

2021 EMPLOYER PARTICIPATION DETAILS

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

INDUSTRY BENCHMARKS	
<p>Participating employers will by default be benchmarked according to:</p> <ul style="list-style-type: none"> • Sector: Public / Private / NFP / Higher Education • Government: Federal, State, Local • Employer Size • Awarded Tier Recognition • Global Employers <p><i>All benchmarking tables will be provided for comparison, but only those that reflect your dominant industry/business should be selected here.</i></p> <p><i>Please remove all that are not applicable or your core industry business.</i></p>	<p><input type="checkbox"/> Federal government; Agriculture, water and the environment</p>

DISCLOSURE RECOGNITION	
<p>Please select participation identification level at which we can identify you (Name and Employer Tier only, no scores)</p> <p><i>Please delete those not relevant</i></p>	<p>We list employers annually that reach each of the employer recognition tiers within the AWEI, unless you choose to be anonymous. Some employers choose only to be identified should they reach a certain recognition tier.</p> <p>Select the recognition tier at which you would like to be publicly identified:</p> <p><input type="checkbox"/> We are happy to be identified regardless of employer tier reached</p>

ADDITIONAL AWARD SUBMISSIONS	
<p>Have you considered nominating someone for an LGBTQ Inclusion Award? Please list any other LGBTQ Inclusion Awards that you are submitting for this year within the AWEI. This provides us with a cross-check reference to ensure that all expected submissions are received.</p> <ul style="list-style-type: none"> Consider nominating a group or individual for their extensive work in LGBTQ inclusion within your organisation More than one nomination in each category may be received <p>• Individual Nomination submission forms can be found here: http://www.pid-awe.com.au/submission-documents/</p>	<p>Award Nomination Categories:</p> <ul style="list-style-type: none"> <input type="checkbox"/> CEO of the Year Award: (insert nominee name/s) <input type="checkbox"/> Executive Leadership Award: (insert nominee name/s) <input type="checkbox"/> External Media Campaign Award: (insert nominee name/s) <input type="checkbox"/> OUT Role Model Award: (insert nominee name/s) <input type="checkbox"/> Network Leader of the Year Award: (insert nominee name/s) <input type="checkbox"/> Sally Webster Ally Award: (insert nominee name/s) <input type="checkbox"/> Sapphire Inspire Award for LGBTQ Women: (insert nominee name/s)

NEGATIVE PRESS / COMPLAINTS DISCLOSURE
<ul style="list-style-type: none"> We have received negative press that has impacted our reputation as an LGBTQ inclusive employer Formal complaints were lodged against us for LGBTQ discrimination, bullying or harassment (Fair Work Ombudsman, Human Rights Commission, Sex Discrimination Act) We understand that up to 25 points <i>may be</i> deducted from our score if we have received a significant amount of negative press regarding an anti-LGBTQ incident where our organisation was responsible and insufficient action was taken to rectify this. <p>In relation to the above (maintaining required confidentiality), please broadly outline your course of action or response/outcomes of any complaints lodged.</p> <hr/> <p>The department has not received any negative press or complaints lodged against us in relation to LGBTQ discrimination, bullying or harassment.</p>

ACCURACY STATEMENT	
We confirm that at the time of submission, details provided for all questions identified within the three submission documents are true and accurate. We understand that should any claims be found to be false, points and rankings will be adjusted accordingly.	
Name of person signing off accuracy:	s. 22(1)(a)(ii)
Position within organisation:	Director, Diversity and Inclusion
Contact Email:	s. 22(1)(a)(ii) @awe.gov.au
Contact Phone:	s. 22(1)(a)(ii) Mobile: s. 22(1)(a)(ii)

2021 STANDARD EMPLOYER AWEI

SECTION 1: STANDING SUBMISSION

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

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

IMPORTANT NOTE:

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

- **If you wish to carry over your entire Standing Submission scores from last year, please leave Section 1: Standing Submission blank.**
(Recommended if you are satisfied with your previous scores and/or no further work has been done in this section.)

OR:

- **If you wish to submit (or re-submit)** for any question/s within Section 1: Standing Submission, please submit evidence for the individual question/s applicable.

SUMMARY:

- **If you leave a question blank within this section, we will not change the score from last year.**
- **If you submit evidence for any question below, the evidence and score will be re-evaluated based only on the evidence supplied within this Submission** (last year's evidence will not be referenced, so you must re-submit all evidence requested).

Please provide the name and contact details of your Senior HR person:	
Senior HR Person:	s. 22(1)(a)(ii)
Contact Details (email / phone):	Email: s. 22(1)(a)(ii) @awe.gov.au Phone: s. 22(1)(a)(ii) Mobile: s. 22(1)(a)(ii)
Should we require clarification/verification for any particular question within Section 1: Standing Submission, we will contact this individual. If this contact is not supplied, it may result in a loss of points for questions within this section.	

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

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE	FOUNDATION Max. 2 points
<p>1. Removal of the terms: 'Sexual Preference' or 'Lifestyle Choice(s)'</p> <p>We have conducted a review to ensure that any reference to 'sexual preference' or 'lifestyle choice' within our policy documentation, diversity references, on external facing websites and company intranet pages has been replaced with the words 'sexual orientation.'</p>	
<p>The department uses the preferred language of 'sexual orientation' in all documentation, policies and publications. The department's website and intranet site both returned '0' results when searching for 'sexual preference' and 'lifestyle choice'.</p> <p>Submission Evidence: <i>Figure 1 - Screenshot from the department's staff-led inclusion network guidelines 2020 with correct terminology</i></p> <div data-bbox="219 619 1765 1268" style="border: 1px solid black; padding: 10px;"> <p>1.1 What is Diversity and Inclusion?</p> <p>Diversity is a mix of different people and how they identify in relation to their age, caring responsibilities, cultural background, disability, gender, Indigenous background, sexual orientation, and socio-economic background (social identity), and their profession, education, work experiences, and organisational role (professional identity).</p> <p>Inclusion is getting this mix to work by creating an environment where people from diverse backgrounds are respected, connected, and progressing and contributing to the department's success. This occurs when people from diverse backgrounds experience:</p> <ul style="list-style-type: none"> • Value and respect for who they are in their working environment • Connection to and are accepted by their co-workers • Have opportunities to develop and progress their career • The opportunity to contribute their talents to the department. </div>	

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

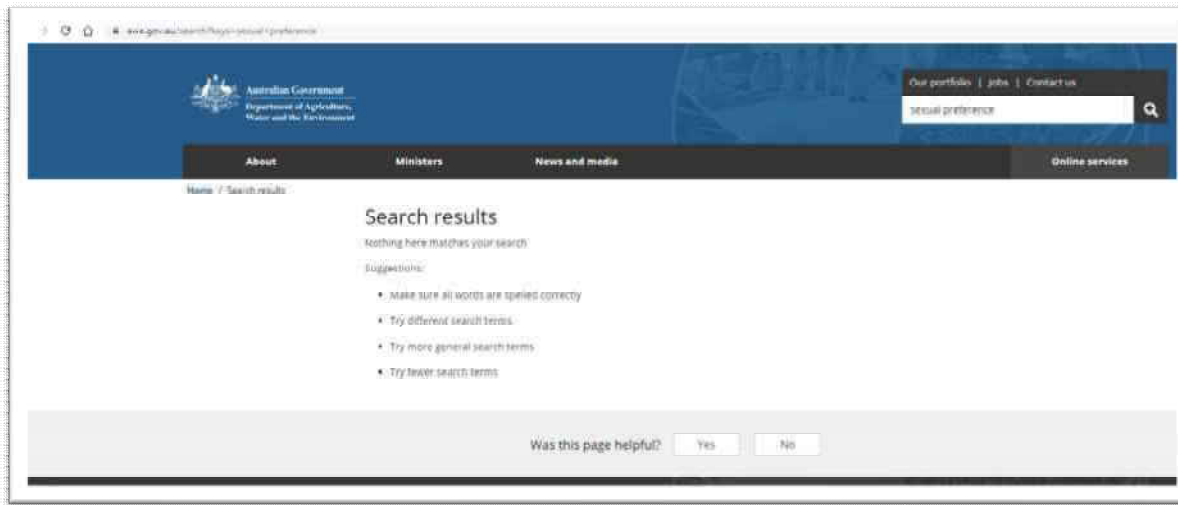
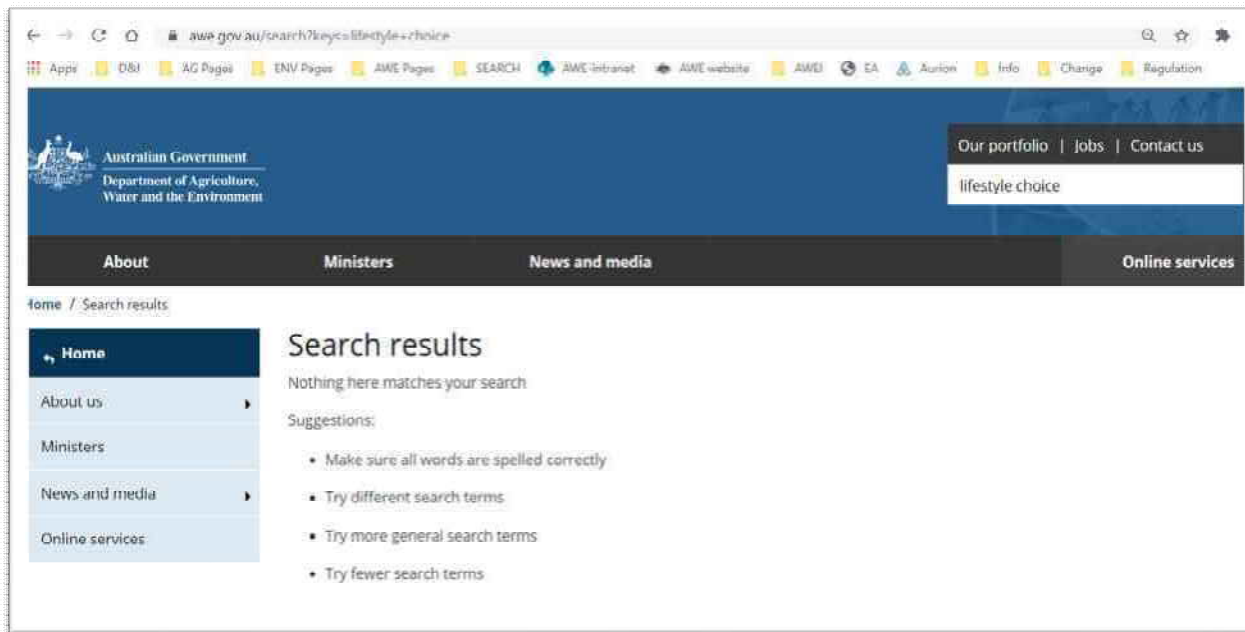


Figure 3 - Screenshot from the department’s website, ‘0’ search results for ‘lifestyle choice’



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

Senior HR Name/Contact Details for verification:

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

Director, Diversity and Inclusion

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

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE

FOUNDATION

2. LGBTQ Inclusivity within Policies and Benefits

Max. 2 points

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

Please provide a screenshot or insert attachment of where you state the explicit inclusion of LGBTQ employees (and families where relevant) within policies/benefits (please do NOT attach complete policies).

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

Submission Evidence:

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

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

Attachment SQ2 – The department’s LGBTIQ+ intranet site

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

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

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

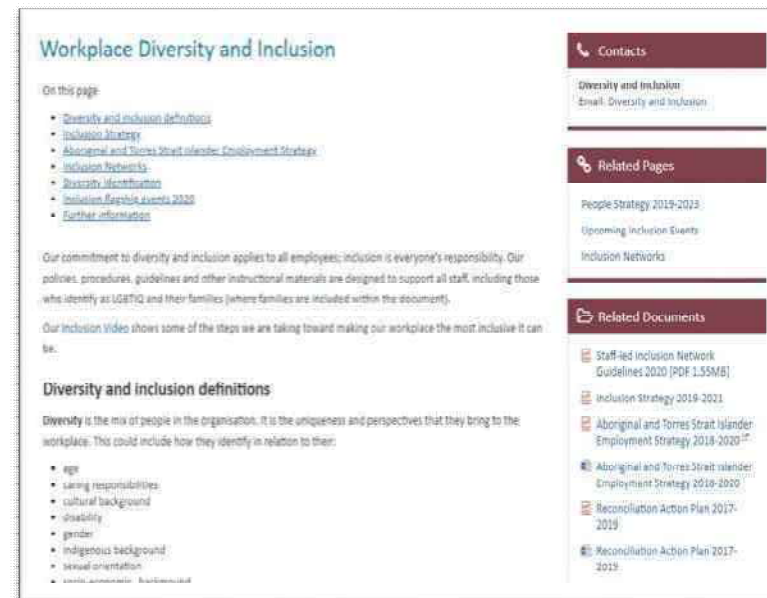
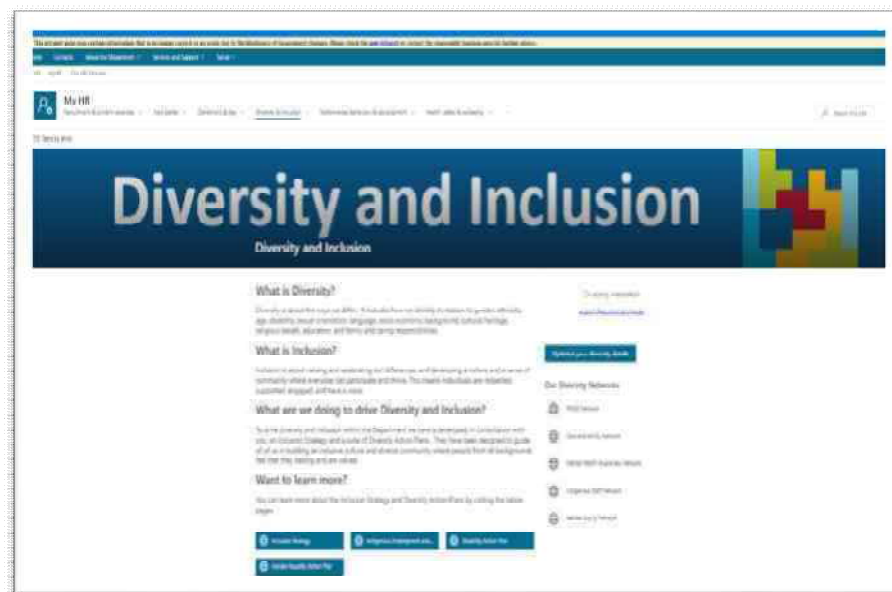


Figure 6 – Screenshot of the LGBTIQ+ Pride network site on the intranet

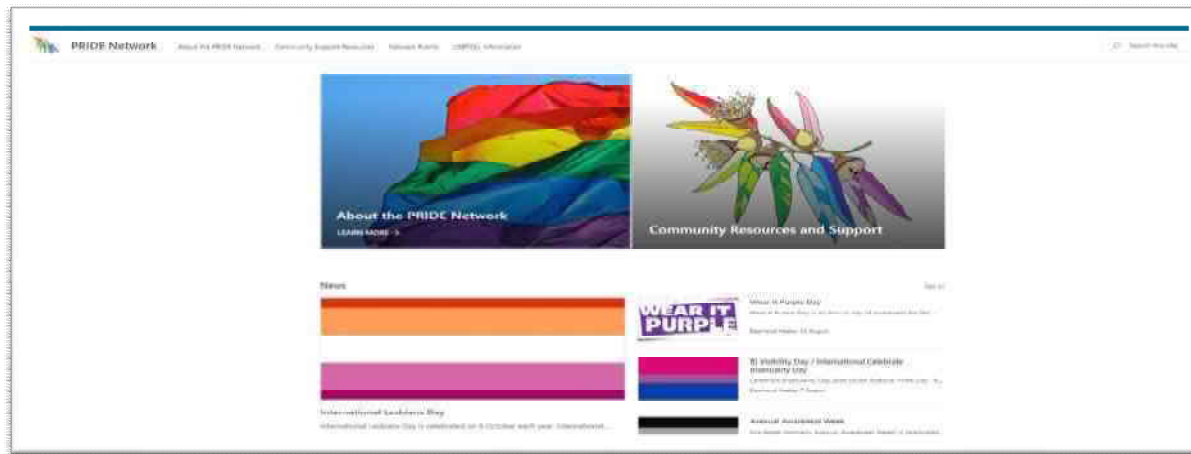


Figure 7 - Screenshot of our LGBTIQ+ Pride network vision

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

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



Gender equality

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

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

Our values

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

To us gender equality means:

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

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

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

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

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

And the departments leave policy 2020;

DEFINITIONS

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

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

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE 3. New Parent Leave Inclusive of LGBTQ Families	FOUNDATION Max. 3 points										
<p>On our policy pages (or upfront within our family policy documentation), we <u>explicitly communicate</u> that our New Parent Leave (or equivalent) includes those who have children via surrogacy, adoption and foster arrangements regardless of employee gender.</p> <p><i>For full points, please identify:</i></p> <ul style="list-style-type: none"> (a) <i>If leave covers surrogacy and where the availability of this leave is explicitly communicated for LGBTQ families</i> (b) <i>If leave covers adoption and where the availability of this leave is explicitly communicated for LGBTQ families</i> (c) <i>If leave covers foster arrangement and where the availability of this leave is explicitly communicated for LGBTQ families</i> 											
<p>The department released a revised leave policy in August 2020, following an extensive consultation round with staff. The leave policy explicitly states that a ‘family member’ and/ or ‘partner/ spouse’ will be defined without discrimination as to sexual orientation. The department has a People Support team available to all employees if they have any questions about their leave entitlements.</p> <p>Submission Evidence: Attachment SQ3 – Extracts from the department’s leave policy with regards to parental leave including adoption and foster parenting leave Figure 10 –1 Extract from the department’s leave policy, definitions for ‘family member, partner/ spouse, and supporting partner’</p> <p>DEFINITIONS</p> <p>233. For the purposes of this Policy, the following definitions apply:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Term or word</th> <th style="text-align: left;">Definition</th> </tr> </thead> <tbody> <tr> <td>Family member</td> <td>A partner/spouse (or former partner/spouse) or a relation of the employee or their partner/spouse by blood, marriage, adoption, fostering or traditional kinship.</td> </tr> <tr> <td>Operational requirements</td> <td>Ensuring there is a sufficient number of employees at work to meet client needs during normal business hours, meeting both safety and operational requirements as determined by the relevant line manager and/or as required by any relevant legislation. In exceptional circumstances the Department may require employees to work extended hours to meet high-priority operational requirements. These requirements will vary across business areas in the Department, but might include workloads relating to the Budget cycle, Parliamentary sitting periods, periods of Antarctic duty, peak visitor periods in national parks. Operational requirements may be known or may be unexpected. The operational requirements, workload and priorities of the work area should be discussed with relevant employees and reflected in performance agreements. Good management practice suggests that substantive reasons be provided to employees where requests for changed working arrangements, or requests for leave, are refused for operational reasons</td> </tr> <tr> <td>Partner/spouse</td> <td>In relation to an employee who is a member of a couple, the other member of the couple, without discrimination as to gender or any other attribute.</td> </tr> <tr> <td>Supporting partner</td> <td>The parent of the child and who is not the child’s primary carer</td> </tr> </tbody> </table>		Term or word	Definition	Family member	A partner/spouse (or former partner/spouse) or a relation of the employee or their partner/spouse by blood, marriage, adoption, fostering or traditional kinship.	Operational requirements	Ensuring there is a sufficient number of employees at work to meet client needs during normal business hours, meeting both safety and operational requirements as determined by the relevant line manager and/or as required by any relevant legislation. In exceptional circumstances the Department may require employees to work extended hours to meet high-priority operational requirements. These requirements will vary across business areas in the Department, but might include workloads relating to the Budget cycle, Parliamentary sitting periods, periods of Antarctic duty, peak visitor periods in national parks. Operational requirements may be known or may be unexpected. The operational requirements, workload and priorities of the work area should be discussed with relevant employees and reflected in performance agreements. Good management practice suggests that substantive reasons be provided to employees where requests for changed working arrangements, or requests for leave, are refused for operational reasons	Partner/spouse	In relation to an employee who is a member of a couple, the other member of the couple, without discrimination as to gender or any other attribute.	Supporting partner	The parent of the child and who is not the child’s primary carer
Term or word	Definition										
Family member	A partner/spouse (or former partner/spouse) or a relation of the employee or their partner/spouse by blood, marriage, adoption, fostering or traditional kinship.										
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Partner/spouse	In relation to an employee who is a member of a couple, the other member of the couple, without discrimination as to gender or any other attribute.										
Supporting partner	The parent of the child and who is not the child’s primary carer										

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

Surrogacy

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

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

CULTURAL, CEREMONIAL OR RELIGIOUS OBLIGATIONS

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

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE

4. Travel Advice for Employees

We have travel advice and support available to our LGBTQ employees or employees with LGBTQ dependents should they be required to travel for work (e.g. cultural context, safety, LGBTQ matters in other jurisdictions). Please provide a copy of travel advice available.

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

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

Submission Evidence:

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

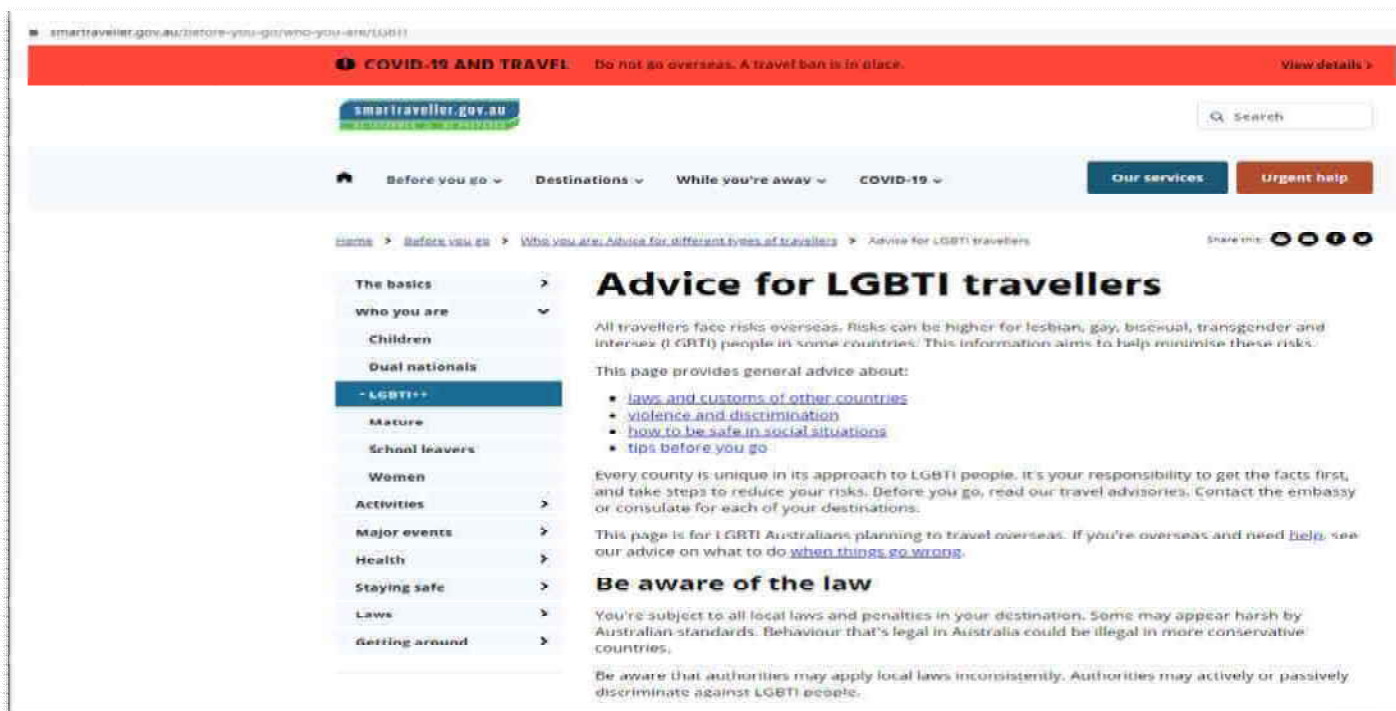


Figure 14 - Screenshot of the department's travel policy and travel regulation manual



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

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

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

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

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

Submission Evidence:

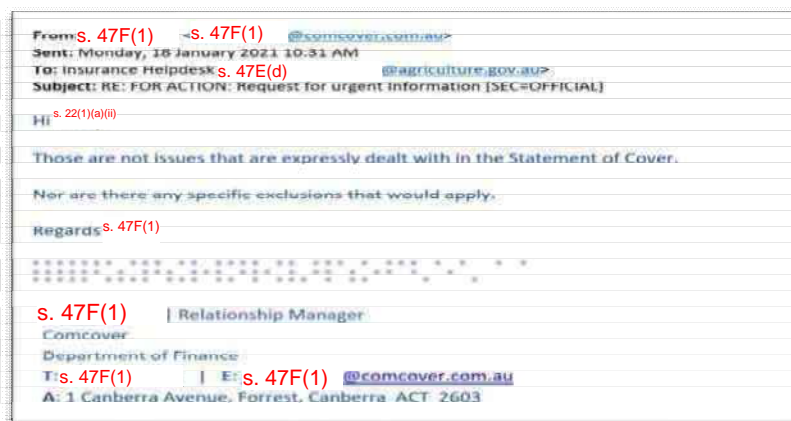
All third-party suppliers have confirmed they do not exclude LGBTIQ+ people and their families (where applicable) in their policies and procedures. However, they do not explicitly mention their inclusion as the cover is the same for every member. Their policies and procedures follow the same process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

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

Submission Evidence:

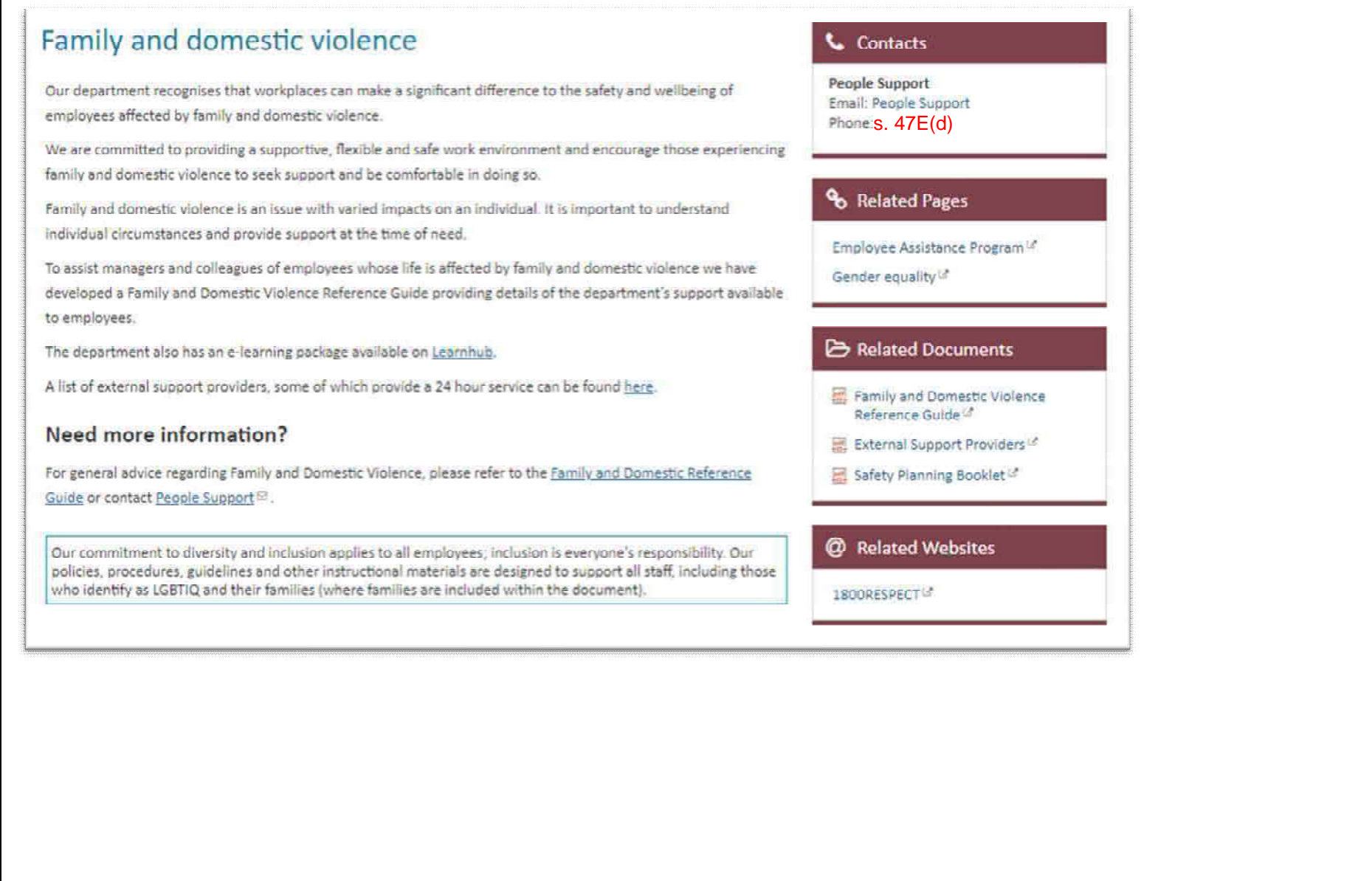
Attachment SQ5 – Email to Comcover including response

Figure 15 – Screenshot of email response from Comcover



STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE	ADVANCED
6. LGBTQ Inclusive Domestic & Family Violence Policy	Max. 5 points
<p>We have a Domestic & Family Violence Policy (DFV) that covers the following:</p> <ul style="list-style-type: none"> (a) specific challenges and unique types of violence faced by LGBTQ communities (b) stated LGBTQ avenues of support (c) a statement that the policy explicitly covers LGBTQ people, partners and their families <p><i>For full points, please provide evidence for all of the above. (Please only provide evidence specific to each of the above points, do not attach your entire policy.)</i></p> <p>Staff can access the Family and Domestic Violence reference guide and the Family and Domestic Violence policy on the department’s intranet. The policy contains specific services and avenues of support available for LGBTIQ+ employees and provides contact details for organisations dealing with specific and unique types of violence.</p> <p>The department offers free counselling and support services to employees and their families by phone or in person 24 hours a day, 7 days per week via the Employee Assistance Program. Additionally, employees can receive confidential telephone and internet counselling, information and referrals through the 1800 RESPECT hotline - 24 hours a day, 7 days a week. A full list of websites and phone numbers for domestic violence information and referrals is included as an attachment in the policy.</p> <p>All employees can contact People Support who provide confidential support, referrals, information and step by step guidance to employees via phone or email. Contact details for external domestic and family violence contact officers are published on the department’s intranet.</p> <p>Submission Evidence: Attachment SQ6 – 4 Domestic and Family and Violence Policy Attachment SQ - Family and Domestic Violence reference guide Attachment SQ6 – list external support providers, available to all employees on the department’s intranet site.</p>	

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



Family and domestic violence

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

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

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

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

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

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

Need more information?

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

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

Contacts

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

Related Pages

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

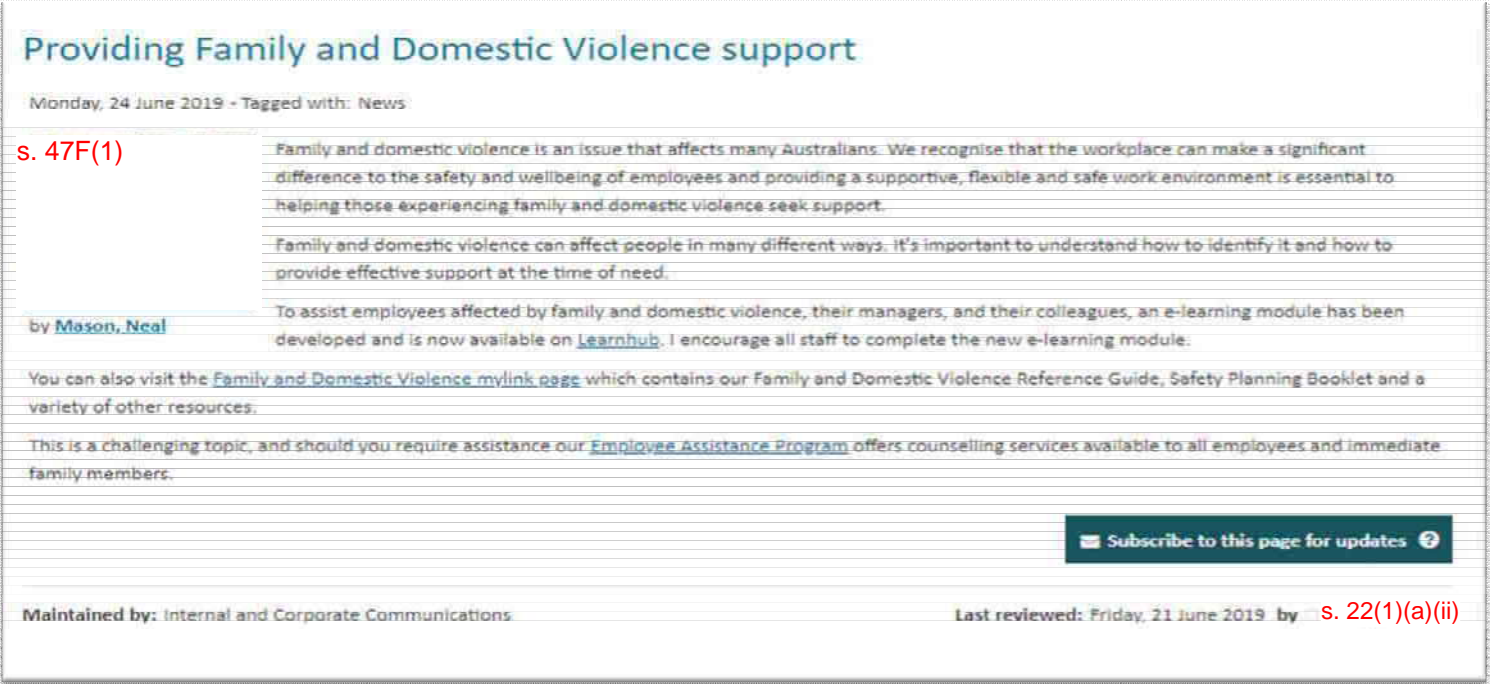
Related Documents

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

Related Websites

- [1800RESPECT](#)

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



Providing Family and Domestic Violence support

Monday, 24 June 2019 - Tagged with: News

s. 47F(1)

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

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

by [Mason, Neal](#)

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

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

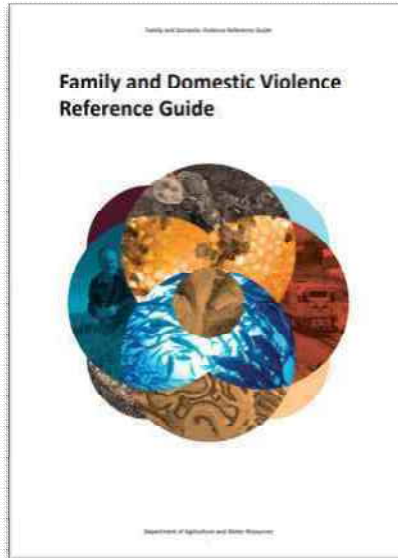
This is a challenging topic, and should you require assistance our [Employee Assistance Program](#) offers counselling services available to all employees and immediate family members.

[Subscribe to this page for updates](#)

Maintained by: Internal and Corporate Communications

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

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



Services for LGBTIAQ employees

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

7.2. Domestic and Family Violence Contact Officer

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

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

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

7.3. Counselling and Support Services |

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

ADVANCED
max. 4 points

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

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

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

For full points, please attach:

- (a) a copy of your guide *that includes examples of both inclusive language AND exclusive/offensive to LGBTQ people*
- (b) *details of how this guide is made available to employees*

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

Submission Evidence:

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

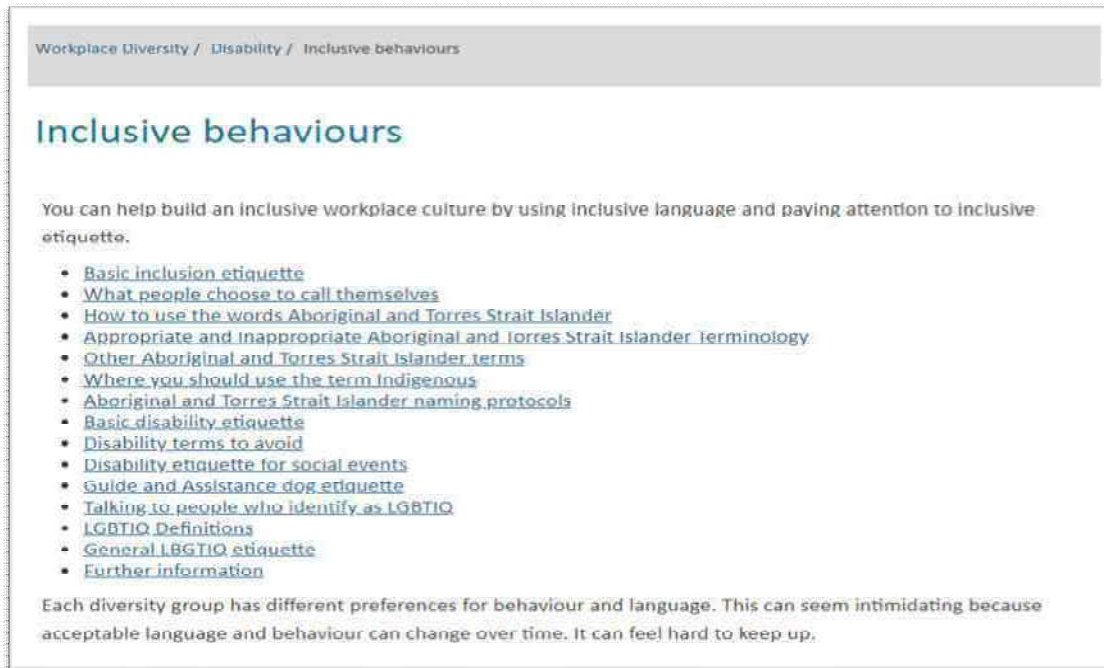


Figure 20 - Extract from the department's Antarctic Service Code of Personal Behaviour

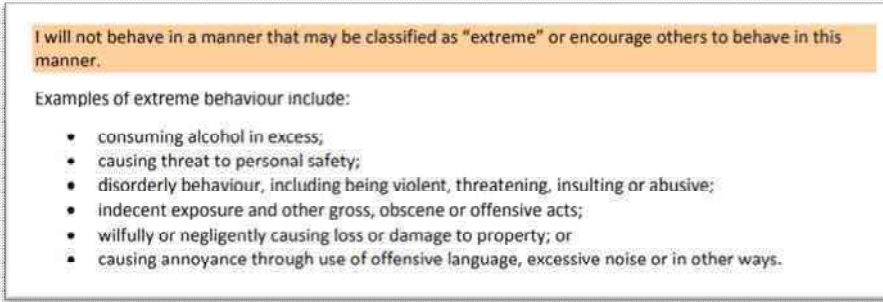


Figure 21 - 8 Screenshot of search results for 'Offensive language' on the department's intranet site



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

Talking to people who identify as LGBTIQ

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

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

LGBTIQ definitions

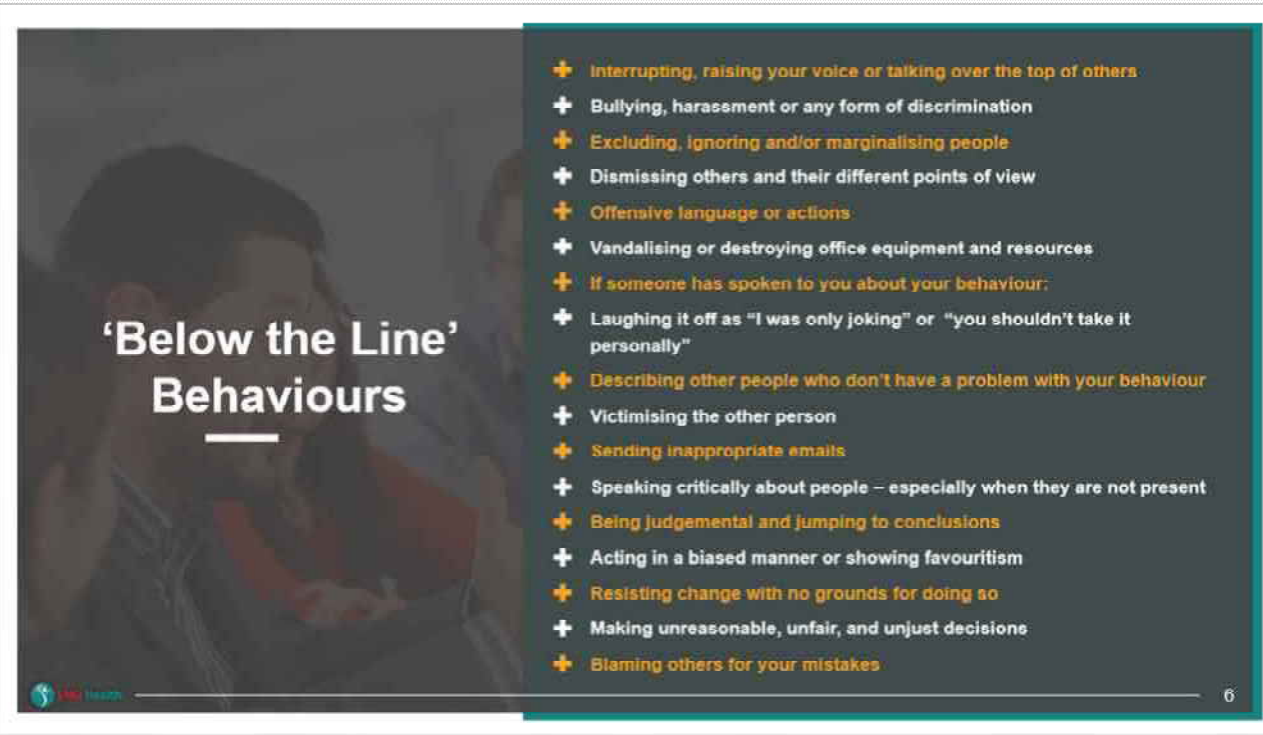
Lesbian	A woman whose primary emotional and sexual attraction is towards other women and who chooses to identify as lesbian.
Gay	A man whose primary emotional and sexual attraction is towards other men and who chooses to identify as gay. Although the term is most commonly applied to men, some women use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

General LGBTIQ etiquette

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

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

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



**'Below the Line'
Behaviours**

- + Interrupting, raising your voice or talking over the top of others
- + Bullying, harassment or any form of discrimination
- + Excluding, ignoring and/or marginalising people
- + Dismissing others and their different points of view
- + Offensive language or actions
- + Vandalising or destroying office equipment and resources
- + If someone has spoken to you about your behaviour:
 - + Laughing it off as "I was only joking" or "you shouldn't take it personally"
 - + Describing other people who don't have a problem with your behaviour
- + Victimising the other person
- + Sending inappropriate emails
- + Speaking critically about people – especially when they are not present
- + Being judgemental and jumping to conclusions
- + Acting in a biased manner or showing favouritism
- + Resisting change with no grounds for doing so
- + Making unreasonable, unfair, and unjust decisions
- + Blaming others for your mistakes

6

STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT

STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT 8. LGBTQ Training HR / Grievance Officers	FOUNDATION Max. 3 points
<p>We have an internal formal HR/Grievance process whereby LGBTQ people can request or engage with:</p> <ul style="list-style-type: none"> a) someone specifically trained in LGBTQ Inclusion; OR b) an ally who has a good understanding of LGBTQ sensitivities and potential areas of concern <p><i>For full points, please confirm:</i></p> <ul style="list-style-type: none"> (a) that all identified LGBTQ friendly Grievance Officers or first points of contact have either; undertaken LGBTQ awareness training <u>or</u> are experienced allies with a good understanding of sensitivities (b) where these LGBTQ aware/friendly grievance contact points can be located or requested for those seeking formal support 	
<p>The department has dedicated Human Resource (HR) teams available to support LGBTIQ+ employees. We also have an Employee Assistance Program (EAP) that provides a range of support, advice and services to LGBTIQ+ employees and their families.</p> <p>Our Diversity and Inclusion team has undertaken LGBTIQ Awareness Training and Engaging Allies for Change Training. The Diversity and Inclusion team, in conjunction with our inclusion networks, have a sound understanding of LGBTIQ sensitivities and provide support to help manage sensitive employee issues.</p> <p>In addition, our Employee Assistance Program (EAP) provides support services, including psychologists who specialise in counselling LGBTIQ+ people. This is a 24 hour, 7 day per week service available to LGBTIQ+ employees and their families. Appointments are available for employees via phone, in person or online. Support services information is available to all LGBTIQ+ employees on the department's intranet site.</p>	

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

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Employee Assistance Program (EAP)

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

On this page

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

Our EAP provider

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

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

Who can access our EAP

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

Contacts

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

Related documents

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

Related Websites

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

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

Indigenous, LGBTIQ and culturally and linguistically diverse staff

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

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

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

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

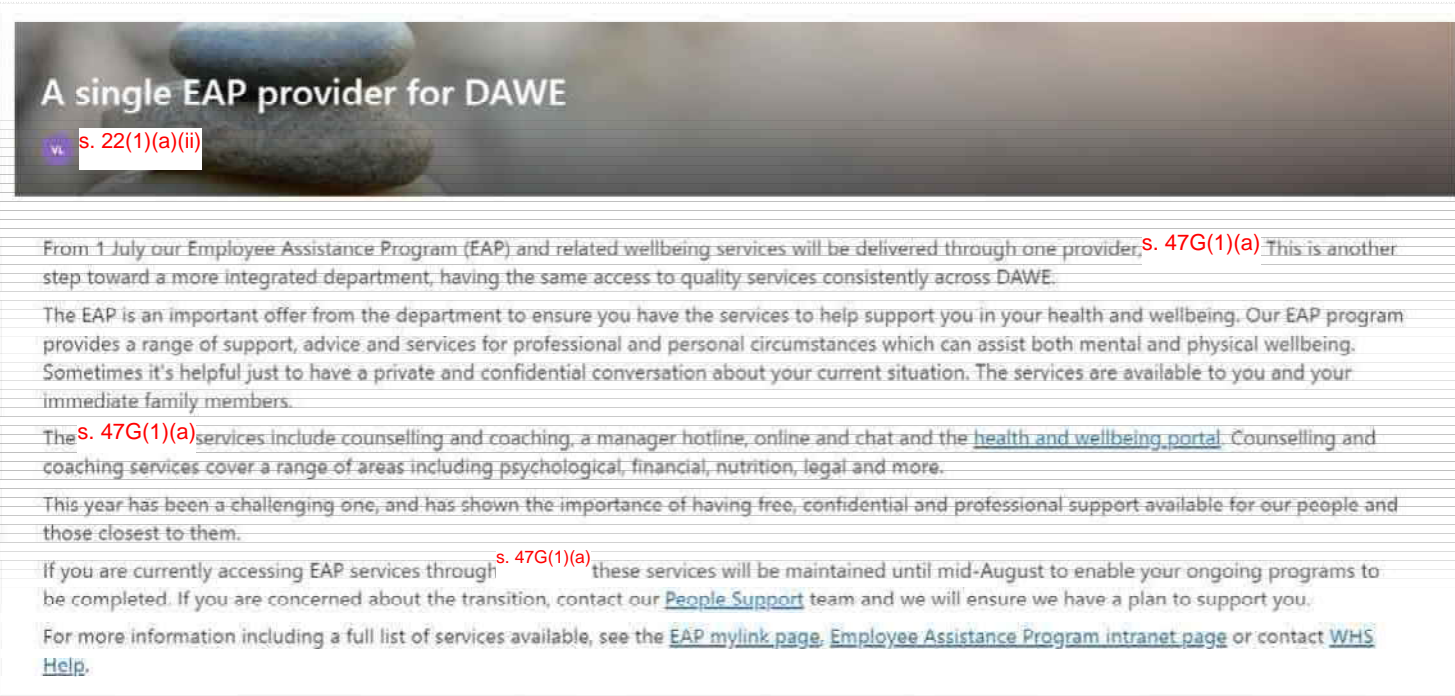
Diversity and inclusion

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

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

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

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



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

Documentation within our bullying and harassment policy/guidelines provide clear behavioural examples of what constitutes bullying/harassment in terms of sexual orientation, gender identity/expression AND examples of behaviour that constitutes bullying/harassment of intersex people.

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

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

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

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

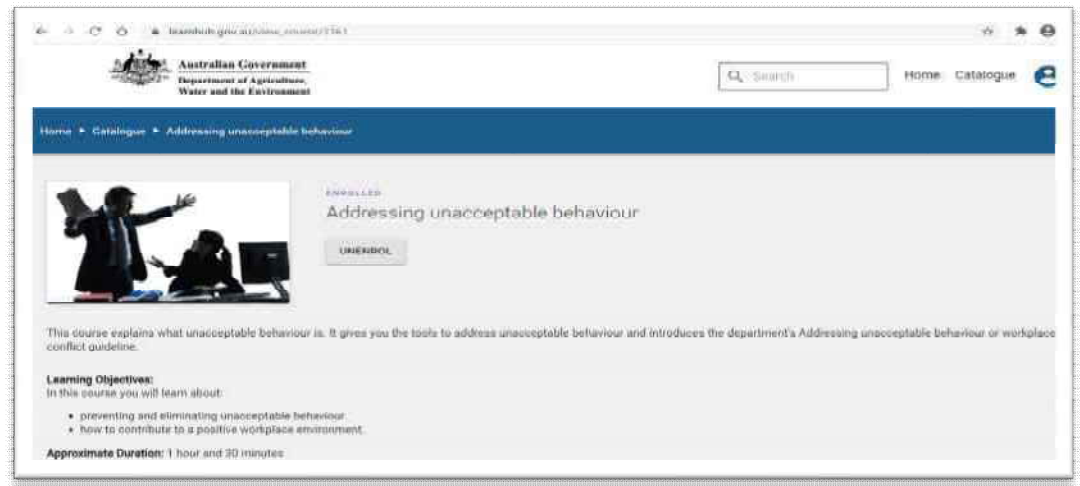


Figure 30 - Screenshot of Learnhub courses with specific modules relating to bullying, harassment and unacceptable behaviour

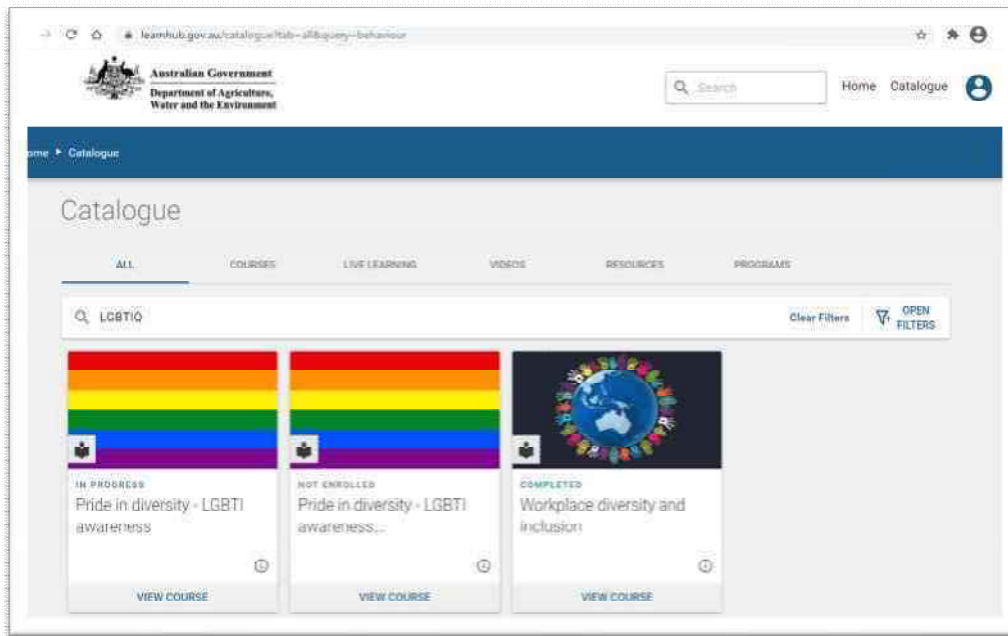


Figure 31 - Screenshot of the 2020 Work Health and Safety Commitment Statement

LEX-25279



s. 47F(1)

s. 47F(1)

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

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

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

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

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

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

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

Commitment

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

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

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

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

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

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

Topic 2 - Roles and responsibilities

Home | Go to | Help

Harassment contact officers

Harassment Contact Officers are trained to provide information and options to employees when workplace issues arise, including unacceptable behaviour.

Harassment contact officers:

- may provide information to any party in a complaint regarding the process, options for resolving concerns and support mechanisms
- promote a workplace free from discrimination
- develop and implement equity and diversity strategies:

Select the heading to learn more.

What Harassment Contact Officers do NOT do

Harassment contact officers do NOT:

- advise both parties on an unacceptable behaviour matter
- act as an advocate
- become involved in investigating, mediating or conciliating a complaint
- become involved in any disciplinary action.

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s. 47F(1)

Topic 1 - Unacceptable behaviour

Home | Go to | Help

Unacceptable behaviour includes:

- Overt behaviours
- Ostracism
- Sabotage
- Undermining

Select the headings to learn more about unacceptable behaviour.

Overt behaviours includes:

- unwanted physical contact
- intimidating or aggressive behaviour
- verbal comments
- propositions, pranks or other behaviour which creates a hostile work environment.

Page 7 of 16

Topic 1 - Unacceptable behaviour

Home | Go to | Help

Unacceptable behaviour includes:

- Overt behaviours
- Ostracism
- Sabotage
- Undermining

Select the headings to learn more about unacceptable behaviour.

Ostracism includes:

- physical or social isolation
- exclusion from work-related activities
- not acknowledging or responding to an individual's presence or comments.

Page 7 of 16

Topic 1 - Unacceptable behaviour

Home | Go to | Help

Unacceptable behaviour includes:

- Overt behaviours
- Ostracism
- Sabotage
- Undermining

Select the headings to learn more about unacceptable behaviour.

Sabotage includes:

- giving the person meaningless tasks
- giving the person confusing and/or contradictory and frequently changing work targets
- setting unrealistic deadlines
- unnecessary descriptions
- deliberately withholding important information
- deliberately failing to complete tasks or missing deadlines.

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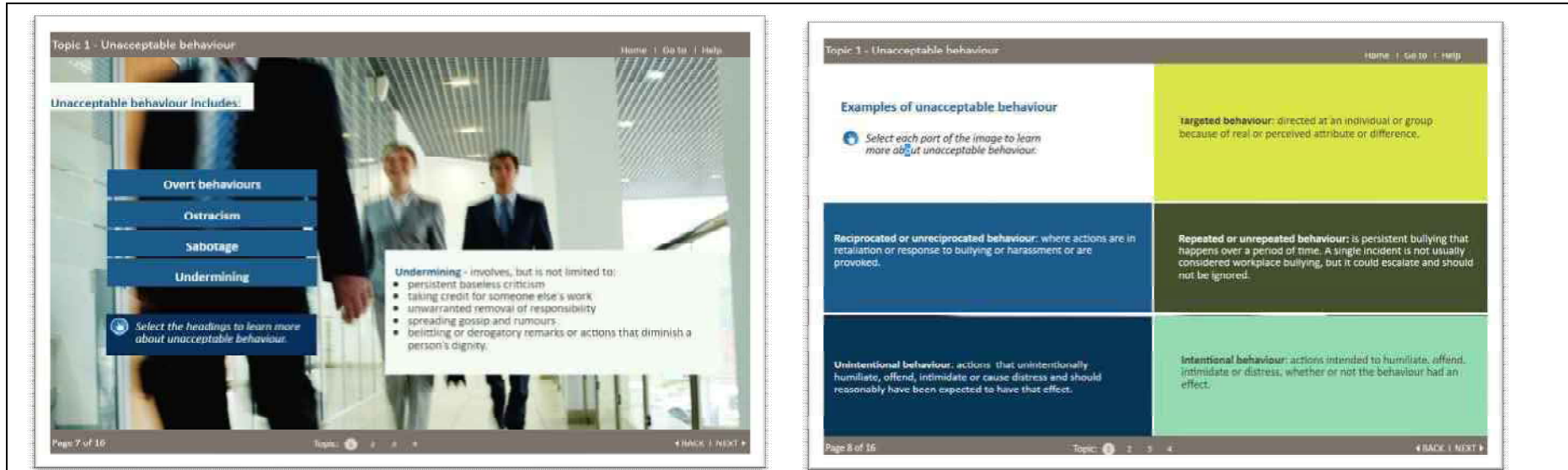


Figure 34 - 12 Screenshot of department’s intranet promoting IDAHOBIT Day and drawing attention to discrimination experienced by LGBTIQ+ people



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

10. EAP Provider

We have either:

- a) identified individuals within our EAP provider who have received specific training in, or have considerable understanding of the challenges faced by LGBTQ individuals that we can refer our LGBTQ employees
- b) received documentation that we believe demonstrates both the knowledge and expertise of our EAP provider to support LGBTQ people

and we have:

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

Please provide:

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

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

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

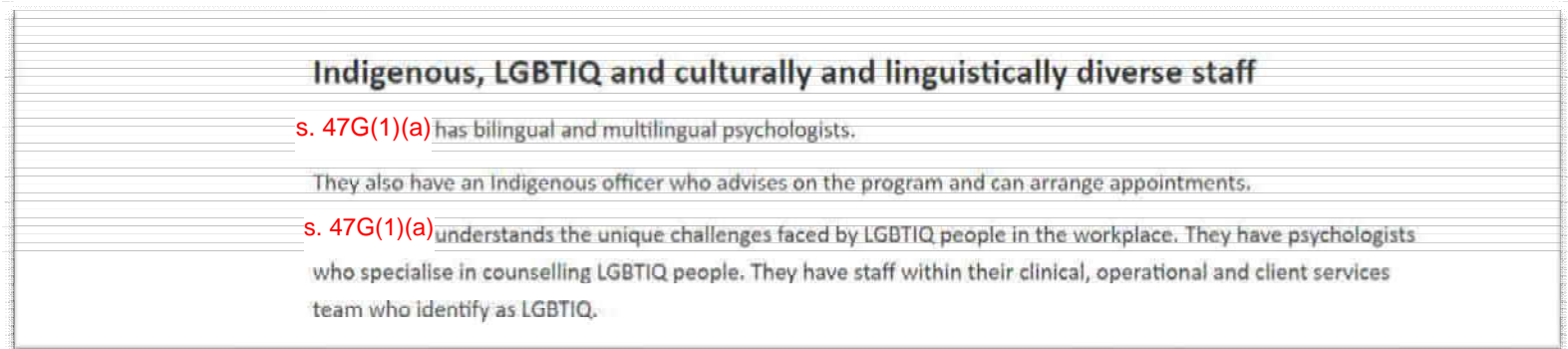
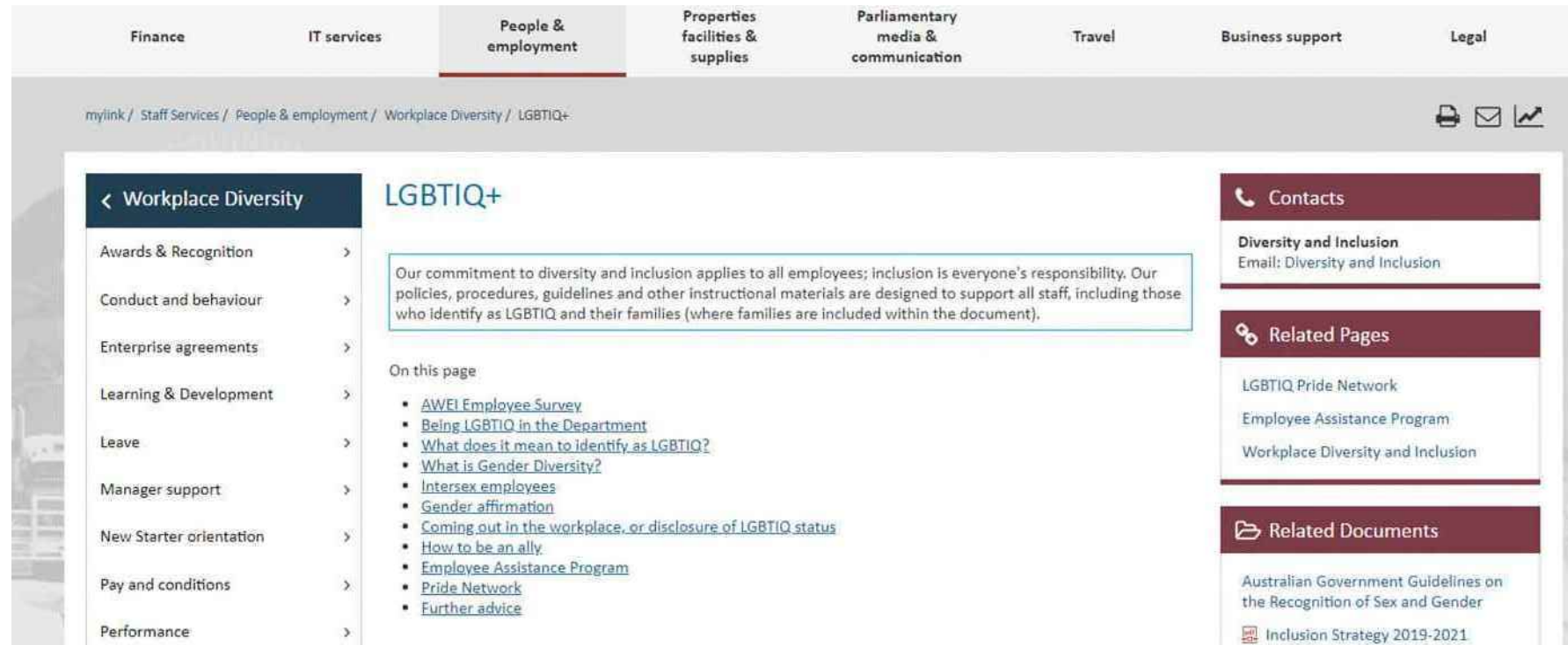


Figure 36 - 14 Screenshots from the LGBTIQ page on the department's intranet referring to the Employee Assistance Program (EAP)



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

Workplace Diversity

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

LGBTIQ+

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

On this page

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

Contacts

Diversity and Inclusion
Email: Diversity and Inclusion

Related Pages

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

Related Documents

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

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

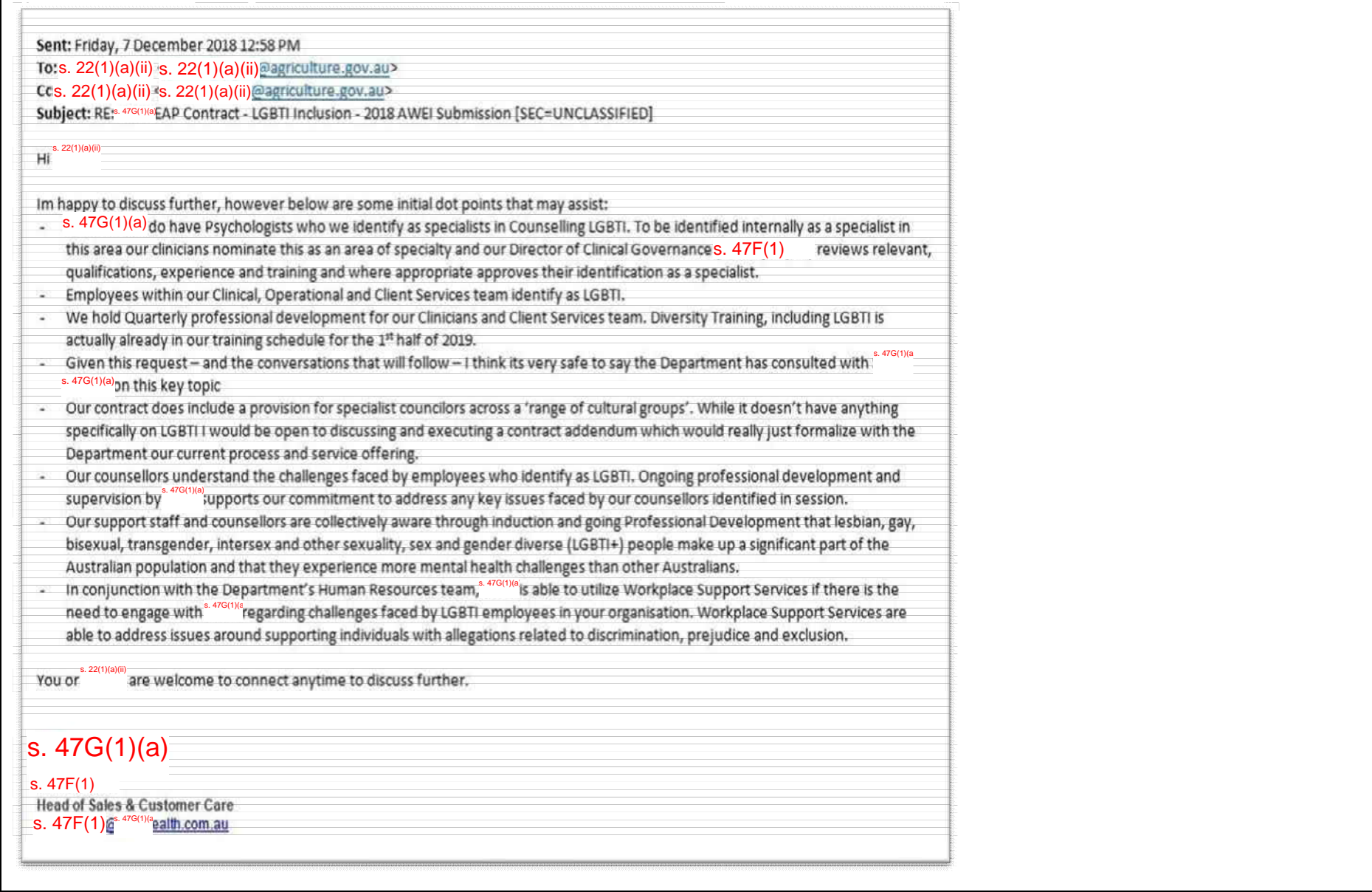
Employee Assistance Program

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

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

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

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



STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT	ADVANCED
11. Tracking of Incidents	Max. 4 points

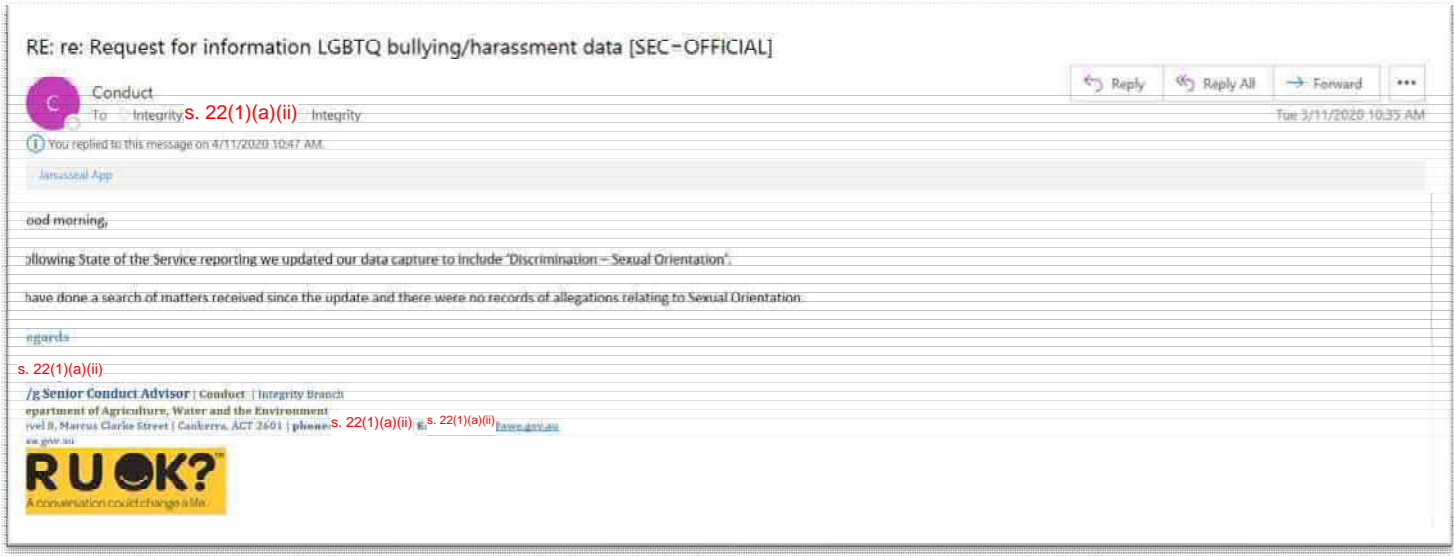
We can provide evidence that shows:

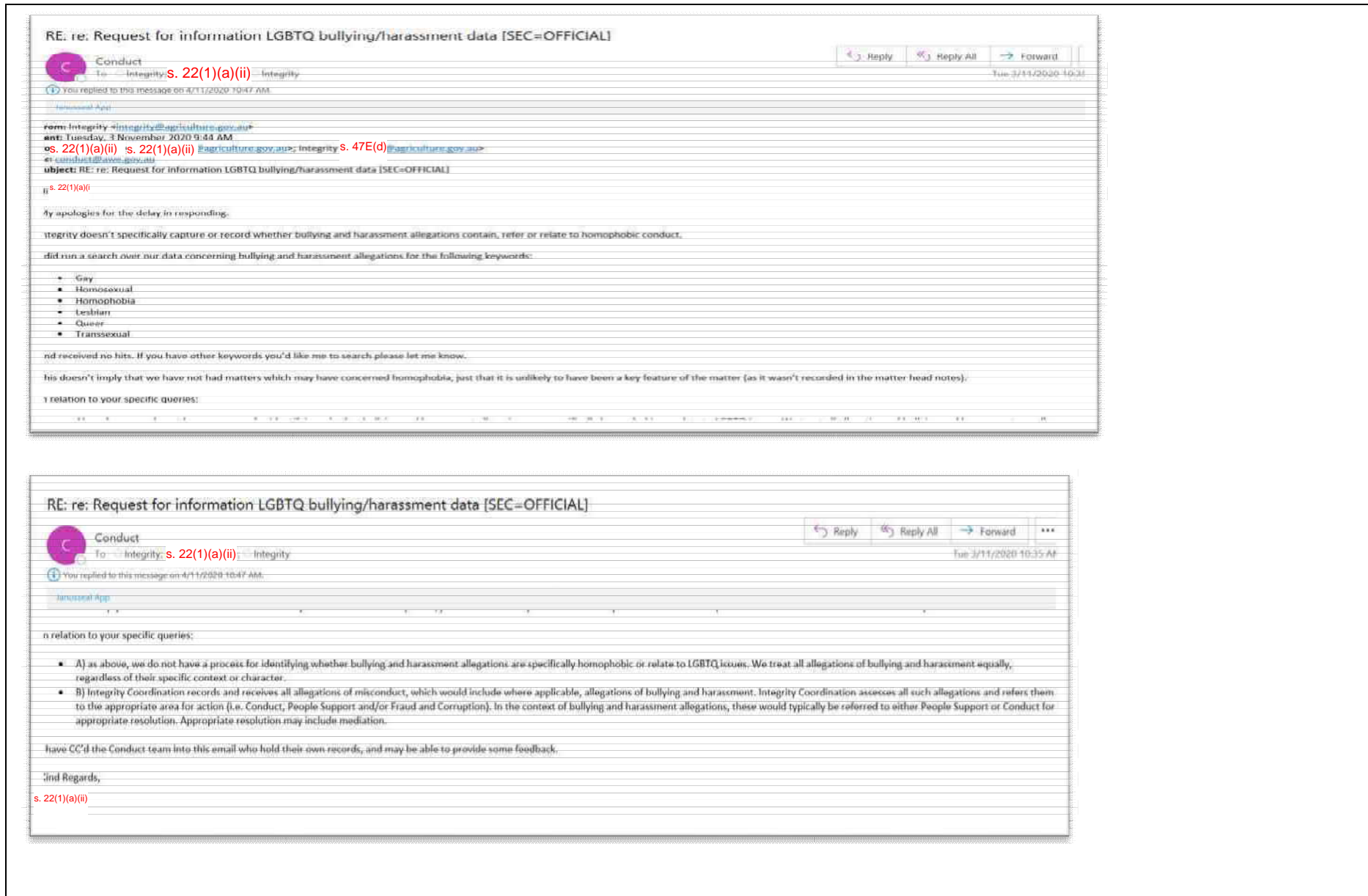
- a) how we extract LGBTQ related instances from collected bullying/harassment data
- b) the development of a process that is sensitive to LGBTQ disclosure enabling us to mediate and/or action incidents

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

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

Submission Evidence:
Attachment SQ11 – Email from Integrity team regarding LGBTQ bullying and harassment incidents.
Figure 39 - Extracts from emails received from the Conduct team and Integrity team in relation to LGBTIQ related bullying and harassment instances





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



Integrity

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

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

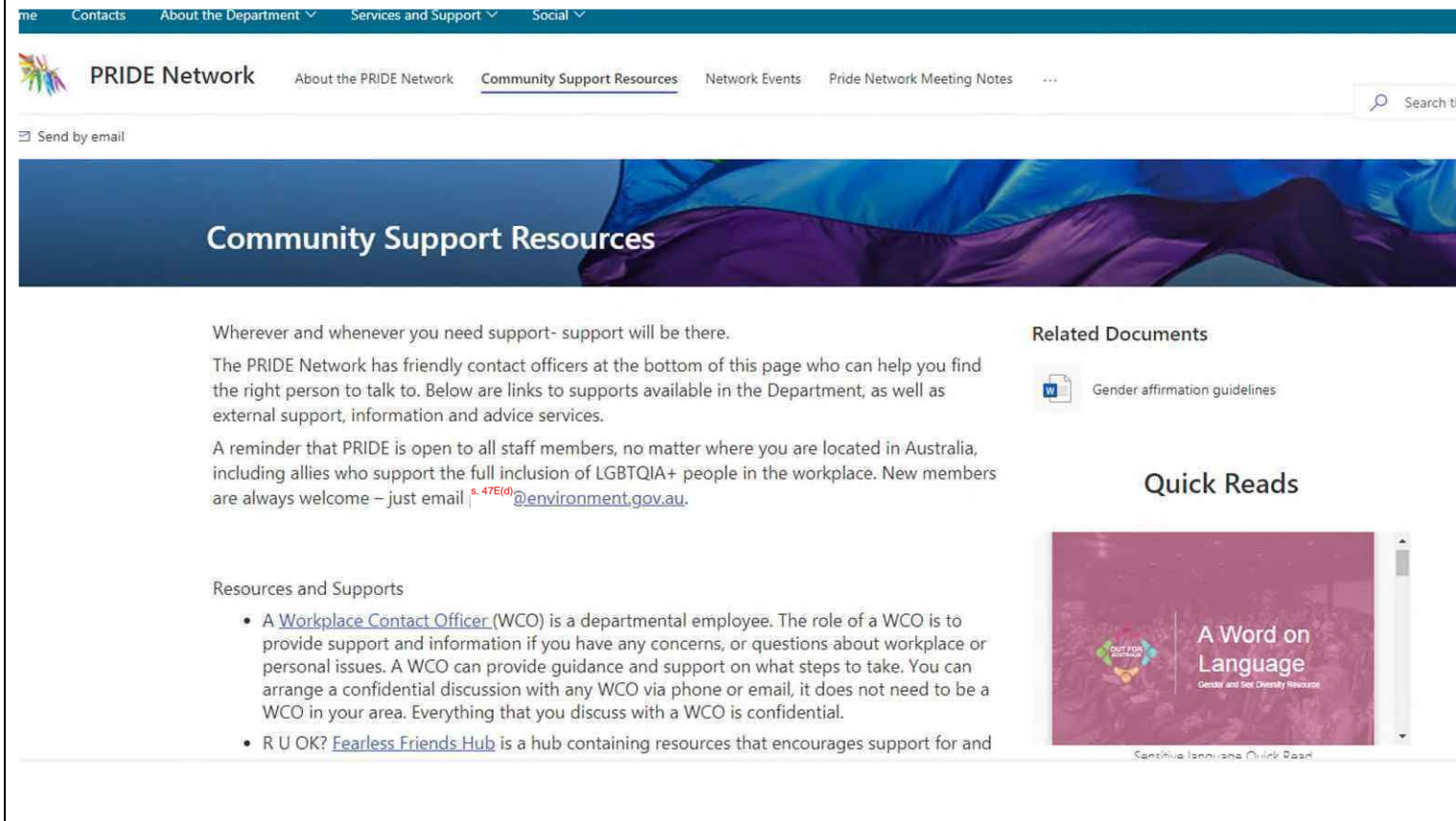
 You replied to this message on 4/11/2020 2:14 PM.

[Janusseal App](#)

ii Tracey – results below:

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

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



The screenshot shows the PRIDE Network intranet page. The navigation bar includes 'me', 'Contacts', 'About the Department', 'Services and Support', and 'Social'. The PRIDE Network logo is on the left, and a search bar is on the right. The main heading is 'Community Support Resources' over a rainbow flag background. The content includes a welcome message, a list of support resources, a 'Related Documents' section with a link to 'Gender affirmation guidelines', and a 'Quick Reads' section with a document titled 'A Word on Language: Gender and Sex Diversity Resources'.

me Contacts About the Department Services and Support Social

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

Send by email

Community Support Resources

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


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

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


Resources and Supports

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

Related Documents

 [Gender affirmation guidelines](#)

Quick Reads



Sensitive language Quick Read

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE 12. Gender Affirmation Policy and Process Documentation	INTERMEDIATE Max. 5 points
<p>We have a documented gender affirmation policy/process and documentation to support both; the employee(s) wishing to affirm their gender in the workplace AND their manager(s), peers and colleagues.</p> <p>Note: 'Gender affirmation' (above) is the ideal term for what has commonly been referred to as 'transitioning.'</p> <p>Please provide:</p> <ul style="list-style-type: none"> a) a copy of this specific policy/process b) detailed support documentation for employee(s) wishing to affirm their gender in the workplace c) detailed support/educational documentation for managers peers and colleagues 	
<p>The department supports gender affirmation in the workplace and aims to create a safe and inclusive workplace for all staff. Our Gender Affirmation guidelines provides information and guidance to internal and external support information and services for employees who are affirming their gender and their managers. The department's intranet provides further information and includes links to related documents and websites.</p> <p>Submission Evidence:</p> <p><i>Attachment SQ12– Gender affirmation guidelines</i></p> <p><i>Figure 41 - Screenshot of a single page of the Gender affirmation guidelines, following a search for the work 'support'</i></p> <div data-bbox="219 842 831 1406" style="border: 1px solid black; padding: 10px;"> <p>Gender affirmation and the workplace</p> <p>It is important that staff members who undertake gender affirmation at work are supported. The department is committed to providing a safe and inclusive workplace for all employees. This is essential to the morale and cohesion of our teams and is conducive to an environment where every person is able to work to their full potential by 'bringing their authentic self to work.' Additionally, the department is obliged to provide a safe workplace free from harassment or fear and a responsibility to comply with the Sex Discrimination Act 1984, which prohibits discrimination on the basis of gender.</p> <p>Staff intending to affirm their gender and who are seeking support to do so in the workplace should consider talking to one or more of the following persons about their intentions to transition in the workplace:</p> <ul style="list-style-type: none"> • their manager • the Diversity and Inclusion team on s. 47E(d) @awei.gov.au • the National Rehabilitation Team on 02 6272 3403 or email s.47E(d) @nrt.gov.au • s. 47G(1)(a), the department's Employee Assistance Program (EAP) partner on s.47G(1)(a) @eap.gov.au • Pride in Diversity, the departments employer support program provider for LGBTIQ workplace inclusion on 02 9206 2135. <p>For those transitioning staff members who would like support with their transition in the workplace, the above internal and external resources are great options to consider to build a LGBTIQ trained support team for all stages of the transition process.</p> <p>Please note, not all manager's will be trained in LGBTIQ awareness but this can be arranged for both managers and colleagues, and any other persons the transitioning staff member may like to be a part of their support team.</p> <p>Staff undertaking gender affirmation need to be supported in accordance with their social and</p> </div>	

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

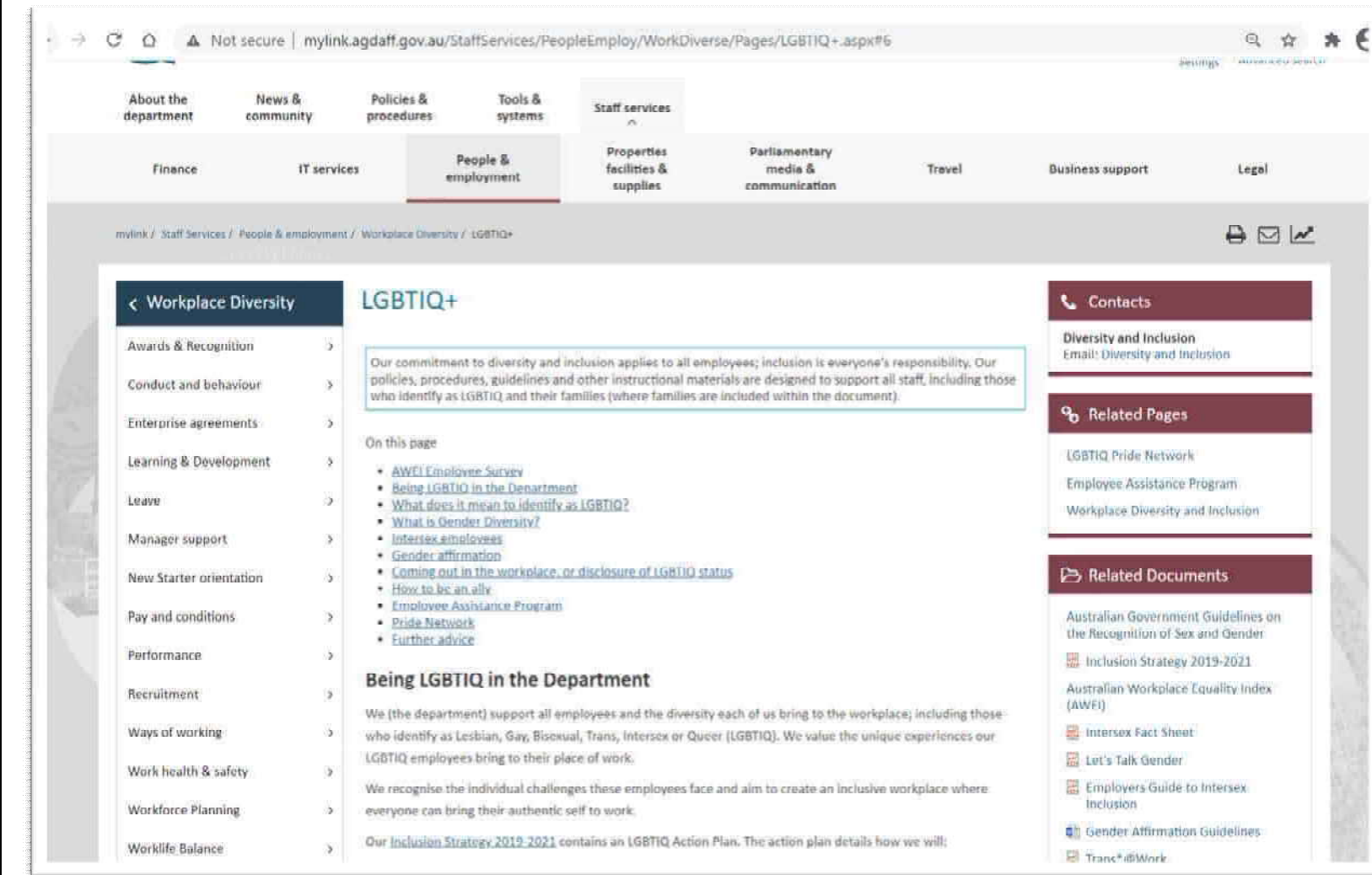


Figure 43 - Screenshot from the department's LGBTIQ+ intranet page of gender affirmation information

Gender affirmation

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

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

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

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

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

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

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

Coming out in the workplace, or disclosure of LGBTIQ status

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

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

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

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

13. Dress Codes and Uniforms

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

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

For full points, policies or guidelines must:

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

Submission Evidence:

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

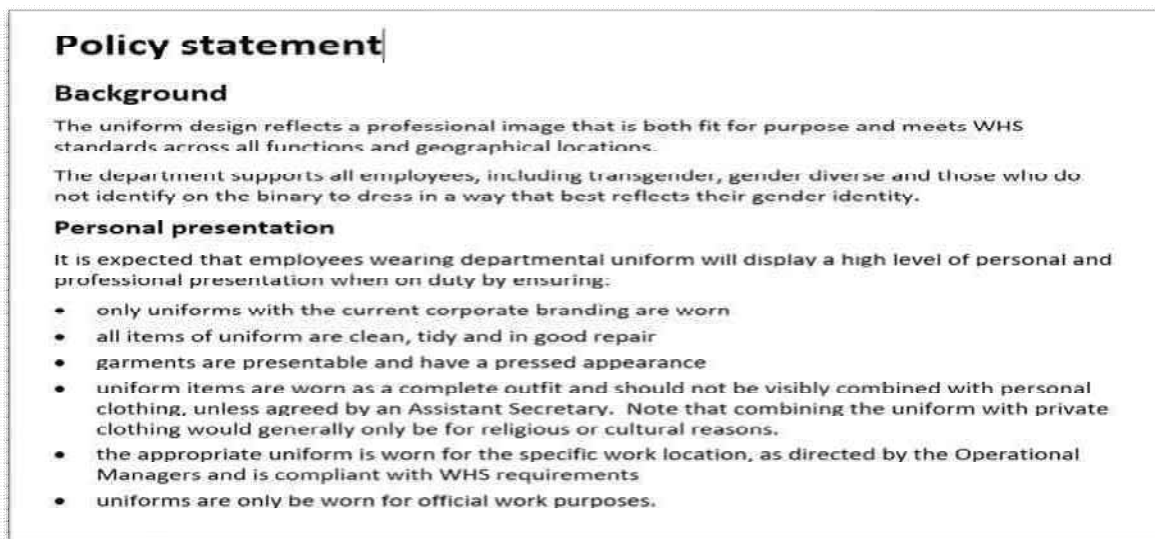
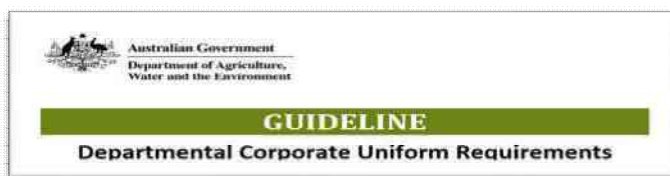


Figure 45 - 18 Extract from the departmental corporate uniform requirements guideline inviting feedback about the uniforms

Feedback

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

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

14. Gender Affirmation Leave

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

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

For full points, please provide:

- (a) evidence of a paid leave entitlement (over and above annual leave, sick or generic personal leave) for individuals currently affirming their gender
- (b) a list of any supporting documentation required from the employee for you to enact this leave
- (c) *whether this leave availability is standard HR policy or solely dependent on the discretion of the manager*

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

Submission Evidence:

Attachment - SQ14 – Gender Affirmation Guidelines

Figure 46 - Extract from gender affirmation leave with leave options

Leave

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

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

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

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

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

OTHER LEAVE (WITH AND WITHOUT PAY)

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

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

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

Developing a plan

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

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

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

Changing your personal details

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

Table 1 How to change your personal details

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

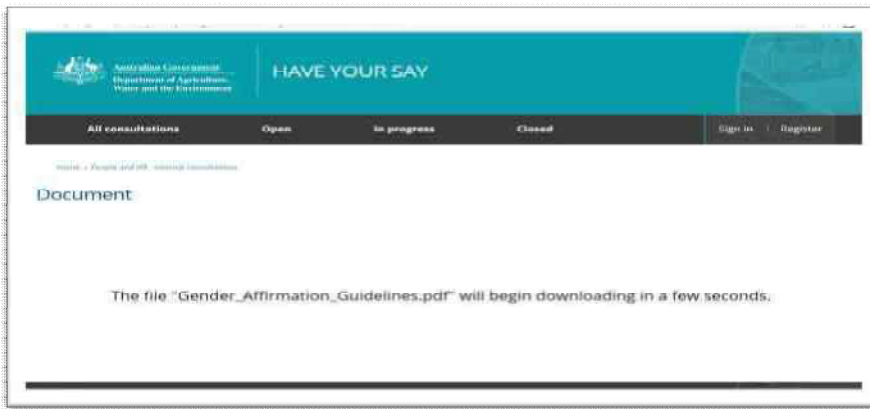
Phone	You will need to raise a Voice Service Request Form to have your phone's display and details updated. <i>Under 'Request details' please select the following: Extension Number > Extension Number > Update Extension Number</i>	No	Voice Service Request Form	Contact IT helpdesk
Security Pass	A new security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

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

MISCELLANEOUS LEAVE

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

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



STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE
ADVANCED
Max. 4 points
15. Gender Neutral Bathrooms and Facilities

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

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

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

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

If you are still making progress towards this, please:

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

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

- (d) evidence of any research or work that you have done in this area
- (e) any means by which you have been able to accommodate trans, gender diverse and non-binary employees

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

Submission Evidence:

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



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

Disabled Toilets 

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

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

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE	ADVANCED
16. (Forms) Non-Binary Gender Options for Employees	Max. 2 points

We have audited and amended (or are in the process of auditing/amending) all internal documents and forms that collect gender information to include non-binary options and options for those who identify as trans or gender diverse (moving away from binary male/female, Mr. Ms., Mrs etc.).

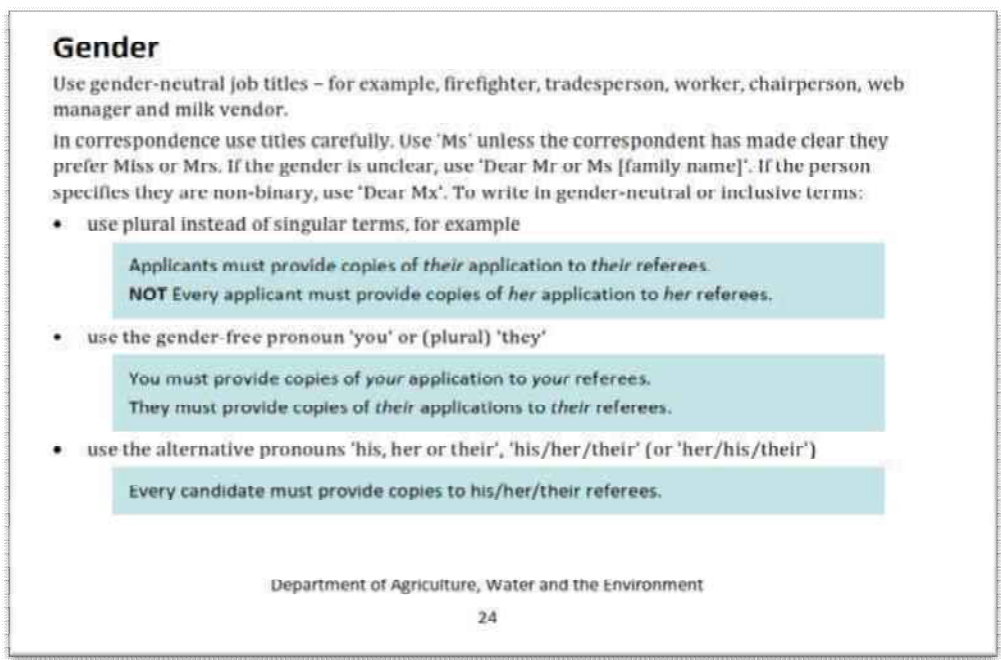
For full points, please provide:

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

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

The department published an updated style guide in October 2020. This document outlines sex and gender recognition requirements for all forms of writing produced on behalf of the department. All documents include the following options: M (male), F (female) or X (Indeterminate/Intersex/Unspecified). Additionally the style guide includes a link to learn more about LGBTIQ+ and a link to the Australian Government guidelines on the recognition of sex and gender.

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



Style guide

- leave the pronoun out altogether

Every candidate must provide copies of the application to referees.

- recast the sentence to avoid pronouns

Copies of the application must be provided to referees.

- repeat the noun

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

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

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

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

ADVANCED
Max. 2 points

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

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

We have audited and amended (or are in the process of amending) all relevant IT systems that collect gender information to include non-binary options and options for those who identify as trans or gender diverse (moving away from binary male/female, Mr. Ms., Mrs etc.).

For full points, please provide:

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

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

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

Submission Evidence:

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

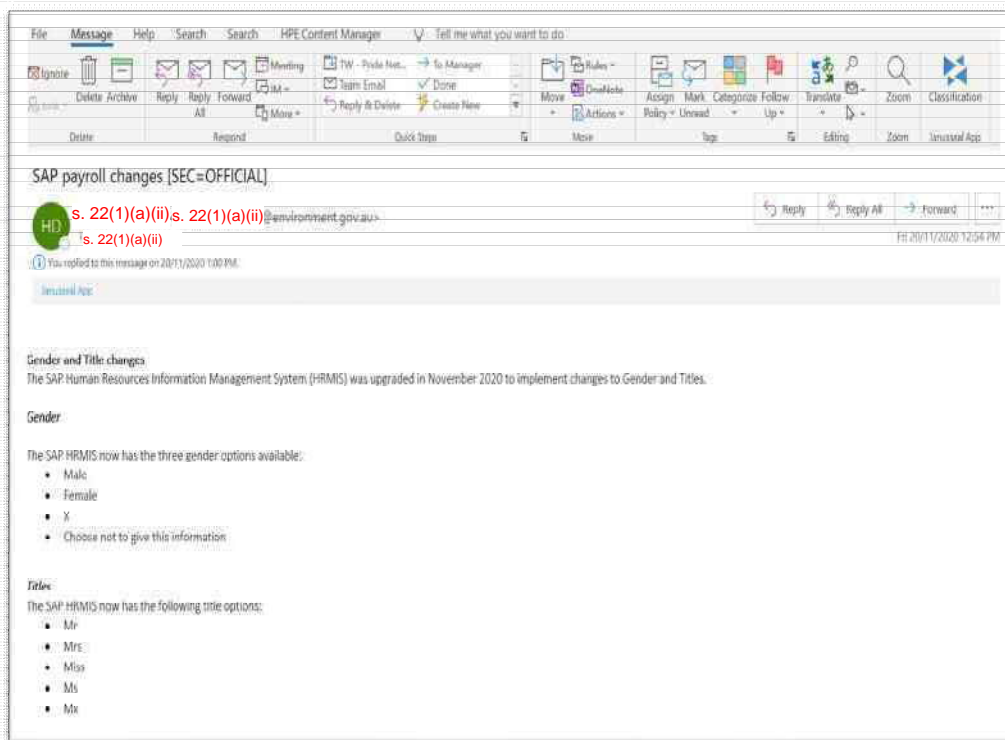
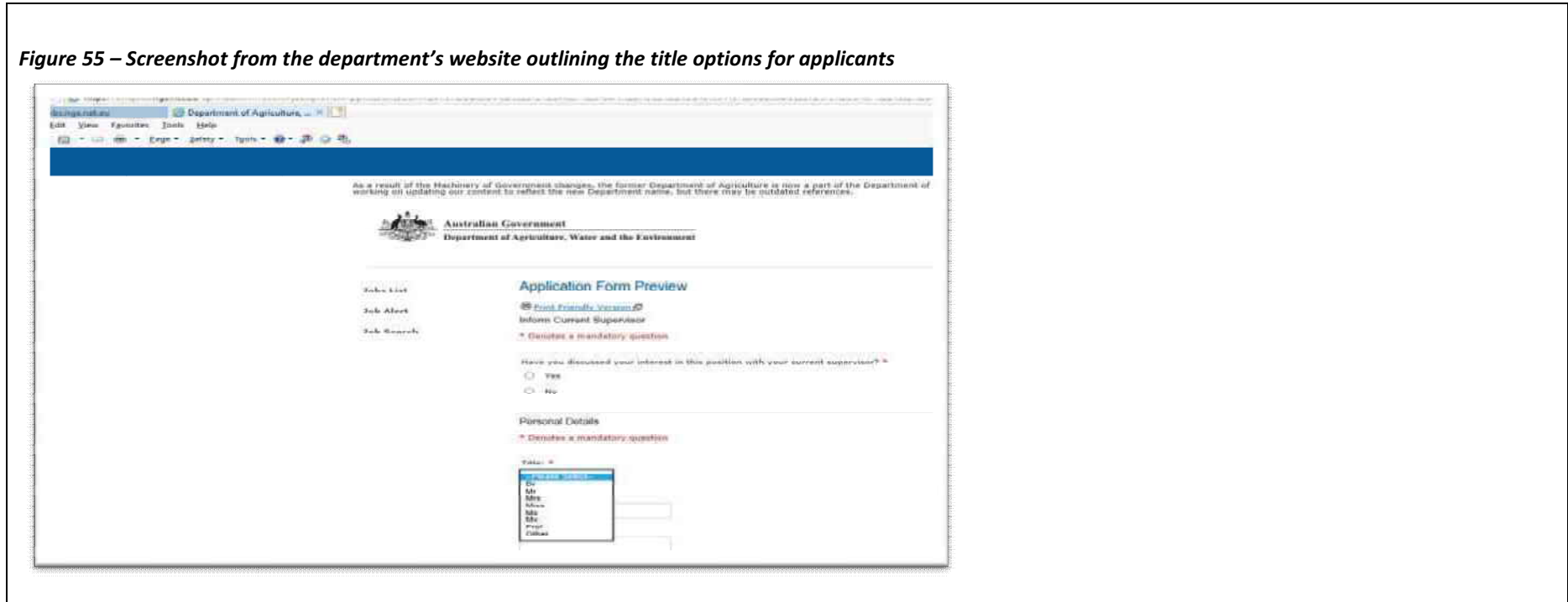


Figure 55 – Screenshot from the department’s website outlining the title options for applicants



STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

18. Trans and Gender Diverse Applicants

For trans and gender diverse applicants, we have:

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

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

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

Submission Evidence:

Attachment SQ18 - People Strategy 2018-22

Attachment SQ18 – Inclusion Strategy 2019-21

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

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

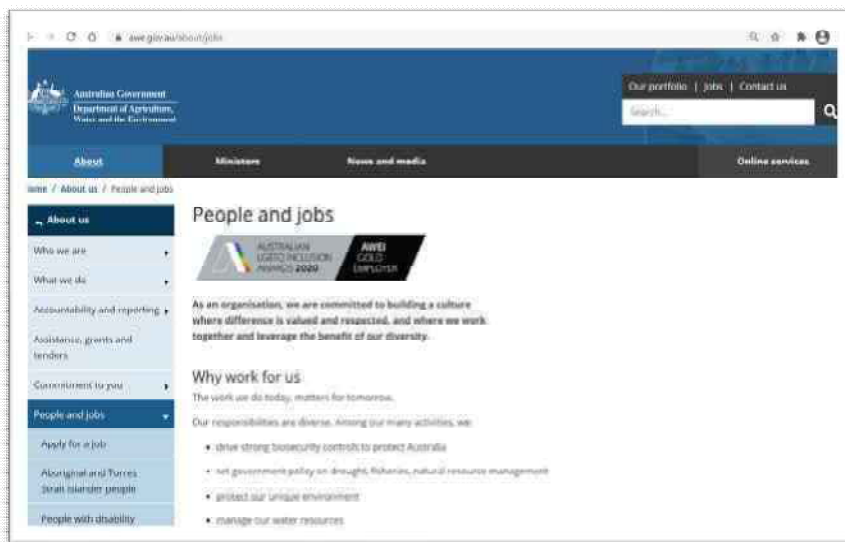



Figure 57 – Extracts from the recruitment page on the department’s website – Diversity and inclusion, Gender equality and Values, Benefits, Salary and conditions

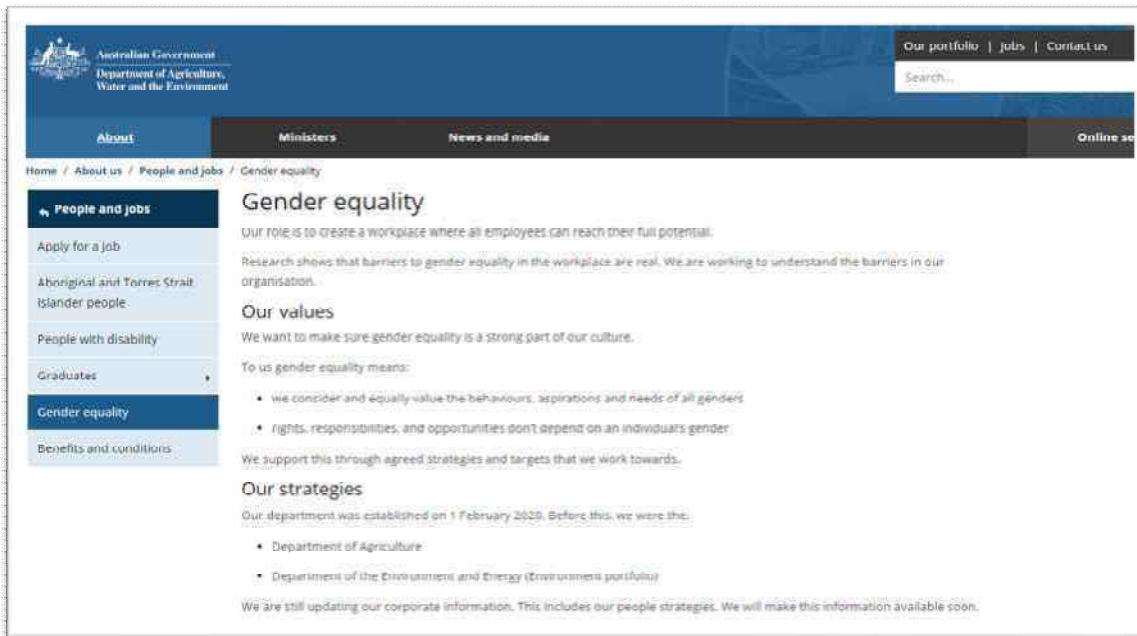
Diversity and inclusion



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

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

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



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Gender equality

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

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

Our values

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

To us gender equality means:

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

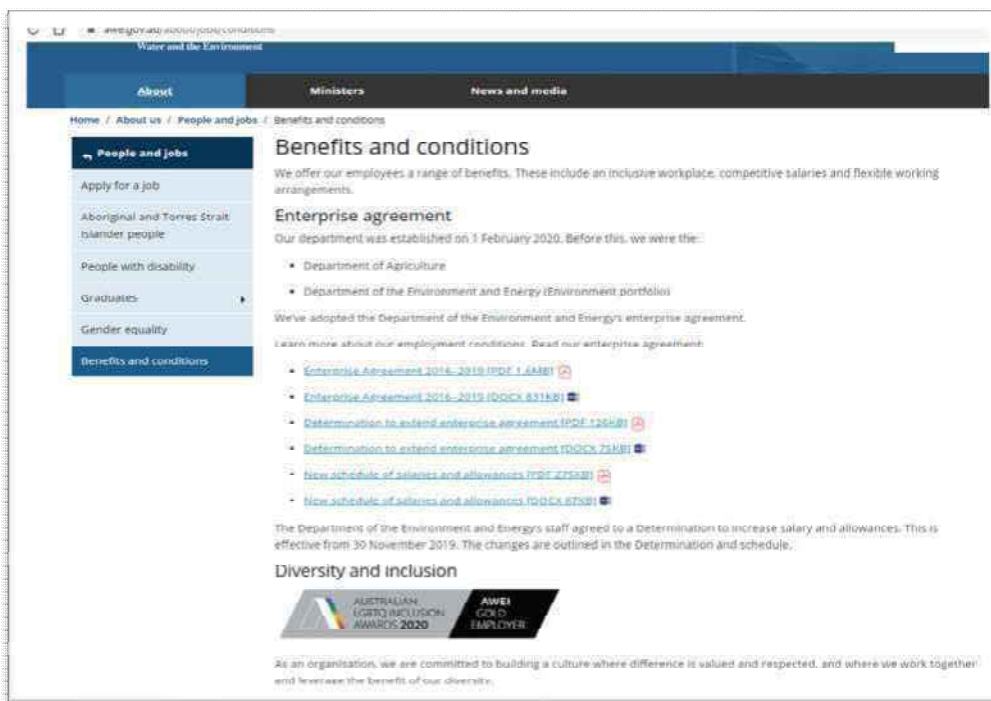
We support this through agreed strategies and targets that we work towards.

Our strategies

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

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

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



Water and the Environment

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People and jobs

- Apply for a job
- Aboriginal and Torres Strait Islander people
- People with disability
- Graduates
- Gender equality
- Benefits and conditions**

Benefits and conditions

We offer our employees a range of benefits. These include an inclusive workplace, competitive salaries and flexible working arrangements.

Enterprise agreement

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

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


We've adopted the Department of the Environment and Energy's enterprise agreement.

Learn more about our employment conditions. Read our enterprise agreement:

- [Enterprise Agreement 2014-2019 \(PDF 1.44MB\)](#)
- [Enterprise Agreement 2014-2019 \(DOCX 831KB\)](#)
- [Determination to extend enterprise agreement \(PDF 1.26MB\)](#)
- [Determination to extend enterprise agreement \(DOCX 75KB\)](#)
- [New schedule of salaries and allowances \(PDF 275KB\)](#)
- [New schedule of salaries and allowances \(DOCX 875KB\)](#)

The Department of the Environment and Energy's staff agreed to a Determination to increase salary and allowances. This is effective from 30 November 2019. The changes are outlined in the Determination and schedule.

Diversity and inclusion



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

Salary and conditions

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

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

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

Our commitment to diversity

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

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

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

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

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

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

RecruitAbility

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

Contact

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

Closing Date

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

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

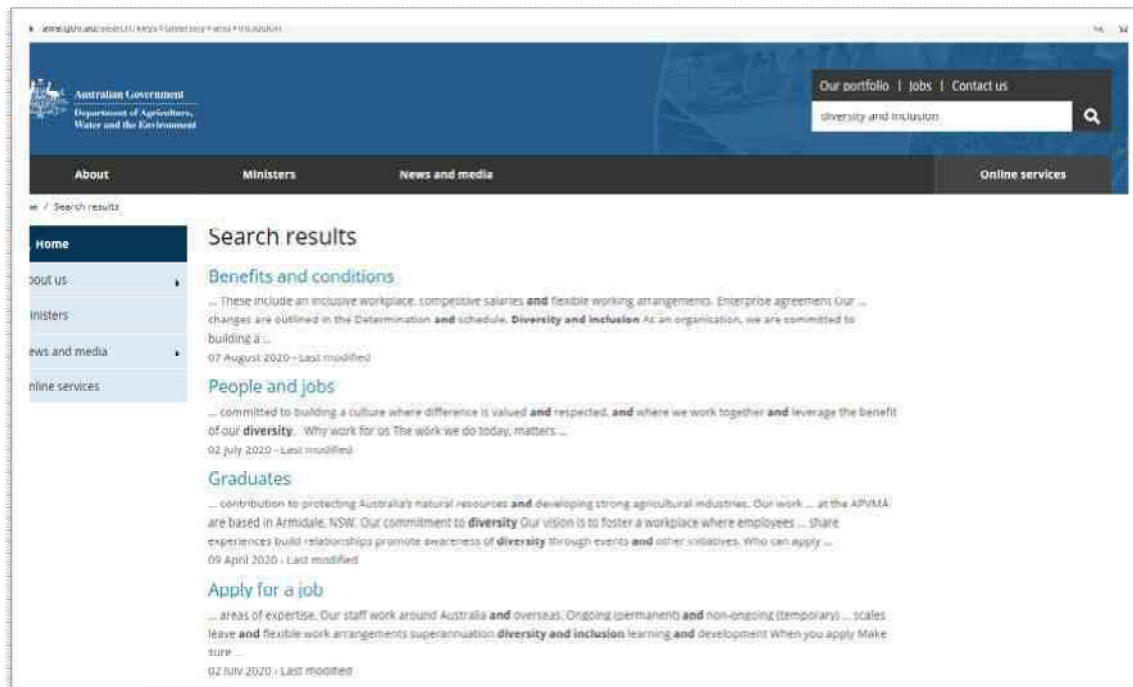
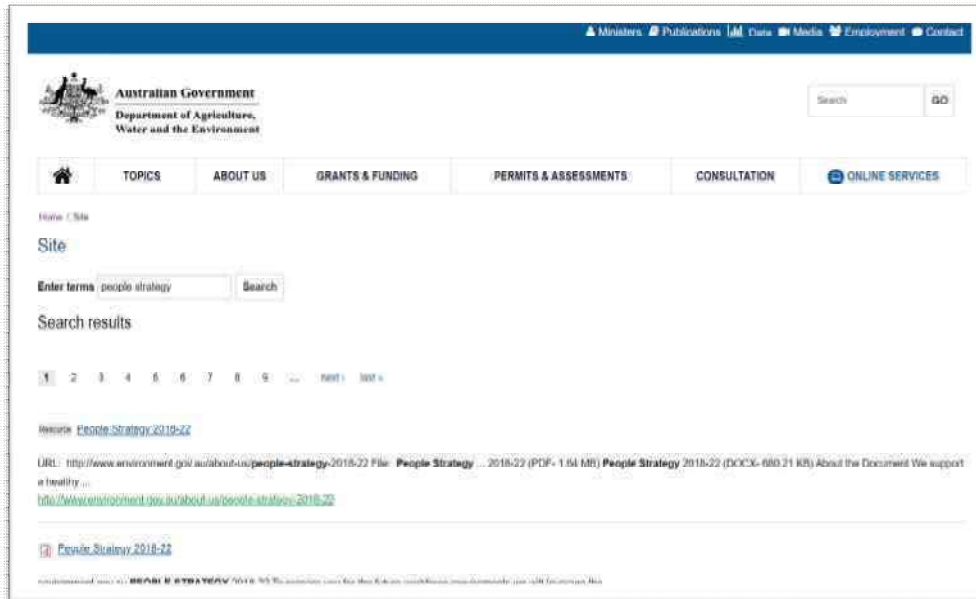
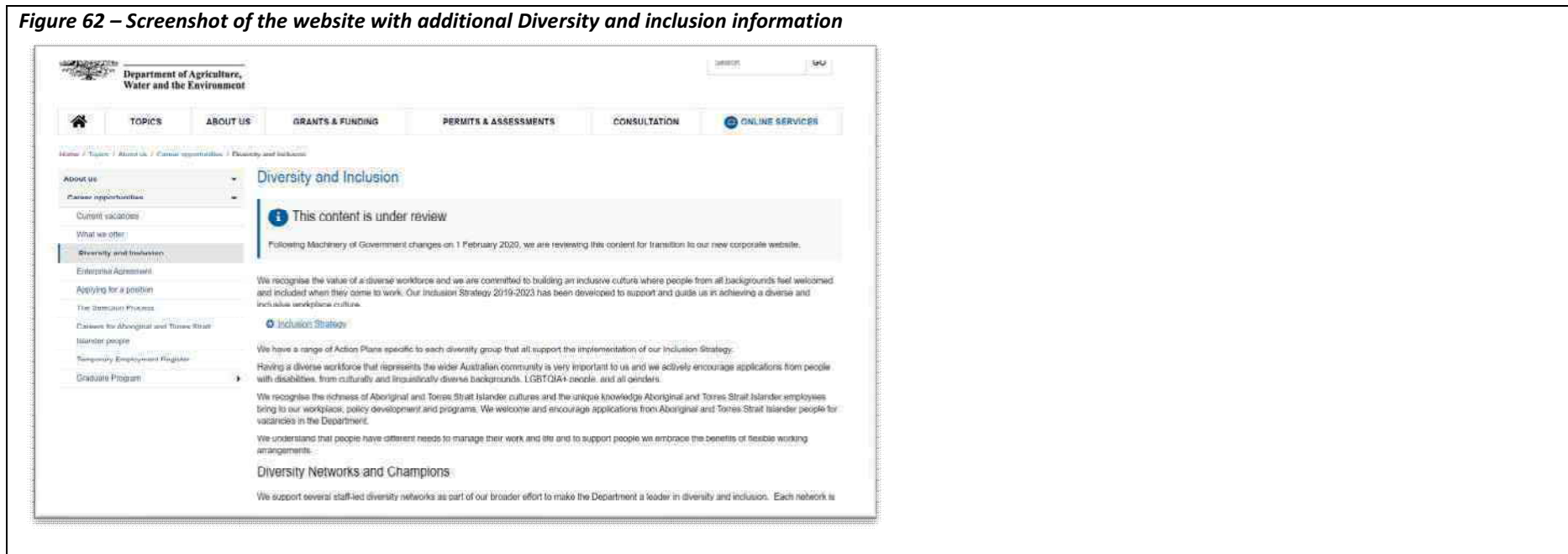


Figure 61 – Screenshot of pages on the department’s website with the People Strategy 2018-22, Inclusion Strategy 2019-21 and Gender Equality Network Action Plan 2016-19 available for applicant to read



The image contains two screenshots of a government website search interface. The top screenshot shows a search for 'diversity and inclusion'. The search results include a link to 'https://www.environment.gov.au/about-us/employment/diversity-inclusion'. The bottom screenshot shows a search for 'gender'. The search results include a link to 'http://www.environment.gov.au/about-us/accountability-reporting/gender-equality-plan-2016-19'. Both screenshots show the website's navigation menu and search bar.

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



STANDING SUBMISSION: STRATEGIC FOCUS

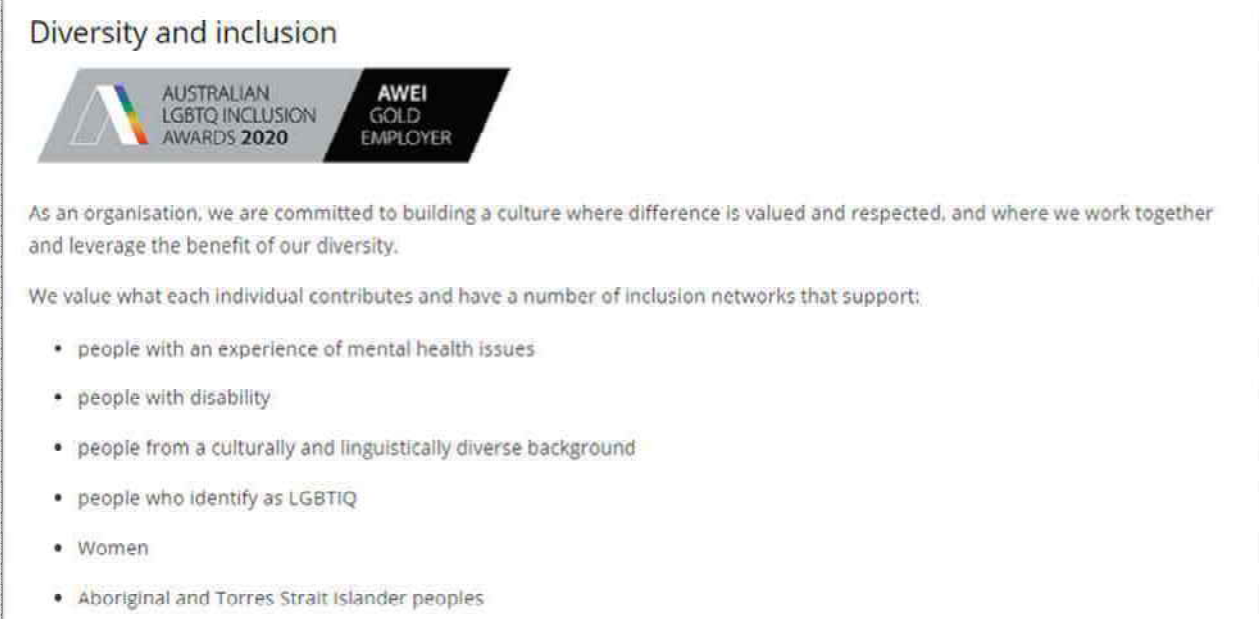
STANDING SUBMISSION: STRATEGIC FOCUS	FOUNDATION
19. External Website LGBTQ Workplace Inclusion Promotion	Max. 2 points
<p>We have promoted our focus and work on LGBTQ workplace inclusion on our <u>external</u> facing webpage (URL).</p> <p><i>Please provide the URL of an external webpage that specifically promotes your inclusion work. (Points will not be given if we are unable to access this externally.)</i></p> <p>The department’s external webpage promotes our commitment to gender equality, with an inclusive environment being one of the employment benefits. The website contains information about the inclusion networks that support people who identify as LGBTIQ+.</p> <p>Submission Evidence:</p> <ol style="list-style-type: none"> a. Link to the department’s People and Jobs page: https://www.awe.gov.au/about/jobs b. Link to the department’s Benefits and Conditions page: https://www.awe.gov.au/about/jobs/conditions c. Link to the department’s Gender Equality page: https://www.awe.gov.au/about/jobs/gender-equality. <p>Figure 63 – Screenshot of the Diversity and inclusion section on the department’s external website</p> <div style="border: 1px solid black; padding: 10px;"> <p>Diversity and inclusion</p>  <p>As an organisation, we are committed to building a culture where difference is valued and respected, and where we work together and leverage the benefit of our diversity.</p> <p>We value what each individual contributes and have a number of inclusion networks that support:</p> <ul style="list-style-type: none"> • people with an experience of mental health issues • people with disability • people from a culturally and linguistically diverse background • people who identify as LGBTIQ • Women • Aboriginal and Torres Strait Islander peoples </div>	

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

