Division	Notes
1	s. 22(1)(a)(ii)	ACT	s. 22(1)(a)(ii)	GRAD		ACT POC - 3ML CISD
2		ACT				ACT POC - BLUE building Belconnen
3		Bangkok, Thailand		Superintendent	ABF	At post in Bangkok
4		ACT		APS6	HA	CO-CHAIR
5		ACT		APS5	HA	For info only - re Protection Assessment Support Section, Humanitarian Program
6		ACT		A/g EL1		On an overseas posting since 4 December 2018
7		NSW		Border Force Officer		Sydney POC - Sydney Airport - Intl Terminal Building
8		NSW		APS4		Sydney POC - Sydney Airport Customs House
9		WA		APS4		WA POC (Student Visa Centre)
10		ACT		Assistant Sec		
11		ACT		APS6		
12		ACT		APS4	HA	
13		ACT		APS6	HA	
14		ACT				
15		ACT		EL1	ABF	

17) Network Reporting

ANNUAL SUBMISSION: LGBTQEMPLOYEE NETWORKS / RESOURCE GROUPS 20. Network Reporting	ADVANCED Max. 4 points
<p>Within the assessed calendar year, we produced:</p> <ol style="list-style-type: none"> a) a network specific report on progress against network targets, in addition to b) one of the following areas of performance: <ul style="list-style-type: none"> • additional advice provided to the organisation throughout the year • areas of significant contribution • areas of future focus • annual progress tracking against the AWEI <p><i>Please provide evidence for both (a) and (b). If you have undertaken above-and-beyond work for more than one of the areas mentioned above, please include evidence of work in the ADDITIONAL WORK section at the end of this submission.</i></p>	
<p>In summary of 2020, our final DiversityMatters newsletter of the year focused on some key progress for network activities. This newsletter is distributed to the network and all staff, and includes progress updates on some key initiatives that were focused on during the assessed calendar year. This includes the network acronym update, the launch of the LGBTQ+ podcast, continued distribution of our PRIDE lapel pins, and virtual celebrations of LGBTQ+ days of significance. These achievements represent clear progress against the LGBTQ+ Action Plan, a portion of which the network is responsible for. See <i>Section 3 Item 11: Network Strategy / Work Plan</i> for more detail on the network targets within the broader framework of the Action Plan.</p> <p>Additionally, we have continued to provide advice to various areas of the organisation as required. In December 2020, a business area was working on updating an internal HR system to include the title 'Mx' for selection (to align with other internal HR systems). They sought information and advice about the title from the Culture, Diversity and Inclusion Section, we provided advice to ensure their team could understand what the title is and why its inclusion is important. This enabled the business area to be prepared for any questions they may potentially be asked once the update goes live.</p> <p>Complete copy of the email advice mentioned above is attached:</p> <ul style="list-style-type: none"> - S3.20 – (a) Advice to Recruitment on using title 'Mx' 	

Excerpt from DiversityMatters newsletter Nov 2020:

LGBTIQ+ Staff and Allies Network

It's been an unpredictable and busy year, but here are a few achievements from 2020 we can look back on and celebrate together.



With your positive feedback and support we updated our acronym from LGBTI+ to LGBTIQ+!



The 'Let's Have a Kiki' podcast was successfully launched. A big congratulations to Florent Alcidi for his work leading this exciting project. Listen to [Episode One](#) and [Episode 2](#) now!



Since being launched in October 2019, approximately **2000** PRIDE lapel pins have been distributed to staff across the Department and ABF!



We held our first ever virtual panel discussion for Wear it Purple Day!

World AIDS Day 1 December 2020

Raise awareness about the issues surrounding HIV and AIDS.

Show your support for people living with HIV, and commemorate those we have lost to the epidemic. Visit [World AIDS Day Australia](#) for more information.



SECTION 4: VISIBILITY OF INCLUSION

18) Days of Significance

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>For full points, please provide:</p> <ol style="list-style-type: none"> a list of LGBTQ Days of Significance celebrated throughout the assessed year a brief description of each event, <i>detailing how you promoted an understanding of why the day is significant</i> 	
<p>The Culture, Diversity and Inclusion Section has a dedicated events calendar to keep track of each cohort's days of significance to promote over the course of the calendar year.</p> <p>A complete list of the days recognised and how they were celebrated are as follows. Each notice or communications (comms) article clearly explains the meaning of the day, why it is important and how staff can support and drive inclusion, with the aim to increase overall staff literacy of LGBTIQ+ inclusion. Note, events in 2020 were held virtually due to Covid-19.</p> <ol style="list-style-type: none"> 31 March 2020 – Transgender Day of Visibility: comms out to all staff via notices 17 May 2020 – IDAHO BIT: comms out to all staff via notices 1 – 30 June 2020 – PRIDE Month: Virtual campaign with weekly comms out to all staff via notices, executive video messages, staff video messages 28 August 2020 – Wear it Purple Day: comms out to all staff to promote virtual panel discussion via webex. 23 September 2020 – Bi Visibility Day: Rainbow Jam post (internal social media page) 21 October 2020 – International Pronouns Day: Rainbow Jam post (internal social media page) 25-31 October 2020 - ACE Awareness Week: comms out to all staff via notices 26 October 2020 – Intersex Awareness Day: comms out to all staff via notices 12-19 November 2020 – Trans Awareness Week: comms out to all staff via notices 1 Dec 2020 – World AIDS Day: comms out to all staff via notices <p>See attachment for copies of these communications:</p> <ul style="list-style-type: none"> S4.21 – (a) Days of Significance – Notices and Posts to Educate and Celebrate 	

Screenshot of LGBTIQ+ events calendar for 2020 (LGBTIQ+ team = yellow):

Diversity and Inclusion Team—Calendar of Events and Meetings 2020

Important Dates 2020

Public Holidays

New Year's Day	Wed	1	Jan
Australia Day	Mon	27	Jan
Canberra Day	Mon	9	Mar
Good Friday	Fri	10	Apr
Easter Monday	Mon	13	Apr
ANZAC Day	Mon	27	Apr
Reconciliation Day	Mon	1	Jun
Queen's Birthday	Mon	8	Jun
Labour Day	Mon	5	Oct
Christmas Day	Fri	25	Dec
Boxing Day	Mon	28	Dec

School Holidays

Term 1	4 Feb	-	9 Apr
Term 2	27 Apr	-	3 Jul
Term 3	20 Jul	-	25 Sep
Term 4	12 Oct	-	18 Dec

Parliament Sitting

	11 - 13 Feb		
	18 - 20 Feb		
	31 Mar - 2 Apr		
	5 - 7 May		
	16 - 18 Jun		
	11 - 13 Aug		
	25 - 27 Aug		

Champions	Home Affairs	ABF
Diversity, LGBTIQ+ & CALD	Luke Mansfield	Dr Bradley Armstrong
Disability	Paul Grigson	Sharon Huey
Indigenous	Maria Golightly	Kingsley Woodford-Smith
Mental Health Advocate	Stephen Hayward	

February

Disability

Mon 17 Feb	Neurodiversity Fact Sheet
Tues 18 Mar	Disability Champion & Chair catch up

Diversity

Tues 25 Feb	Diversity Champion and D&I catch up
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Indigenous

Thu 6 Feb	Indigenous IA-IDC meeting
Thu 13 Feb	12th Anniversary of the National Apology
Thu 13 Feb	Indigenous Champion & Chair catch up

March

Diversity

Sun 8 Mar	International Women's Day
Tues 10 Mar	International Women's Day event
Tues 17 Mar	SAGE Network meeting

Disability

Sun 1 Mar	Hearing Awareness Week (CALD)
Mon 23 Mar	Focus on Ability Network meeting

LGBTIQ+

Tues 3 Mar	LGBTIQ+ Network meeting
Tues 24 Mar	LGBTIQ+ Five + Five Forum (CALD)
Tues 31 Mar	Trans Day of Visibility (CALD)

Indigenous

Wed 11 Mar	RAP Working Group meeting
Sun 15 Mar	National Close the Gap Day (CALD)
Thu 19 Mar	ISSN Network meeting

April

Disability

Thu 2 Apr	World Autism Day (CALD)
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Indigenous

Mon 6 Apr	Fact Sheet
Tues 14 Apr	Indigenous IA-IDC meeting
Thu 23 Apr	Indigenous Five + Five Forum (CALD)

May DiversityMatters: Indigenous Team

Disability

Thu 21 May	World Day for Cultural Diversity for Dialogue and Development (led by CALD)
TBC (Tues 12)	Diversity Champion and D&I catch up

Disability

Wed 13 May	Disability Champion & Chair catch up
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LGBTIQ+

Sun 17 May	IRLGBT Day (CALD)
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Indigenous

Wed 6 May	Indigenous Champion & Chair catch up
Tues 26 May	National Sorry Day (CALD)
27 May-3 Jun	National Reconciliation Week (CALD event)

June

Disability

Sat 6 Jun	Flexible Working Day (CALD)
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LGBTIQ+

Fri 12 Jun	PRIDE Month (CALD event)
Mon 15 Jun	Fact Sheet

Indigenous

Wed 3 Jun	MABO Day (CALD)
Wed 10 Jun	RAP Working Group meeting
Fri 26 Jun	ISSN meeting

July

Indigenous

5-12 Jul	NAIQOC Week (postponed until November)
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August DiversityMatters: Disability Team

Disability

1-31 Aug	Share the Dignity Drive
1-7 Aug	World Breastfeeding Week (CALD)
TBC (Tues 4)	Diversity Champion and D&I catch up
Wed 12 Aug	International Youth Day (CALD)
Mon 17 Aug	Fact Sheet - CALD

Disability

Thu 20 Aug	Disability Champion & Chair catch up
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LGBTIQ+

Fri 28 Aug	Wear it Purple Day (CALD event)
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Indigenous

Tue 11 Aug	Indigenous Champion & Chair catch up
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September

Diversity

Mon 7-11 Sep	Women's Health Week
Tues 22 Sep	SAGE Network meeting (2pm)

Disability

Wed 9 Sep	Disability Champions catch up
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Indigenous

Wed 2 Sep	RAP Working Group meeting
Sat 5 Sep	Indigenous Literacy Day (CALD)
Sun 13 Sep	Anniversary of the UN Declaration on the Rights of Indigenous Peoples (CALD)
	ISSN meeting

LGBTIQ+

Tues 8 Sep	LGBTIQ+ Network Meeting (2pm)
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October

Diversity

Thu 1 Oct	International Day of Older Persons (CALD)
Mon 12 Oct	Fact Sheet - Gender
15-21 Oct	National Carers Week (CALD)
Tues 27 Oct	Diwali (CALD - CALD)

LGBTIQ+

25-31 Oct	ACE Awareness Week (CALD)
Mon 26 Oct	Intersex Awareness Day (CALD)

Disability

Tues 27 Oct	Focus on Ability Network meeting
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November DiversityMatters: LGBTIQ+/SAGE Team

Disability

TBC (Tues 10)	Diversity Champion and D&I catch up
Tues 17 Nov	SAGE Network meeting
Thu 19 Nov	International Men's Day (CALD)

Disability

Thu 12 Nov	Disability Champion & Chair catch up
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LGBTIQ+

12-19 Nov	Trans Awareness Week (CALD)
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Indigenous

Tues 3 Nov	Indigenous Champion & Chair catch up
8-15 Nov	NAIQOC Week (Comms event)

December

Diversity

Tues 1 Dec	World AIDS Day (CALD)
Mon 7 Dec	Fact Sheet - Intergenerational
TBC	Xmas Appeal - local charity (CALD event)

Disability

Thu 3 Dec	International Day of People with Disability (CALD event)
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LGBTIQ+

Early Dec date TBC	LGBTIQ+ Network Meeting
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Indigenous

Wed 2 Dec	RAP Working Group meeting
Fri 18 Dec	ISSN meeting

19) Visibility in the Workplace

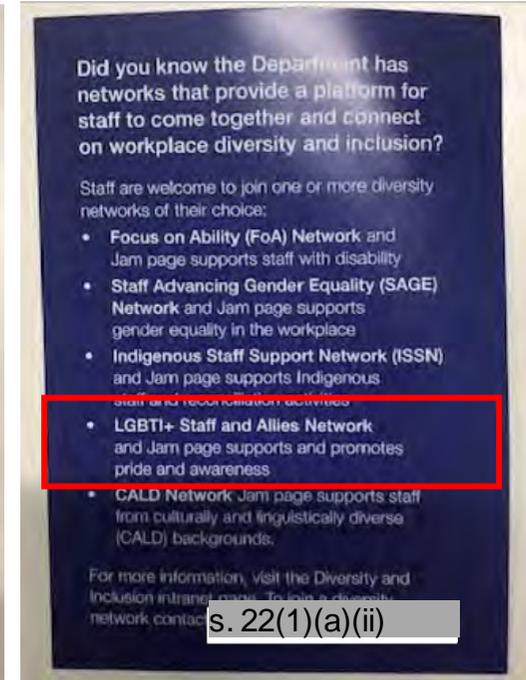
ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION		FOUNDATION Max. 3 points
22. Visibility in the Workplace		
<p>We actively encourage and provide a means by which employees can indicate their commitment to LGBTQ workplace inclusion through the use of: ALLY email signatures, lanyards, personal pronouns, virtual backgrounds, etc.</p> <p><i>Please provide:</i></p> <p><i>a) a list of options available to employees through which they can visually indicate that they are an ally or supporter of LGBTQ inclusion</i></p> <p><i>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)</i></p>		
<p>We actively encourage and provide a means by which employees can indicate their commitment to LGBTIQ+ workplace inclusion through the use of:</p> <ul style="list-style-type: none"> - PRIDE lapel pins (separate Home Affairs and ABF pins are available) - workstation Pride and Pride Ally symbols, - personal pronouns in email signature blocks - network posters - diversity postcards - flags in ABF Head Quarters, and - virtual backgrounds during major events (e.g. Pride Month). 		
<p><u>Pride Lapel Pins (HA & ABF):</u></p>		
		

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Flags at ABF HQ (Bi flag not pictured):



Diversity Postcards:



Pride/Pride Ally Desk Symbols:



20) Ally / Champion Reference Guides

<p>ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION 23. Ally / Champion Reference Guides</p>	<p>INTERMEDIATE Max. 3 points</p>
<p>We provide Ally/LGBTQ Champion Reference Guides or materials on how to be an effective ally and/or an active champion for LGBTQ inclusion within the workplace. <i>Please provide</i></p> <p>(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</p> <hr/> <p>As covered in Section 3 Item 15: <i>Allies of Trans and Gender Diverse People</i> we have a number of reference guides and resources/materials available for how to be an effective ally and/or active champion for LGBTIQ+ inclusion within the workplace. These resources are regularly promoted (via hyperlink) to all staff in conjunction with days of significance, but are always available and easily accessible via our MyHRLGBTIQ+ hub, and via our internal social media platform Rainbow Jam.</p> <p>The primary resources for allies and LGBTIQ+ Champions are:</p> <ul style="list-style-type: none"> - Pride in Diversity publication 'Engaging Allies for Change' - Tip Sheet – Trans Tip Sheet - Tip Sheet – Five Ways to be an LGBTIQ+ Ally - Text (below) – Top Ten Tips on how to be a good ally. <p>See attachments for full copies of the documents and resources mentioned above:</p> <ul style="list-style-type: none"> - S3.15 – (a) <i>Top Tips to Be a Trans Ally</i> - S3.15 – (b) <i>Five ways to be an LGBTIQ+ Ally</i> - S3.15 – (c) <i>LGBTIQ+ Staff and Allies Network Members Welcome Pack</i> 	

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Screenshot from LGBTIQ+ hub – Top Ten Tips on how to be a good ally:

Supporting LGBTIQ+ staff and colleagues - the role of PRIDE Allies

'Allies' or 'Ally' is a term commonly used within the LGBTIQ+ community and means people who support LGBTIQ+. Allies play an important role for LGBTIQ+ staff and colleagues. They support a positive work culture that is inclusive for all staff, and ensure that everyone feels:

- safe
- welcome
- confident to be themselves

Below are the top 10 hints about how to be an ally:

1. **Stay informed** - keep up to date with terminology and current issues facing the community.
2. **Speak up** - address offensive conversations, terminology and actions. This may range from politely educating a colleague on appropriate workforce behaviour and referring to the official framework in [Your Behaviour, Your Workplace](#).
3. **Be honest** - if you are unsure of a particular aspect of the LGBTIQ+ community, ask! Like all things, being a PRIDE Ally is a process that may take time.
4. **Show support for equality** and be an active supporter of equality in the workplace. Change requires time and support, so get involved in and show your support for equality and inclusion in the workplace.
5. **Be open** and let people know you are an ally.
6. **Be accepting** of how people self-identify even if you do not fully understand the identity itself. Take the time to listen, be respectful, be patient, and learn.
7. **Consider pronouns** - some people do not identify as one gender, either male or female. Consider using non-binary pronouns (e.g. they/their) or ask what the correct pronoun is for an individual.
8. **Be confident in yourself** - allying yourself with the LGBTIQ+ community can have a significant and positive impact on those around you who identify. Not everyone is confident to speak up for themselves.
9. **Be careful of 'outing'** - The LGBTIQ+ community is a space where people can find support, acknowledge, and embrace their identity. As an ally, people may disclose aspects of their identity that they are not ready to share more broadly. Just because someone has shared their personal information with you, it does not give you the right to tell others. An individual's identity is theirs to share with who they choose when they choose.
10. **Acknowledge history** - be aware that even though there has been progress, the journey has come at a great cost to many. For some, there may be significant trauma associated with their identity. It is important to recognise this and be respectful of individual histories and that of the community.

For further details, refer to [Engaging Allies for Change \(3.9MB PDF\)](#).

Note: The above document does not meet accessibility requirements. For an accessible version contact the Culture, Diversity and Inclusion team, [s. 47E\(d\)](#)

21) Individual LGBTQ Inclusion Work Recognition

<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 <u>internal</u> contribution in LGBTQ inclusion within the workplace.</p> <p>Note: This excludes PiD communications around AWEI Awards – but can include your leadership’s formal <u>internal</u> recognition of the contribution made by employees.</p> <p><i>Please provide evidence.</i></p> <p>In January 2020, several ABF Officers were recognised for their contribution to advancing diversity and inclusion working in the LGBTQ+ community. A list of 2020 award recipients is attached, with LGBTQ+ awards highlighted. This work was further communicated across the organisation via the DiversityMatters newsletter issued in May 2020.</p> <p>See attachments for full copies of the document mentioned above:</p> <ul style="list-style-type: none"> - S4.24 –(a) Individual LGBTQ+ Inclusion Work Recognition– ABF Australia Day Awards 2020. 	



2020 ABF Australia Day Achievement Award Recipients

Australia Day Achievement Awards - Individuals

Name	Achievement
Florent Alcidi	Recognised for outstanding dedication to a diverse and inclusive workforce within the ABF. His personal commitments and tireless efforts to ensure LGBTI+ initiatives and inclusion are highlighted at every opportunity exemplify the commitment to a positive workforce culture and environment.
Shawn Baker	Recognised for outstanding achievements and contribution in providing Child
Chris White	Recognised for outstanding dedication to a diverse and inclusive workforce within the ABF. His personal commitments and tireless efforts to ensure LGBTI+ initiatives and inclusion are highlighted at every opportunity exemplify the commitment to a positive workforce culture and environment.

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Julie Furby	Recognised for outstanding dedication to a diverse and inclusive workforce within the ABF. Her personal commitments and tireless efforts to ensure LGBTI+ initiatives and inclusion are highlighted at every opportunity exemplify the commitment to a positive workforce culture and environment.
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Excerpt from DiversityMatters Newsletter, 5th Edition, May 2020:

Diversity Matters Newsletter

Page 4

ABF AUSTRALIA DAY AWARD RECIPIENTS FEATURED ON PRIDE IN DIVERSITY INSTAGRAM



Congratulations to the Australian Border Force Officers, who were formally recognised at the ABF Australia Day awards earlier this year. ABF Commissioner, Michael Outram, presented awards to Superintendent Chris White, Superintendent Julie Furby and Border Force Inspector Florent Alcid in recognition of their work in advancing diversity and inclusion in the LGBTI+ community. These achievements were recently celebrated with the community on the [Pride in Diversity Instagram page](#)

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



From Left to Right: Julie Furby, Florent Alcid, ABF Commissioner Michael Outram, Linda Geddes (former departmental Diversity Champion) and Chris White.

The Department of Home Affairs and ABF are proud members of Pride in Diversity, Australia's first and only not-for-profit workplace program designed specifically to assist Australian employers with the inclusion of lesbian, gay, bisexual, transgender and intersex (LGBTI+) employees. Increasing visibility, understanding and inclusion of LGBTI+ staff, enables our work environment to be a safer space for staff to bring their authentic selves to work.

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22) Confidential Contacts

<p>ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION 25. Confidential Contacts</p>	<p>INTERMEDIATE 2 points</p>
<p>We have an LGBTQ intranet page that clearly identifies LGBTQ people or allies who can be contacted for a <u>confidential</u> and informal discussion regarding being an LGBTQ employee within the organisation. This is over and above any HR or grievance contacts and <u>confidentiality must be assured</u>.</p> <p><i>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.</i></p>	
<p>The department's Peer Support Program (PSP) is a critical initiative of the Mental Health Plan 2020. Staff can access the Peer Support Officer (PSO) network to get support from peers or colleagues. A PSO is a volunteer in the Department who is trained to recognise the indicators of stress and provide relevant support or referrals. The goals of PSOs are to offer an empathetic, non-judgemental listening ear; provide strategies and techniques to promote self-care; and facilitate or recommend pathways for professional or social support.</p> <p>The Peer Support Program training was developed by a team of clinical psychologists who have extensive experience in developing and implementing training across a wide range of organisations. PSOs attend an intensive two-day training course, facilitated by a clinical psychologist. It equips them with the skills to support staff experiencing stress or those who have witnessed or encountered a critical incident.</p> <p>This program also has PSO for Pride and PSO for Pride Allies, who either identify or are experienced allies with a good understanding of LGBTIQ+ sensitivities and potential areas for concern. They provide staff and officers of the Department and ABF a confidential, peer-to-peer service to address specific challenges related to LGBTIQ+ experiences. Further to this, staff have access to the names of all PSOs, including PSO for Pride and PSO for Pride Allies.</p> <p>This information is available on our HR page, accessible by all staff, and clearly states conversations are <u>confidential</u>.</p> <p>See also: Section 1 Item 8, 'LGBTQ Training HR/Grievance Officers'.</p>	

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Screenshot from HR pages about PSO program:



Peer Support Officers (PSOs) for PRIDE Initiative, PSOs for PRIDE Ally and PSOs TRANS Ally

Staff can access the Peer Support Officer (PSO) network to get support from peers or colleagues. Any matters any staff discuss with a PSO are **confidential**. The exception is if someone is at risk of harm to themselves or others.

The PSOs for PRIDE Initiative involves staff who are supportive of the LGBTIQ+ community. The PSO for PRIDE Initiative involves:

- PSO for PRIDE - staff who openly identify within the LGBTIQ+ communities
- PSO PRIDE Ally - staff who do not necessarily identify as LGBTIQ+ but are supportive of LGBTIQ+ communities
- PSO TRANS Ally - staff who do not necessarily identify as Trans but are supportive of gender diverse staff

These services represent a safe and inclusive space for staff who need support from peers or colleagues and who also identify as LGBTIQ+. A list of PSOs who identify as LGBTIQ+ is available on the [WHS contacts page](#).

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23) Communication of LGBTQ Support Information

<p>ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION 26. Communication of LGBTQ Support Information</p>	<p>INTERMEDIATE Max. 2 points</p>
<p>As the initial source of information for LGBTQ employees, our LGBTQ intranet page <u>clearly articulates</u>:</p> <ul style="list-style-type: none"> a) the process for formally reporting workplace LGBTQ bullying/harassment b) available LGBTQ friendly support (should this occur) <p>For full points, please:</p> <ul style="list-style-type: none"> (a) provide a screenshot of where this information is communicated on the network or LGBTQ diversity page. (b) clearly show LGBTQ friendly support avenues 	
<p>As the primary source of information for LGBTIQ+ employees, our LGBTIQ+ intranet page clearly articulates (b) available LGBTIQ+ friendly support. Information regarding the process for formally reporting workplace bullying/harassment is owned and updated by the Workplace Relations and Behaviours team.</p> <p>See also: Section 1.9 - Behavioural Examples of What Constitutes Bullying / Harassment.</p>	

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Screenshots from LGBTIQ+MyHR page clearly articulating available LGBTIQ+ friendly support:

Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ+)

The 'Plan for Pride' LGBTIQ+ Action Plan 2019—2022 (787KB PDF) shows our committed approach to support a diverse workforce. We aim to build an inclusive culture where everyone feels valued and confident to contribute in all our workplaces.

We will provide a supportive workplace for all Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ+) staff who identify outside of the binary. The '+' represents that gender identities and sexual orientations are part of a spectrum.

For further information about LGBTIQ+, scroll down to access the tabs below.

Contact

If you have any questions, you can:

- Email: s. 47E(d)

LGBTIQ+ support and services

We offer a number of support services for staff who identify as LGBTIQ+.

LGBTIQ+ Staff and Allies Network

The LGBTIQ+ Staff and Allies Network, is open to all staff across the Department and the ABF. The role of the network is to:

- connect LGBTIQ+ staff and allies through professional and social networking opportunities
- increase LGBTIQ+ visibility across the workforce

The network aims to celebrate LGBTIQ+ participation and works to foster an inclusive and supportive workplace.

The LGBTIQ+ staff network terms of reference (335KR PDF) outlines the vision, mission and roles within

Peer Support Officers (PSOs) for PRIDE Initiative, PSOs for PRIDE Ally and PSOs TRANS Ally

Staff can access the Peer Support Officer (PSO) network to get support from peers or colleagues. Any matters any staff discuss with a PSO are confidential. The exception is if someone is at risk of harm to themselves or others.

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Support and services

- Practising inclusive language
- Awareness training
- Support - the role of PRIDE Allies
- Gender diversity
- Transgender or 'Trans' and Intersex staff
- Recognition of sex and gender
- Support and services

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 Practising inclusive language	 Awareness training	 Support - the role of PRIDE Allies	 Gender diversity	 Transgender or 'Trans' and Intersex staff	 Recognition of sex and gender	 Support and services
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The network aims to celebrate LGBTIQ+ participation and works to foster an inclusive and supportive workplace.

The LGBTIQ+ staff network terms of reference (335KB PDF) outlines the vision, mission and roles within the network. It also contains ten tips on how to be a good ally and support workplace inclusion.

You can access the [LGBTIQ+ staff allies network welcome pack \(483KB PDF\)](#). If you are interested in joining the network email [s. 47E\(d\)](mailto:s.47E(d)@...)

The network also has an online Jam page open to all staff called Rainbow Jam. To join the JAM group follow these instructions:

1. Login to OurPeople
2. Under My Info, select **SAP Jam**
3. Under Groups, select **View All Groups**
4. Select **Browse Groups**
5. Locate Rainbow Jam and select **Join Group**

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Staff can access the Peer Support Officer (PSO) network to get support from peers or colleagues. Any matters any staff discuss with a PSO are confidential. The exception is if someone is at risk of harm to themselves or others.

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These services represent a safe and inclusive space for staff who need support from peers or colleagues and who also identify as LGBTIQ+. A list of PSOs who identify as LGBTIQ+ is available on the [WHS contacts page](#).

Additional internal and external support

We offer additional support and services for all staff, these include:

- [LGBTIQ+ Conversation Guide – R U OK \(8.6MB PDF\)](#)
- [Employee Assistance Program \(EAP\)](#)
- [Mental Health Plan 2020](#)
- [Domestic and Family Violence Assistance](#)

There are also external resources you can access for assistance, these include:

- [BeyondBlue](#)
- [QLife](#)
- [Lifeline](#)
- [REACHOUT.com](#)
- [Pride in Diversity](#)
- [Headspace](#)
- [Touchbase](#)
- [Out For Australia](#)
- [Wear it Purple](#)
- [Say it out loud](#)
- [- n i l o n e](#)

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Screenshot from Workplace Behaviour HR page regarding formal processes:

MyHR

Workplace behaviour

We are committed to creating a positive, respectful and courteous workplace. We encourage all staff to uphold the Australian Public Service (APS) Code of Conduct, Values and Employment Principles.

A positive, respectful and courteous workplace culture requires a commitment from all staff to show personal responsibility and accountability for their actions. You must ensure:

- proper standards of workplace behaviour are upheld
- all employees are treated professionally and respectfully

Your responsibility

You are responsible for ensuring you:

- are familiar with, and comply with, the Department's [Workplace Behaviour Policy Statement](#) and refer to the [Procedures for managing workplace behaviour](#)
- take timely action to prevent or stop inappropriate workplace behaviour. This includes reporting the behaviour to the most relevant person. For example, an immediate supervisor, a member of the management team, or the Workplace Behaviour Team (WBT), Workforce Capability Section.

The Department's leadership on inappropriate behaviour

We aim to show strong leadership on reducing inappropriate behaviour. The WBT has been set up to provide national leadership and coordination to address inappropriate workplace behaviour. WBT will:

- provide advice to staff and management
- receive, assess and respond to formal complaints of inappropriate workplace behaviour.

In the first instance, managers and staff should consider options to address issues within the team or section.

Inappropriate workplace behaviour

Inappropriate workplace behaviour includes, but is not restricted to, behaviour that could reasonably be considered as:

- offensive, belittling, abusive or threatening to another person(s)
- adverse to morale, discipline or workplace cohesion
- otherwise not in the interests of the Department

Inappropriate workplace behaviour may also be unlawful and constitute a breach of the Code of Conduct. The following types of conduct are unlawful:

- discrimination
- harassment (including sexual harassment)
- bullying
- victimisation

Lodging a formal complaint

You should always report inappropriate behaviour that you feel you are experiencing or witnessing as early as possible to:

- your manager or supervisor
- the workplace behaviour team

The Department cannot address a workplace behaviour issue if we do not know about it.

You can lodge a workplace bullying complaint using the [Workplace Behaviour Complaint Form \(1.37KB PDF\)](#) and emailing it to [s. 47E\(d\)](#)

If you experience or witness any behaviour that involves violence, for example physical assault or the threat of physical assault, you should report it to the police.

Mandatory reporting to Integrity and Professional Standards

Inappropriate workplace behaviour that constitutes serious misconduct, corrupt conduct or criminal activity is:

- subject to the Department's mandatory reporting requirements
- may be a breach of the Code of Conduct

For further information:

- refer to the Department's [Mandatory Reporting of Serious Misconduct, Corrupt Conduct and Criminal Activity Involving Immigration and Border Protection Workers Instruction and Guideline](#)
- email: [s. 47E\(d\)](#)

What to do if you are accused of inappropriate workplace behaviour

Having an allegation of inappropriate workplace behaviour made against you may be upsetting. It is important to:

- seek insight regarding the perceptions about your behaviour
- be open to feedback about your style and approach in the workplace, and if necessary, be prepared to change your behaviour

See also [Advice and support](#) for support options available to you and refer to the policy and procedures listed below.

Policy and guidelines

The [Workplace Behaviour Policy Statement](#) provides:

- information about how workplace concerns can be managed in a timely manner
- mechanisms for matters to be resolved and reviewed independently when

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24) LGBTQ Social Media Streams

ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION
27. LGBTQ Social Media Streams **ADVANCED**
2 points

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 regardto our inclusion work (may include but is not limited to Yammer, Twitter, Facebook, SharePoint).

Please provide screenshot evidence of such posts and/or conversations onyour socialmedia streams.

We have internal LGBTQ+ social media stream by which we can engage staff in conversations andshare items of interest regarding our inclusion work as well as community events. The platform weuse is SAP JAM, and theLGBTIQ+page/groupis called 'Rainbow Jam'.

Group front page, including group description, banner images, and promo tiles:

Note promo tiles regularly change to promote various days of significance, training or opportunities (e.g .2021 AWEI survey, as below).



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The sidebar promotes quick links to key documents on the intranet, as well as information about the PRIDE lapel pins, and upcoming events:

Quick Links

- [LGBTIQ+ Action Plan](#)
- [Our Network](#)
- [Let's Have A Kiki](#)
- [Newsletter](#)
- [Resources](#)

About

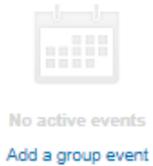
Rainbow JAM is a celebration of our LGBTIQ+ staff and allies.

This is a safe and interactive platform to discuss Pride diversity initiatives.

Members should be aware, this group is public and all staff can view its membership.

All are welcome.

Upcoming Events



Staff and Allies PRIDE Lapel Pin

Staff and Allies PRIDE Lapel Pin



Our PRIDE pins symbolise an accepting, welcoming and safe space for everyone, and they are available to LGBTIQ+ staff and allies.

Lapel pin design

- The centre ring comprises the six colours of the 1979 Rainbow flag.
- The upper middle ring is the Transgender flag.
- The lower middle ring is the Bisexual flag.
- The outer ring is the revised Rainbow flag from 2017 to include people of colour, and signifies inclusion and diversity more broadly.

Choosing to wear a PRIDE pin sends a strong message of support and inclusivity to your colleagues.

If you would like a staff and allies PRIDE pin, email:

Home Affairs staff: s. 47E(d)

ABF staff: s. 47E(d)

Diversity Networks

- [Rainbow Jam](#)
This is a group for LGBTIQ+ staff and allies t...
- [Indigenous Staff Support Network \(ISSN\)](#)
In the spirit of reconciliation, the Indigenous...
- [CALD Network](#)
The CALDNetwork is a virtual platform insta...
- [Focus on Ability](#)
- [SAGE Network \(Staff Advancing Gender Equality\)](#)
Our vision is for equal presence, impact an...

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Post to group with item of interest - opportunity to attend a livestream keynote address from Catherine McGregor AM:



s. 22(1)(a)(ii) wrote on the group wall

about 2 months ago

IPAA Event | s. 22(1)(a)(ii), s. 47F(1) | 20 November 2020

Did you catch Friday's staff notice about this IPAA Event?

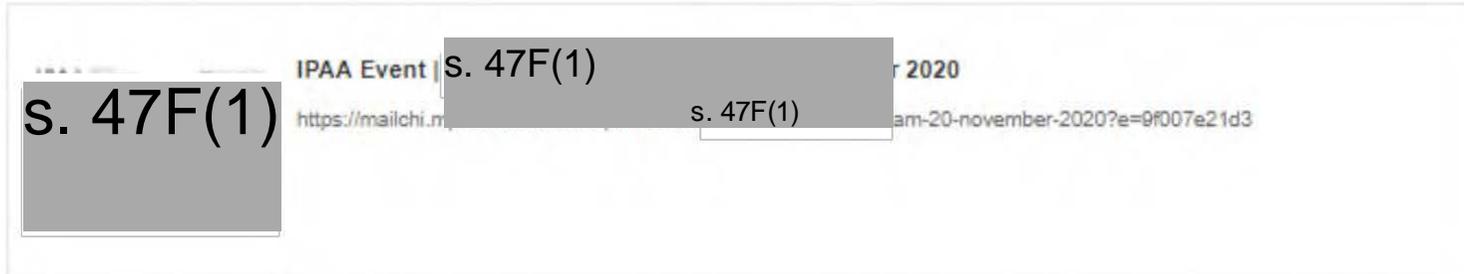
This Friday, 20th November, you are invited to attend a (free) live-streamed keynote address from s. 47F(1) AM, as she presents to IPAA's Western Australian Women in Public Sector Leadership conference.

s. 47F(1) is an engaging and powerful commentator on global strategic affairs, cricket and on her own poignant story of gender transition. She has written articles on politics and sport for major Australian media organisations, is a published author and has been voted one of Australia's most influential women by the Australian Women's Weekly three times.

s. 47F(1) was a military officer for nearly four decades, graduating from the Royal Military College Duntroon and serving as an Infantry Officer on operations overseas. She has previously served as a speech writer and adviser to some of Australia's most senior political leaders including Bob Carr, Kim Beazley, Tony Abbott and Barry O'Farrell.

You better get in quick though - registrations close this Wednesday 18 November!!

Read the staff notice here: <https://intranet.bcz.gov.au/newsandnotices/Pages/ipaa-event-western-australia-women-in-public-sector-leadership-conference.aspx>

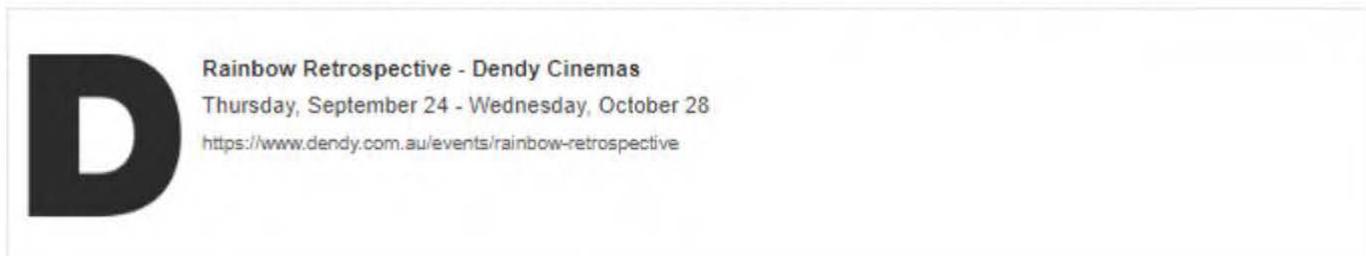


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Post to group with item of interest - Dendy Rainbow Retrospective Film Festival:

 **s. 22(1)(a)(ii)** wrote on the group wall
about 4 months ago

Dendy Cinemas is the proud home of the Rainbow Retrospective film festival, showcasing a celebration of LGBTQI+ cinema, carefully curated to engage, inspire, inform and empower. For more information: [Rainbow Retrospective - Dendy Cinemas](#)



D Rainbow Retrospective - Dendy Cinemas
Thursday, September 24 - Wednesday, October 28
<https://www.dendy.com.au/events/rainbow-retrospective>

5 people liked this 2 Comments

 Like  Reply  Share

 **s. 22(1)(a)(ii)** Ooh thanks for the heads up **s. 22(1)(a)(ii)** Great program of films. I was surprised (?) to note that I have actually seen most of these movies already! And many at the Dendy too haha. One of the more recent ones I saw (last year I think) was "1985", which is a beautiful little black and white number; very moving and sad but not in a totally CRUSHING way.
about 4 months ago ·  Like  Reply

 **s. 22(1)(a)(ii)** Queer Screen Film Festival starts today as well. It's all streaming online this year, it's usually a cinema film festival based in Sydney.
<https://queerscreen.org.au/>
about 4 months ago ·  Like  Reply · 1 Like

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under the Freedom of Information Act 1982

SECTION 5: TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT

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

25) Face-to-Face Training

ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT		FOUNDATION
28. Face-to-Face Training		2 points
<p>We have made face-to-face LGBTQAwareness / Inclusion / Ally Training available to all employees within the assessedcalendar year. This would include any interactive training conducted via internet technologies (i.e. WebEx, Zoom, Teams, etc).</p>		
Name of Trainer or Provider:	<ol style="list-style-type: none"> Department of Home Affairs Pride in Diversity 	<input type="checkbox"/> Our trainer is accredited by or from Pride in Diversity <input checked="" type="checkbox"/> Our trainer is accredited by or from Pride in Diversity
Length of training:	<ol style="list-style-type: none"> 1.5 hrs 1.5 hrs 	
Date/s:	<ol style="list-style-type: none"> Due to resourcing constraints and impact of COVID-19, there was no capacity to deliver face-to-face training. Employees were still able to participate in the Webex online awareness training offered by Pride in Diversity. 	
Number of attendees approx that will have gone through this training:	<ol style="list-style-type: none"> Minimum 20 for a session to be held face to face (therefore zero due to COVID restrictions) LGBTIQ+ Lead 	
Evidence of training undertaken (one piece required):	<ol style="list-style-type: none"> Screenshot of the invitation sent or where training has been communicated (Department face-to-face training information). 	

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Australian Government Department of Home Affairs MyHR

Home Recruitment New to the Department Culture, diversity and inclusion Job roles & responsibilities Learning and development Leaving the Department Work health & safety Workforce management Pay, leave & conditions

MyHR

Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ+)

The 'Plan for Pride' LGBTIQ+ Action Plan 2019—2022 (787KB PDF) shows our committed approach to support a diverse workforce. We aim to build an inclusive culture where everyone feels valued and confident to contribute in all our workplaces.

We will provide a supportive workplace for all Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ+) staff who identify outside of the binary. The '+' represents that gender identities and sexual orientations are part of a spectrum.

LGBTIQ+ is a term that represents a diverse range of identities and communities. Whilst this represents a diverse group, LGBTIQ+ generally shifts away from traditional definitions of heterosexuality or gender binaries of male and female. The acronym may not speak to some and we recognise the complexity of identities within this broad definition. We support staff to be their authentic selves.

Contact
If you have any questions, you can:

- Email [s. 47F\(1\)](mailto:s.47F(1)@homeaffairs.gov.au)

For further information about LGBTIQ+, scroll down to access the tabs below.

Practising inclusive language

Awareness training

Support - the role of PRIDE Allies

Gender diversity

Transgender or 'Trans' and Intersex staff

Recognition of sex and gender

Support and services

Awareness training for staff and managers

We promote and support an inclusive environment and acknowledge that our staff come from diverse backgrounds. We offer a range of training options:

- Virtual LGBTIQ+ Awareness Training - delivered monthly by Pride in Diversity via WebEx. Contact diversity@homeaffairs.gov.au to register.
- Online LGBTIQ+ Inclusion e-learning module - Pride in Diversity's *Walking in Rainbow Shoes* is available to all staff.
- Face-to-face LGBTIQ+ awareness training sessions are currently on hold due to COVID-19.
- Written guides for managers are available in the A Managers Guide to LGBTIQ+ Workplace Inclusion (10MB PDF).

Note: The above document does not meet accessibility requirements. For an accessible version contact the Culture, Diversity and Inclusion team [s. 47E\(d\)](mailto:s.47E(d)@homeaffairs.gov.au)

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2. Screenshot of the invitation sent or where training has been communicated (Pride in Diversity LGBTQ+ Awareness training)

Pride in Diversity [Redacted] s. 22(1)(a)(ii)

Registration approved for **Pride In Diversity meeting: LGBTQ Awareness - 7 July**

We couldn't find this meeting in the calendar, it may have been moved or deleted.

Attached: Webex_Meeting.ics (5 KB)

When: Tuesday, 7 July 2020 12:30 PM-2:00 PM Location: <https://acon.webex.com/acon/j.php?MTID=jm66a6ad0a0662bb8e061bce2b1ffa916>

12:00 PM Lunch

Hi, [Redacted] s. 22(1)(a)(ii)

Your registration for this Pride In Diversity WebEx meeting has been approved for the below:

LGBTQ Awareness - 7 July
 Tuesday, 7 July 2020
 12:30 pm | Australia Eastern Standard Time (Sydney, GMT+10:00) | 1 hr 30 mins
 Meeting number (access code): 573 405 652
 Meeting password: Bmawm2Ts

You will be able to dial into this meeting for free, using VOIP which stands for Voice Over Internet Protocol. In more common terms, a phone service over the Internet. To use VoIP please ensure you have a working microphone and speaker on your computer. Please ensure that you have a strong and stable internet/data connection.

Before meeting please ensure you complete the below:

1. Test the meeting link to see if WebEx loads - click 'When it's time, join the meeting.'
2. Check if you have a working microphone.
3. Check if you have a speaker on your computer, and have the volume on to hear the meeting host.

Join meeting

Join from a video system or application
 Dial [Redacted] s. 22(1)(a)(ii) for your meeting number.

Tap to join from a mobile device (attendees only)
 [Redacted] s. 22(1)(a)(ii)

Join by phone
 [Redacted] s. 22(1)(a)(ii) [View restrictions](#)

[Can't join the meeting?](#)

IMPORTANT NOTICE: Please note that this Webex service allows audio and other information to be shared with participants. It may be necessary to use a device to access this service. It is the user's responsibility to ensure that the device is used in a lawful manner. © 2019 Cisco

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<p>Copy of presentation or outline of training covered:</p>	<p>1. Screenshot of training outline for Department face-to-face training information (online learning management system):</p>
---	--

2. Screenshot of training outline for Pride in Diversity LGBTQ+ Awareness Training sessions via Webex:

acon HERE FOR HEALTH

PRIDE INCLUSION PROGRAMS

SIGN OUT MY ACCOUNT

HOME PRIDE IN DIVERSITY PRIDE IN SPORT PRIDE IN HEALTH + WELLBEING INITIATIVES RESOURCES & INFO SHOP

Webex Online Training

In order to make our training more accessible for our members, we conduct free online sessions at least once a month. Facilitated by one of our Relationship Managers, employees of member organisations can watch live, and even participate by asking questions, via the internet.

You must register (using your company email address) to attend any of these sessions – click the heading of your preferred session to register via Eventbrite. All these sessions will be conducted online via WebEx Events, unless otherwise stated. You will receive the link to join any session you register for on the morning of that session. Please make sure you note it in your calendar when registering so that you don't double-book!

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26) Online Training

ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT		FOUNDATION
29. Online Training		2 points
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:	<i>LGBTIQ+ Inclusion: Walking in Rainbow Shoes</i>	
Length of the LGBTQ component within the video/training:	<i>Complete module</i>	
Where employees can access this training :	<i>Training is accessed via the LGBTQ+ hub on myHR.</i>	

MyHR

Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ+)

The 'Plan for Pride' LGBTIQ+ Action Plan 2019—2022 (787KB PDF) shows our committed approach to support a diverse workforce. We aim to build an inclusive culture where everyone feels valued and confident to contribute in all our workplaces.

We will provide a supportive workplace for all Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ+) staff who identify outside of the binary. The "+" represents that gender identities and sexual orientations are part of a spectrum.

For further information about LGBTIQ+, scroll down to access the tabs below.

LGBTIQ+ is a term that represents a diverse range of identities and communities. Whilst this represents a diverse group, LGBTIQ+ generally shifts away from traditional definitions of heterosexuality or gender binaries of male and female. The acronym may not speak to some and we recognise the complexity of identities within this broad definition. We support staff to be their authentic selves.

Contact

If you have any questions, you can:

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

 Practising inclusive language	 Awareness training	 Support - the role of PRIDE Allies	 Gender diversity	 Transgender or 'Trans' and Intersex staff	 Recognition of sex and gender	 Support and services
---	--	---	--	---	---	--

Awareness training for staff and managers

We promote and support an inclusive environment and acknowledge that our staff come from diverse backgrounds. We offer a range of training options:

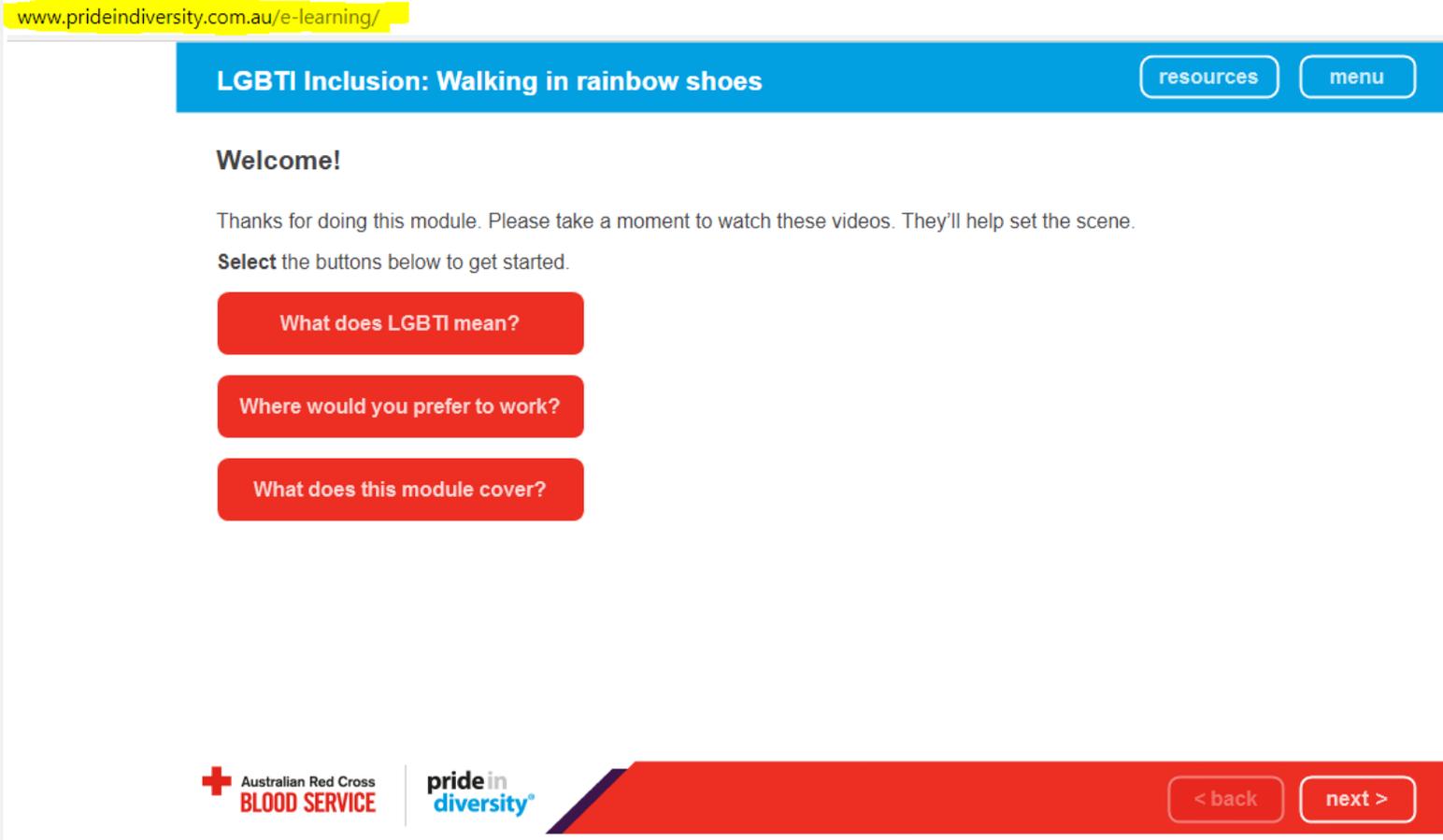
- Virtual LGBTIQ+ Awareness Training – delivered monthly by Pride in Diversity via WebEx. Contact [s. 47E\(d\)](#) to register.
- Online LGBTIQ+ Inclusion e-learning module – Pride in Diversity's *Walking in Rainbow Shoes* is available to all staff.
- Face-to-face LGBTIQ+ awareness training sessions are currently on hold due to COVID-19.
- Written guides for managers are available in the *A Managers Guide to LGBTIQ+ Workplace Inclusion* (10MB PDF).

Note: The above document does not meet accessibility requirements. For an accessible version contact



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Screenshot of e-learning module Walking in Rainbow Shoes:



www.prideindiversity.com.au/e-learning/

LGBTI Inclusion: Walking in rainbow shoes

resources menu

Welcome!

Thanks for doing this module. Please take a moment to watch these videos. They'll help set the scene.
Select the buttons below to get started.

What does LGBTI mean?

Where would you prefer to work?

What does this module cover?

Australian Red Cross BLOOD SERVICE | pride in diversity

< back next >

Tracking: Although participation and access numbers are not tracked for this specific module, access to the module is shared with all new LGBTIQ+ network members.

<p>Copy of the module or a brief outline of it's LGBTQ content.</p>	<p>The module covers:</p> <ul style="list-style-type: none"> - gender identity, sexual orientation, intersex and gender expression - explains a heteronormative world - personal stories - how to become an ally and actively show support - resources (allypostcard, terminology, quick guide to inclusion etc) 	
---	---	--

27) Professional Development for LGBTQ Employees

<p>ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT 30. Professional Development for LGBTQ Employees</p>	<p>ADVANCED Max. 2 points</p>
<p>Outside of the Pride in Practice Conference within the assessed calendar year, we have <u>either</u>:</p> <ul style="list-style-type: none"> (a) provided LGBTQ people with LGBTQ specific leadership training, internally or externally (excludes conferences unless specifically dedicated to LGBTQ leadership development) (b) put processes in place to ensure that there is LGBTQ representation within talent development programs. <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>We have provided LGBTQ+ people with LGBTQ+ specific external leadership training. In October 2020, we offered LGBTQ+ identifying staff the opportunity to attend training run by The Equality Project, in conjunction with the Department of Industry, Science, Energy and Resources. This training was specifically for LGBTQ+ employees only (although we received interest from allies keen to participate).</p> <p>The training program was split over two sessions (Webex) and provided participants with training on mental health and resilience specifically targeted at LGBTQ+ employees. This training provided the opportunity to focus on these issues whilst supporting more broad leadership skills within a safe, inclusive environment.</p> <p>Employees who did attend the training will provide an update to the LGBTQ+ Staff and Allies Network at the next meeting in February 2021.</p>	

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Email to network members advertising training opportunity:

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

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

Equality Project - Mental health matters.docx

Good morning LGBTQ+ Staff and Allies Network members,

I hope you're all staying safe and healthy!

We have an exciting training opportunity to share with you - the Department of Industry, Science, Energy and Resources has partnered with the [Equality Project](#) to deliver training on mental health and resilience specifically for LGBTQIA+ employees.

Our colleagues at DISER are offering a limited number of spots to attend these unique virtual training sessions (held via Webex). Please see the attached flyer for more information, and key details below:

Dates:

- Friday, 27th November, 2020, 1:30PM – 3PM AEDT

Follow up session:

- Friday, 4th December, 2020, 1:30PM – 3PM AEDT

To register: Places are limited, please email **s. 22(1)(a)(ii)** from the Inclusion and Capability team at DISER or their [Pride network](#) to secure a spot.

Please let us know if you attend the training – we'd love to hear about your experience!

Kind regards,

s. 22(1)(a)(ii)
 LGBTQ+ Lead

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Explicit confirmation from training organisers that the opportunity is for LGBTIQ+ identifying employees only:

 s. 22(1)(a)(ii) industry.gov.au > Diversity 30/10/2020

RE: Invitation: Equality Project mental health matters training [SEC=OFFICIAL]

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

i Follow up. Completed on Monday, 2 November 2020.
You replied to this message on 2/11/2020 9:08 AM.

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

Great to hear from you.

On this occasion we are just offering these sessions to LGBTIQ+ employees. The idea is we want to be able to provide LGBTIQ+ employees with a safe space to hear from a leading LGBTIQ+ national health organisation on issues around mental health.

I look forward to hearing from interested staff.

Kind regards

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

Department of Industry, Science, Energy and Resources | www.industry.gov.au

Supporting economic growth and job creation for all Australians
We are collaborative, innovative, respectful and strive for excellence



The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past and present.



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Post in Rainbow Jam (internal social media) advertising training opportunity:

The Equality Project.docx
 s. 22(1)(a)(ii) | 1 month ago | Version 1

Hi rainbow jammers! We have an exciting training opportunity to share with you - the Department of Industry, Science, Energy and Resources has partnered with the Equality Project (<https://www.theequalityproject.org.au/>) to deliver training on mental health and resilience specifically for LGBTQ+ employees. The aim is to provide a safe space to hear from a leading LGBTQ+ national health organisation on issues around mental health.

Our colleagues at DISER are offering a limited number of spots to attend these unique virtual training sessions (held via Webex).

Please see the attached flyer for more information, and key details below:

Dates:
 - Friday, 27th November, 2020, 1:30PM – 3PM AEDT
 Follow up session:
 - Friday, 4th December, 2020, 1:30PM – 3PM AEDT

To register: Places are limited! Email s. 22(1)(a)(ii) from the Inclusion and Capability team at DISER or their Pride network s. 22(1)(a)(ii) to secure a spot.

Please feel free to share this information with any LGBTQ+ colleagues who may be interested.

And finally, please let us know (email s. 47E(d)) if you attend the training – we'd love to hear about your experience!



Australian Government
 Department of Industry, Science,
 Energy and Resources

OFFICIAL



The Equality Project - Mental Health Matters

The Department of Industry, Science, Energy and Resources (DISER) has partnered with the Equality Project to facilitate sessions on resilience and wellbeing for LGBTQ+ employees.

Emotional health is an important part of our overall health. Research illustrates that people who are emotionally healthy are in control of their thoughts, feelings

2 people liked this

Like Comment Share

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ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT

**ADVANCED
Max. 4 points**

31. LGBTQ Inclusion Training Plan

We have a strategy or training plan in place to specifically address LGBTQ inclusion and/or awareness training for all employees.

Please provide:

- (a) a copy of the strategy
- (b) outlined progress made throughout the assessed year

All employees must complete mandatory training annually ("The Essentials"). This training covers basic workplace behaviour responsibilities and expectations, however does not specifically address LGBTIQ+ inclusion or awareness items. A strategy has been prepared, but is being implemented in 2021:

LGBTIQ+ Awareness Training – 2021



- Training to be made accessible for all staff (not compulsory). Each monthly session is advertised to all staff across various [comms](#) channels, and information is available on [myHR](#).
- Recommend all target groups participate in training at least once per year noting:
 - Staff Support Groups should be strongly encouraged to participate as they have increased interaction with vulnerable staff
- Recommend Diversity Champions undertake training at least once when commencing in the role to ensure they can develop their understanding of the challenges the LGBTIQ+ community might face.
- Recommend SES cohort undertake training once per year, considering their people and managerial responsibilities.
- Track participation at APS/ABF levels to determine where training uptake exceeds expectations or lags.

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29) LGBTQ Conferences, Seminars and Events

ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT
32. LGBTQ Conferences, Seminars and Events

ADVANCED
2 points

Within the assessed calendar year, we have provided opportunities for employees to attend external dedicated LGBTQ conferences, seminars or events.

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.

Please provide evidence.

We have provided opportunities for employees to attend external dedicated LGBTIQ+ conferences, seminars or events. In 2020, NT staff were offered the opportunity to attend the NT Regional Reach program in November.

Email to NT-based network members about NT Regional Reach in November:

Wed 30/09/2020 10:11 AM
Diversity
Northern Territory - Pride in Diversity LGBTIQ+ Inclusion Virtual Events [SEC=OFFICIAL]

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

LGBTQ_NationalReach_NT_FINAL.pdf
75 KB

OFFICIAL

Good morning,

I'm reaching out to you as LGBTIQ+ Staff and Allies Network members based in the Northern Territory.

On **Thursday 5th November** Pride in Diversity are holding a virtual NT LGBTIQ+ Inclusion day of events.

These events are free to attend but bookings are essential. More information is available in the attached flyer, including links to register for the different sessions.

If you are interested in attending any of these sessions we do encourage you to register. Please also feel free to pass this information on to any colleagues located in the Northern Territory who may also be interested in attending.

Kind regards,

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

LGBTIQ+ Lead
Diversity and Inclusion | People Services Branch
People and Culture Division | Chief Operating Officer Group
Department of Home Affairs

In: s. 22(1)(a)(ii)
P: s. 22(1)(a)(ii)
E: s. 22(1)(a)(ii)

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Email to our People Business Partner in NT to promote to all staff in the region:

Wed 30/09/2020 10:07 AM

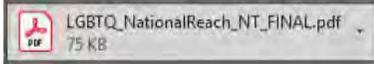
Diversity

Northern Territory Tropical Reach - Pride in Diversity LGBTIQ+ Inclusion [SEC=OFFICIAL]

To: People Business Partner (PBP) NT; People Business Partner (PBP) QLD/NT

Cc: Diversity

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



Good morning team,

On **Thursday 5th November** Pride in Diversity are holding a virtual Northern Territory LGBTIQ+ Inclusion day of events.

Staff located in the NT are welcome and encouraged to attend. Please note these events are free to attend but bookings are essential.

More information is available in the attached flyer, including links to register for the different sessions.

May I please request you circulate this information and opportunity with **NT-based staff only**?

Opportunities for other states and territories may come up in the coming months, however NT is the focus of this event.

Many thanks and kind regards,

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

LGBTIQ+ Lead
 Diversity and Inclusion | People Services Branch
 People and Culture Division | Chief Operating Officer Group
 Department of Home Affairs
 Intranet: visit [MvHR](#)

P: s. 22(1)(a)(ii)
E:



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A representative from the Culture, Diversity and Inclusion Section attended the virtual Pride in Practice Conference:

5/11/2020 4:51 PM
s. 22(1)(a)(ii)
Pride in Practice Conference: Chime Live Platform Link, Username and Password
To: s. 22(1)(a)(ii)
You forwarded this message on 30/11/2020 8:16 AM.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



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

We are looking forward to welcoming you to the Pride in Practice Online Conference, to be held from **Monday 30th November – Wednesday 2nd December**.

In this email you will find the **URL link and log in details** for you to join to the Chime Live Platform.

To get the best experience within the platform, please use **Chrome as a browser** and avoid using a VPN. Please note, you will not need to download any software, as this platform is accessible using your web browser.

If possible, we recommend you logging in now, so you can get familiar with the functions of the platform.

LOGIN DETAILS

Website: <https://prideinpractice.anzpac.chime.live/app>

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

Password

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A representative from the Culture, Diversity and Inclusion Section attended the Pride in Diversity IDAHOBIT 'Breaking the silence' Panel Event:

eventbrite

Order no. 1342329684

IDAHOBIT "Breaking the Silence" Panel Event



General Admission

Friday, 15 May 2020 from 3:00 pm to 4:00 pm (AEST)

Free Order

Order Information

Order no. s. 22(1)(a)(ii) on
13 May 2020 3:11 pm

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

13423296841878455464001

SECTION 6: EXECUTIVE LEADERSHIP & ENGAGEMENT

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

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

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

30) Executive Sponsor or Champion

ANNUAL SUBMISSION: 2020 EXECUTIVE LEADERSHIP & ENGAGEMENT 33. Executive Sponsor or Champion	INTERMEDIATE Max. 2 points
<p>We have a visible and active Executive Sponsor or Senior Champion for LGBTQ inclusion who has both:</p> <ol style="list-style-type: none"> contributed to the LGBTQ strategy is engaged in tracking performance progress against the strategy throughout the year <p><i>For full points, please provide evidence for all parts to this question:</i></p> <ol style="list-style-type: none"> specific contribution to the strategy level of engagement, tracking progress against the strategy (signed statement by the Executive as to their role in strategy development / tracking will suffice) 	
<p>As covered in the <i>Standing Submission Item 21: Executive Sponsor or LGBTQ Champion</i>, we have Senior Executive (SES) staff located within our Australian offices driving our diversity agenda. They contribute to our LGBTIQ+ strategy in their roles as Champions for our diversity cohorts. We have one Diversity Champion each for Home Affairs and the ABF. In 2020, Home Affairs Diversity Champion Luke Mansfield was one of the key supporters driving the initiative to include personal pronouns in email signature blocks. This initiative gained significant traction following his visible support.</p> <p>The Diversity Champions formally catch up with the Culture, Diversity and Inclusion Section on a quarterly basis, with informal communication occurring frequently between meetings as needed. Through these channels we track our performance against our project strategies throughout the year, and ensure accountability and transparency between the Champion(s) and the Culture, Diversity and Inclusion Section with respect to engagement, activities and visibility.</p>	

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2020 Diversity Champions:

Diversity, disability and Indigenous champions

Our champions support and represent an ongoing diversity agenda whilst also advocating for the full inclusion of all staff. The Diversity and Inclusion Section provides direct support to our champions by managing annual programs, initiatives and events. Learn more about the role of your diversity champions in their video message:

- Diversity and Inclusion: It's about all of us.

Contact
To contact a champion, contact their executive assistant. If you have any questions, contact us:
• Email: **s. 47E(d)**

ABF champions



Dr Bradley Armstrong
Group Manager Customs Group, Deputy Comptroller-General
Diversity Champion, Australian Border Force



Sharon Huey
Assistant Commissioner, Enforcement Command
Disability Champion, Australian Border Force



Kingsley Woodford-Smith
Assistant Commissioner, AC Close Support Command
Indigenous Champion, Australian Border Force



Stephen Hayward
First Assistant Secretary, Health Services
Mental Health Advocate, Department of Home Affairs and Australian Border Force

Department of Home Affairs champions



Luke Mansfield
FAS International Policy
Diversity Champion, Department of Home Affairs



Paul Grigson
Deputy Secretary, Security and Resilience
Disability Champion, Department of Home Affairs



Andrew Kefford
Deputy Secretary, Immigration and Settlement Services
Indigenous Champion, Department of Home Affairs

Diversity Champion Luke Mansfield's Signature Block with Pronouns:

Luke Mansfield
FAS Social Cohesion Implementation Taskforce
Department of Home Affairs
s. 22(1)(a)(ii)
E: **s. 22(1)(a)(ii)**
Pronouns used: he, him, his

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

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31) Executive Advocacy

ANNUAL SUBMISSION: 2020 EXECUTIVE LEADERSHIP & ENGAGEMENT 34. Executive Advocacy	ADVANCED 2 points
<p>Within the assessed calendar year, Senior Executive(s) within our organisation have:</p> <ul style="list-style-type: none"> a) advocated for LGBTQ inclusion at an executive level <i>externally</i> amongst peers b) advocated for LGBTQ inclusion at an executive level <i>internally</i> amongst peers; or c) attended at least two of the Pride in Diversity Executive Allies Forums within the assessed year <p><i>Please provide evidence for <u>one</u> of the above.</i></p> <p><i>If you can provide evidence for two or more of the above, please add the additional item/s to the ADDITIONAL WORK section at the end of this submission.</i></p>	
<p>Within the assessed calendar year, Senior Executives within our organisation have (c) attended at least two of the Pride in Diversity Executive Allies Forums.</p> <p>Assistant Secretary Ciara Spencer attended the February and August Executive Ally meetings in 2020. Ciara regularly liaises with the Culture, Diversity and Inclusion Section to ensure any relevant matters are raised on behalf of the LGBTIQ+ Staff and Allies Network, and to share any outcomes of the Executive Ally meetings.</p>	

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Meeting: February2020

Tue 25/02/2020 9:47 AM

Diversity

RE: Executive LGBTI Allies meeting - 27 February - agenda [SEC=UNCLASSIFIED]

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

Cc: Diversity

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

Sent: Friday, 21 February 2020 12:37 PM

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

Subject: FW: Executive LGBTI Allies meeting - 27 February - agenda [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi,

The next Executive Ally meeting is scheduled for Tuesday 27 February. I've attached a copy of the agenda for your background, is there anything you would like me to raise in the meeting or questions I should ask. I'm happy to report back to the next LGBTI+ network meeting.

Thanks and happy to discuss

Ciara

Ciara Spencer
 Assistant Secretary
 Law Enforcement Policy | National Security and Law Enforcement Policy
 Policy Group
 Department of Home Affairs

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

E:



From: s. 47F(1)

Sent: Friday, 21 February 2020 12:37 PM

To: s. 47F(1)

Cc:

Subject: Executive LGBTI Allies meeting - 27 February - agenda

All

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Fri 6/03/2020 10:31 AM
Ciara SPENCER
 FW: Follow up on Exec LGBTI Ally meeting on 27 February [SEC=UNCLASSIFIED]

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

Follow up. Start by Tuesday, 10 March 2020. Due by Tuesday, 10 March 2020.
 You replied to this message on 12/03/2020 1:53 PM.

PID Exec Ally Network 27 Feb 20.jpg 936 KB
 20200212 Corporate Australia Brief on Religious Discrimination Bill .pdf 703 KB

Good morning,

Please see attached the outcomes from the Executive Allies meeting.

Thanks
 Ciara

Ciara Spencer
 Acting First Assistant Secretary
 National Security and Law Enforcement Policy
 Policy Group
 Department of Home Affairs
 P: s. 22(1)(a)(ii)
 E: s. 22(1)(a)(ii)

The Department of Home Affairs and the Australian Border Force acknowledge the Traditional Custodians throughout Australia and their continuing connection to land, sea and community. We pay respect to all Aboriginal and Torres Strait Islander peoples, their cultures and to their elders past and present.

From: s. 47F(1)
Sent: Friday, 6 March 2020 8:55 AM
To: AU-Executive Ally Network
Subject: Follow up on Exec LGBTI Ally meeting on 27 February

All

Many thanks to everyone who attended and contributed to last week's meeting. They really are a joy to attend and I'm grateful to you all for making them the inclusive and welcoming environment that they are.

Thanks especially to s. 47F(1) for telling their stories.

Note from Ghassan, Equality Australia

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under the Freedom of Information Act 1982

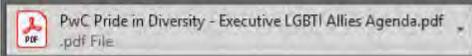
Meeting August 2020:

 **Tue 25/08/2020 7:12 PM**
Ciara SPENCER
 FW: PID Executive Allies Forum - Thursday August 27 [SEC=OFFICIAL]

To: Diversity

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

Follow up: Start by Wednesday, 26 August 2020. Due by Wednesday, 26 August 2020.
You replied to this message on 27/08/2020 8:42 AM.



Hi,
I'm hoping to attend the meeting this week. Is there anything you would like me to raise. I'll make sure I send through any minutes/documents they provide.

Thanks
Ciara

Ciara Spencer
Assistant Secretary
Law Enforcement Policy Branch
Law Enforcement Policy Division
Department of Home Affairs

P: s. 22(1)(a)(ii)
E:



From: S. 47F(1)
Sent: Tuesday, 25 August 2020 1:47 PM
Cc: S. 47F(1)
Subject: PID Executive Allies Forum - Thursday August 27

Dear Executives,
I hope this finds you all well.
A reminder that the PID Executive Allies Forum is scheduled for this **Thursday, August 27 at 12pm AEST**. Attached here is an updated Agenda, with WebEx links below for your reference.

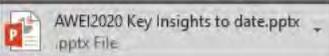
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Fri 28/08/2020 12:44 PM
Ciara SPENCER
 HPRM: FW: Thank you. National LGBTI Executive Allies Forum [SEC=OFFICIAL]

To: Diversity

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

Follow up.
You forwarded this message on 10/09/2020 11:32 AM.



Hi,

Please find attached outcomes for the Executive Allies Forum.

Kind regards

Ciara

Ciara Spencer
 Assistant Secretary
 Law Enforcement Policy Branch
 Law Enforcement Policy Division
 Department of Home Affairs
 P: s. 22(1)(a)(ii)
 E: s. 22(1)(a)(ii)

The Department of Home Affairs and the Australian Border Force acknowledges the Traditional Custodians throughout Australia and their continuing connection to land, sea and community. We pay respect to all Aboriginal and Torres Strait Islander peoples, their cultures and to their elders past and present.



OFFICIAL

From: S. 47F(1)
 Sent: Friday, 28 August 2020 11:20 AM
 Cc: S. 47F(1)
 Subject: Thank you. National LGBTI Executive Allies Forum
 On behalf of: S. 47F(1)

Dear National LGBTI Executive Allies Forum leaders,

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32) CEO or Equivalent Communications

ANNUAL SUBMISSION: 2020 EXECUTIVE LEADERSHIP & ENGAGEMENT 35. CEO or Equivalent Communications	ADVANCED 2 points
<p>Within the assessed calendar year, our CEO or equivalent has sent formal communications to all employees comprehensively discussing progress made in LGBTQ inclusion work and its importance to the organisation. This may be CEO communications prioritised on intranet pages or within a CEO newsletter (beyond social media, award announcements only).</p> <p><i>Please provide the most comprehensive communication sent out by your CEO (or equivalent) to all employees in regard to your work in LGBTQ inclusion.</i></p>	
<p>In March 2020 the ABF Commissioner published an all-staff message in the Executive Hub, congratulating the new ABF Diversity Champion Dr Bradley Armstrong on his appointment to the role. The Commissioner articulated the importance of the role and our commitments to progressing all aspects of diversity and inclusion (including LGBTIQ+), strengthening our workplace culture, and ensuring all staff are able to bring their authentic self to work.</p> <p>Executive hub messages are accessible by all staff directly from our intranet home page.</p>	

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Executive Hub Message from ABF Commissioner:

 Executive Hub

New ABF Diversity Champion—Dr Bradley Armstrong

3/03/2020

The Department and ABF are fully committed to building and valuing a diverse workforce that represents the community we serve, fostering inclusiveness and embracing the diversity of its people. We strive to ensure all our staff feel included, have equal access to services and opportunities and are able to bring their authentic selves to work.

I am pleased to introduce the new Diversity Champion for the Australian Border Force, Dr Bradley Armstrong, Group Manager Customs Group, and I would like to thank Assistant Commissioner Rachel Houghton for her contribution as the outgoing Diversity Champion prior to her secondment to the Australian Taxation Office.

The role of Diversity Champion is to drive the diversity agenda for the workforce while advocating for the full inclusion of all staff. Commitment to progressing inclusion and strengthening our workplace culture, driving innovation, performance and productivity through advocacy and support are detailed in the Statement of Commitment: Workplace Diversity and Inclusion.

Dr Armstrong will join our other Departmental and ABF Champions in continuing to support and promote diversity initiatives across the portfolio and participate in whole-of-government networks, as well as play an integral role in the development of an inclusive workplace culture.

I welcome Dr Armstrong's appointment to this role, and encourage you all to join him in creating a workplace culture that celebrates and embraces diversity, where everybody is respected and recognised for their contributions.



*Michael Outram
APM
ABF
Commissioner*

Last updated: 3 March 2020



Where staff access the Executive Hub Messages from the intranet home page:

33) CEO or Equivalent Speaking at Events

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"> <i>(a) evidence of the individual speaking at the event and approximate duration of speech</i> <i>(b) brief outline of event purpose and typical audience</i> <i>(c) approximate attendee numbers</i> 	
<p>One of the commitments in the LGBTQ+ Action Plan (see <i>Annual Submission Item 2 'Documented LGBTQ Strategy'</i>) is to 'support the Secretaries' Equality and Diversity Council (SEDC) to drive improvements in LGBTQ+ inclusion across the APS.</p> <p>The council brings together all departmental secretaries (including the Secretary of the Department of Home Affairs) to driving meaningful change to make the APS an employer of choice for all Australians. The Council focuses on removing employment-related disadvantage on the basis of: Aboriginal and/or Torres Strait Islander status; gender; sexual orientation, gender identity or intersex status; race or ethnicity; disability; and age.</p> <p>The SEDC met on 07 February 2020. The key outcome of this meeting was that the council agreed that strategic inclusion and diversity matters will be elevated to the Secretaries Board, in place of the Council, and that the newly established COO Committee will be leveraged to drive inclusion and diversity across the APS and within agencies at an operational level.</p> <p>The full communique is available here: https://www.pmc.gov.au/news-centre/pmc/communique-13-february-2020</p>	

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Secretaries' Equality and Diversity Council outcomes – February 2020:

Communique 13 – February 2020

PM&C Secretaries Equality and Diversity Council © Thursday, 16 April 2020
Department of the Prime Minister and Cabinet



Secretaries Equality and Diversity Council

The Secretaries Equality and Diversity Council (the Council) met on 7 February 2020.

APS MENTAL HEALTH CAPABILITY PROJECT (THE PROJECT) INTERIM REPORT

The council noted that the Project will provide departments with guidelines, advice, education and training. It will consider mental health prevention and management, and aim to align with the APS Disability Employment Strategy 2020-2025.

SECRETARIES EQUALITY AND DIVERSITY COUNCIL GOVERNANCE

The Council agreed that strategic inclusion and diversity matters will be elevated to the Secretaries Board, in place of the Council, and that the newly established COO Committee will be leveraged to drive inclusion and diversity across the APS and within agencies at an operational level.

Members agreed to these changes in light of recommendations from the APS Reform Agenda to strengthen the primacy, role and performance of the Secretaries Board. Members recognised the positive role the Council had played in providing the APS with a platform to address inclusion and diversity in recent years, and that through the Council there had been a significant shift in how the APS deals with inclusion and diversity. Members agreed that

Council there had been a significant shift in how the APS deals with inclusion and diversity. Members agreed that inclusion and diversity must now be incorporated into the core strategic decision making body of the APS – the Secretaries Board – in order to drive better outcomes across the APS. The new approach will maintain Secretary-level oversight of strategic inclusion and diversity matters.

To support this change, the newly established Chief Operating Officer (COO) Committee will be also leveraged for driving inclusion and diversity at an operational level across the APS. This further reflects recommendations from the APS Reform agenda to increase the span of control to reflect the type of work being managed and have decision-making at the lowest practical level.

The Council thanks s. 22(1)(a)(ii) for their time on the SEDC.

APS REFORM AGENDA: INCLUSION AND DIVERSITY RECOMMENDATIONS

The Deputy Chair noted the Government's commitments made in response to recommendations from the APS Reform Agenda, including:

- A continued focus on the three renewed APS-wide strategies, including the APS Disability Employment Strategy, the Commonwealth Aboriginal and Torres Strait Islander Workforce Strategy, and the APS Gender Equality Strategy;
- Doing more across the APS to retain and recruit older Australians, which will be considered as part of the forthcoming APS Workforce Strategy;
- Secretaries Board harnessing the APS200 in delivering on strategies, including focusing on a mindset that genuinely welcomes different views and perspectives;
- Secretaries Board continuing to support special measures recruitment rounds for diversity groups building on the success of Indigenous special measures recruitment round at SES level in 2018 at PM&C; and
- The Government's position that additional goals and strategies beyond these approaches are not currently seen to be necessary to advance this work (as stated in the *Delivering for Australians* report).

APS STRATEGIC FRAMEWORKS: REVIEW OF COMMONWEALTH DIVERSITY STRATEGIES (INDIGENOUS AND DISABILITY)

The Council noted the *Commonwealth Aboriginal and Torres Strait Islander Strategy* is currently being finalised ahead of its launch.

The Council endorsed the *APS Disability Employment Strategy 2020-2025 Framework*, with a view to bringing the draft Strategy to the COO Committee and then to the Secretaries Board for consideration. Members discussed barriers towards APS staff disclosing their disability in the workplace. The Council praised the assistance of Disability Discrimination Commissioner, Dr Ben Gauntlett, in progressing the Strategy.

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SECTION 7: DATA COLLECTION & REPORTING

34) Employee Data Analysis

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 compared to other internal populations 	
<p>We undertake employee data analysis through a number of avenues:</p> <ul style="list-style-type: none"> - Monthly report and Diversity Dashboard - LGBTIQ+ monthly tracker (network) - Annual APS Census survey <p>We review a monthly diversity dashboard report, which displays current data (sexual orientation, gender identity) against other diversity demographics and overall departmental statistics. This self-identification data is collected via easySAP (HR system). Staff can access this option through their personal profile. This de-identified data is reported on a monthly basis to key stakeholders including Senior Executives, Diversity Champions and network chairs. Further to this, we track network membership on our mailing list and our internal social media platform Rainbow Jam to monitor growth and engagement. These tools assist us to identify any trends in self-identification and engagement.</p> <p>In addition to the above, the APS Census survey runs annually. The annual survey included questions regarding sexual orientation, gender identity, whether or not someone is intersex, and analysed and reported on LGBTIQ+ engagement data alongside other diversity demographics or overall population statistics.</p>	

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LGBTIQ+ self-identification data collected via easySAP:

Australian Government
Department of Home Affairs

easySAP

Back Forward History Favorites Personalize View Help

Home Employees Managers Contracts and Purchasing Finance Finance Reports Operational Reports Executive Reporting GR

Employees > Personal Details > Personal Profile

Personal Profile

Personal Data

Title: s. 22(1)(a)(ii)
Name: s. 22(1)(a)(ii)
Known As:
Date of Birth:

Equity and Diversity Add

Gender for Equity and Diversity: s. 22(1)(a)(ii)

Aborig./Torres Strait Islander:
LGBTIQ+:

Addresses

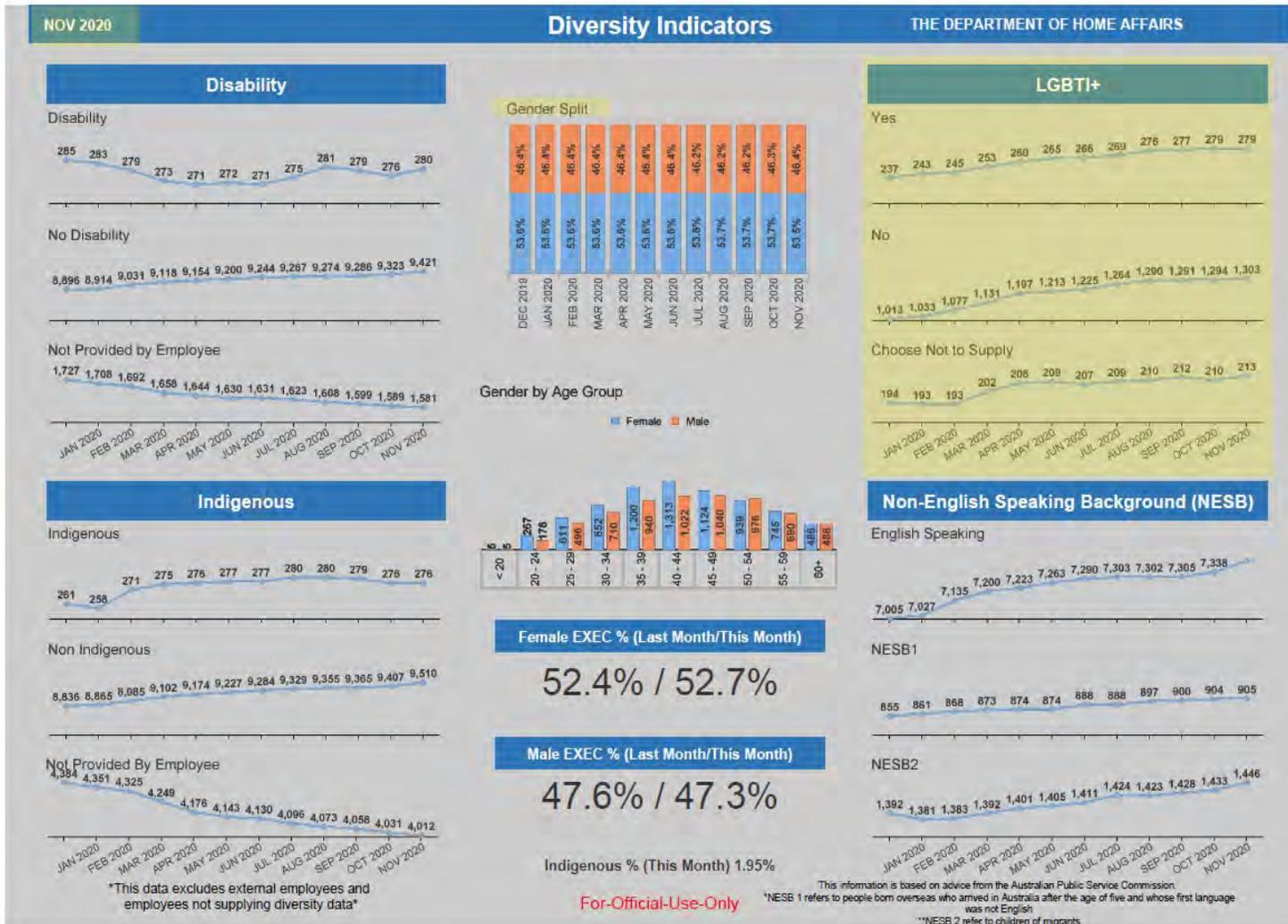
Australian Resi

House No. and Street:
Postal Code:
Suburb:
State:
Telephone Number:

Emergency Con

Contact Person/Buildin
House No. and Street
Postal Cod
Subur
Stat
Telephone Number

Diversity Dashboard Report – Monthly – November 2020:



This data excludes external employees and employees not supplying diversity data

For-Official-Use-Only

This information is based on advice from the Australian Public Service Commission.
 *NESB 1 refers to people born overseas who arrived in Australia after the age of five and whose first language was not English
 **NESB 2 refer to children of migrants

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LGBTIQ+ Engagement Monthly Tracker:

Diversity & Inclusion - LGBTIQ+ Cohort Tracker									
Month	Year	Network Members				Pride Pins	Change	LGBTIQ+ Identifying through easySAP	Change
		LGBTIQ+ Staff and Allies Membership	Change	Rainbow Jam	Change				
June	2019	63	0	232	232	Unknown	0	207	216
July	2019	63	0	236	4	Unknown	0	216	9
August	2019	Unknown	0	244	8	Unknown	0	223	7
September	2019	Unknown	0	251	7	Unknown	0	223	0
October	2019	Unknown	0	273	22	576	100	223	0
November	2019	Unknown	0	273	0	676	100	223	0
December	2019	Unknown	0	Unknown	0	682	6	Unknown	0
January	2020	Unknown	0	Unknown	0	695	13	243	20
February	2020	Unknown	0	Unknown	0	705	10	244	1
March	2020	123	123	Unknown	0	715	10	253	9
April	2020	126	3	284	11	715	0	260	7
May	2020	125	-1	290	6	730	15	265	5
June	2020	132	7	309	19	896	166	266	1
July	2020	136	4	307	-2	899	3	269	3
August	2020	136	0	304	-3	946	47	276	7
September	2020	136	0	302	-2	948	2	277	1
October	2020	136	0	303	1	990	42	279	2
November	2020	140	4	307	4	1028	38	279	0
December	2020	142	2	319	12	1032	4	286	7

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Rainbow Jam Dashboard:

Rainbow Jam

This is a group for LGBTI+ staff and allies to connect and discuss Pride themed diversity initiatives with [Show more](#)

📄 Dashboard

☆ Public

👤 327 Members

+ Invite More ▾

Dashboard time frame: Last 12 months ▾ Print Download

Last Updated: February 15, 2021 11:50 am

Collaboration Score ⓘ

Overall Followers Email subscribers Engaged users

40
points

Fair overall score

Followers	33.3 points
Email subscribers	6 points
Engaged users	1.1 points
Total (Out of 100)	40 points

[View Details](#)

Membership ⓘ

304 members

55 email subscribers

304 followers

10 engaged users

[View Details](#)

Most Engaging Items ⓘ

2020 PRIDE numbers and squiggles.jpg	48
Genderbread Person v4 .pdf	44
LGBTI Podcast Concept - Jam site.docx	41
DiversityMatters - Fifth Edition.pdf	37
Application Submitted.JPG	32
Co-chair announcement Rainbow jam.pdf	31
Notice for Network Co-chair EOI 04.06.20.pdf	27
DiversityMatters - Fourth Edition 2019.pdf	22

[View Details](#)

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Department of Home Affairs APS Census 2020 Excerpts – Demographics, Inclusion and Wellbeing:

DEMOGRAPHICS



EXPLORE THE FULL RESULTS

	RESPONSE SCALE	%	VARIANCE FROM 2019	VARIANCE FROM APS OVERALL	VARIANCE FROM LARGER OPERATIONAL AGENCIES	VARIANCE FROM EXTRA LARGE SIZED AGENCIES
What is your gender?						
Male		42%	+1	+5 ↑	+5 ↑	+5 ↑
Female		55%	-1	-5 ↓	-5 ↓	-5 ↓
X (Indeterminate/Intersex/Unspecified)		0%	0	0	0	0
Prefer not to say		3%	0	-1	0	0
Do you identify as Aboriginal and/or Torres Strait Islander?						
Yes		2%	0	-1	-2	-2
No		98%	0	+1	+2	+2
Do you have an ongoing disability?						
Yes		6%	0	-2	-3	-3
No		94%	0	+2	+3	+3
KEY			↑ AT LEAST 5 PERCENTAGE POINTS GREATER THAN COMPARATOR	↓ AT LEAST 5 PERCENTAGE POINTS LESS THAN COMPARATOR		

DEMOGRAPHICS



EXPLORE THE FULL RESULTS

RESPONSE SCALE	%	VARIANCE FROM 2019	VARIANCE FROM APS OVERALL	VARIANCE FROM LARGER OPERATIONAL AGENCIES	VARIANCE FROM EXTRA LARGE SIZED AGENCIES
Do you have carer responsibilities?					
Yes	41%	-1	0	0	0
No	59%	+1	0	0	0

DEMOGRAPHICS



EXPLORE THE FULL RESULTS

RESPONSE SCALE	%	VARIANCE FROM 2019	VARIANCE FROM APS OVERALL	VARIANCE FROM LARGER OPERATIONAL AGENCIES	VARIANCE FROM EXTRA LARGE SIZED AGENCIES
Do you identify as Lesbian, Gay, Bisexual, Trans, and/or Intersex (LGBTI+)?					
Yes	6%	+1	0	+1	+1
No	94%	+4	0	-1	-1
Are you currently seconded to a different agency and have been working within that agency for less than six months?					
Yes	1%	-	0	0	0
No	99%	-	0	0	0

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INCLUSION AND WELLBEING



EXPLORE THE FULL RESULTS

FOR EACH QUESTION SHOWN HERE, INFORMATION ABOUT THE PROPORTION OF COLLEAGUES RESPONDING POSITIVELY (STRONGLY AGREE + AGREE), NEUTRALLY (NEITHER AGREE NOR DISAGREE) OR NEGATIVELY (DISAGREE + STRONGLY DISAGREE) IS PROVIDED

LOOK AT HOW YOUR POSITIVE SCORE COMPARES TO THE AVAILABLE COMPARISONS.

WHERE ARE YOU PERFORMING WELL?

IS THERE ROOM FOR IMPROVEMENT?

	RESPONSE SCALE	% POSITIVE	VARIANCE FROM 2019	VARIANCE FROM APS OVERALL	VARIANCE FROM LARGER OPERATIONAL AGENCIES	VARIANCE FROM EXTRA LARGE SIZED AGENCIES
Attitudinal	My agency supports and actively promotes an inclusive workplace culture	68 20 12	68%	+10 ↑	-13 ↓	-12 ↓
	I have a choice in deciding how I do my work	57 28 15	57%	0	-4	+1
	I receive the respect I deserve from my colleagues at work	76 19	76%	+4	-4	-3
	I am clear what my duties and responsibilities are	79 16	79%	+1	-2	-3

KEY



AT LEAST 5 PERCENTAGE POINTS GREATER THAN COMPARATOR



AT LEAST 5 PERCENTAGE POINTS LESS THAN COMPARATOR

Positive Neutral Negative



ANNUAL SUBMISSION: 2020 DATA COLLECTION & REPORTING 38. LGBTQ Analysis	ADVANCED 3 points
<p>Within the assessed calendar year (or year prior), we have specifically asked, investigated or assessed <u>one</u> of the following:</p> <ul style="list-style-type: none"> • 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 <p><i>Please provide evidence for <u>one</u> of the above, including a plan of action where stipulated. Points will be given for one of the above.</i></p> <p><i>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.</i></p>	
<p>Within 2020 we assessed the 2020 AWEI Survey data, which showed some key areas, or ‘most in need’ areas to focus on, resulting in a plan of action.</p> <p>Below excerpts from the summary of results, and minutes from the August 2020 LGBTIQ+ Staff and Allies Network Meeting, identify the areas to focus on improving (training), and commitment to implementing improvements in line with the LGBTIQ+ Action Plan (see also: <i>Annual Submission Item 2 ‘Documented LGBTQ Strategy’</i>).</p>	

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Excerpt from Summary of 2021 AWEI Survey results:



Key Outcomes from Australian Workplace Equality Index (AWEI) Survey 2020

The Department has participated in the AWEI since 2013. The AWEI is a national reporting and benchmarking tool for LGBTIQ+ workplace inclusion across the public and private sector. 279 staff participated in the 2020 AWEI survey, an increase from 213 in 2019. This year, positive findings indicated the following:

- 80.30% of respondents (274 out of 279 participants), either strongly agreed or agreed that they support the work their organisation does for the inclusion of employees of diverse sexuality and/or gender.
- 87.17% of respondents (273 of 279 participants) either strongly agreed or agreed that they would be comfortable referring to a colleague by a different name or personal pronouns if they were affirming their gender (transitioning) at work;
- 76.27% of respondents (274 of 279 participants) either strongly agreed or agreed that they would be comfortable having "all gender" or "gender neutral" toilets on their floor (assuming that male/female toilets are still available).

Participant comments also positively acknowledged the visibility of LGBTIQ+ senior leaders as excellent champions of inclusivity, as well overall organisational support for the inclusion of diverse sexualities and genders within the workplace.

Survey results did indicate that there was more work to be done, predominantly with regards to increased visibility and promotion of inclusion and Ally training in regard to sexuality and gender diversity. Significantly:

- 75% of respondents (272 of 279 participants) have not attended Awareness or Ally training here for this aspect of D&I within the last year.
- 48.35% of respondents (273 of 279 participants) disagree or strongly disagree that they know of workplace material or training available that would show them how to be an active Ally, and
- 54.08% of respondents (98 of 279 participants) indicated the visibility of Active Allies did not meet expectations.

Comments indicated participants felt strongly that training in this aspect of diversity & inclusion should be mandatory for anyone who manages, mentors or trains other people, and could potentially be linked to PDAs.

Excerpt from Minutes of 8 September 2020 LGBTIQ+ Staff and Allies Network Meeting:

Item	Minutes
------	---------

7 AWEI Survey Results

- The Department has participated in the Australian Workplace Equality Index survey since 2013. The AWEI is a national reporting and benchmarking tool for LGBTIQ+ workplace inclusion across the public and private sector. This year separate surveys were run between the Department and ABF.
- Key positive findings from the Departmental survey indicated that:
 - the majority of respondents either strongly agreed or agreed that they would be comfortable referring to a colleague by a different name or pronouns if they were affirming their gender (transitioning) at work; and
 - participant comments positively acknowledged the visibility of LGBTIQ+ senior leaders as excellent champions of inclusivity, as well the overall organisational support for the inclusion of diverse sexualities and genders within the workplace.
- Key findings from the ABF survey indicated that:
 - there was a huge increase in participation this year, with over 400 respondents compared to less than 50 in the previous year. Unfortunately, the lowest participation was among SES, with zero identifying members from the ones who did participate; and
 - the majority of respondents perceive Diversity and Inclusion work as absolutely vital, and acknowledge there needs to be more time put into this space.
- Overall, results from both surveys indicated that there is more work to be done, particularly with regards to increasing the visibility and promotion of Allies and inclusion training about sexuality and gender diversity. Comments indicated participants felt strongly that training in this aspect of diversity and inclusion should be mandatory for anyone who manages, mentors or trains other people, and could potentially be linked to PDAs.
- The Diversity and Inclusion Section will take these comments on board to implement as we continue to progress Diversity initiatives and the LGBTIQ+ Action Plan. |

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.*

36) *Employer Branded Participation at Community Events*

<p>ANNUAL SUBMISSION: 2020 COMMUNITY ENGAGEMENT 39. Employer Branded Participation at Community Events</p>	<p>INTERMEDIATE 2 points</p>
<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>As a result of the significant restrictions due to the COVID-19 pandemic we were unable to effectively participate in LGBTQ+ community events under employer branding within the assessed calendar year.</p>	

37) Pro-Bono or Financial Support: LGBTQ Charities/Organisations

ANNUAL SUBMISSION: 2020 COMMUNITY ENGAGEMENT 40. Pro-Bono or Financial Support: LGBTQ Charities/Organisations	INTERMEDIATE 2 points
<p>Throughout the assessed calendar year, we have provided pro-bono or financial support to LGBTQ charities/community groups. (This includes sponsorships of events, publications or pro-bonoaccommodation/venue support. Fundraisingis covered in Q41.)</p> <p><i>Please provide evidence of onesuch instance.</i></p>	
<p>Unfortunately, we have not providedpro-bono or financial support to LGBTIQ+ charities or communitygroups within the assessed calendar year.</p>	

38) Fundraising

ANNUAL SUBMISSION: 2020 COMMUNITY ENGAGEMENT
41. Fundraising **INTERMEDIATE**
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.)*

As an organisation, we raised over \$25,000 for Beyond Blue in 2020 by donating a gold coin on 'Casual Fridays'. Beyond Blue assists a broad range of people in the community, including LGBTQ+ people and their families.

Additionally, our Workplace Giving Program lists 'AIDS Trust of Australia' as one of the nominated charities, with a total of **s. 22(1)(a)(ii)** being donated in 2020.

Beyond Blue Donations in 2020 – total \$ **s. 22(1)(a)(ii) at Pay Run 14, 24 December 2020 – 06 January 2021:**

The screenshot shows an Excel spreadsheet with a redaction. The ribbon includes 'Styles' and 'Cells' tabs. A large grey redaction box covers the data, with the text 's. 22(1)(a)(ii)' written in large black font across it.

Workplace Giving Program Charity Options– AIDS Trust of Australia

Employees > Pay > Workplace Giving Request

Workplace Giving

Workplace Giving History

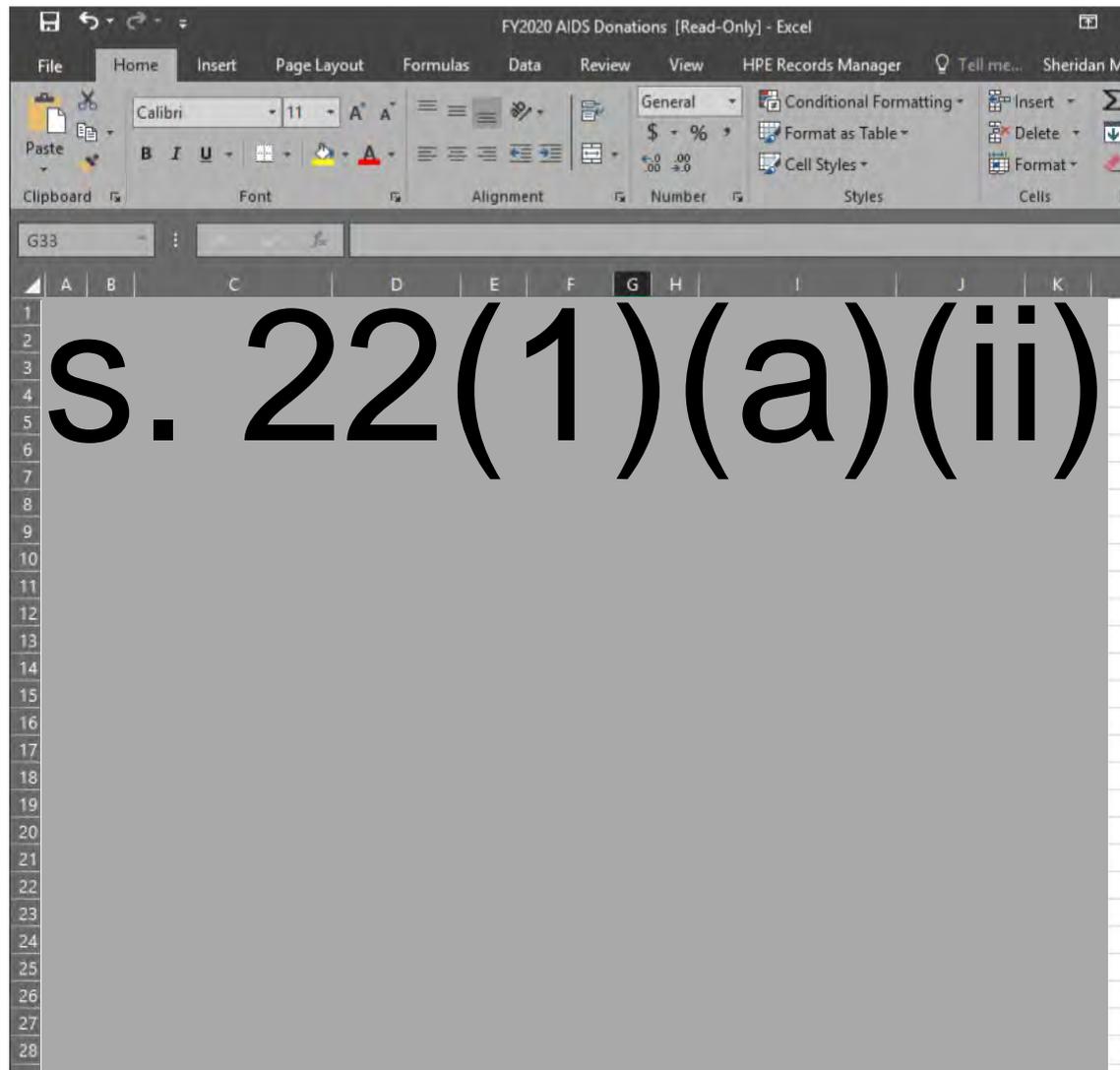
Add Charity

No data available

- AIDS Trust of Australia
- Amnesty International
- Angel Flight Australia
- Aust Cancer R'sch F'nion
- Australian Red Cross
- BeyondBlue LTD
- Canberra Hospital Foundat
- Cancer Council Australia
- Careflight
- Caritas Australia
- Dementia Australia
- Fred Hollows Foundation
- Free the Bears Fund Inc
- Guide Dogs NSWACT
- Guide Dogs SA/NT
- Guide Dogs Victoria
- Heavy Horse Heaven
- MS Australia
- MSF Doctors w/o Borders
- McGrath Foundation
- National Heart Foundation
- OxFam Australia
- Premiers Disaster Relief

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2020 Donation records for AIDS Trust of Australia s. 22(1)(a)(ii)



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SECTION 9: SURVEY

39) Survey Participation

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>Please note – we have submitted two surveys for our organisation – one for the Department of Home Affairs, and a separate one for the Australian Border Force – due to the different operational paradigms between the two. We have requested three total reports, one each for HA and ABF, and one aggregate report of HA and ABF combined.</p> <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.**

40) ADDITIONAL WORK

ANNUAL SUBMISSION: ADDITIONAL WORK		ADDITIONAL Max. 15 points
43. ADDITIONAL WORK		
<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>		

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<p>S3.18 – Intersex Allies</p>	<p>In addition to what is flagged in <i>Section 3 Item 18 – Intersex Allies</i>, the network has also completed one of the following within the assessed calendar year: distributed current and accurate information on Intersex inclusion or awareness raising across the organisation. In October 2020 we celebrated Intersex Awareness Day and promoted the day of significance to all staff, encouraging people to learn more about what Intersex status really means.</p> <p><u>Screenshot: Intersex Awareness Day Staff Notice:</u></p> <hr/> <p>Celebrate Intersex awareness day</p> <p>26/10/2020</p> <p>The intersex community has come together to create a global movement to provide acceptance and support, and advocate for determination over their bodies, lives and opportunities.</p> <p>Represented by the "I" in the LGBTIQ+ acronym, members of the intersex community are people born with variations of sex characteristics that do not fit typical binary notions of male or female bodies. The intersex community is often hidden and under-represented due to misunderstanding and prejudice, and often denied basic human rights. Many people within the community have undergone invasive surgical procedures in attempts to assign gender in early childhood, before they were able to affirm their gender status, thus robbing them of self-determination.</p> <p>On 24 March 2017, organisations and independent advocates signed the joint Australian and Aotearoa/New Zealand Darlington Statement. The Darlington Statement proudly contributes to the collective voice from intersex communities across the globe and sets out their priorities, which include human rights and legal reform; health and wellbeing; peer support; allies; and education, awareness and employment. To quote one member of the community on the Intersexday.org website, "Intersex is not a medical problem, it is a human rights problem".</p> <p>You can help us to celebrate Intersex Awareness Day on 26 October by reading the LGBTIQ+ Action Plan 2019-22 which aims to build an inclusive culture where everyone feels valued and confident to be their authentic selves. Additional information is available on the MyHR Diversity and Inclusion webpages including Recognition of sex and gender which enables staff to select "X" for indeterminate gender on departmental systems, and Information on the Australian Privacy Principles.</p> <p>Email s. 47E(d) you would like more information, to join the LGBTIQ+ Staff and Allies Network or to obtain a Pride lapel pin.</p>
<p>Other Work: DiversityMatters Newsletter</p>	<p>The Culture, Diversity and Inclusion Section produces a quarterly newsletter called <i>DiversityMatters</i>. This newsletter provides an opportunity for the Section to share key achievements and events for our diversity cohorts (LGBTIQ+, gender, disability, indigenous, intergenerational) with all staff. It provides a platform where staff can share their stories, celebrate their wins and acknowledge their challenges. <i>DiversityMatters</i> is accessible through our MyHR platform, but is advertised to all staff via a notice and weekly bulletin. It helps to raise the profile and visibility of some of the challenges these staff members face, and educate a broader audience as to why it is so critical to continue to progress our diversity and inclusion agenda.</p> <p><u>Newsletter header branding:</u></p>

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Previous issues are all accessible through myHR:

Government Home Affairs | MyHR

Recruitment | New to the Department | Culture, diversity and inclusion | Job roles & responsibilities | Learning and development | Leaving the Department | Work

Culture, diversity and inclusion > Diversitymatters

Diversitymatters newsletter

Welcome to the home of Diversitymatters.

- [Diversitymatters - 7th Edition \(3MB PDF\)](#)
- [Diversitymatters - 6th Edition \(3.5MB PDF\)](#)
- [Diversitymatters - 5th Edition \(1.5MB PDF\)](#)
- [Diversitymatters - 4th Edition \(2MB PDF\)](#)
- [Diversitymatters - 3rd Edition \(2MB PDF\)](#)
- [Diversitymatters - 2nd Edition \(1.4MB PDF\)](#)
- [Diversitymatters - 1st Edition \(1.2MB PDF\)](#)

LGBTIQ+ excerpt from November 2020 issue of DiversityMatters:

LGBTIQ+ Staff and Allies Network

It's been an unpredictable and busy year, but here are a few achievements from 2020 we can look back on and celebrate together.



With your positive feedback and support we updated our acronym from LGBTI+ to LGBTIQ+!



The 'Let's Have a Kiki' podcast was successfully launched. A big congratulations to Florent Alcidi for his work leading this exciting project. Listen to [Episode One](#) and [Episode 2](#) now!



Since being launched in October 2019, approximately **2000** PRIDE lapel pins have been distributed to staff across the Department and ABF!



We held our first ever virtual panel discussion for Wear it Purple Day!

World AIDS Day 1 December 2020

Raise awareness about the issues surrounding HIV and AIDS.

Show your support for people living with HIV, and commemorate those we have lost to the epidemic. Visit [World AIDS Day Australia](#) for more information.



LGBTIQ+ excerpt from November 2020 issue of DiversityMatters:



Going Online for Wear it Purple Day

Wear it Purple Day is an annual day of celebration and visibility for young LGBTIQ+ Australians. On Friday, 28 August, the Department held a virtual panel discussion to chat about Wear it Purple Day and reflect on this year's theme 'We Are The Change'. This year, understandably, our celebrations looked a little different. We had to forgo the familiar purple-themed bake sale, but with so many still working from home, celebrations went online with a virtual panel discussion.

Network Chair, s. 22(1)(a)(ii) was joined by fellow panel members s. 22(1)(a)(ii) to chat about what Wear it Purple Day means to them, and the importance of giving a voice to rainbow youth.

The virtual discussion was a great success, with viewers commenting on how much they valued the openness and authenticity of the conversation. If you missed out on the discussion, you can watch the full panel discussion [here](#).

Wear it Purple Day reminds us to take the time to think about how we perceive others, and how we can improve on being inclusive and respectful. If you come across a situation where others are being disrespectful to the LGBTIQ+ community, stand up and speak out – let them know it's not okay.

#wearethechange

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

Top: ABF Diversity Champion and Group Manager Customs, Dr. Bradley Armstrong wore purple to show his support.

Above: Host s. 22(1)(a)(ii)

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

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Other Work: 3 Clicks Away Campaign

A key campaign that the Culture, Diversity and Inclusion Section promotes is that of **'Three Clicks Away'**. This campaign was developed to encourage staff to self-identify in our HR systems (key point being it only takes 'three clicks' to achieve) . This assists us to gain a broader understanding of our workforce, place a greater focus on improving workplace diversity and inclusion strategies and initiatives to ensure we are continuing to create an accessible and inclusive workplace for everyone.

A supporting one-minute walkthrough video was also created to demonstrate how quick and simple it is for anyone to update their personal equity and diversity profile.

All staff notice promoting Three Clicks Away:

Three Clicks Away—Let's get diversity on the way!

24/08/2020

The Department's Statement of Commitment: Workplace equality, diversity and inclusion describes our commitment to building and valuing a diverse and inclusive workforce that represents the community we serve and embraces the diversity of our people.

The Department and the ABF has a range of initiatives, support mechanisms and networks focused on promoting equal opportunities for staff who are:

- From Aboriginal or Torres Strait Islander heritage
- A specific gender or gender diverse
- Lesbian, gay, bisexual, transgender and intersex (LGBTI)
- Being from a Non-English speaking background or culturally diverse
- A person with disability

We are all responsible for fostering a workplace culture that celebrates diversity and supports inclusiveness. To make these initiatives meaningful—to ensure support gets to the right people—we need to know more about you.

To do this we need your help. We are encouraging all Departmental staff and ABF officers to share information relating to their diverse needs and backgrounds with three simple clicks;

- CLICK 1:** easySAP
- CLICK 2:** Employees
- CLICK 3:** Personal Profile—update your equity and diversity profile.

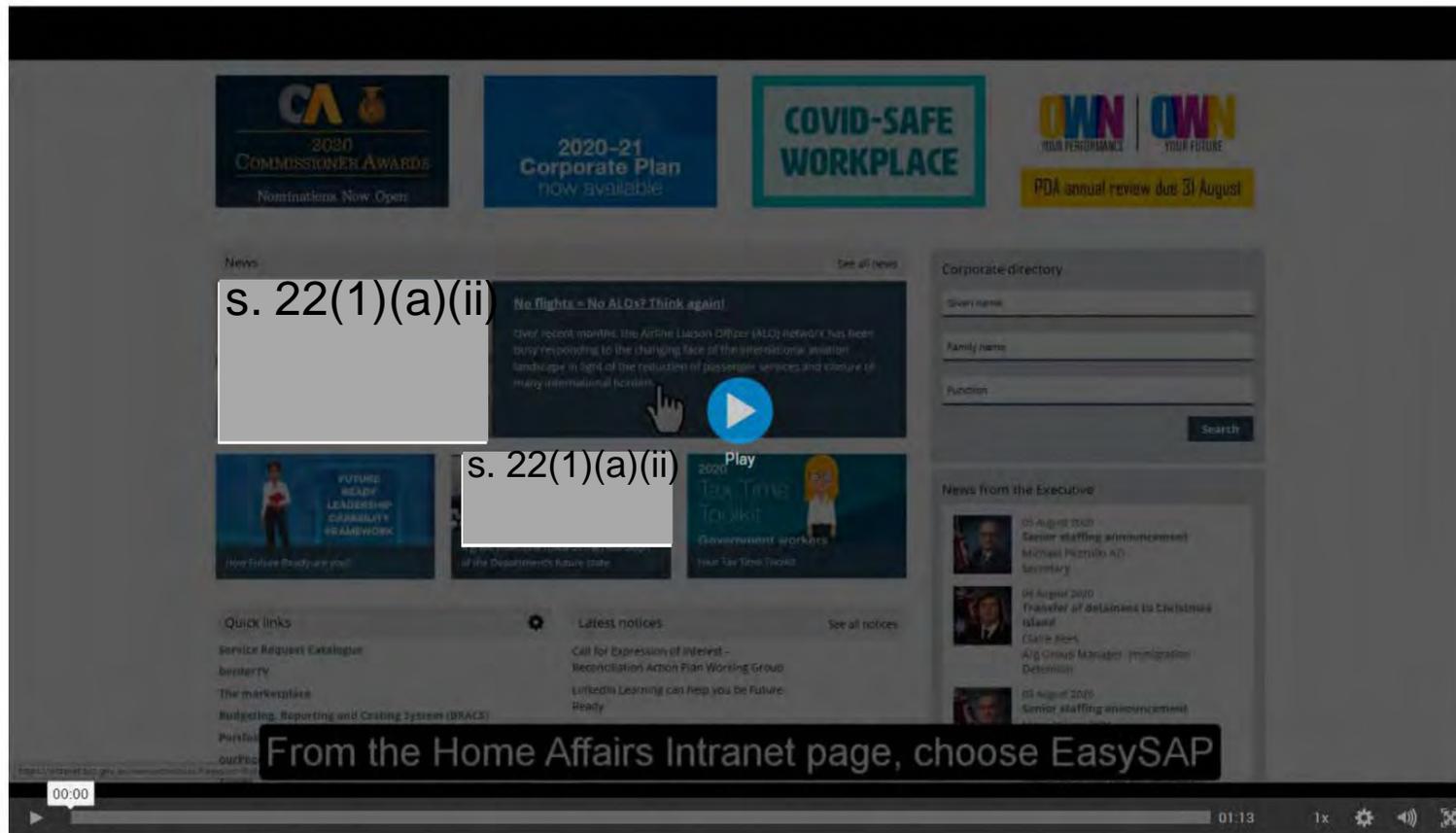
Your information will assist us to gain a broader understanding of our workforce, place a greater focus on improving workplace diversity and inclusion strategies and initiatives to support you and will help to build an accessible and inclusive workplace for everyone.

A video has been created to demonstrate to staff the step-by-step process on identifying in diversity groups in easySAP - Three Steps Away - How to identify in EasySAP.

For further information on diversity and inclusion in the workplace, please email [s. 47E\(d\)](mailto:s.47E(d)@...)

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Screenshot of video which demonstrates howto update an employee's equity and diversity profile:



**Other Work:
External
opportunities to
support the
community**

In 2020 we were pleased to work with a **PhD candidate at the University of Canberra**. We shared their **research project** and encouraged network members to participate in the opportunity, as the project was relevant to some member's experiences as identifying as trans or gender diverse. The project was designed to explore the career development and work experiences of trans and gender diverse individuals, with questions focusing on gender identity, workplace support and participation. The PhD candidate was grateful to be able to work with us to promote the project to the wider community.

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 **Participant-Information-Form-InterviewTGD.pdf**
 s. 22(1)(a)(ii) about 7 months ago · Version 1

Hi everyone,

s. 22(1)(a)(ii) a PhD candidate at the University of Canberra, is completing a research project which aims to understand and explore the career development and work participation of trans and gender diverse (TGD) individuals, and the interrelation to workplace culture and organisational structures

s. 22(1)(a)(ii) seeking individuals who identify as TGD to participate in their research project. The first part of the project will involve online interviews, which will include questions about gender identity, work participation and satisfaction, and experience with support or discrimination in the context of career development. Participation in the research is completely voluntary and participants may, without any penalty, decline to take part or withdraw at any time without explanation.

Please see the attached participant information form for more information. This form covers in detail how participant information (including place of work) is collected, stored, and de-identified. It also covers how participant privacy and confidentiality is protected.

If you are interested in participating in the research project, or just seeking further information, please don't hesitate to reach out to s. 22(1)(a)(ii) via email at s. 22(1)(a)(ii)



UNIVERSITY OF CANBERRA

DISTINCTIVE BY DESIGN

Participant Information Form

Project Title
Career development and work participation of trans and gender diverse individuals and the interrelation to workplace culture and organizational structures*

Researcher
 Name: s. 22(1)(a)(ii)
 Faculty:
 Phone:
 Email:

Supervisor
 Name:
 Phone:
 Email:

Project Aim

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<p>Other work: ABF Ready to Lead training and development program</p>	<p>The ABF Ready to Lead program is a training and development program delivered by an external provider (Wisdom Learning) that specifically focuses on Diversity and Inclusion in some modules. The Diversity and Inclusion sessions form part of Block 3 – Leading Culture, which is supported by the following Units of Competency as part of the Certificate IV in Leadership and Management:</p> <ul style="list-style-type: none"> • <i>BSBLDR404 (A) – Lead a diverse workforce</i> • <i>BSBCRT401 (B) – Articulate, present and debate ideas</i> • <i>BSBLDR511 (B) – Develop and Use emotional intelligence</i> <p>The module consisted of presentations specifically relating to D&I, assessment and group activities including debates. Debate topics were:</p> <ul style="list-style-type: none"> • <i>Proposition 1 – The APS Code of Conduct and the ABF Signature Values should only apply while on duty.</i> • <i>Proposition 2 – The ABF should have quotas to ensure representation from Indigenous people, women, people with a disability and those from the LGBTIQ+ community</i> <p>Chris White, former LGBTIQ+ Staff and Allies Network co-chair was a guest speaker for the session. Chris attended and spoke specifically to experiences of diversity and inclusion regarding identifying as part of the LGBTIQ+ community. Further to this, guest speakers from the Performance Management Team attended and outlined the process to follow when managing under-performance.</p> <p>See below attachments for an in-depth view of the Diversity and Inclusion modules (including LGBTIQ+ topics):</p> <ul style="list-style-type: none"> - <i>S10.43 – (a) Ready to Lead – Lesson Plan Leading Culture Part II D&I</i> - <i>S10.43 – (b) Ready to Lead – PowerPoint Leading Culture Part II</i> - <i>S10.43 – (c) Ready to Lead – Assessment 2 Leading Culture</i> - <i>S10.43 – (d) Ready to Lead – Program Outline</i>
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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 (hardcopies, 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 **s. 47F(1)** with a copy to **s. 47F(1)**

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/>