2021 EMPLOYER PARTICIPATION DETAILS

EMPLOYER DETAILS: ALL ORGANISATIONS/EMPLOYERS MUST COMPLETE THIS PART OF THE SUBMISSION
EMPLOYER DETAILS: PLEASE CHECK THAT YOU HAVE COMPLETED ALL DETAILS WITHIN EACH ROW OF THIS TABLE

EMPLOYER / ORGANISATION DETAILS	
Organisation Name:	Department of Industry, Science, Energy and Resources
Sector:	☐ **Public/Government: Federal**
Employer Size (within Australia): *Please delete those not relevant*	**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:** *No* **Is your head office in Australia:** *Yes*
Contact Person for the Index: *Please provide full contact details including postal address and postcode.* **This is the person we should contact if we have any questions. Email results will also be sent to this person and hard copy participation certificates will be mailed to this person.**	**Name:** s22 **Position Title: Assistant Manager Inclusion team** **Postal address (including postcode):** Department of Industry, Science, Energy and Resources Level 25, 44 St Georges tce Perth WA 6000 **Phone number:** s22 **Email:** s22 **@industry.gov.au**

NTERNATIONAL WORKPLACE INDEX PARTICIPATION	
Do you participate in any other workplace equality indices globally? *Please delete those not relevant*	☐ *n/a*

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INDUSTRY BENCHMARKS	
Participating employers will by default be benchmarked according to: • Sector: Public • Government: Federal • Employer Size • Awarded Tier Recognition • Global Employers *All benchmarking tables will be provided for comparison, but only those that reflect your dominant industry/business should be selected here.*	In addition to the Industries/Sectors listed in the column to the left, select the Industries most relevant to your organisation's area(s) of focus: **Please select a maximum of 4 industries:** N/A

DISCLOSURE RECOGNITION	
Please select participation identification level at which we can identify you **(Name and Employer Tier only, no scores)** *Please delete those not relevant*	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. **Select the recognition tier at which you would like to be publicly identified:** ☐ We are happy to be identified regardless of employer tier reached

ADDITIONAL AWARD SUBMISSIONS	
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. • 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 • Individual Nomination submission forms can be found here: http://www.pid-awei.com.au/submission-documents/	**Award Nomination Categories:** ☐ **n/a**

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NEGATIVE PRESS / COMPLAINTS DISCLOSURE

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

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

N/A

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:	s22
Position within organisation:	Assistant Manager Inclusion team
Contact Email:	s22 @industry.gov.au
Contact Phone:	s22

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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.)
- **If you leave any questions blank within this section, we will not change the score from last year.**

OR:

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

Please provide the name and contact details of your Senior HR person:	
Senior HR Person:	s22
Contact Details (email / phone):	s22 @industry.gov.au s22
Should we require clarification/verification for any particular question within Section 1: Standing Submission, we will contact this individual. If this contact is not supplied, it may result in a loss of points for questions within this section.	

For further support and clarification: Please download the AWEI Scoring Guidelines or refer to the AWEI Tools and Support webpage.

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STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE 1. Removal of the terms: 'Sexual Preference' or 'Lifestyle Choice(s)'	FOUNDATION Max. 2 points
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.'	

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE 2. LGBTQ Inclusivity within Policies and Benefits	FOUNDATION 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). **Our department has a diversity and inclusion statement on our intranets Pay and Conditions page.**	

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Diversity and inclusion statement

The department is committed to a workplace culture that is respectful, inclusive and diverse, where all employees have a sense of belonging and can bring their authentic whole selves to work every day.

The department's policies and conditions support and facilitate an inclusive environment for all employees, and where relevant, their families.

We are an equal opportunity employer and do not discriminate against any employee because of:

- First Nations identity
- gender
- age
- ethnicity
- religious beliefs
- cultural background
- sexual orientation
- gender identity, and intersex variations and/or expression
- status as a veteran
- disability
- marital or family status

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE	FOUNDATION
3. New Parent Leave Inclusive of LGBTQ Families	**Max. 3 points**

On our policy pages (or upfront within our family policy documentation), *we explicitly communicate* that our New Parent Leave (or equivalent) includes those who have children via surrogacy, adoption and foster arrangements regardless of employee gender.

For full points, please identify:
    (a) *If leave covers surrogacy and where the availability of this leave is explicitly communicated for LGBTQ families*
    (b) *If leave covers adoption and where the availability of this leave is explicitly communicated for LGBTQ families*
    (c) *If leave covers foster arrangement and where the availability of this leave is explicitly communicated for LGBTQ families*

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STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE	ADVANCED
4. Travel Advice for Employees	**2 points**

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).

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

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

Please select _all_ that have been audited, evidence only required for _one_:

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

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.

On auditing our Superfund and death benefits, we communicated this message to empoyees from Commonwealth Super Corporation.

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Thu 5/11/2020 6:31 AM

Employer Service <Employer.Service@csc.gov.au>

RE: Query re PSS and PSSap [SEC=OFFICIAL]

To   s22

ⓘ You replied to this message on 5/11/2020 6:49 AM.

Good morning s22

Thank you for your patience with this.

As far as the CSS, PSS, and PSSap policies, and procedures are concerned, there is nothing that discriminates against LGBTQI and their families. They actually don't specify anything in relation to LGBTQI or otherwise, so all people are treated the same.

The only potential exception to this is the legislation for family law splits for CSS and PSS members. This relates more to gender than it does to LGBTQI, though could potentially affect members that are transgender or intersex.

While family law splits can apply to same-sex and de facto relationships, the calculation of family law splits uses indexation factors which are based on life expectancy. These factors differentiate between males and females, and are generally higher for females due to their longer life expectancy. As a result of living longer, females are expected to receive more from life-time pensions and as a result the calculations for family law splits can sometimes be less than what they would be for a male.

The other point to mention is that our legislation is quite old and sometimes refers to members as he/him or she/her rather than they/them/their. In some cases it only refers to he/him. It's worth noting though that this has absolutely no impact on a person's entitlements.

From an administration perspective, we always make an effort to refer to employees as they/them/their, unless confirmed otherwise. We've even begun using (fictitious) non-binary case studies in our external training to employers.

Our administration systems also allow members to record their gender as intersex or indeterminate, which is consistent with SuperStream legislation.

If you have any questions or need any more information, please let me know.

Kind regards

s22

Team Leader | Employer Services
Customer Innovation & Services

s22 | W: csc.gov.au/Employers/
GPO Box 2252 Canberra ACT 2601

Click here to sign up for our employer news

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

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

    (a) **specific challenges and unique types of violence faced by LGBTQ communities**

    (b) **stated LGBTQ avenues of support**

    (c) **a statement that the policy explicitly covers LGBTQ people, partners and their families**

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

The department's domestic and family violence policy makes it clear that DFV can be between can affect people of all genders and gender identities and sexual orientations.

The policy include specific examples to relating to the types of violence that are faced by LBTIQ communities, particularly:

- verbal abuse around sexuality, gender identity or intersex status
- 'outing' people as a means of control or abuse.

It also includes information on specific supports for people experiencing DFV in LGBTIQ relationships. Relevant excerpts are included below.

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2. Application

This policy is applicable to all employees covered by the *Department of Industry, Innovation and Science Enterprise Agreement 2019-2022* (enterprise agreement).

3. Principles

This policy has been developed in accordance with the following principles:

- The Department recognises and values employees and provides support to employees affected by family and domestic violence

- Recognition that family and domestic violence can affect people of all cultures, religions, ages, genders and gender identities, disabilities, sexual orientations, educational backgrounds and income levels

- Employees who experience family or domestic violence are enabled to continue to work and participate in a safe workplace or from a safe location

- Casual employees are supported regarding their availability and shifts

- Employees treat everyone with respect, including other employees, clients and the general public

- Fostering a respectful and inclusive workplace culture that contributes to a positive, healthy and safe working environment for all, and

- Discretion is used and privacy is maintained when assisting employees.

Family and domestic violence can include, but is not limited to:

- *Emotional abuse* – blaming the victim for all the problems in the relationship, undermining the victim's self-esteem and self-worth through comparisons with others, withdrawing interest and engagement and emotional blackmail

- *Verbal abuse* – swearing and humiliation in private and public, focusing on intelligence, sexuality, gender identity (history, expression or intersex status) body image or the victim's capacity as a parent or spouse

10. Appendix - External support providers

Individuals may wish to seek external support on their own or seek support and assistance in making this contact from their manager, colleague or through People Branch.

If you are in immediate danger or need urgent attention, please call 000.

Provider	Contact Details	Details
EAP - PeopleSense	Ph: 1300 307 912	The EAP is a 24 hour confidential service to help you and your family deal with personal problems that may affect your work performance and wellbeing.
1800 RESPECT 1800 RESPECT - Accessibility link	Ph: 1800 737 732	24 hour national sexual assault, family and domestic violence counselling line for any Australian who has experienced, or is at risk of, family and domestic violence and/or sexual assault. 1800 RESPECT is for: • People who don't speak English • People who find it easier to speak through an interpreter or translator • People who are blind or vision impaired • People who are deaf or hearing impaired • People who don't speak or have difficulty with speech.
Another Closet	Website	Support for people in LGBTIQ relationships who are, or may be, experiencing family and domestic violence.
Relationships Australia	Ph: 1300 364 277	Support groups and counselling on relationships, and for abusive and abused partners. Includes support for the LGBTIQ community.

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE	ADVANCED
7. Communications on LGBTQ Inclusive and Offensive Language	max. 4 points

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

  a) **provide examples of** both **inclusive language AND language that is exclusive/offensive to LGBTQ people**

  b) **are available to all employees within the organisation**

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*

Guides and guidelines

- Inclusive Language Guideline (PDF 142KB) (PDF 142KB) (DOCX 45KB) (DOCX 45KB)
- Supporting Gender Identity Affirmation Guidelines (PDF 393KB) (PDF 226KB) (DOCX 107KB) (DOCX 106KB)
- Australian Government Style Manual: Gender and sexual diversity

Collateral and media

- Manager's Guide—LGBTIQ+ Inclusion Poster (PDF 665KB) (PDF 665KB)
- Ally Factsheet (PDF 95KB) (PDF 95KB) (DOCX 38KB) (DOCX 38KB)
- Transgender and Intersex Inclusion Poster (PDF 458KB) (PDF 414KB)
- SBS The Pride Guide- Guidelines and support processes for LGBTIQ+ content (PDF 22.7MB)

Externally-sourced guides

- Enabling Allies for Change (Pride in Diversity) (PDF 3.6MB) (PDF 3.6MB)
- Employers Guide to Intersex Inclusion (Pride in Diversity) (PDF 948KB) (PDF 948KB)

There are a number of resources available to staff on inclusive language, and we have recently added to these during 2020.

One example is the recently updated Australian Government Style Manual, which has been updated to include information around inclusive language, examples of what is inclusive language and what is not. This style manual applies across the Australian Public Service and is also available online at www.stylemanual.gov.au, as well as through the Pride Network intranet, as shown above.

Another example is the SBS Pride Guide. While we have not developed this document, we have included it in our resources, as it is a valuable document that provides advice on appropriate terminology when developing LGBTIQA+ content. It looks at the key acronyms and concepts, as well as clearly identifying what is appropriate versus what is inappropriate. This guide is available to all staff on our Pride Network Intranet, as shown above.

Excerpts from the Style Guide, Inclusive Language Guide and SBS Guide are attached below.

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SBS Pride Guide

Key concepts

Sex, sexual orientation, gender expression, intersex and gender identity are separate concepts.

Sex

Sex refers to a person's biological characteristics. A person's sex can be described as being male, female or intersex. Intersex people are born with genetic, hormonal or physical sex characteristics that don't fit medical norms for female or male bodies.

Sexual orientation

Sexual orientation refers to a person's emotional and/or sexual attraction to another person, including – amongst others – the following identities: heterosexual, gay, lesbian, bisexual, pansexual, asexual or same-sex attracted.

Gender expression

Gender expression refers to a person's cultural expression such as masculine, feminine or androgynous.

Intersex

Intersex refers to people who were born with genetic, hormonal or physical sex characteristics that are not conventionally male or female.

Gender identity

Gender identity refers to the way in which a person understands, identifies or expresses their gender, whether that be as a man, woman, both, in between, or another identity. Some may identify as one gender in one setting and a different gender in another. This may or may not be aligned with the person's assigned sex at birth (e.g. a person may identify as a man, a woman, or a transgender man or transgender woman). Never assume someone identifies based on how they present themselves physically.

Appropriate vs Inappropriate

In most cases readers, viewers or listeners will be able to discern people's sexual orientation through	
Appropriate	**Inappropriate**
· Use LGBTIQ+ people and their lives or people of diverse sexuality. · Transgender or trans should be used as an adjective, not a noun (e.g. 'Tony is a transgender man' not 'Tony is transgendered').	· Avoid using phrases like gay lifestyle, homosexual lifestyle or transgender lifestyle. · There is no single LGBTIQ+ lifestyle and these phrases suggest that a person's orientation and/or gender identity is a choice. Avoid labelling an activity, emotion, or relationship as gay, lesbian, bisexual, or queer unless you would call the same activity, emotion, or relationship straight if engaged in by someone of another orientation. · Don't use the term sexual preference as it is typically used to suggest that sexuality is a choice.
· Use relationship, couple, and if necessary due to context gay/lesbian/same-sex couple. · When referring to sex between a same sex couple, use simply 'sex'.	· Don't identify a same-sex couple as a homosexual couple or characterise their relationship as a homosexual relationship or identify their intimacy as homosexual sex as it is offensive.
· Use gay as an adjective, rather than a noun (e.g. "two gay men", not "two gays").	· Be careful with the term homosexual as it can be considered derogatory in some contexts (due to past association with illegal behaviour). · Never use the terms fag, faggot, dyke, homo, poofter, sodomite and similar epithets. These terms are offensive.

Australian Government Style Manual

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Use gender-neutral language

Use terms that recognise gender equality. Avoid terms that discriminate on the basis of a person's gender or sexual identity.

Our use of language reflects changes in society. There is wide agreement about using language to support equality between all genders.

Inclusivity requirements

It is unlawful to discriminate against a person under the *Sex Discrimination Act 1984*. This discrimination relates to their:

- sex
- marital or relationship status
- actual or potential pregnancy
- sexual orientation
- gender identity
- intersex status.

It is also unlawful to discriminate against a person because they are breastfeeding.

Pronoun choice

Learn the user's preferred pronoun. If it's not clear and you can't ask them, choose gender-neutral pronouns.

The singular 'they' is gender-neutral. It avoids specifying a person's gender.

You can use 'they' or 'them' when you would otherwise use a singular personal pronoun such as:

- 'he'
- 'she'
- 'him'
- 'her'.

Avoid gender-specific job titles

Avoid using job titles that end in '-man' or '-woman'.

Avoid using the traditional terms for jobs that end in '-man'.

Write this
police officer
minister of religion
firefighter
supervisor

Not this
policeman
clergyman
fireman
foreman

LGBTI and LGBTIQ+ communities

The term LGBT arose in the 1990s to refer to lesbian, gay, bisexual and transgender people. The term has since expanded to LGBTI, to include intersex people. LGBTI is now widely accepted and used.

Recently, the term has expanded again to LGBTIQ, LGBTIQ+ or LGBTIQA+. The 'Q' refers to the queer community or to people questioning their gender identity. The 'A' refers to asexual people. The newer terms are used less frequently. The use of '+' represents other sexual identities.

Australian Government agencies use both LGBTI and LGBTIQ+.

'SOGIESC' is a term writers use when discussing law and policy. It refers to 'sexual orientation, gender identity and expression, and sex characteristics'. This term replaces the earlier term 'SOGII'. It referred to 'sexual orientation, gender identity and intersex' issues.

Our Pride Networks Inclusive Language Guide

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Language matters. It is powerful in all forms. The words and phrases we use can dramatically change the delivery, meaning and interpretation of what we are communicating. Inclusive language demonstrates our ability and willingness to learn and adapt our systems and processes to accommodate an increasingly diverse workforce, helps improve productivity, and promotes equality and respect within our work environment[1].

Short definitions of LGBTIQ+ - A Guide[2]

Word	Definition
Androgynous	Identifying and/or presenting as neither distinguishably masculine nor feminine.
Bisexual	A person who is sexually and emotionally attracted to persons of the same gender and other genders.
Cisgender	A term used to describe a person whose gender identity aligns with the gender assigned to them at birth.
Gay	A person whose primary emotional and sexual attraction is towards people of the same gender. The term is most commonly applied to males, although some females also use this term.
Gender Diverse	May include some transgender people (see below definition) and people who identify as agender (having no gender), as bigender (both feminine and masculine) or as a non-binary (neither feminine nor masculine). Some nonbinary people identify as genderqueer or as having shifting or fluid genders. Some Aboriginal and Torres Strait Islander peoples use the term sistergirl (sometimes Yimpininni in the Tiwi Islands) to describe male at birth assigned people who live partly or fully as women. ... roles.

Gender-neutral terms and phrasing

To embed an inclusive workplace, it is best practice to use gender-neutral terminology and phrasing in conversation and documentation. It is often not necessary to specify the gender of a person, so employees are encouraged to avoid terms that transmit or imply gender bias[3]. For example:

- **Use:** Ashley is new to the department, and will be joining the People and Planning Branch.
- **Avoid:** Ashley is new to the department and she will be joining the People and Planning Branch.

Using gender-neutral terminology

Using gender-neutral words, rather than gender-specific ones, will provide an inclusive work environment. Staff are encouraged to use gender-neutral terminology where possible (provided it does not impede understanding for stakeholders). For example, staff are encouraged to use 'chair' instead of 'chairman', and 'partner' as opposed to 'boyfriend' or 'girlfriend'[4].

Further information

Further information is available on the Pride Network iCentral page.

The National LGBTI Health Alliance is also a good reference.
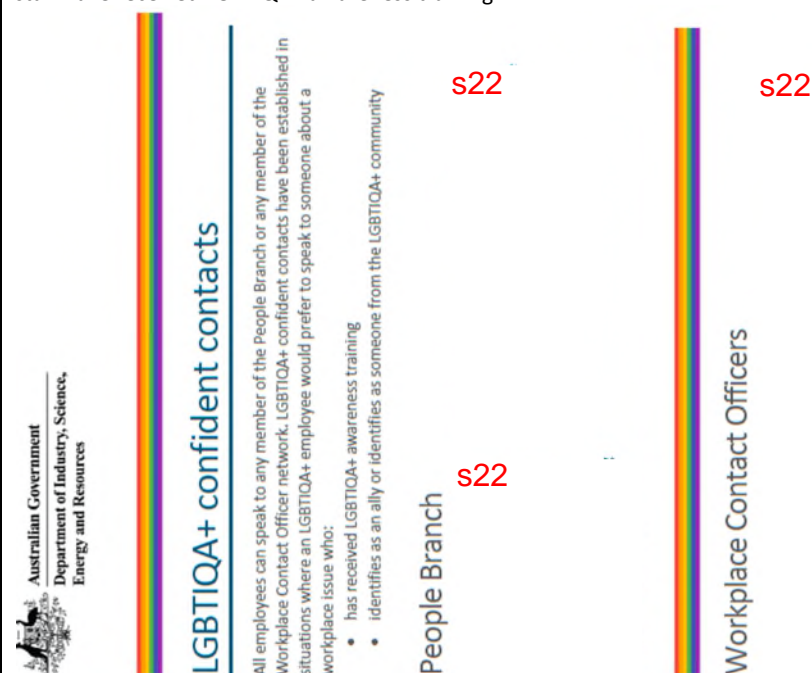
STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT

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STANDING SUBMISSION: LGBTQ BULLYING/HARASSMENT & SUPPORT	FOUNDATION
8. LGBTQ Training HR / Grievance Officers	Max. 3 points

We have an internal formal HR/Grievance process whereby LGBTQ people can request or engage with:

   a)   **someone specifically trained in LGBTQ Inclusion;**

Workplace Contact Officers (WCOs) are an important first point of contact for employees and are trained to provide confidential information and impartial support to address workplace concerns, which may include inappropriate workplace behaviours such as bullying, harassment and discrimination, other inappropriate behaviour in the workplace, equity and diversity. The WCO Network is available to all employees.

While the WCO Network undertakes to provide geographic coverage across all department offices employees are welcome and encouraged to contact a WCO in any location across the whole department. LGBTIQA+/ally Workplace Contact Officers from the Pride Network and the People Branch are clearly identified on the list of WCOs, as in the screenshot below. These staff have received LGBTIQA+ awareness training.

Certain staff also have information available on their profile in our intranet's Directory.

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

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

For full points, please provide evidence of behavioural examples given within your documentation in terms of:
  (a) behaviour that constitutes bullying/harassment in regard to one's sexual orientation
  (b) behaviour that constitutes bullying/harassment of trans or gender diverse employees
  (c) behaviour that constitutes bullying/harassment of intersex people

Our *Workplace Behaviour Policy*, published on the departmental intranet, iCentral, notes that it is unlawful workplace discrimination to treat a person or a group unfavourable based on their gender or sexual orientation.

Protected personal characteristics under federal discrimination law include:

- a disability, disease or injury, including work-related injury

- parental status or status as a carer, for example, because they are responsible for caring for children or other family members

- race, colour, descent, national origin, or ethnic background

- age, whether young or old, or because of age in general

- sex

- industrial activity, including being a member of an industrial organisation like a trade union or taking part in industrial activity, or deciding not to join a union

- religion

- pregnancy and breastfeeding

- sexual orientation, intersex status or gender identity, including gay, lesbian, bisexual, transsexual, transgender, queer and heterosexual

To support this policy, specific examples of discrimination and harassment targeting gender diverse people are laid out in the department's *Supporting Gender Identity Affirmation Guidelines*, which references the *Workplace Behaviour Policy*. This guideline notes that it is against the law to discriminate against someone on the basis of

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intersex status, regardless of the gender they identify as. The *Inclusive Language Guideline* emphasises that use of offensive language relating to a person's sexual orientation, gender identity or intersex status is inappropriate. It also notes that all employees are responsible for ensuring the workplace is free from unacceptable and inappropriate workplace behaviour, including inappropriate jokes and comments. Relevant excerpts from these guidelines are included below.

Harassment free workplace

Transgender staff may be particularly vulnerable to harassment and discrimination. All workers in the department are responsible for ensuring a safe working environment. Managers have further responsibilities for maintaining a workplace where staff are free from being harassed, bullied and discriminated against, as set out in the *Workplace Behaviour Policy*.

In the early days of transition staff may inadvertently misname or mis-gender (that is, use language that does not match how that person identifies their own gender) the transitioning staff member. If this occurs they should apologise. Deliberate misgendering is not acceptable behaviour.

Examples of discrimination based on gender identity

- Deliberately using incorrect names or pronouns (such as 'he' instead of 'she' or 'they')
- Invasive, inappropriate questioning about a person's physical characteristics of their sex life (this may also constitute sexual harassment)
- Any form of harassment or bullying, including ridiculing or ignoring someone because of their gender identity
- Denying someone training and promotion opportunities because of their gender identity
- Changing the nature of someone's job, such as taking someone off customer service duties, because of their gender identity.

Supporting Gender Identity Affirmation Guidelines industry.gov.au

7

In the event of concerns about an adverse experience in the workplace, the department provides opportunities for resolution and support. Workplace Contact Officers (WCOs) can act as a first point of contact for assistance with workplace diversity issues or problems. The department has dedicated WCO's for LGBTIQA+ staff. More information on Workplace Discrimination and Harassment is available on iCentral.

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Gender identity affirmation and the workplace

It is important that staff who undertake gender identity affirmation at work have a positive experience without harassment or fear. This is consistent with the department's aim to provide an inclusive workplace as set out in the *Inclusion Strategy 2017 – 2020* and the *Workplace Behaviour Policy*. The *Sex Discrimination Act 1984* prohibits discrimination on the basis of gender identity. This includes non-binary gender identities. It is also against the law to discriminate against a person of indeterminate sex (an intersex person) who identifies as a particular gender.

Introduction

Inclusive language plays a significant role in creating and supporting a diverse workplace. It is also instrumental in forming an accepting and safe environment for our LGBTIQ+ staff members.

Regardless of a person's sexual orientation, gender identity or intersex status, communication with LGBTIQ+ staff members should be treated with respect and courtesy, and without harassment. Offensive language is inappropriate, as is any form of conduct that does not adhere to the APS Values, the APS Employment Principles and the APS Code of Conduct.

Principles

We encourage open communicating with all staff that is sensitive to their individual circumstances, welcoming and non-judgemental.

All workers within the Department of Industry, Innovation and Science (the department) are responsible for ensuring the workplace is free from unacceptable and inappropriate workplace behaviour and is thereby a safe working environment. Staff members are encouraged to address inappropriate jokes and comments immediately in accordance with the department's Workplace Behaviour Policy.

Bullying, workplace discrimination, harassment and victimisation, will not be tolerated by the department. Any conduct amounting to unacceptable or inappropriate workplace behaviour will be addressed promptly and in a serious manner by the department.

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

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) <u>or</u> (b) above <u>and</u>*

    (b) *where this has been communicated on an LGBTQ intranet page*

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 <u>both</u> a) and b) above.

All Workplace Contact Officers are required to fill out a form following discussion with a staff member. This includes details of the incident and conversation, which is in free text format so that details such as LGBTIQA+ specific bullying and harassment can be captured if relevant. A screen capture of a blank form is below. This information is then submitted to the Workplace Health and Safety team.

Our Work health safety team are also working with system developers to create new LGBTIQA+ identifiers in their HR case management system.

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AWEI
AUSTRALIAN WORKPLACE EQUALITY INDEX

Australian Government
Department of Industry,
Innovation and Science

Need Help ?

Tracking Code:

Have you previously started a form?   **Resume a saved form**

Save For Later

Details
Workplace Contact Officer Form

Fields marked with * are required

Workplace contact officer

Given name/s *

Family name *

Phone *

Email address *

Remember me

You can save time filling out the form by ticking the checkbox below. Your details will be saved and future use of this form on this computer will automatically populate with your details.

Do not tick the checkbox below if this is a public/shared computer as it may compromise your privacy and security.

☐ By ticking this checkbox, I confirm I want my details saved to this computer.

Incident details

Date of incident
If known

Time of incident
24hr time
hh:mm

Details of conversation *

500 characters left

Supporting documentation
Attachment file types restricted to: PDF, png, tif, tiff, jpeg, jpe, jfif, jpg, gif, bmp, doc, docx

Click to Upload

Submit

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STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE	INTERMEDIATE
12. Gender Affirmation Policy and Process Documentation	**Max. 5 points**

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.

Note: 'Gender affirmation' (above) is the ideal term for what has commonly been referred to as 'transitioning.'

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE	ADVANCED
13. Dress Codes and Uniforms	**Max. 4 points**

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*

While the department does **not have any organisational wide dress code policies or guidelines** we have made this explicitly clear in our *Supporting Gender Identity Affirmation Guidelines* include consideration of **dress.** We emphasise that staff affirming their gender (including non-binary gender identities and intersex people identifying as a particular gender) should be supported in accordance with their needs – noting that there are many ways to undertake gender affirmation. The Guidelines also note that the Pride Network or Culture and Inclusion team can be contacted for assistance.

Relevant excerpts are included below.

Gender identity affirmation and the workplace

It is important that staff who undertake gender identity affirmation at work have a positive experience without harassment or fear. This is consistent with the department's aim to provide an inclusive workplace as set out in the *Inclusion Strategy 2017 – 2020* and the *Workplace Behaviour Policy*. The *Sex Discrimination Act 1984* prohibits discrimination on the basis of gender identity. This includes non-binary gender identities. It is also against the law to discriminate against a person of indeterminate sex (an intersex person) who identifies as a particular gender.

Staff intending to undertake gender identity affirmation are encouraged to talk to their manager about their intention. They can contact the Pride Network or the Culture and Inclusion Team in the first instance if they would like support in approaching their manager.

Staff undertaking gender identity affirmation need to be supported in accordance with their social and health needs. It is important to respond promptly to staff who indicate they are intending to affirm their gender identity at work so they know they have support in the workplace. Respectful communication is key.

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S   VIEW   Supporting-Gender-Identity-Affirmation-Guidelines [Read-Only] - Word

person 'affirming' their gender because transitioning means the person starts living in what they identify as their true gender.

There are many ways to undertake gender identity affirmation. Most people will change their name and the way they dress. Others may undertake a range of treatments. Individuals may transition in different ways. For example, not all will choose to have sex affirmation surgery for a range of reasons, including availability, cost and desire for surgery. Whether or not a person has undertaken any such treatments is a private matter.

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STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE	ADVANCED
14. Gender Affirmation Leave	**Max. 4 points**

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 provides for 'Other leave (paid)' in its *Leave Policy*, alongside annual leave and personal leave. The purposes for which this leave is granted are not specifically prescribed. An indicative list is included in the policy, which includes 'other short term leave of a personal nature, at the discretion of the employee's manager'. While this indicative list does not explicitly mention gender affirmation, it is at the discretion of a manager, noting that wherever possible 'an employee will be granted leave for these purposes'. The *Supporting Gender Identity Affirmation Guidelines* note that planned leave can be considered in the context of a Gender Identity Affirmation Plan, developed by staff and their manager.

The department is working to have gender affirmation leave more explicitly reflected in leave policies.

22. Other leave (paid)

22.1 Eligibility and entitlement

Other leave (paid) should be considered in the context of operational efficiency and the need to provide an employee with an environment that allows them to balance work, family, lifestyle and community responsibilities. The purposes for which leave may be granted are not prescribed. The reasons outlined below are indicative of the purposes for which other leave (paid) may be approved by the relevant delegate.

Other leave (paid) may include, but is not limited to:

(a) emergencies, where an employee needs to be absent from work due to compassionate, unexpected or emergency circumstances and no alternative arrangements can be made (such as during a natural or un-natural disaster)

(b) bereavement, where an employee needs additional time to be absent from work due to the death of a person who is a member of the employee's immediate family or household, in addition to compassionate leave

(c) domestic and family violence purposes

(d) other short-term leave of a personal nature, at the discretion of the employee's manager

(e) volunteer leave (see further below)

(f) approved sporting events (see further below)

(g) other approved community activities (see further below)

22.5 Application and approval

Wherever possible, an employee will be granted leave for these purposes. Employees should provide the maximum amount of notice practicable and where timing is flexible, fit in with the operational requirements of the area.

Applications for other paid leave are to be made in ESS Aurion.

Other leave (paid) in excess of five days must be approved by the General Manager, People Branch.

Other General Managers have the delegation to grant short term other leave (paid) up to five days.

22.6 Evidence requirements

Supervisors should use discretion when considering evidence, having regard to the eligibility and entitlement requirements and noting the many varied reasons for taking this leave type.

Developing a plan

It is recommended that the staff member and manager or support team develop a Gender Identity Affirmation Plan. The plan will set out a proposed timetable and actions that will be taken to assist the staff member during the process. This could include:

Supporting Gender Identity Affirmation Guidelines industry.gov.au   5

- expected timeframes for gender affirmation
- proposed leave plans if required
- who will be in the support team
- how the change will be communicated to relevant staff
- what training will be recommended for, or delivered to, relevant 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 ESS Aurion and other databases[2]
- date the staff member will present in the workplace in their affirmed gender identity.

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

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

* Please refer to the Evidence Guidelines regarding changes made to this question.*

1. The department has placed posters in all bathrooms to indicate that gender diverse and intersex people can use the facilities of their preferred gender. An excerpt is included below. The department also has 'All Gender' accessible bathrooms available all employees.
2. In August 2020 our Property Team consulted with our Pride network on the language of Unisex toilets and as a department we are progressing with replacing Unisex to All Gender.

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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 is required to adhere to the *Australian Government Guidelines on the Recognition of Sex and Gender*. The guidelines apply to all Australian Government departments and agencies that maintain personal records (including employee records), and / or collect sex and / or gender information. The guidelines commenced on 1 July 2013, and were updated in November 2015. Australian Government departments and agencies were required to progressively align their existing and future business practices with the guidelines by 1 July 2016.

This includes giving people options to select non-binary gender descriptors. The department currently lists the majority of internal forms in a 'form hub' on the departmental intranet, iCentral. The Pride Network has undertaken an initial analysis of these forms. The majority of forms do not collect gender information. A credit card form available in the hub collects gender information and lists a third gender option.

To verify the material, please contact s22   , Assistant Manager, People on s22   or at s22   @industry.gov.au.

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Australian Government

Department of Industry, Science, Energy and Resources

Credit Card Application Form

Cardholder Employment Status

Department of Industry, Science, Energy and Resources: ☐ Ongoing ☐ Non- Ongoing

Non-Departmental employee: ☐ Contractor ☐ Secondee

Recruitment agency / Home agency _____

Cardholder Information

(* All information fields are requirements set by Diners Global)

Branded Corporate card ☐ *Un-Branded Corporate Card (NTM officer's only)* ☐

Title Mr ☐ Mrs ☐ Dr ☐ Miss ☐ Ms ☐ N/A ☐

Last Name_____

First Name_____

Gender Male ☐ Female ☐ Unidentified ☐

Date of Birth [   ]

AGS Number [   ] **APS classification** [   ]

Mobile Number [   ] **Work Number** [   ]

Email_____

Work Address_____

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

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 transor 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*

Note submission has not changed since last year (where we were awarded full points).

[Insert Evidence Here or Indicate Name of Attached File(s)]

STANDING SUBMISSION: INCLUSION OF TRANS AND GENDER DIVERSE PEOPLE	ADVANCED
18. Trans and Gender Diverse Applicants	**Max. 6 points**

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.

A. Last year our Recruitment team undertook a full review of the department's recruitment processes. Part of this review included consultation with our department's Pride network to identify feedback which would support LGBTIQA+ employees or external applicants navigate through our recruitment processes. A copy of that communication is provided below.

B. The department now lists diversity information and a contact point for all LGBTIQA+ people to reach out to if they need support navigating through a recruitment process. This is found on **all** job applications. This explicitly mentions trans, gender diverse and intersex people.

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From: s22
Sent: Monday, 5 October 2020 4:00 PM
To: Pride Network <pridenetwork@industry.gov.au>
Cc: s22   @industry.gov.au>;s22   @industry.gov.au>
Subject: For action: Recruitment review [SEC=OFFICIAL]

Hi Pride network

The Recruitment team in the People Branch is undertaking a recruitment reform project which essentially is about reviewing our current methodology and identifying new ways to improve on how and who we recruit. I'm also working with them to identify any other feedback which would support LGBTIQA+ employees or external applicants navigate through our processes.

They would like to identify any information to assist our recruiters when looking for candidates who will contribute to a diverse high performing workforce. They are also after information that will help level the playing field for all applicants from diverse backgrounds. This may include guidance about reasonable adjustments during interview processes, promoting more inclusive wording on our job ads or having information to convey to applicants on our LGBTIQA+ inclusivity.

We would like to hear from people in the departments diversity networks to gain insights into any roadblocks or difficulties people have experienced, or are aware of during recruitment processes.

This may include, but is not limited to:
- What roadblocks or difficulties do transgender and gender diverse people encounter when applying for jobs
- What changes or initiatives would assist to remove these barriers
- Have LGBTIQA+ employees directly or indirectly been disadvantaged at any stage during a recruitment process
- If we had a trans/gender diverse/LGBTIQA+ recruitment guide for recruiters, what information would be important for them to be aware of

I am happy for information to come through to me directly or collated and sent back via the Pride network. As someone who is queer identifying, I invite anyone to speak with me at any stage and know that all information would be taken in confidence and no identifying information passed on.
The Project is being conducted over a number of months so network members have some time to think about anything they may like to pass on. At this stage I invite anyone to get back to me by the end of October to assist with some early analysis.

Kind regards

s 22
Assistant Manager, Inclusion and Capability | People
Corporate & Digital Division

s 22

@industry.gov.au

Learn more about the department

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the work unit with the needs of the individual. Options may include part time working arrangements, working from home or other arrangements as agreed by all parties.

The department is committed to a workplace culture that is respectful, inclusive, and diverse, where all employees have a sense of belonging and can bring their authentic whole selves to work every day. We encourage applications from Aboriginal and/or Torres Strait Islander people, mature age, people with disability, culturally and linguistically diverse people and people of the LGBTIQA+ community, including transgender, gender diverse, and intersex people. Please contact our Inclusion and Capability team at Diversity@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss this in more detail.

Please contact recruitment@industry.gov.au or (02) 6276 1235 if you require assistance with your application. Alternatively please refer to our Applying for a position information.

Select the links on the left-hand side of the page for more useful information about a career with the department.

Advertised: 05 Mar 2021 AUS Eastern Daylight Time
Applications close: 22 Mar 2021 11:55 PM AUS Eastern Daylight Time

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STANDING SUBMISSION: Strategic Focus

STANDING SUBMISSION: STRATEGIC FOCUS	FOUNDATION
19. External Website LGBTQ Workplace Inclusion Promotion	Max. 2 points

We have promoted our focus and work on LGBTQ workplace inclusion on our _external_ facing webpage (URL).

https://www.industry.gov.au/about-us/work-with-us

Workplace culture and people

Our People Strategy outlines how we are building a high performance organisation by investing in our people, culture, values and processes.

Our Inclusion Strategy shows how we are creating an inclusive and diverse workplace culture where we are all valued and respected for our contribution.

Our APS Employee Census Report shows how our staff feel about working with us. It includes information about job satisfaction, employee engagement, and diversity and inclusion.

Our department's key priorities include holistic approaches to support:

- Aboriginal and Torres Strait Islander peoples
- gender
- disability inclusion
- LGBTIQA+ inclusion
- cultural and linguistic diversity
- flexible work arrangements
- multi-generational employment strategies

See how we foster an engaged, inclusive and diverse workforce through targeted initiatives:

- Our Reconciliation Action Plan and Aboriginal and Torres Strait Islander Employment Strategy demonstrate our commitment to an inclusive work culture and ensures we represent the diversity of the Australian community.
- Our affirmative recruitment measures aim to increase representation of Indigenous Australians and people with disability in our department and across the APS.
- We are a gold member of the Australian Network on Disability.
- We are members of Pride in Diversity and the Diversity Council Australia.
- Our Safety Health and Wellbeing Strategy provides measurable targets to achieve and maintain a safe working environment for all staff.
- We are leading a Mental Health Review in the Australian public service.

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Our new inclusion strategy explicitly mentions LGBTIQA+ throughout including, images of staff from our Pride network and some of our highlights.
https://www.industry.gov.au/data-and-publications/inclusion-strategy-2021-2023

Employee diversity networks

- Establishing 6 employee-led diversity networks

- Establishing an Inclusion Insights forum that provides an opportunity for the Executive to meet with employee diversity network chairs quarterly

- Appointing 17 diversity champions and 5 Reconciliation Action Plan champions, held by SES employees in the department who play a key role in driving cultural change

- Delivering a workshop called 'Let's talk race', based on workshop facilitation materials produced by the Australian Human Rights Commission

- Providing lunchtime language classes for Mandarin, Chinese and Spanish

- Supporting the rich diversity of our community on days of significance including Lunar New Year, International Women's Day, Harmony Day, National Reconciliation Week, Ramadan, NAIDOC Week, Wear it Purple Day, R U OK? Day, Flexible Working Day, Diwali, and the International Day of People with Disability

Awards and recognition

- Achieving a bronze tiered rank in Pride in Diversity's national Australian Workplace Equality Index in 2019 and 2020

- Our Pride Network being finalists in the Network Award category at the APSC Diversity and Gender Equality Awards in 2018

- Being the 2019 Agency winner of the ACT Inclusion Awards for Inclusion in Public Sector Employment at Questacon

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

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

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

Please provide evidence of such specific targets.

Note submission has not changed since last year (where we were awarded full points).

[Insert Evidence Here or Indicate Name of Attached File(s)]

STANDING SUBMISSION: STRATEGIC FOCUS	ADVANCED
21. Executive Sponsor or LGBTQ Champion	**Max. 4 points**

We have an Executive Sponsor located _within our Australian offices_ with documented role expectations/accountabilities related to LGBTQ inclusion work and advocacy within the organisation.

For full points, please provide evidence of both:
   (a) _the documented role expectation/accountabilities_
   (b) _the mechanism through which the Executive Sponsor reports or is made accountable for these_

The department has three current Pride Network Champions, with specific roles and responsibilities outlined in the Pride Network Terms of Reference.

5. Pride Network Champion

The Committee will work with the Diversity and Inclusion team to identify and endorse suitable SES officers for the position of Pride Network Champions.

The role of Pride Network Champion includes actively promoting the Pride Network at the senior executive levels, championing network initiatives and events, and promoting the visibility of the Network across the department and the broader APS.

The Pride Network Champion will also work to ensure the Network has access to adequate resources and advocate for LGBTIQA+ inclusion throughout the department.

The Pride Network Champions and Co-Chairs participate in the Inclusion Insights Group, which provides an opportunity for diversity networks to engage with the department's Secretary and Senior Executive. Minutes are published on the departmental intranet, iCentral, to promote transparency and accountability. A description of the Group and excerpt of attendees from a meeting is included below.

Inclusion Insights

Inclusion Insights provides an opportunity for the Secretary, Executive, and staff networks to meet and discuss shared lived experiences of working in the department. The meetings encompass community spirit and provide an opportunity for diversity networks to positively effect cultural change and inclusion within the department.

Inclusion Insights takes place quarterly and is chaired by the General Manager of People and Planning.

Meeting minutes

- Meeting Minutes—15 December 2020 (DOCX 98KB)
- Meeting Minutes—3 September 2020 (PDF 565KB)
- Meeting Minutes—13 September 2019 (DOCX 105KB)
- Meeting Minutes—18 December 2019 (DOCX 106KB)

INCLUSION INSIGHTS

Meeting Record

Date: Tuesday, 15 December 2020

Time: 9:30am – 11:00am

Location: Executive Board Room, Level 13; G021; 9.150; 7.102; VC

Chair	Position
s22	A/g General Manager, People Branch
Attendees	
s22	Secretary
	Deputy Secretary
	Deputy Secretary, Champion, Women's Network
	Deputy Secretary
	Assistant Manager, People Branch
	Champion, Cultural and Linguistic Diversity Employee Network
	Champion, Cultural and Linguistic Diversity Employee Network
	Champion, Cultural and Linguistic Diversity Employee Network
	Champion, Women's Network
	Champion, Pride Network
	Co-Chair, Disability and Wellness Network
	Co-Chair, Women's Network
	Chair, Flexible Work Network
	Co-Chair, Flexible Work Network
	Co-Chair, PRIDE Network
	Co-Chair, PRIDE Network

s22   who is one of our Pride Champions has confirmed that in our MyPlan performance system she has her role listed and as such would report to her Executive on her progress and work:

s22

Hi s22

Not sure it is of help but my MyPlan has the following: "I will foster and deliver a diverse and inclusive workplace including through my involvement as a PRIDE network champion."

STANDING SUBMISSION: STRATEGIC FOCUS 22. Senior Management Diversity Accountability	ADVANCED Max. 4 points

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

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

For full points, please:
   (a) confirm that there are diversity accountabilities (over and above general behavioural values) within senior management appraisals.
   (b) provide evidence (template example acceptable) or if highly confidential, please indicate the name of a senior HR person who can verify this:

[Insert Evidence Here or Indicate Name of Attached File(s)]

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

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

For full points, please:
   a) clearly outline the extent of this work and progress made to date

[Insert Evidence Here or Indicate Name of Attached File(s)]

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

We provide customers / service users with easily accessible information on how they can change their title (Mr, Ms, Mx), name and gender within our systems.

For full points, please provide either:

   a) *a copy of the customer/service user documentation that outlines this or a screenshot of that information.*

   b) *evidence that you do not collect or have removed gender options or gendered information in your systems*

[Insert Evidence Here or Indicate Name of Attached File(s)]

** END OF SECTION 1: STANDING SUBMISSION **

ANNUAL SUBMISSION

This part of the Submission (Sections 2 – 10) is only applicable to work carried out in the 2020 calendar year. Points will not be allocated for work carried out in 2021.

All questions within the Annual Submission must be answered in order to obtain point allocation. No points are carried over within these sections.
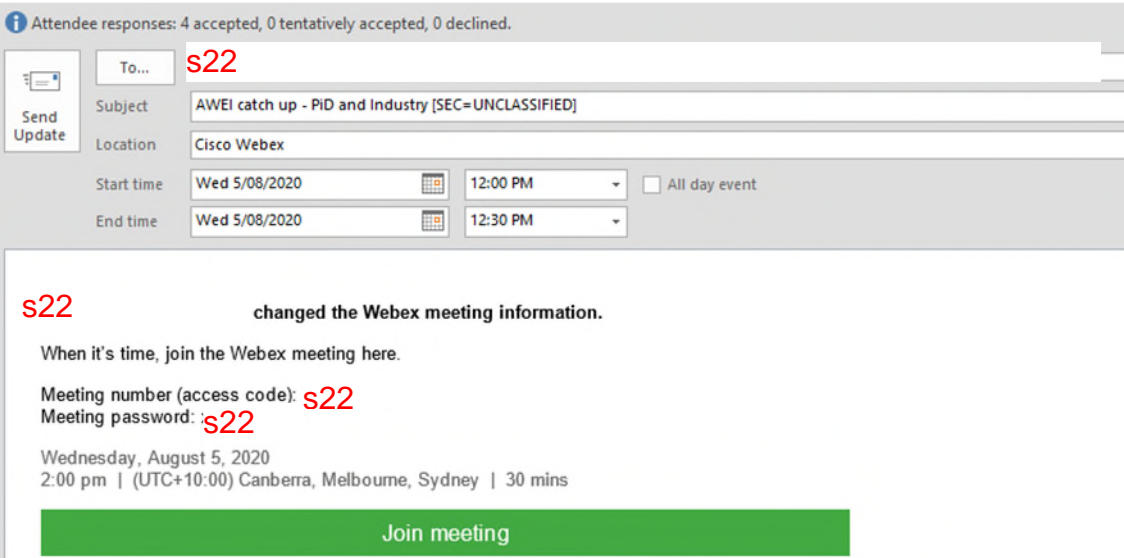
A reminder to read each question carefully and the specific evidence required, respectively.

- Each question asks for specific LGBTQ-explicit evidence. If inadequate or incomplete evidence is provided for any question, full points may not be obtained.
- If attaching evidence, please indicate the question number / title on the file name

For further support and clarification: Please download the AWEI Scoring Guidelines or refer to the AWEI Tools and Support webpage.

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

SECTION 2: STRATEGY & ACCOUNTABILITY

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY	FOUNDATION
1. External LGBTQ Expertise	Max. 2 points

We have access to external LGBTQ support/expertise that we have called upon throughout the assessed year (this may include but is not limited to PID).

Please provide evidence of <u>one</u> such engagement throughout the assessed year, identifying who that was with.

The department has access to LGBTIQ support and expertise on a needs basis, including through Pride in Diversity. The department has engaged through PID through its relationship manager throughout the calendar year (Adrian Fann). Adrian met with the department to discuss previous AWEI submissions and opportunities to improve LGBTIQ+ inclusion. An email calendar invite is included below as evidence.

Attendee responses: 4 accepted, 0 tentatively accepted, 0 declined.

To... s22

Subject: AWEI catch up - PiD and Industry [SEC=UNCLASSIFIED]

Location: Cisco Webex

Start time: Wed 5/08/2020 12:00 PM ☐ All day event

End time: Wed 5/08/2020 12:30 PM

s22 changed the Webex meeting information.

When it's time, join the Webex meeting here.

Meeting number (access code): s22
Meeting password: s22

Wednesday, August 5, 2020
2:00 pm | (UTC+10:00) Canberra, Melbourne, Sydney | 30 mins

Join meeting

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ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY	FOUNDATION
2. Documented LGBTQ Strategy	Max. 3 points

We have a documented LGBTQ inclusion strategy (or pillar within an overarching diversity strategy) in place for the assessed year that includes _clearly defined_ LGBTQ targets and/or action plans.

Please provide a copy of the LGBTQ component of your strategy and clearly defined targets. If your strategy does not contain clearly defined LGBTQ targets, please provide any accompanying/supporting action plans that will show specific goals in this area

The departments Inclusion Strategy 2017-2020 was launched in November 2017. It identifies Pride in Diversity as one of the organisations we have a membership of.

The network took an active role in the development of the departments newest Inclusion Strategy 2021-23 throughout the second half of 2020. Our latest strategy now specifically highlights LGBTIQA+ inclusion:

Key priorities and alignment

Over the next 3 years our department's key priorities will include a renewed focus on holistic approaches to support:

- Aboriginal and Torres Strait Islander peoples

- gender

- disability inclusion

- LGBTIQA+ inclusion

- cultural and linguistic diversity

- flexible work arrangements

- multi-generational employment strategies

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The department also has a current internal Pride Network Action Plan which supports this strategy, included below. This Action Plan has been endorsed by the Inclusion Insights Group.

Culture & Inclusion – Diversity Networks

ACTION PLANS 2019/20 – Pride Network

	Findings		Actions	Outcomes
CONNECTED NETWORKS	Our regional/state-based staff feel disconnected and often feel as though they miss out on opportunities. Our diversity groups feel marginalised and disconnected from their colleagues		A. Working with State and Regional managers to get better coverage in State and Regional offices B. Holding regular social and networking events, including in State and Regional offices	A. Improve engagement with state and regional offices B. Build a network of supportive peers across the department
RESPECTFUL WORKPLACE BEHAVIOURS	There are a number of employees who have seen or experienced inappropriate workplace behaviour.		A. Working with L&D to deliver regular LGBTIQA+ training and awareness initiatives, including in State and Regional offices B. Promote ally training as a way to empower employees who have witnessed inappropriate workplace behaviour to act C. All Pride Network Executive will become Workplace Contact Officers as a matter of course.	A. Improved awareness, understanding and acceptance of LGBTIQA+ staff and the issues they face. B. Better outcomes relating to respectful workplace behaviours C. Better access to staff with lived experience who are also able to provide advice on workplace issues.
UNIFIED MISSION	The fast pace of the department and its diverse responsibilities mean that many feel connected to their work group, but less so to the department's mission/vision.		A. N/A	A. N/A
INCLUSIVE WORKGROUPS	We can favour 'people like us'. People find it easier to reach consensus with those who look like us and share similar backgrounds. This can lead to 'in group' and 'out group' situations		A. Promote more mature messaging around diversity an inclusion, including integrating diversity into broader human interest stories B. Progress work for a whole of APS float at the Sydney Mardi Gras for 2021.	C. Improved awareness, understanding and acceptance of LGBTIQA+ staff and the issues they face. D. Improved visibility of LGBTIQA+ people within the broader APS

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ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY	INTERMEDIATE
3. LGBTQ Advisory Group	**Max. 4 points**

We have _established and promoted_ an internal LGBTQ advisory group which has:
   a)   **met specifically to identify areas requiring change or to work on projects requiring their expertise and guidance**
   b)   **engaged with _the organisation_ in efforts to implement change or complete allocated projects**

Note: This group may be the leadership or a subset of your Employee Network, or a group within your organisation with distinct expertise in LGBTQ inclusion.

For full points, please provide:
   (a)   evidence of how this group's expertise or counsel is promoted across the organisation
   (b)   evidence of any meetings or work undertaken by this group throughout the assessed year

---

   A.   The Pride Network Committee performs this function within the department. This includes engaging across the organisation in the manner outlined below (this description is accessible for all employees through the departmental intranet, iCentral.

The Pride Network works to:

- increase awareness and understanding of LGBTIQ+ issues
- support the development and implementation of LGBTIQ+ related workplace diversity initiatives within the department
- promote and support a culture of diversity, safety and inclusion

The Pride Network is dedicated to creating an inclusive and safe workplace for all LGBTIQ+ staff and their allies.

Employees are encouraged to contact the committee or network members for support and assistance.

Employees are welcome to share any ideas for the network or concerns.

4. Pride Network Committee

The Pride Network Committee is responsible for setting the strategic direction and driving the work of the Network. The Committee will comprise a Chair, Deputy Chair, a Secretary, a Communications Officer and any number of General Members.

- The **Chair** and **Deputy Chair** will drive the business of the Network, be the public face of the Network, and coordinate any departmental reporting requirements and submissions.
- The **Secretary** will book network meetings, record action items from meetings and circulate information to the Network where appropriate.
- The **Communications Officer** will ensure the Pride Network intranet page is maintained and liaise with Corporate Network on matters such as event promotion and department-wide communications.

- The **NCC Representative** will advocate for the Pride Network's values and perspectives to be reflected in departmental guidelines and policies.
- **General Members** will support other Committee members with running of the Network, for example through contributing to policy work and strategic direction, managing specific events and coordinating activities in state offices.

The Pride Network have a representative on the departments National Consultative Committee. The NCCC Representative in the 2020 calendar year was s22 . The NCC meet to discuss issues including Leave Policies and Domestic and Family Violence Policies.

The Pride Network was also pivotal in advising on LGBTIQA+ inclusion in the 2020 calendar year:
B. The Pride Network NCC representative participated in a working group to ensure the Domestic and Family Violence policy was explicitly inclusive
C. In addition the Pride Network were pivotol in supporting the departments Property team to update unisex toilet signs with new language and imagery that was within scope of Australian Building Standards.
Evidence of both are included below.

Reply ☐ Reply All ☐ Forward ☐ IM

s22

Wed 5/08/2020 11:09 AM

s22

FW: FD&V Working Group: Draft Family and Domestic Violence Support Policy [SEC=OFFICIAL:Sensitive]

To s22

OFFICIAL:Sensitive

From: s22
Sent: Wednesday, 29 July 2020 10:02 AM
To: s22
Cc: s22
Subject: FD&V Working Group: Draft Family and Domestic Violence Support Policy [SEC=UNCLASSIFIED]

Hi All

In preparation for the Working Group tomorrow, please find attached the revised draft of the Family and Domestic Violence Support Policy, with comments and actions against the feedback that was received.

Please note: this has only been sent to Working Group members who are working on the Family and Domestic Violence Support Policy.

Kind regards

s22
Assistant Manager, Workplace Relations
People Policy and Recruitment
Corporate and Digital Division
s22 @industry.gov.au

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Sent: Monday, 17 August 2020 1:00 PM
To: s22
Cc:
Subject: For approval: Change to accessible bathroom signs [SEC=OFFICIAL]

Hi s22

The Pride network have been working with Property to see whether Industry house could update accessible bathroom signs to be more inclusive. s22 s22 from Property has been really engaged with Pride to action this as apparently he did something similar when he worked at Energy before the MoG. Troy mentioned he will also look to see whether the 1 accessible bathroom as Binara St office could be updated as well.

Pride initially were hoping for no symbols of people but this had to remain for compliance purposes so they landed on the 3 symbols. There was some discussion on words like 'Non Binary' and 'All Gender' but Pride felt 'All Gender' was more inclusive. LH means Left Hand and refers to which side of the toilet the handrail is on.

I have sent it to the Co-Chairs of DaWN, (s22) and they've confirmed they have no concerns with this update. If you're happy with this process I will pass approval back through to s22

4. LGBTQ Inclusion Reporting	2 points

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

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

Please provide evidence.

N/A

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY	INTERMEDIATE
5. Media Coverage	2 points

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

Note: This has to cover your LGBTQ inclusion work in detail and cannot be a brief mention of your organisation, recognised employee/individual or an award won.

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

N/A

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

We have completed, updated or are making progress towards work within _one_ of the following areas over the assessed calendar year:
- **LGBTQ targeted recruitment (targeting LGBTQ job seekers)**
- **LGBTQ supplier policy / promotion / resourcing / procurement policy (either seeking LGBTQ suppliers; or having a policy requiring suppliers to reflect your values around LGBTQ inclusion or attend training)**
- **LGBTQ marketing campaigns or service provision brochures/collateral specifically targeting LGBTQ populations or answering questions specific to this population**

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

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

1. We worked with our Procurement and Contracts team to identify how we could influence inclusive processes. Our work resulted in a new Social Impact statement reflecting the departments commitment to diversity and Inclusion:

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Considerations at the Procurement Planning Stage

Estimate the value

If the procurement cannot be valued, it must be treated as if it is over the threshold of $80,000 (GST inclusive) or $7.5 million for construction where Open Tender is required (unless you meet an exemption).

Indigenous Procurement Policy

As per Departmental Policy 3 – Procurement (PDF 878KB) staff undertaking a procurement must first consider whether there is an Indigenous Small to Medium Enterprise (with at least 50% Indigenous ownership) that can deliver the required good or service on a value for money basis irrespective of the value of the procurement.

For procurements valued from $80,000 to $200,000 (GST inclusive) and all procurements in a remote location you **MUST apply** the Indigenous Procurement Policy. The exception to this is where a mandated Whole-of-Government panel is required to be used; a Condition for Limited Tender; or an Exemption.

Social Impact

The department is committed to diversity, inclusion and accessibility. With the increased focus on social responsibility in Government, the Corporate and Digital Division has developed a Sustainable Procurement Strategy to address social impact in procurement across the department. The objective of the Strategy is to promote corporate responsibility and increase awareness of social considerations throughout the procurement lifecycle without creating any additional red tape for divisions.

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY	ADVANCED
7. Executive Leadership Representation	2 points

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We currently have openly LGBTQ identifying people within our internal Diversity Council and/or within our Executive Leadership Team.

Please provide details of the names and roles of openly LGBTQ identifying people within either your Diversity Council or Executive Team

The Pride Network Champion and Co-Chairs participate in the Inclusion Insights Group (a diversity council equivalent), which provides an opportunity for diversity networks to engage with the department's Secretary and Senior Executive. Minutes are published on the departmental intranet, iCentral, to promote transparency and accountability. A description of the Group and excerpt of attendees from a meeting is included below. Both the Co-Chairs openly LGBTIQA+ identifying, as is the General Manager, People and Planning, who chairs the group.

s22   is our former Pride Network Champion and is a visible Senior Executive Staff member
s22   is within our Inclusion team in HR and is at the Executive Level 1
s22   is one of our Pride Co-Chairs and is at the Executive Level 1

Inclusion Insights

Inclusion Insights provides an opportunity for the Secretary, Executive, and staff networks to meet and discuss shared lived experiences of working in the department. The meetings encompass community spirit and provide an opportunity for diversity networks to positively effect cultural change and inclusion within the department.

Inclusion Insights takes place quarterly and is chaired by the General Manager of People and Planning.

Meeting minutes

- Meeting Minutes—15 December 2020 (DOCX 98KB)
- Meeting Minutes—3 September 2020 (PDF 565KB)
- Meeting Minutes—13 September 2019 (DOCX 105KB)
- Meeting Minutes—18 December 2019 (DOCX 106KB)

INCLUSION INSIGHTS
Meeting Record

Date: Tuesday, 15 December 2020

Time: 9:30am – 11:00am

Location: Executive Board Room, Level 13; G021; 9.150; 7.102; VC

Chair	Position
s22	A/g General Manager, People Branch

Attendees	Position
s 22	Secretary
	Deputy Secretary
	Deputy Secretary, Champion, Women's Network
	Deputy Secretary
	Assistant Manager, People Branch
	Champion, Cultural and Linguistic Diversity Employee Network
	Champion, Cultural and Linguistic Diversity Employee Network
	Champion, Cultural and Linguistic Diversity Employee Network
	Champion, Women's Network
	Champion, Pride Network
	Co-Chair, Disability and Wellness Network
	Co-Chair, Women's Network
	Chair, Flexible Work Network
	Co-Chair, Flexible Work Network
	Co-Chair, PRIDE Network
	Co-Chair, PRIDE Network
	Champion, Flexible Work Network
	Champion, Flexible Work Network
	Champion, Women's Network
	Co-Chair, Disability and Wellness Network
	Assistant Manager, Inclusion and Capability People Branch
	Co-Chair, Indigenous Employment Network
	Co-Chair, Disability and Wellness Network
	Co-Chair, Cultural and Linguistic Diversity Employee Network
	Manager, People Branch
	Co-Chair Indigenous Employment Network
	Executive-Chair, Disability and Wellness Network
	Chief of Staff to the Secretary
	Deputy Secretary, Champion, Indigenous Employment Network
	General Manager, People Branch
	Champion, Disability and Wellness Network
	Champion, Disability and Wellness Network
	Champion, Flexible Work Network
	Champion, Pride Network
	Co-Chair, Flexible Work Network

ANNUAL SUBMISSION: STRATEGY & ACCOUNTABILITY	ADVANCED
8. LGBTQ Inclusion Promotion	Max. 4 points

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

- **engaging with strategic partners or key external stakeholders**

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

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

Strategic Partners – APS Mental Health Capability Taskforce
The Pride Network is participating with key strategic partners through the whole-of-APS Mental Health Capability Taskforce to ensure LGBTIQA+ issues are taken into account in the work of the Taskforce. The Taskforce was initiated on behalf of the Secretaries Equality and Diversity Council in 2018 to explore how the APS could support managers' confidence and capability when recruiting, employing and managing staff with lived experiences of mental illness. The APS Mental Health Capability Reference Group was set up to provide strategic advice and support to the reference group and had its first meeting on 7 June 2019. One of the Pride Network Co-Chairs s22 is a member of this Reference Group.

A calendar invitation for a meeting and evidence of ongoing Pride Network contribution within the assessed calendar year is included below. Public details on the project are also available here: https://www.industry.gov.au/data-and-publications/aps-mental-health-capability-project

Thu 8/10/2020 4:54 PM

APS Mental Health Capability

APS Mental Health Capability Reference Group – Meeting 6 – Agenda and Papers [SEC=OFFICIAL]

To s22

Cc

Attachments   MHC Reference Group - Meeting 6 - Agenda - October 2020 CV.PDF (125 KB); APS Mental Health Capability Project - Implementation Resources - Octobe....docx (115 KB); Pilo
              Pilot - Resources - Example Workplace Mental Health Model of Care - Plan....pdf (704 KB); Pilot - Resources - APS Mental Health Core Capability Curriculum - Octob....docx (1 MB)

ⓘ Follow up. Completed on Friday, 20 November 2020.

Good afternoon members,

I look forward to seeing you at the next meeting of the APS Mental Health Capability Reference Group on **Thursday, 15 October 2:00pm – 3:00pm**. This meeting w

Also attached to this email are the meeting papers relevant to agenda item 2.2. The APS Mental Health Capability Taskforce will seek your comments / feedback on

I have also attached a copy of the meeting minutes from our last meeting, on Thursday, 23 July 2020. The Chair will table these minutes as final during the next mee
Taskforce **by close of business Wednesday 16 October 2020.**

Should you require any assistance prior to the meeting please contact the Secretariat,s22   ons22   or email APSMentalHealthCapability

SECTION 3: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

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

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

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS	FOUNDATION
9. LGBTQ Employee Network	Max. 2 points
Within the assessed calendar year, we have _either_: a) **an established LGBTQ employee network with a clearly documented charter/purpose or remix**	
The Pride Network was established in 2016. The Network's Terms of Reference, published on the departmental intranet, iCentral, clearly document the purpose and remit of the Pride Network. The relevant excerpt is included below.	

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AWEI
AUSTRALIAN WORKPLACE EQUALITY INDEX

Pride Network

The Pride Network was established to promote a safe and inclusive workplace through policy review, advocacy, community visibility, connection and networking, and support.

The Pride Network works to:

- increase awareness and understanding of LGBTIQ+ issues
- support the development and implementation of LGBTIQ+ related workplace diversity initiatives within the department
- promote and support a culture of diversity, safety and inclusion

The Pride Network is dedicated to creating an inclusive and safe workplace for all LGBTIQ+ staff and their allies. Employees are encouraged to contact the committee or network members for support and assistance. Employees are welcome to share any ideas for the network or concerns.

- Pride Network Terms of Reference (PDF 446KB)
- Inclusion Strategy 2021–23
- Pride Network Calendar of Events (requires Protected access)

If you are unable to access the calendar of events, please email the Pride Network Team and a copy can be provided.

News

Join the Pride network

EOIs are now open for executive positions on the network.
03 MARCH 2021

Build our inclusive workplace culture

Complete the Australian Workplace Equality Index employee survey.

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Pride Network – Terms of Reference

1. Aim

The Pride Network's primary role is to increase awareness and understanding of LGBTIQA+ issues, support the development and implementation of LGBTIQA+ related workplace diversity and inclusion initiatives within the department, and promote and support a culture of diversity, safety and inclusion.

The Network invites and welcomes the participation of all employees irrespective of gender, sexuality, location or any other personal attribute.

2. Vision

To support a safe and inclusive workplace for all employees regardless of sex, sexuality, gender identity or intersex status through policy advocacy, community visibility, connection and support.

3. Objectives

The objectives of the Network include, but are not limited to:

- promoting a safe, diverse and inclusive workplace through policy advocacy, community visibility, connection and support;
- supporting new and current departmental employees who identify as LGBTIQA+;
- providing a safe and supportive environment for all employees to meet informally to express views, share experiences and seek assistance with LGBTIQA+ issues in the workplace;
- working towards and supporting a departmental culture in which all employees are able to participate and fulfil their potential in an environment where they are valued and respected;
- representing LGBTIQA+ employees in the development and review of policies, guidelines and procedures to ensure that they are inclusive and respectful of LGBTIQA+ people;
- Raising awareness and celebrating LGBTIQA+ diversity to support efforts to ensure the department is a safe and inclusive workplace;
- working cooperatively with the Corporate Network to identify and propose solutions to workplace issues affecting LGBTIQA+ employees for the department's consideration.

4. Pride Network Committee

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ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS	FOUNDATION
10. Network Leadership Structure	**Max. 3 points**

Our employee network has a clearly articulated leadership structure with:

   a)   **clear roles and/or responsibilities for those involved**
   b)   **an HR or Diversity representative as part of the leadership structure**

For full points, please provide:
   (a)   a copy of your network leadership structure clearly articulating role accountabilities
   (b)   evidence that you have HR or diversity representation within the leadership

   A.   s22   is the Pride Networks Relationship Manager in our department HR Inclusion Team. s22   is included in all Committee Meetings and acts as a touchstone with the Inclusion team and HR more broadly. Evidence of s22   's MyPlan performance expectations highlighting his role are below.
   B.   The Pride Network Terms of Reference clearly articulate the leadership structure, and the roles and responsibilities of those involved.

ˇ EL1 Assistant Manager/Relationship Manager Culture and Inclusion: Pride, CALD, DaWN   [Current]

•Take a leadership role in supporting the Inclusion team to ensure we meet the objectives listed against our priorities

•Relationship Manager for key networks that drive leadership and decision-making on inclusion and diversity matters in DISER and the APS

•Supporting the Secretary and Executives' engagement in committee meetings and forums

•Leading and monitoring the development of the departments new Accessibility Action Plan

•Supporting the implementation of the departments new Inclusion Strategy

4. Pride Network Committee

The Pride Network Committee is responsible for setting the strategic direction and driving the work of the Network. The Committee will comprise of two Co-Chairs, a Secretary, a Communications Officer, Events Officer NCC Representative and any number of General Members.

- The **Co-chairs** will drive the business of the Network, be the public face of the Network, and coordinate any departmental reporting requirements and submissions.
- The **Secretary** will book network meetings, record action items from meetings and circulate information to the Network where appropriate.
- The **Communications Officer** will ensure the Pride Network intranet page is maintained and liaise with Corporate Network on matters such as event promotion and department-wide communications.

- The **Community Events and Activities Officer** will coordinate Pride Network events and community activities, including marking major days of observance important to the community throughout the year, and any associated fundraising activities.
- The **NCC Representative** will advocate for the Pride Network's values and perspectives to be reflected in departmental guidelines and policies.
- **General Members** will support other Committee members with running of the Network, for example through contributing to policy work and strategic direction, managing specific events and coordinating activities in state offices.

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS **FOUNDATION**

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11. Network Strategy / Work Plan   Max. 3 points

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

For full points, please provide all of the following:
- *(a) a copy of your network strategy or component of the strategy that the network has been working on within the assessed year*
- *(b) a copy of action plans and timelines utilised*
- *(c) a copy of the latest progress report*

The department has an internal Pride Network Action Plan in place for the 2019/20 Financial Year, included below.

Culture & Inclusion – Diversity Networks

ACTION PLANS 2019/20 – Pride Network

		Findings	Actions	Outcomes
CONNECTED NETWORKS		Our regional/state-based staff feel disconnected and often feel as though they miss out on opportunities. Our diversity groups feel marginalised and disconnected from their colleagues	A. Working with State and Regional managers to get better coverage in State and Regional offices B. Holding regular social and networking events, including in State and Regional offices	A. Improve engagement with state and regional offices B. Build a network of supportive peers across the department
RESPECTFUL WORKPLACE BEHAVIOURS		There are a number of employees who have seen or experienced inappropriate workplace behaviour.	A. Working with L&D to deliver regular LGBTIQA+ training and awareness initiatives, including in State and Regional offices B. Promote ally training as a way to empower employees who have witnessed inappropriate workplace behaviour to act C. All Pride Network Executive will become Workplace Contact Officers as a matter of course.	A. Improved awareness, understanding and acceptance of LGBTIQA+ staff and the issues they face. B. Better outcomes relating to respectful workplace behaviours C. Better access to staff with lived experience who are also able to provide advice on workplace issues.
UNIFIED MISSION		The fast pace of the department and its diverse responsibilities mean that many feel connected to their work group, but less so to the department's mission/vision.	A. N/A	A. N/A
INCLUSIVE WORKGROUPS		We can favour 'people like us'. People find it easier to reach consensus with those who look like us and share similar backgrounds. This can lead to 'in group' and 'out group' situations	A. Promote more mature messaging around diversity an inclusion, including integrating diversity into broader human interest stories B. Progress work for a whole of APS float at the Sydney Mardi Gras for 2021.	C. Improved awareness, understanding and acceptance of LGBTIQA+ staff and the issues they face. D. Improved visibility of LGBTIQA+ people within the broader APS

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The Diversity Team and Pride Network also created and utilise an AWEI submission tracker to manage AWEI Planning, which is included below with an overarching progress report.

AWEI Submission Tracker

Percentage completed	60%
2020 score	104
2019 score	Bronze

TASK	PRIORITY	STATUS	START DATE	DUE DATE	% COMPLETE	NOTES
HR policy & diversity practice	Normal	In Progress	9/03/2021	4/01/2021	75%	
LGBTQ bullying/harassment & support	Normal	In Progress	9/03/2021	4/01/2021	50%	
Inclusion of trans and gender diverse people	Normal	In Progress	9/03/2021	4/01/2021	75%	
Strategic focus	Normal	In Progress	9/03/2021	4/01/2021	75%	

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ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS

12. Orientation / On-boarding

INTERMEDIATE

Max. 2 points

Our network is actively involved in orientation, on-boarding or the welcoming of new hires within the organisation. If orientation is strictly online, our network has sought means to introduce new hires to the network and welcome them to the organisation.

For full points, please provide:
   (a) *evidence of when this last occurred*
   (b) *the degree of network involvement/participation*

The Pride Network welcomes new hires to the organisation through internal news articles such as the one below, and morning teas. The Pride network is also referenced in the Inclusion Teams presentation during induction to new starters.

Join the network

Published: 12 February 2020

The Pride Network is calling for expressions of interest for executive positions on the Pride Network Committee. This process happens yearly to refresh the committee roles.

The Pride Network is dedicated to creating an inclusive and safe workplace for all LGBTIQA+ staff and their allies, and is responsible for setting the strategic direction and driving the work of the network.

The following positions are available:

- Chair
- Deputy Chair
- Secretary
- NCC Representative
- Communications Officer

For information on the roles please read the Pride Network ⬛ Terms of Reference (PDF 379KB).

The Pride Network is calling for expressions of interest.

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For information on the roles please read the Pride Network 📄 Terms of Reference (PDF 379KB).

Committee members are generally expected to commit to executive roles for a year. Staff can also join the Pride Network Committee as a general member. General members support other committee members with running of the Network. For example, they may contribute to policy work and strategic direction, manage specific events and coordinate activities in state offices. There is no limit on the number of general members of the committee, and expressions can be sent at any time.

A welcome morning tea for all members, new and old, is being held on Thursday 27 February, which will be followed by the first Pride Network Meeting. The new Executive Committee will also be announced.

Morning tea

- **When:** Thursday 27 February
- **Where:** Level 7 kitchen Myer end, Industry House
- **Time:** 11-11.30 am
- **Who:** All are welcome
- **RSVP:** By opening the calendar invite and clicking 'Accept'.

Further Information

- visit the PRIDE Network iCentral page for resources about LGBTIQA+ inclusion

When new hires engage with the Pride Network, they are welcomed through personal emails like the one below and encouraged to choose the degree of involvement / participation that best suits their needs.

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Fri 28/02/2020 2:15 PM

Pride Network

RE: Pride Network [SEC=UNCLASSIFIED]

To   s22

Hi s22

Welcome, you're now a Pride Network member. Great to have you on board!

To help us get you involved, please let us know:
1. Your name as you prefer it and the pronouns you'd like us to use for you at work (e.g. they/them, she/her, he/him):
2. What you'd like to be involved with:
   • Just send me the emails and network meeting invites, thanks
   • Events
   • Comms
   • Policy
   • Everything!
3. Where you're based (e.g. Canberra, Adelaide, Sydney NMI office, etc)
4. And is there anything you want our help with at the moment?

Our instructions on adding your pronouns to your signature block can be found at http://icentral/Communications/Design-and-printing/Pages/Signature-blocks.aspx, and we have a stash of pride and trans flag pins for Network members - let us know if you want one.

And may I be the first to say welcome to the network!

Cheers,

s22

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Australian Government
Department of Industry, Science, Energy and Resources

OUR DIVERSITY NETWORKS

- Cultural and Linguistic Diversity Network
- Disability and Wellness Network
- Indigenous Employees Network
- Pride Network
- Women's Network
- Flexible Working Network

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ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS	INTERMEDIATE
13. Strategy and Goals	**2 points**

Our network leads have objectives that are assessed annually within performance discussions, relating specifically to performance within that role (as opposed to generic cultural, diversity or value statements).

The Pride Network Co-Chair for 2020 had formal performance KPIs relating to promoting LGBTIQA+ inclusion through the Pride Network and performance of Workplace Contact Officer duties. The relevant section is included below.

∨ Promoting an Inclusive Culture in the Department [Current]

I will work to promote a safe and inclusive culture in the branch, the division, and the department.

This will include:

- actively participating in the department's Pride Network and, through it, support the department in providing a safe workplace that encourages LGBTIQA+ employees to thrive

- Supporting and driving other Network, divisional and departmental activities as appropriate to help promote diversity and inclusion

- Continuing to work as a workplace contact officer (and participate in appropriate training as needed)

- Ensuring that my Pride Network and WCO workloads are balanced with my responsibilities in the team.

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS	INTERMEDIATE

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14. Sustainability Plan	Max. 2 points

Our network has a documented sustainability plan (over and above a leadership structure and/or a succession plan) that will help ensure the longevity and continuity of the network.

Please provide:
  (a) *an outline of what considerations where considered in the development of the plan*
  (b) *a copy of the plan*
  (c)

The Pride Network Terms of Reference sets out a process for promoting the longevity and continuity of the Network through annual refreshing of the Pride Network Committee Executive through an Expression of Interest and (if needed) election process. Positions are vacated at the start of every calendar year. General Committee Members may also join the Committee at any time to help ensure a ready group of engaged network members who can build an interest in, and familiarity with, the work of the Committee and the Executive positions. These processes are outlined below in the relevant sections of the Terms of Reference.

Membership of the Committee will be determined through an Expression of Interest process. There is no limit on the number of General Members of the Committee, and expressions can be received at any time.

Committee member positions will be refreshed approximately every 12 months pending the number of nominees. Therefore committee members are generally expected to commit to the role for a year. Committee members may seek to re-nominate for their position.

At the beginning of every year, the office bearer positions (i.e. Co-Chair, Secretary, Communications Officer, Event Officer and NCC Representative) will be declared vacant and expressions of interest will be sought. If there is only one nomination per position, no vote is required.

Elections may be held if more than one member nominates for a single 'office bearer' position. If it is necessary to hold an election the process will be as follows:

- Nominees will be asked to provide a short statement outlining why they wish to be elected to the relevant position.
- A list of the nominees and their statements will be distributed to Network members.
- Each Network member will be entitled to cast one vote per position in a secret ballot.
- The member receiving the most votes will be elected to the position.

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS	ADVANCED

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15. Allies of Trans and Gender Diverse People	Max. 3 points

The network has undertaken _one_ of the following within the assessed year:
  a) **actively distributed, promoted or developed information on** how to be an ally **to trans and gender diverse employees**
  b) **worked with trans and gender diverse employees or community members to develop targeted inclusion initiatives profiling trans and gender diverse speakers or role models**

Note: This is over and above speaking events or LGBTQ calendar Days of Significance.

_Points will be given for _one_ of the above._
    (a) If you have selected (a), please provide a copy of the information provided
    (b) If you have selected (b), please provide details and evidence of this work

If you have undertaken work for both, please include the second piece of work under ADDITIONAL WORK at the end of this submission. Please do not duplicate any evidence already submitted for events around LGBTQ Days of Significance. Points will not be allocated twice for the same event.

In the assessed calendar year, the Pride Network promoted and developed information on how to be an ally to trans and gender diverse employees. This was promoted on International Pronouns Day.

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International Pronouns Day

Published: 20 October 2020

Wednesday 21 October is International Pronouns Day.

International Pronouns Day seeks to make education, sharing and respecting personal pronouns commonplace.

Gender pronouns are the titles people use when talking to or about another person, for example 'she', 'he' or 'they'. You can't tell what a person's gender pronouns are by looking at them.

Wednesday 21 October is International Pronouns Day.

Using the gender pronouns that a person determines for themselves is a simple way of showing respect. Being referred to by the wrong pronoun (known as misgendering) particularly affects gender diverse and transgender people so you should not assume someone's pronoun based on looks.

Below are some simple ways to encourage inclusive use of pronouns in the workplace.

Emails

Placing pronouns in your signature block acts as a reminder of the pronouns you use, and helps to promote awareness of gender diversity with internal and external stakeholders.

You can include your pronouns in your signature block in the below format:

Firstname Lastname (pronouns they/them or she/her or he/him).

Meetings and introductions

When introducing yourself in a meeting or to a new contact, try saying "My name is …. and my pronouns are …." When referring to others, consider whether it is necessary to specify their gender identity. For example:

- Use: Ashley is new to the department, and will be joining the People and Planning Branch.
- Avoid: Ashley is new to the department and she will be joining the People and Planning Branch.

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Respecting other's pronouns

Knowing and using someone's gender pronouns is a positive way to support people you work with and create a more inclusive workplace. If in doubt, politely ask them and respect their answer by not misgendering them.

In your work

Using gender neutral language ensures that everyone is included without singling any one person out and helps to remove inherent bias. For example, when referring to positions try using Chair or Chairperson instead of Chairman.

For more guidance, the Australian Government Style Manual includes more advice on using gender and sexual diversity inclusive language.

Further information

Visit the Pride Network page on iCentral.

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS	ADVANCED
16. Visibility of LGBTQ Women	**Max. 3 points**

Throughout the assessed year, our network has _either_:
    a) **developed and made progress against an active strategy with targets in place to increase the visibility of LGBTQ women; or**
    b) **undertaken and documented significant activity throughout the year to increase visibility of LGBTQ women and out role models**

Points will be given for one of the above.
    (a) _If you have selected (a), please enclose a copy of any plan developed along with a report of progress made_
    (b) _If you have selected (b), please provide an outline of all activity taken to specifically increase the visibility and participation of LGBTQ women_

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

[Insert Evidence Here or Indicate Name of Attached File(s)]

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS	ADVANCED
17. LGBTQ Intersectionality	**3 points**

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

Please provide evidence for one of the following:
- **LGBTQ and Aboriginal, Torres Strait Islander or Indigenous**
- **LGBTQ and a person of faith**
- **LGBTQ and of another diverse group (i.e. CALD, of mature age, living with disability, etc.)**

Please provide evidence for one of the selected groups above.

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

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The Pride Network organised and participated in an intra-diversity network panel event on intersectionality and shared diversity and inclusion experiences. This was across:

- Aboriginal and Torres Strait Islander
- Culturally and Linguistically diverse
- Women
- Disability

Inter-network panel event

Published: 09 October 2020

Attend the department's inter-network panel event on Diversity and Inclusion in the Australian workplace: how far we've come and where to next.

The networks are taking the opportunity to break through the barriers and adopt a 'together we are stronger' attitude. Join the network chairs to hear more about intersectionality and how we can all be supportive across our diverse communities.

The event will cover topics such as:

- intersectionality across the department
- how to improve collaboration between diversity groups
- shared experiences and some members unique barriers to inclusion
- how barriers are being overcome and what is next for the networks.

There's evidence that single identity networks can be difficult for members who identify with multiple groups. This can ultimately slow the progress of all groups in addressing inequality.

The discussion will be facilitated by Pride Champion, s22 There will be Sli.do to ask questions on the day, otherwise you can also email questions in advance to pridenetwork@industry.gov.au.

Attend the inter-network panel event on Diversity and Inclusion.

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS	ADVANCED
18. Intersex Allies	**Max. 4 points**

As Intersex Allies:

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

b) **Our organisation has signed up to The Darlington Statement**

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

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

The department has information on intersex inclusion and awareness developed by Pride in Diversity, the *Employer's Guide to Intersex Inclusion*, available for all staff to access on the departmental intranet, iCentral. Intersex speakers were also engaged for Intersex Awareness Day, but this has been considered in another section of the submission.

Externally-sourced guides

- Enabling Allies for Change (Pride in Diversity) (PDF 3.6MB) (PDF 3.6MB)
- Employers Guide to Intersex Inclusion (Pride in Diversity) (PDF 948KB) (PDF 948KB)

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IN PARTNERSHIP WITH OII AUSTRALIA

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AUSTRALIA.

EMPLOYERS' GUIDE TO
INTERSEX INCLUSION

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ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS	ADVANCED
19. Broader Inclusion	**Max. 3 points**

Within the assessed calendar year, the network has _planned, targeted and tracked both activity and progress_ within _one_ of the following areas:

    a) **work to extend and increase network engagement and inclusion within regional offices**

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

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

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

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

As set out in the Diversity Network Action Plan 2019/20 – Pride Network, the Pride Network has worked to extend and increase engagement within regional offices (the majority of staff in the department are located in Canberra). The plan is included below.

Culture & Inclusion – Diversity Networks

ACTION PLANS 2019/20 – Pride Network

	Findings	Actions	Outcomes
CONNECTED NETWORKS	Our regional/state-based staff feel disconnected and often feel as though they miss out on opportunities. Our diversity groups feel marginalised and disconnected from their colleagues	A. Working with State and Regional managers to get better coverage in State and Regional offices B. Holding regular social and networking events, including in State and Regional offices	A. Improve engagement with state and regional offices B. Build a network of supportive peers across the department
RESPECTFUL WORKPLACE BEHAVIOURS	There are a number of employees who have seen or experienced inappropriate workplace behaviour.	A. Working with L&D to deliver regular LGBTIQA+ training and awareness initiatives, including in State and Regional offices B. Promote ally training as a way to empower employees who have witnessed inappropriate workplace behaviour to act C. All Pride Network Executive will become Workplace Contact Officers as a matter of course.	A. Improved awareness, understanding and acceptance of LGBTIQA+ staff and the issues they face. B. Better outcomes relating to respectful workplace behaviours C. Better access to staff with lived experience who are also able to provide advice on workplace issues.

This has included targeted work to improve engagement in the Sydney office in the accessed calendar year around Mardi Gras.

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Celebrating Pride in diversity

Published: 12 March 2020

The NSW State Office held a Pride Network morning tea to coincide with the 2020 Sydney Gay and Lesbian Mardi Gras, on Friday 28 February.

Staff were encouraged to join the morning tea to celebrate diversity in the Sydney office with great food and conversation!

The office heard from Pride National Consultative Committee (NCC) representative, s22 who joined by video conference to deliver an introduction and call for new members. s22 explained how the Pride Network plan to facilitate greater engagement and initiatives particularly with the department's state offices.

The morning tea was supported by the Pride Network to foster networking in the NSW State Office and promote an inclusive and safe workplace for all LGBTIQA+ staff and their allies.

The NSW State Office celebrated pride with a morning tea recently.

s22

diversity

ANNUAL SUBMISSION: LGBTQ EMPLOYEE NETWORKS / RESOURCE GROUPS	ADVANCED
20. Network Reporting	**Max. 4 points**

Within the assessed calendar year, we produced:

    a)   **a network specific report on progress against network targets, in addition to**

    b)   **one of the following areas of performance:**

-   **additional advice provided to the organisation throughout the year**
-   **areas of significant contribution**
-   **areas of future focus**
-   **annual progress tracking against the AWEI**

Please provide evidence for both (a) and (b). If you have undertaken above-and-beyond work for more than one of the areas mentioned above, please include evidence of work in the ADDITIONAL WORK section at the end of this submission.

As discussed in previous items, the Network has a Diversity Network Action Plan 2019/20 – Pride Network. The Diversity Network Action Plan was circulated and agreed by departmental executive through the Inclusion Insights Group and reported against in this forum.

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Culture & Inclusion – Diversity Networks

ACTION PLANS 2019/20 – Pride Network

	Findings	Actions	Outcomes
CONNECTED NETWORKS	Our regional/State-based staff feel disconnected and often feel as though they miss out on opportunities. Our diversity groups feel marginalised and disconnected from their colleagues	A. Working with State and Regional managers to get better coverage in State and Regional offices B. Holding regular social and networking events, including in State and Regional offices	A. Improve engagement with state and regional offices B. Build a network of supportive peers across the department
RESPECTFUL WORKPLACE BEHAVIOURS	There are a number of employees who have seen or experienced inappropriate workplace behaviour.	A. Working with L&D to deliver regular LGBTIQA+ training and awareness initiatives, including in State and Regional offices B. Promote ally training as a way to empower employees who have witnessed inappropriate workplace behaviour to act C. All Pride Network Executive will become Workplace Contact Officers as a matter of course.	A. Improved awareness, understanding and acceptance of LGBTIQA+ staff and the issues they face. B. Better outcomes relating to respectful workplace behaviours C. Better access to staff with lived experience who are also able to provide advice on workplace issues.
UNIFIED MISSION	The fast pace of the department and its diverse responsibilities mean that many feel connected to their work group, but less so to the department's mission/vision.	A. N/A	A. N/A
INCLUSIVE WORKGROUPS	We can favour 'people like us'. People find it easier to reach consensus with those who look like us and share similar backgrounds. This can lead to 'in group' and 'out group' situations	A. Promote more mature messaging around diversity an inclusion, including integrating diversity into broader human interest stories B. Progress work for a whole of APS float at the Sydney Mardi Gras for 2021.	C. Improved awareness, understanding and acceptance of LGBTIQA+ staff and the issues they face. D. Improved visibility of LGBTIQA+ people within the broader APS

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SECTION 4: VISIBILITY OF INCLUSION

ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION	FOUNDATION
21. Days of Significance	Max. 2 points

Within the assessed calendar year, we have celebrated and promoted LGBTQ Days of Significance across the organisation while *providing and/or educating employees with an understanding of why these dates are important.*

For full points, please provide:
  a)   *a list of LGBTQ Days of Significance celebrated throughout the assessed year*
  b)   *a brief description of each event, detailing how you promoted an understanding of why the day is significant*

- Wear it Purple Day – Wear it purple day was marked by a photo competition and a video essay from departmental staff explaining why the day was important to them
- International Transgender Day of visibility – while a bake sale had initially been planned, this was not implemented due to COVID-19 restrictions. Instead, a post about the importance of the day was circulated on the departmental intranet
- Mardi Gras (NSW celebration) – in-person celebration in the Sydney office, and a post about the importance of the day was circulated on the departmental intranet
- Trans Day of Remembrance – marked in a newsletter, noting the significance of day
- World AIDS Day – marked in a newsletter, noting the significance of the day

Excerpts for each event noting their significance, are included below.

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Why we wear purple

Published: 28 August 2020

s22

Today is Wear It Purple Day.

Wear it Purple Day is about creating safe spaces in schools, universities, workplaces and public spaces to show LGBTIQA+ people that they are seen and supported.

Wear It Purple's 2020 theme is We Are The Change. It envisions the importance of encouragement, empowerment and emphasis on making effective change for LGBTIQA+ folks and all minority groups.

Watch a video from staff telling us why they Wear It Purple.

To celebrate the day, the Pride Network organised for some staff to tell us exactly why they are wearing it purple and what the day means to them. Please watch the video below.

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International Transgender Day of Visibility

Published: 26 March 2020

International Transgender Day of Visibility is on Tuesday 31 March. It is an annual, international celebration of transgender pride and awareness, recognising trans and gender diverse experiences and achievements worldwide.

The day was founded in 2009 to celebrate transgender people around the globe and to honour them for living openly and authentically while also raising awareness of transgender discrimination.

You can support your transgender and intersex colleagues by respecting transgender and intersex people's privacy, challenging anti-transgender remarks or jokes and using your colleagues proper names and pronouns. If you're not sure about your colleagues' pronouns, check their email signature block or ask politely.

You may even like to place your own pronouns in your signature block! Placing pronouns in your signature block acts as a reminder of the pronouns you use and helps to promote awareness of gender diversity with internal and external stakeholders.

International Transgender Day of Visibility is on Tuesday 31 March.

Celebrating Pride in diversity

Published: 12 March 2020

The NSW State Office held a Pride Network morning tea to coincide with the 2020 Sydney Gay and Lesbian Mardi Gras, on Friday 28 February.

Staff were encouraged to join the morning tea to celebrate diversity in the Sydney office with great food and conversation!

The office heard from Pride National Consultative Committee (NCC) representative, s22 who joined by video conference to deliver an introduction and call for new members. s22 explained how the Pride Network plan to facilitate greater engagement and initiatives particularly with the department's state offices.

The morning tea was supported by the Pride Network to foster networking in the NSW State Office and promote an inclusive and safe workplace for all LGBTIQA+ staff and their allies.

The NSW State Office celebrated pride with a morning tea recently.

s22

diversity

Tue 22/12/2020 5:09 PM

Pride Network

Thank You and Happy Holidays from the Pride Network [SEC=OFFICIAL]

To   Pride Network

Attachments: LGBTIQA+ confident contacts.pdf (460 KB)

Dear Pride Network Members,

As we reach the end of 2020, a tumultuous year for all of us, the Pride Network Executive would like to say thank you for your support and involvement with the Pride Network throughout the year.

The events of the past 12 months have meant we haven't been able to see each other in person as often as we would like, but through the magic of the internet, and thanks to the technology provided by our hardworking ICT team, we've been able to keep the Network up and running as a resource and support for LGBTIQA+ identifying employees across the department.

Your involvement and support has meant we've been able to still run activities like Wear It Purple Day and LGBTI History Month, which have increased the visibility of our Network and issues affecting LGBTIQA+ employees across the department.

We would also like to mark two important events that we were unable to formally observe this year:

- Transgender Day of Remembrance on 20 November 2020 – which is an annual observance that honours the memory of the transgender people whose lives were lost in acts of anti-transgender violence
- World AIDS Day on 1 December 2020 – which is held to raise awareness across the world and in the community about the issues surrounding HIV and AIDS, to show support for people living with HIV, and to commemorate people who have died.

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ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION	FOUNDATION
22. Visibility in the Workplace	**Max. 3 points**

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

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

Employees are able to visibly show their commitment to LGBTIQA+ workplace inclusion through the following means.
- We provided Rainbow and Trans ally postcards for staff to display
- Having personal pronouns in signature blocks
- Wearing Pins displaying the rainbow and trans flag.
- Updating their staff profile picture with a rainbow, this shows in our directory and any emails sent

s22

Assistant Manager, Inclusion team | People Branch
Corporate & Digital Division

s22

Pronouns: He / Him

@industry.gov.au

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

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

s22

s22

Showing your pride while working remotely

Just because we are apart, working from all over the city and the nation, doesn't mean we can't take pride in our diversity! The Network is working to promote visibility while much of the workforce engages remotely. You can join us by adding a pride banner to your departmental profile photos. Changing your photo is easy:

1. Open an image of yourself in paint.
2. Copy the below image of the pride banner.
3. Paste the banner into the image open in paint.
4. Re-adjust size and location (reminder that outlook will crop your image to a square/circle, so for the banner to be visible on your tile you should place it in a position similar to this example)
5. Once happy with placement, save to your desktop.
6. Upload the image to your profile though iCentral (Quick Links: My Profile > Edit my profile).

Rainbow Pride Banner

s22

s22

International Climate and Technology Division

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ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION	INTERMEDIATE
23. Ally / Champion Reference Guides	**Max. 3 points**

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

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

Our Pride intranet page features various guides for allies and inclusive language. Our Ally document and Contents for our inclusive language guide is attached.

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LGBTIQ+ Allies

Australian Public Service workplaces

The Australian Public Service (APS) is committed to ensuring that its workforce is representative of the diverse community it serves. The APS welcomes all employees and values the wide range of skills, knowledge, and experience they contribute.

The APS recognises that harnessing individual difference brings out the best in both employees and workplaces. The APS culture of inclusion is underpinned by legislation and government policy.

Role of LGBTIQ+ Allies: Being an ally is about working to develop an understanding of what it means to be LGBTIQ+ and advocating for inclusion, equality and respect for all.

As an ally, I will:

- learn the LGBTIQ+ terminology
- keep informed about LGBTIQ+ issues (including undertaking training)
- ask questions respectfully, and listen with an open mind
- address offensive comments and jokes immediately (your voice is powerful in setting norms of acceptable behaviour)
- openly show support and acceptance of LGBTIQ+ people in my team and organisation and outside my workplace
- not assume a person's identity based on how they look, who they associate with, or what others say
- respect privacy and confidentiality
- acknowledge my own assumptions and biases
- be visible as an ally in my team, work area and across the organisation.

Guides and guidelines

- Australian Government Style Manual
- Inclusive Language guideline (PDF 142KB)
- Supporting Gender Identity Affirmation guidelines (PDF 226KB)

Collateral and media

- Ally factsheet (PDF 95KB)
- Transgender and intersex inclusion poster (PDF 414KB)
- Manager's Guide—LGBTIQA+ inclusion poster (PDF 665KB)

External guidance

- Pride in Diversity—Enabling Allies for Change (PDF 3.6MB)
- Pride in Diversity—Employer's Guide to Intersex Inclusion (PDF 948KB)

Contents

ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION	INTERMEDIATE
24. Individual LGBTQ Inclusion Work Recognition	**2 points**

Leadership has formally recognised and communicated the work of employee/s across the organisation, regarding their _internal_ contribution in LGBTQ inclusion within the workplace.

Note: This excludes PiD communications around AWEI Awards – but can include your leadership's formal _internal_ recognition of the contribution made by employees.

Pride Network Co-Chair s22 was formally recognised for their internal contributions to LGBTIQA+ inclusion though a Secretary's Award, alongside CALD and Indigenous Network leadership. This award was promoted in the assessed calendar year.

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Building workplace culture

Published: 23 March 2020

Late last year the department had its first Secretary's Awards event.

The aim of the awards was to reinforce the positive behaviours of individuals and teams who are shaping a good workplace culture. It further supported the department's objectives from the Culture and Inclusion Review to create a respectful, more culturally aware and inclusive workplace.

The best part about these awards was that all the nominees were nominated by their peers.

It's important to recognise the efforts of staff.

More than 270 staff members were nominated across eight categories, with 96 people winning an award. All divisions were represented amongst the winners.

s22

The awards also recognised the efforts of staff working to further develop the department's Inclusion and Diversity Networks.

The nomination citations showed how these staff members were seen in the eyes of their peers.

s22 won her award 'for inspiring staff, in particular those in the Indigenous Employees Network, to think more, to do more and to be more, in order to make a difference to individuals, communities, the department and the Australian Public Service'.

Award winner s22 was celebrated 'for demonstrating true leadership and creating an inclusive, respectful and supporting environment even in the most challenging of situations'.

s22 took home an award 'for demonstrating true leadership and creating an inclusive, respectful and supporting environment even in the most challenging of situations'.

A workplace is only as good as the culture it produces, and our department is continuing to show its support for diversity and inclusion. These awards not only show how we celebrate this work, they also show that we recognise the work our colleagues do to further support the cause.

Image captions:

s22

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ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION	INTERMEDIATE
25. Confidential Contacts	**2 points**

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

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

The network page also notes that employees can also contact the Pride Network Committee for support and assistance, and gives details of committee membership. Excerpts are included below.

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The Pride Network was established to promote a safe and inclusive workplace through policy review, advocacy, community visibility, connection and networking, and support.

The Pride Network works to:

- increase awareness and understanding of LGBTIQ+ issues
- support the development and implementation of LGBTIQ+ related workplace diversity initiatives within the department
- promote and support a culture of diversity, safety and inclusion

The Pride Network is dedicated to creating an inclusive and safe workplace for all LGBTIQ+ staff and their allies. Employees are encouraged to contact the committee or network members for support and assistance. Employees are welcome to share any ideas for the network or concerns.

- Pride Network Terms of Reference (PDF 446KB)
- Inclusion Strategy 2021–23
- Pride Network Calendar of Events (requires Protected access)

If you are unable to access the calendar of events, please email the Pride Network Team and a copy can be provided.

Pride Network Committee

The Pride Network Committee is responsible for the management of the Network and its activities, the Committee relies on volunteers and holds monthly meetings.

All departmental employees are welcome to join the Pride network, please contact the Pride Network if you are interested

The current committee members are:

- Co- Chairs s22
- Secretary:

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Pride Network resources

The Pride Network has developed and/or selected several resources to provide information to staff wishing to be informed on LGBTIQ+ issues.

Employee Assistance Program

The department's Employee Assistant Program (EAP) employs experienced and qualified registered psychologists that have undergone training to support LGBTIQA+ people and their allies.

They provide psychological counselling and therapy with a friendly, caring and practical solutions based approach. The (EAP) is a confidential service to help you and your family deal with personal problems that may affect your work performance and wellbeing. Visit the EAP page for more information.

Workplace Contact Officer

Workplace Contact Officers (WCOs) are an important first point of contact for LGBTIQA+ people and their allies within the Department. WCOs are trained to provide confidential information and impartial support to address workplace concerns. Visit the Workplace Contact Officers page to contact WCOs who are also Pride Network Members.

ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION	INTERMEDIATE
26. Communication of LGBTQ Support Information	**Max. 2 points**

As the initial source of information for LGBTQ employees, our LGBTQ intranet page _clearly articulates:_
   a) **the process for formally reporting workplace LGBTQ bullying/harassment**
   b) **available LGBTQ friendly support (should this occur)**

For full points, please:
   (a) *provide a screenshot of where this information is communicated on the network or LGBTQ diversity page.*
   (b) *clearly show LGBTQ friendly support avenues*

The Pride Network intranet page explicitly includes details of Workplace Contact Officers around LGBTIQA+ inclusion. It then provides a link to the WCO page, where LGBTIQA+ friendly WCOs are explicitly listed.

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Pride Network resources

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Workplace Contact Officers

Workplace Contact Officers (WCOs) are an important first point of contact for employees and are trained to provide confidential information and impartial support to address workplace concerns, which may include inappropriate workplace behaviours such as bullying, harassment and discrimination, other inappropriate behaviour in the workplace, equity and diversity.

The WCO Network is available to all employees. While the WCO Network undertakes to provide geographic coverage across all department offices employees are welcome and encouraged to contact a WCO in any location across the whole department. See below for a list of registered WCOs.

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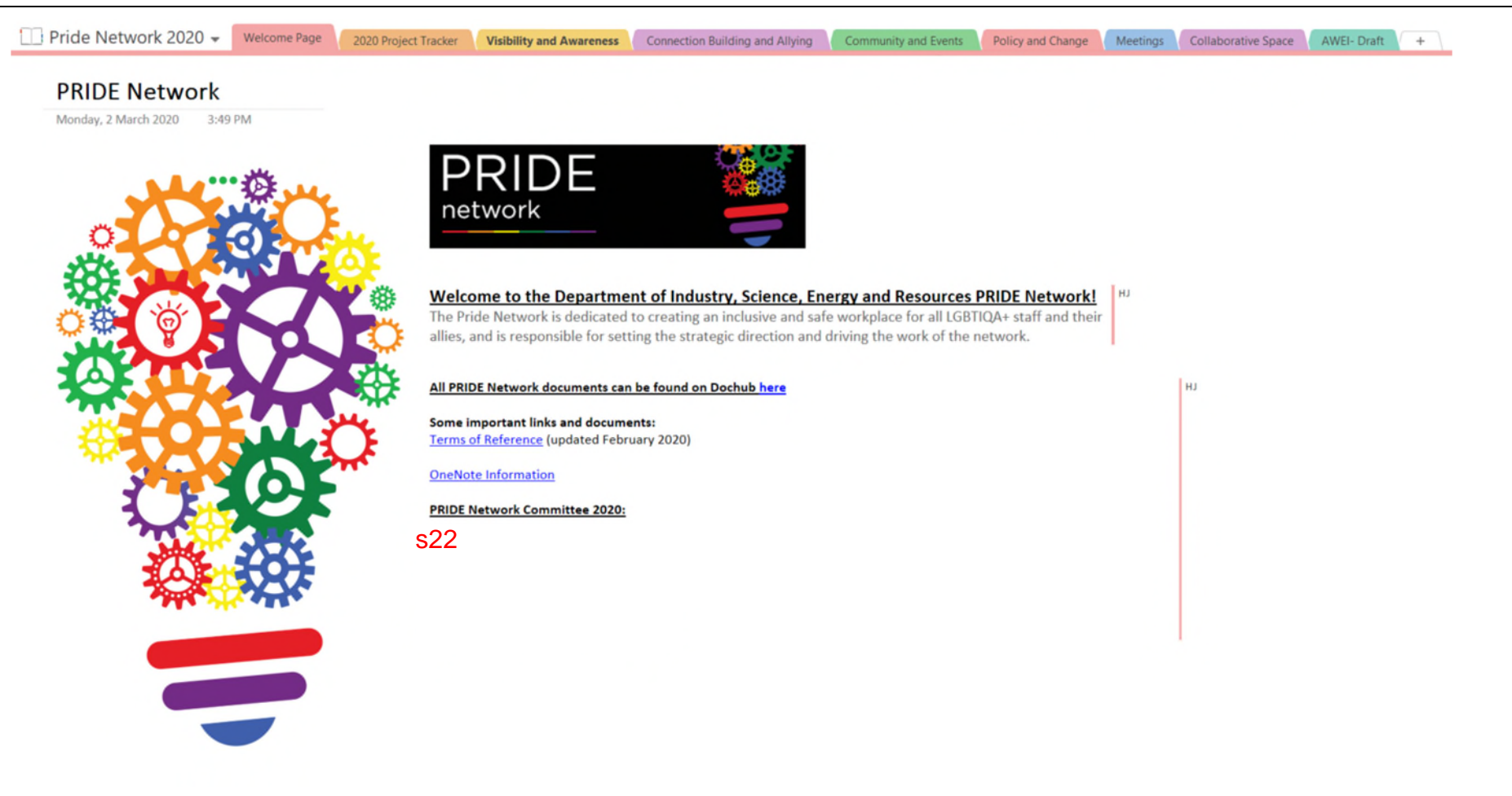
ANNUAL SUBMISSION: 2020 VISIBILITY OF INCLUSION	ADVANCED
27. LGBTQ Social Media Streams	2 points

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

The Pride Network uses a OneNote Notebook to engage staff in conversations and provide a collaborative working environment for inclusion work. A screenshot is included below.

SECTION 5: TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT

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

ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT 28. Face-to-Face Training		FOUNDATION 2 points
We have made face-to-face LGBTQ Awareness / Inclusion / Ally Training available to all employees within the assessed calendar year. This would include any interactive training conducted via internet technologies (i.e. WebEx, Zoom, Teams, etc).		
Name of Trainer or Provider:	**s22** – A Gender Agenda	☐ Our trainer is accredited by or from Pride in Diversity
Length of training:	**2 hours**	
Date/s:	**27 October**	
Number of attendees approx that will have gone through this training:	**38 people**	
Evidence of training undertaken (one piece required):		
Copy of presentation or outline of training covered:	[Details of the workshop are available on the AGA website: https://genderrights.org.au/training/understanding-intersex-a-101-training-for-everyone/	

In addition we also communicated Pride in Diversity's October training sessions to all HR Staff.

Tue 6/10/2020 12:15 PM

Diversity

Call to action: LGBTIQA+ training [SEC=OFFICIAL]

To ⊞ CDD – People Branch

ⓘ You replied to this message on 9/11/2020 1:16 PM.

Colleagues

Research shows that LGBTIQA+ employees can be hesitant to approach Human Resources with workplace issues for a variety of reasons, for example: Fear of outing themselves, previous bad experiences, feeling like it will make matters worse.

Our environment

Earlier in the year employees from our department were invited to participate in Pride in Diversity's annual inclusion survey.

Of the employees who completed the survey:

Approximately 25% who identify as sexuality diverse (i.e. lesbian, gay, bisexual) and approximately 40% of gender diverse employees advised that they disagreed or were neutral on whether they felt safe to report issues of bullying and harassment to HR or WCO's.

Action

We're working towards achieving best practice under the Australia Workplace Equality Index (AWEI) and creating an LGBTIQA+ culturally safe space for staff.

This includes using the right language and having a better understanding of peoples lived experience.

We invite you to register for some of the upcoming Pride in Diversity training so that we can build our awareness and ensure staff are confident they can approach us about any issue.
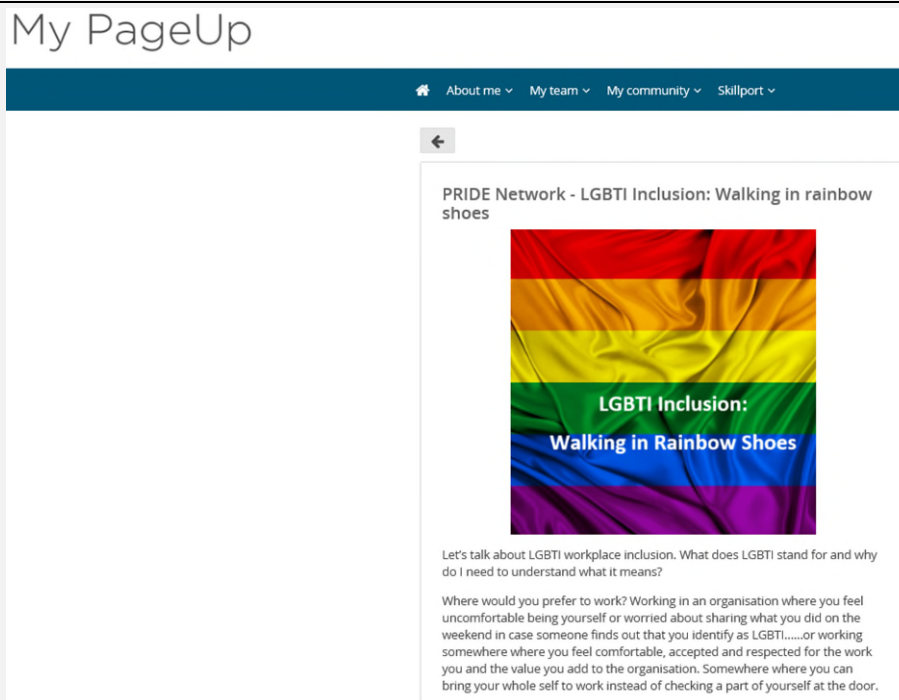
Training

- 8th October – AWEI Results: Are Our Leaders Our Most Active Allies? 2pm - 3pm (AEST) – Zoom – Register Here
- 13th October - Pride in Diversity LGBTQ Awareness Training 12:30 – 2pm (WebEx) - Register Here
- 15th October - Trans & Gender Diverse Recruitment 12:30 - 1:30pm (AEDST) - WebEx - Register Here
- 22nd October - Trans & Gender Diverse Recruitment 12:30 - 1:30pm (AEDST) - Zoom - Register Here
- 27th October - Asexual Awareness Week - online training 12:30 – 2pm (WebEx) - Register Here
- 10th November - Pride in Diversity LGBTQ Awareness Training 12:30 – 2pm (WebEx) - Register Here
- 11th November - Pride in Diversity HR & Recruitment Training 12:30 – 2pm (WebEx) - Register

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ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT
29. Online Training

FOUNDATION
2 points

We have LGBTQ online training modules or pre-recorded content that can be accessed by employees throughout the assessed calendar year.

Name of Online Training or Video:	Pride in Diversity and Red Cross – Walking in Rainbow Shoes
Length of the LGBTQ component within the video/training:	30 mins
Where employees can access this training :	 Through our intranet staff access the training via our LMS system PageUp
Tracking:	*To provide evidence of training being accessed, please identify:* (a) *how participation numbers are tracked:* **Manually on request via our Learning and Development team** (b) *approximate number of people accessing this training throughout the assessed year* **58 people**
Copy of the module or a brief outline of it's LGBTQ content.	•Terminology; •Why LGBTI inclusion is important; •Look at some of the everyday challenges faced by people who identify as LGBTI; •Look at the importance of being mindful of our language, stereotypes and assumptions; and

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•How you can actively support LGBTI inclusion.

ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT	ADVANCED
30. Professional Development for LGBTQ Employees	Max. 2 points

Outside of the Pride in Practice Conference within the assessed calendar year, we have _either_:

    (a) provided LGBTQ people with LGBTQ specific leadership training, internally or externally (excludes conferences unless specifically dedicated to LGBTQ leadership development)

Please provide evidence for the _one_ selected item above. If you can provide both, please add the second item to the ADDITIONAL WORK section at the end of this submission.

- We partnered with the Equality Project to host 2 leadership events specifically for LGBTIQA+ employees. The initiative focused on mental resilience and wellbeing where they heard from queer psychologist Ginnelle Mullins and leadership conversations from:
  - s22
  - s22
  - s22

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Attend a workshop on mental health, resilience and wellbeing.

ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT	ADVANCED
31. LGBTQ Inclusion Training Plan	**Max. 4 points**

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

Please provide:
  (a) a copy of the strategy
  (b) outlined progress made throughout the assessed year

n/a

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ANNUAL SUBMISSION: 2020 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT	ADVANCED
32. LGBTQ Conferences, Seminars and Events	**2 points**

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

Note: This may include but is not limited to the Pride in Practice Conference, Regional Reach or Sapphire Events, or external LGBTQ panel events. This does not include roundtables or social networking events.

Please provide evidence.

A. We purchased 5 tickets for employees to attend the Pride in Practice conference. Attendees participated in the forum virtually.

s22

Wed 4/11/2020 12:47 PM

s22

FW: Pride in Practice Online Conference: Delegate Information required [SEC=OFFICIAL]

s22

ⓘ This message was sent with High importance.

Thanks s22

Details below.

Regards

s22

	Attendee Full name	Email Address
Full Conference Package Ticket 1	s22	s22 @industry.gov.au
Full Conference Package Ticket 2		s22 @industry.gov.au
Full Conference Package Ticket 3		s22 @industry.gov.au
Full Conference Package Ticket 4		s22 @industry.gov.au
Full Conference Package Ticket 5		s22 @industry.gov.au

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SECTION 6: EXECUTIVE LEADERSHIP & ENGAGEMENT

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

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

- **Executive Leadership Award**
- **CEO of the Year Award**

ANNUAL SUBMISSION: 2020 EXECUTIVE LEADERSHIP & ENGAGEMENT	INTERMEDIATE
33. Executive Sponsor or Champion	**Max. 2 points**

We have a visible and active Executive Sponsor or Senior Champion for LGBTQ inclusion who has both:

    a) **contributed to the LGBTQ strategy**
    b) **is engaged in tracking performance progress against the strategy throughout the year**

For full points, please provide evidence for all parts to this question:
    a) *specific contribution to the strategy*
    b) *level of engagement, tracking progress against the strategy (signed statement by the Executive as to their role in strategy development / tracking will suffice)*

[Insert Evidence Here or Indicate Name of Attached File(s)]

ANNUAL SUBMISSION: 2020 EXECUTIVE LEADERSHIP & ENGAGEMENT	ADVANCED
34. Executive Advocacy	**2 points**

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

    a) **advocated for LGBTQ inclusion at an executive level *externally* amongst peers**
    b) **advocated for LGBTQ inclusion at an executive level *internally* amongst peers; or**
    c) **attended at least two of the Pride in Diversity Executive Allies Forums within the assessed year**

Please provide evidence for one of the above.

If you can provide evidence for two or more of the above, please add the additional item/s to the ADDITIONAL WORK section at the end of this submission.

In the assessed calendar year, Pride Network Champion, s22   Participated in the Pride in Diversity Executive Allies Forum, and an APS Executive Champion Form. s22 Reported back to the Pride Network on these events on 10 December 2020.

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Our Champions started in August but one of them s22   has able to attend a Pride in Diversity Exec Forum and an Australian Public Service Exec LGBTI forum in that time.

s22

Thu 11/03/2021 3:09 PM

s22

RE: AWEI [SEC=OFFICIAL]

To   s22

Thanks s22 – yes attended both PID 30/11 and APS LGBTI Exec Forum 4/12.

Regards

s22

ANNUAL SUBMISSION: 2020 EXECUTIVE LEADERSHIP & ENGAGEMENT	ADVANCED
35. CEO or Equivalent Communications	**2 points**

Within the assessed calendar year, our CEO or equivalent has sent formal communications to all employees comprehensively discussing progress made in LGBTQ inclusion work and its importance to the organisation. This may be CEO communications prioritised on intranet pages or within a CEO newsletter (beyond social media, award announcements only).

Please provide the most comprehensive communication sent out by your CEO (or equivalent) to all employees in regard to your work in LGBTQ inclusion.

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s22

Fri 15/05/2020 1:55 PM

s22

s22   Debrief | Vol 15 | 15 May 2020 [DLM=For-Official-Use-Only]

To   ⊞ All Industry Staff IP Australia & GeoScience

I would also like to draw your attention to this Sunday, May 17, being the **International Day against Homophobia, Biphobia, Interphobia & Transphobia (IDAHOBIT)**. IDAHOBIT is held every year to celebrate LGBTIQA+ people globally and raise awareness of violence and discrimination against LGBTIQA+ people. Our department recognises that the diversity of our people is one of our great strengths, and is dedicated to creating an inclusive and safe workplace for all staff, including LGBTIQA+ staff. The results of our 2020 **Australian Work Equality Index (AWEI)** survey show that the majority of our LGBTIQA+ staff, and our staff in general feel supported and comfortable to bring their whole self to work.

Of course, diversity and inclusion doesn't stop at times like these. The Department's Pride Network continues to find ways to remotely celebrate diversity and support our inclusive workplace, even from a safe distance. We can always improve our diversity and inclusion practices, and I know that our Pride champion, s22   and the Pride Network continue to be fantastic advocates for this work. I encourage you to consider ways to support the work of the Pride Network, and even think about becoming a community member or ally – for more information, please check out the iCentral page or email pridenetwork@industry.gov.au.

s22

Have a good weekend, take care of yourselves and each other and I look forward to starting to see more of you in person over coming weeks!

s22

ANNUAL SUBMISSION: 2020 EXECUTIVE LEADERSHIP & ENGAGEMENT

36. CEO or Equivalent Speaking at Events

ADVANCED

2 points

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

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

In a year disrupted by COVID s 22   emails to promote events and LGBTIQA+ inclusion to the office

s22

Fri 28/08/2020 2:08 PM

s22

s 22 |s22   Debrief | Vol 29 | 21 August 2020 [SEC=OFFICIAL:Sensitive]

To   ⊞ All Industry Staff IP Australia & GeoScience

DEPARTMENT OF INDUSTRY, SCIENCE, ENERGY AND RESOURCES

s22

Debrief

WEER IT PURPLE

WE ARE THE CHANGE

WEEKLY UPDATE s 22 | VOL 30 | 28 August 2020

Hi Everyone

In case my avatar didn't give it away, today is '**Wear it Purple**' Day!   s22

In keeping with this year's theme 'We are the Change', the PRIDE Network has worked with staff from across the department to share their stories of why they are supporting the cause to raise awareness and create safe spaces for LGBTIQA+ people both in the community and the workplace.

I encourage you to take the time to listen to your colleagues' stories and to reach out to the PRIDE network to find out how you can contribute to making our department an inclusive place for everyone.

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SECTION 7: DATA COLLECTION & REPORTING

ANNUAL SUBMISSION: 2020 DATA COLLECTION & REPORTING	INTERMEDIATE
37. Employee Data Analysis	Max. 3 points

Within our annual engagement, pulse or diversity surveys, either for the assessed calendar year or year prior, we have:
   a) **included questions in regard to one's sexual orientation, gender identity or whether or not someone is intersex, AND**
   b) **analysed and reported on LGBTQ engagement data alongside other diversity demographics or overall population statistics**

For full points, please provide:
   a) *details of when that data was last collected*
   b) *a copy of the questions used to identify LGBTQ population*
   c) *an overview of comparative findings or analysis as compared to other internal populations*

A. The departments participations in the annual Australian Public Service Census commenced in October 2020
B. A screenshot of how the data was asked is included below:
C. Comparative data inform us that our LGBTIQA+ employee representation has increased from 2019 and we are slightly ahead of the APS and other large agencies.

ANNUAL SUBMISSION: 2020 DATA COLLECTION & REPORTING	ADVANCED
38. LGBTQ Analysis	3 points

Within the assessed calendar year (or year prior), we have specifically asked, investigated or assessed _one_ of the following:
- **if within gender aggregated data, we include non-binary employees and if not a proposed plan of action**

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

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

A. Our departments annual report includes non-binary employees

Table 24: Department of Industry, Science, Energy and Resources—Public Service Act 1999, ongoing employees, 2019–20

Classification	Male			Female			Non-binary/Other			Total
	Full time	Part time	_Total_	Full time	Part time	_Total_	Full time	Part time	_Total_	Total
SES 3	3	0	3	3	0	3	0	0	0	6
SES 2	10	0	10	8	0	8	0	0	0	18
SES 1	27	1	28	35	1	36	0	0	0	64
EL 2	202	10	212	178	14	192	0	0	0	404
EL 1	366	30	396	392	114	506	2	0	2	904
APS 6	370	19	389	425	103	528	3	0	3	920
APS 5	161	11	172	201	37	238	0	0	0	410
APS 4	61	6	67	124	16	140	1	0	1	208
APS 3	49	4	53	50	4	54	0	0	0	107
APS 2	10	0	10	6	1	7	0	0	0	17
APS 1	6	0	6	5	0	5	0	0	0	11
Other	0	0	0	0	0	0	0	0	0	0
Total	1265	81	1346	1427	290	1717	6	0	6	3069

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SECTION 8: COMMUNITY ENGAGEMENT

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

ANNUAL SUBMISSION: 2020 COMMUNITY ENGAGEMENT	INTERMEDIATE
39. Employer Branded Participation at Community Events	**2 points**

Within the assessed calendar year, we held stalls at LGBTQ community events or participated in pride parades under our employer/company branding. **(This may include online community events with *prominent* employer branding.)**

Note: This must be a targeted branding exercise, over and above employees wearing corporate t-shirts but not contributing formally to the event.

Please provide evidence of branding displayed at one such community event, including online community events.

The department's Pride Network has previously participated in the Canberra Fair Day under a combined APS Banner. However, this was not undertaken in the assessed calendar year due to COVID-19 restrictions.

ANNUAL SUBMISSION: 2020 COMMUNITY ENGAGEMENT	INTERMEDIATE
40. Pro-Bono or Financial Support: LGBTQ Charities/Organisations	**2 points**

Throughout the assessed calendar year, we have provided pro-bono or financial support to LGBTQ charities/community groups. (This includes sponsorships of events, publications or pro-bono accommodation/venue support. Fundraising is covered in Q41.)

Please provide evidence of one such instance.
This has not been undertaken within the assessed calendar year.

In December 2020, following our leadership series with the Equality Project s22   partnered with them to work on a new initiative. s22   is liaising with Perth's business community to seek support which is aiming to bring a health and wellbeing initiative to LGBTIQA+ people in 2021. This is an ongoing initiative:

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LGBTIQA+ Health and Wellbeing Day

ANNUAL SUBMISSION: 2020 COMMUNITY ENGAGEMENT	INTERMEDIATE
41. Fundraising	**2 points**

Throughout the assessed calendar year, we have engaged in fundraising for LGBTQ charities / communities / groups. (This may include the support of any LGBTQ charity groups within workplace giving programs.)

Please provide evidence of one such instance. (This can be a letter of appreciation, certificate, receipts or confirmation of funds raised issued by the charity/group.)

The department's Pride Network usually engages in fundraising for local LGBTIQA+ organisations through bake sales. However, no bake sales were able to be conducted in 2020 due to COVID-19 Restrictions. Evidence of similar events from 2019 have been provided below (for AGA and Encampment).

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Customer Receipt   st.george

Office Use s22   Date: 04/04/2019

Account No.   Transaction Type   Amount

s22

                                     $704.50

Wed 28/08/2019 1:19 PM

s22   @genderrights.org.au>

Re: AGA website contact form submission - s22   @industry.gov.au [SEC=UNCLASSIFIED]

To ☐ Pride Network

Many thanks, this donation means so much for a little org like ours.

Cheers,

[x] The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

AGA acknowledges the Traditional Owners of Country throughout Australia, their diversity, histories and knowledge and their continuing connections to land, water and community. We pay our respects to all Aboriginal and Torres Strait Islander Peoples and to Elders past, present and future.

On Wed, Aug 28, 2019 at 12:48 PM Pride Network <pridenetwork@industry.gov.au> wrote:

s22

The invoice was processed this morning, so you should see the payment soon.

Cheers,

s22

Cash Tendered: 0/100   2/50   11/20   5/10   20/5
        Coin: $234.50   Other: $0.00

Transactions followed by an asterisk (') include a GST component.

St.George Bank – A Division of Westpac Banking Corporation ABN 33 007 457 141 AFSL and Australian credit licence 233714

SECTION 9: SURVEY

ANNUAL SUBMISSION: OPTIONAL SURVEY PARTICIPATION	OPTIONAL
42. Survey Participation	**2 points**

☒ **We are participating in the 2021 AWEI Survey.** *Please note:*
- *Partial points will not be given. Full points will only be obtained for the following:*
  - o *Medium Employers (501 – 2000 employees): if 50 or more survey responses are collected*
  - o *Large Employers (2001 – 8000 employees): if 100 or more survey responses are collected*
  - o *Significant Employers (8001 or more employees): if 200 or more survey responses are collected*

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SECTION 10: ADDITIONAL WORK

This section allows you to describe and provide evidence for any additional work completed throughout the assessed calendar year:

(a) *that has not already been included within this index submission*

(b) *that you believe is significantly over and above what a particular question or index topic is looking for*

- **IMPORTANT: PLEASE COMBINE ALL RELATED INDEX WORK INTO ONE ROW.** For example, if you wish to claim for signficiant training, list all LGBTQ training within one row under the Item Name of "Training." Only 1 point is available for all work pertaining to a particular topic/area – PLEASE do not split similar areas of index activity over multiple rows.

- Please add additional rows regarding different areas of work, as necessary. ***Note: A maximum of 15 points (15 items) may be obtained in this section. Should you submit more than this, you will still only be eligible for the same Maxmum points.***

ANNUAL SUBMISSION: ADDITIONAL WORK	ADDITIONAL
43. ADDITIONAL WORK	**Max. 15 points**
1. Peer support – with COVID shifting many of us to work from home, our virtual peer support sessions offered our LGBTIQA+ employees informal opportunities to meet quarterly. Employees spoke about a range of issues such as adjusting to working from home, building community in difficult times but more importantly it was an opportunity to connect with each other regardless where they based.	

2. Our Pride network engaged with the management of Questacon and were able to light up their buildings in purple and rainbows for Wear it Purple Day

3.	The department introduced a new Equity and Diversity question in our HR system for employees to have the option to self-identify as LGBTIQA+	**Equity And Diversity**
		BIRTHPLACE: — Australia (1101)
		FIRST LANGUAGE: — English Only (1)
		ATSI STATUS: — Non-Indigenous (1)
		YEAR ARRIVED: — Not Applicable (9999)
		MAIN NON ENGLISH LANGUAGE: — Chose not to disclose (97)
		MOTHERS 1ST LANGUAGE: — English Only (1)
		FATHERS 1ST LANGUAGE: — English Only (1)
		DISABILITY STATUS: — Disability (11)
		IDENTIFY AS LGBTIQ+: — Yes (2)

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4. The Pride Network released four newsletters throughout 2020 to keep staff informed of what was happening, linking to resources and providing support. This has been particularly important in a COVID-19 environment.	**Pride Network Update** *Stay proud and informed* **September 2020 Edition** **What's happening in September and October?** September 23 is Bi Visibility Day, a day to celebrate and recognise bisexual history, bisexual community and culture and bisexual people. To find out more information and how you can get involved visit the Bi Visibility Day website. On Bi Visibility day, Pride in Diversity Relationship Manager s22 will host a special online session, presenting and discussing her lived experience and challenges specific to being a bisexual person. Register for the event here (you'll need to access the event on a personal device!). **October is Pride month in the department!** Stay tuned for more information about events happening in the department and the community throughout the month of October. **Pride Peer Support Network** The Pride Peer Support Network is now in full swing, a huge thanks to those who have joined so far! The Clean Energy Regulator pride network 'P@cer' (Pride at Clean Energy Regulator) has also expressed interest in participating in our monthly catch-ups. The monthly catch-ups consist of groups of 3-5 people meeting and chatting over Skype. If you would like to join us, please email the Pride Network inbox or contact s22 **Take PRIDE in your safety** ACON has released branded face masks to support LGBTIQ+ communities in protecting themselves and others during the COVID-19 pandemic. All proceeds from the sale of the masks go towards supporting ACON programs and services that improve the health and wellbeing of sexuality and gender diverse communities.

5. We ran a campaign to raise the visibility of pronouns around International Pronoun Day. This involved:
   a. Updating email signature blocks
   b. Using pronouns in meetings
   c. Understanding and respecting peoples pronouns
   d. Using gender neutral language
   e. Purchasing pronoun badges for staff to wear

6.	To further the reach of our LGBTIQA+ leadership series with Equality Project, we invited employees from across the Australian Public Service to participate in our training. This resulted in over 60 attendees from 19 different agencies attending each session.	s22 Fri 6/11/2020 9:46 AM s22 Invitation: Equality Project mental health matters training [SEC=OFFICIAL] To Bcc s22 twork@dfat.gov.au'; ☐ 'LGBTINetwork@pmc.gov.au'; ☐ 'LGBTI+Network@finance.gov.au'; ☐ 'pride@communications.gov.au'; ☐ 'pridenetwork@education.gov.au'; ☐ 'pride@aihw.gov.au'; ☐ 'Pride@employment.gov.au'; s22 etwork@pmc.gov.au' Attachments ☐ Equality Project - Mental health matters.dotx (101 KB) Good afternoon colleagues from other agencies and Pride networks I hope this email finds you well, it's been such a rough year and I hope 2021 can be somewhat better for all. The Department of Industry, Science, Energy and Resources has partnered with the Equality Project to deliver training on mental health and resilience specifically for LGBTIQA+ employees. We have the opportunity to offer some places to LGBTIQA+ employees from other agencies who might like to attend these virtual sessions which will be held via Webex. If you'd like to promote this through in way that reaches your LGBTIQA+ employees, we have limited availability but would love to fill the sessions for this unique training. Information is attached, please let me know if you have any questions. Kind regards s22 Assistant Manager, Inclusion and Capability	People Corporate & Digital Division s22 !@industry.gov.au
7.	One of our 'out' leaders in the departments Inclusion team (and Pride member) s22 supported external organisation Synergy, as a guest panel member for their Pride month event in November 2020	s22

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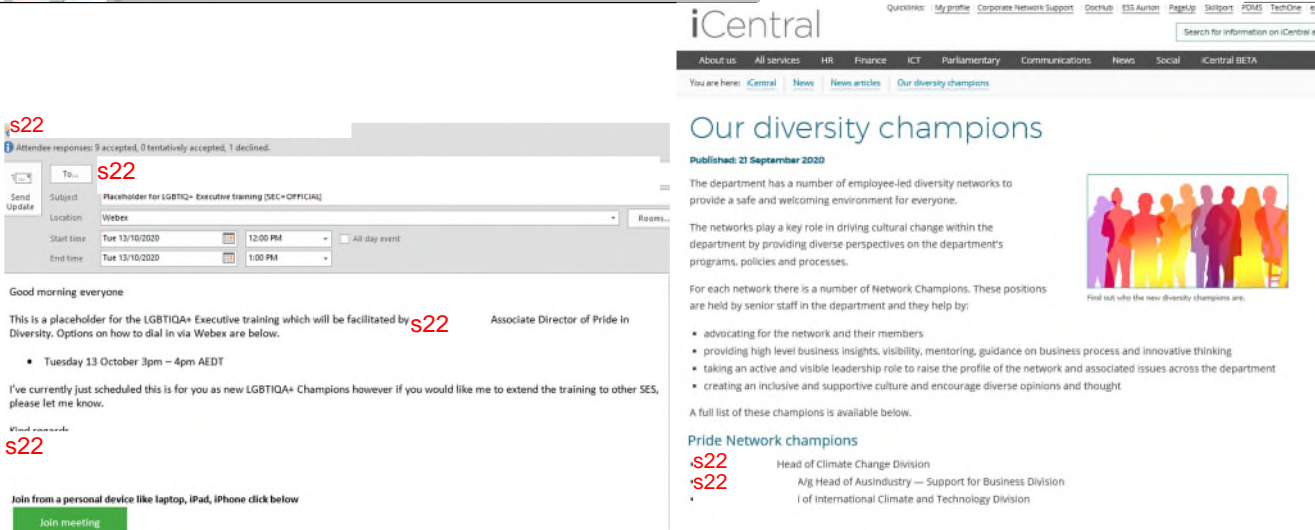| 8. | We actively support other organisations with their LGBTIQA+ journey by sharing advice and our experience so that they are able to fast track their own journey by not 'reinventing the wheel' with this area of inclusion. | **From:** s22
Sent: Monday, 19 October 2020 7:40 AM
To: s22   f@ipaustralia.gov.au>
Cc: s22   @industry.gov.au>
Subject: Industry catch up [SEC=OFFICIAL]

Hi s22

It was great to catch up and speak last week about LGBTIQA+ inclusion.

Below is the sign we're currently waiting on approval to display on accessible toilets. This was created in consultation with our Pride network and the departments Property team. As discussed this may need to go through our Executive Board for final approval.

Attached is the poster we also already have displayed in all bathrooms. This required approval through the departments People Committee.

I've included some info about the Equality Project's mental health sessions which any of your LGBTIQA+ staff are more than welcome to attend. It would be great if you're able to promote this somehow and employees can either register through me or our Pride network.

 |

9. We funded 3 staff to travel to Melbourne in January 2020 to attend the Equality Projects Better Together conference. The staff then presented back to the Pride network to share their leanings. An image of the presentation and a photo of s22 attending the conference is included.	
10. We increased our Executive Champions from 1 to 3 in the second half of 2020 to bring more visibility to LGBTIQA+ in the organisation. Mark Latchford provided Executive LGBTIQA+ training to them and other executives within the department on the 13th of October	
11. Our Pride Network worked with the departments HR and Governance reporting areas to change the departments approach on the use of Gender X terminology in our annual report. What was previously going to be reported as 'Indeterminate' was updated and approved to 'Non-Binary'. This required many layers of approval	

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Classification	Male			Female			Non-binary/Other			Total
	Full time	Part time	*Total*	Full time	Part time	*Total*	Full time	Part time	*Total*	*Total*

(Row content, top-left cell:) including across agencies and had a positive impact for staff that identify as non-binary.

---

12. Our Pride network and HR Inclusion team worked with the departments Property area to change the binary gender markers on the temporary staff building cards. Staff raised a concern that only male and female were listed on the cards and that this had placed some people in an uncomfortable position. This work resulted in the binary markers being removed but also allowing access to our underground bathrooms and change-rooms without employees having to select a specific gender. These rooms are used for people who bike or exercise before work and need early access.

From: Diversity
Sent: Monday, 13 July 2020 5:39 PM
s22

Subject: RE: Temp staff cards [DLM=For-Official-Use-Only]

Good afternoon,

Thank you for your patience as we continue to investigate the matter of gender markers on temporary passes at 51 Allara Street. As you can appreciate, there are a number of related issues to consider as we look into the matter of gender markers.

We have had an initial discussion regarding gender markers with the Property and Protective Security Branch and would appreciate your thoughts and input on whether the temporary passes are the main concern, or if there is a broader concern over gender markers more generally, for example on other facilities such as toilets/bathrooms?

Ideally, we would like to form a position on gender markers that can be taken to the relevant building owners. As we don't have full control over all aspects of the buildings we occupy (including Canberra and interstate offices), we may not be able to have our preferred approach implemented in all locations, however we are looking forward to working with both the PRIDE Network and Property and Protective Security Branch to ensure an inclusive solution can be found and implemented.

s22 will be back online next week and I'll ask him to set up a time to discuss the above with you in more detail.

13. We partnered with Prism Consulting who are queer/trans industry specialist consultants to review and update our departments Gender Affirmation Guidelines. This was to ensure we are taking a best practice approach to supporting our staff who affirm their gender within the department.	Attached [PDF] Gender Affirmation Guideline - Summary.pdf (142 KB) **From:** s22 @prismconsulting.com.au] **Sent:** Wednesday, 23 December 2020 8:23 PM **To:** s22 @industry.gov.au> **Subject:** Re: Services [SEC=OFFICIAL] Hi s22 Hope you have been keeping well. We have both reviewed your Gender Affirmation Guidelines and made several suggestions to the document – please see the tracked changes and comments in the attached document. We have also attached a summary of suggested changes under several key focus areas. Thanks for the opportunity to review this guideline, it's fantastic to see organisations like yours taking meaningful steps towards supporting trans and gender diverse staff in the workplace . Please feel free to get in touch via email or mobile if we can clarify any of our recommendations. Our contact number is s22 Hope you have a great break over the holiday period and we will chat with you in the new year. Cheers s22 s22 PRISM training + consulting Find us on: in f ⊙ We acknowledge the Whadjuk Noongar people as the traditional owners and custodians of the land and water where we live and work. We pay our respect to you, your culture, and your Elders past, present, and emerging. We acknowledge your courage, strength, and resilience.
14. In a year disrupted by COVID, we turned to virtual initiatives to connect employees with the importance of visibility and inclusion. One example is our video Wear It Purple with Pride initiative where staff spoke about personal connections such as coming out, the importance of inclusion etc. Stories featured staff at all levels across Australia and even internationally.	s22

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15. We celebrated Australian Pride History month with a series of initiatives such as:
 	
   a. Virtual Trivia
   b. Acknowledging dates of significance during October
   c. Recommending movies to watch, books to read and podcasts to listen to
   d. Training
	Pride Network: History Month trivia
	
	Published: 29 September 2020
	
	The Pride Network and the Social Club will be hosting virtual Happy Hour trivia this Friday! The theme will be Pride Network: History Month.
	
	The event will be live streamed from 4.30 pm on Friday 2 October. Join in from your house, Industry House or any of the state offices.
	
	The event will be livestreamed through YouTube.
	
	Join in as an individual or as a team. Just download the calendar invite below for more details and to register your interest.
	
	This Friday's virtual trivia is co-hosted by the Pride Network.
	
	Event details
	
	▪ **Date:** Friday 2 October
	▪ **Time:** 4:30 pm
	▪ **Where:** Live streamed on YouTube. Details of how to access the stream will be updated in the meeting invite closer to the day, so be sure to copy the below invite to your calendar.
	▪ **Who:** All department staff are welcome
	▪ **Register:** Open the calendar invitation and select 'copy to my calendar'. You should then register your team, or yourself as an individual, by emailing industrysocialclub@industry.gov.au.

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AWEI 2021 SUBMISSION DATES

We can accept AWEI submissions between Monday 4th January – 5pm Friday 12th March 2021 (or midnight Saturday 13th March 2021 for large file transfer URL).

- No later than 5pm, Friday 12th March 2021 for hand-delivered, couriered or mailed submissions (hard copies, USB, etc).
- Deadline for large file transfer program URL (including but not limited to Dropbox, Google Docs, Parcel Post, SharePoint or any other internally approved large file transfer system) midnight Saturday 13th March 2021

- **Important: *File attachments within emails will not be accepted. Pride in Diversity will take no responsibility for attachments sent via email.***
- All file transfers and access to various systems must be sent to **AWEI@prideindiversity.com.au**; with a copy to **dhough@acon.org.au**

IMPORTANT INFORMATION FOR SUBMITTERS

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

OPTIONAL AWEI EMPLOYEE SURVEY

Participating in the AWEI optional Survey? You will be able to **request your unique survey** URL as of 1st December 2020. You will receive this link when the survey goes live on Monday 4th January 201 and will remain open until the close of submissions on Friday 12th March 2021.

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

INDIVIDUAL AWARD NOMINATIONS

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

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Department of Industry, Science, Energy and Resources

AUSTRALIAN WORKPLACE EQUALITY INDEX

AUSTRALIAN WORKPLACE EQUALITY INDEX 2021

AWEI STANDING SUBMISSION

Section 1: Standing Submission: HR Policies & Practice			Score	Index	Notes
1	Foundation	Removal of the terms 'Sexual Preference' or 'lifestyle choice/s'	2	2	Carried forward from 2020
2	Foundation	LGBTQ Inclusivity within Policies and Benefits	2	2	
3	Advanced	New Parent Leave Inclusive of LGBTQ Families	3	3	Carried forward from 2020
4	Advanced	Travel Advice for Employees	2	2	Carried forward from 2020
5	Advanced	Third Party Policies	1	2	Audit done but nothing re. Superfund being explicitly LGBTQ inclusive
6	Advanced	LGBTQ Inclusive Domestic & Family Violence Policy	5	5	Note: could be more explicit and further detailed
7	Advanced	Communications on LGBTQ Inclusive and Offensive Language	4	4	
		Total HR Policies & Practice Score	**19**	**20**	
Section 1: Standing Submission: LGBTQ Bullying / Harassment & Support			**Score**	**Index**	**Notes**
8	Foundation	LGBTQ Training HR / Grievance Officers	0	3	Evidence refers to confidential contacts rather than grievance officers and the processs
9	Intermediate	Behavioural Examples of what constitutes Bullying / Harassment	1	4	Point fo examples of TGD bullying/harassment
10	Intermediate	EAP Provider	3	3	Carried forward from 2020
11	Advanced	Tracking of incidents	0	4	Free text format doesn't really determine any LGBTQ dactors - how could this data be extracted?
		Total LGBTQ Bullying / Harassment & Support Score	**4**	**14**	
Section 1: Standing Submission: Trans / Gender Diverse Inclusion			**Score**	**Index**	**Notes**
12	Intermediate	Gender Affirmation Policy and Process Documentation	5	5	Carried forward from 2020
13	Intermediate	Dress Codes and Uniforms	0	4	Evidence re. GA and dress, not org-wide dress codes and how ALL employes should dress
14	Advanced	Gender Affirmation Leave	3	4	Other paid leave to be used at manager discretion; no evidence re. support docs
15	Advanced	Gender Neutral Bathrooms and Facilities	3	4	All gender signage; plus Dept. signage with notices for GD, Trans, NB and intersex employees
16	Advanced	(Forms) Non-Binary Gender Options for Employees	0	2	Unidentified' erases any non-binary gender identities
17	Advanced	(IT Systems) Non-Binary Gender Options for Employees	2	2	Carried forward from 2020
18	Advanced	Trans and Gender Diverse Applicants	0	6	No evidence re. documentation that addresses potential concerns
		Total Trans / Gender Diverse Inclusion Score	**13**	**27**	
Section 1: Standing Submission: Strategic Focus			**Score**	**Index**	**Notes**
19	Foundation	External Web LGBTQ Workplace Inclusion Promotion	1	2	LGBTQ acronym mentioned only
20	Intermediate	HR/Diversity Professional accountabilities	2	2	Carried forward from 2020
21	Advanced	Executive Sponsor	4	4	Note: light on evidence, could be more work done here to further elevate the Exec Champion.
22	Advanced	Senior Management Diversity Accountability	4	4	Carried forward from 2020
23	Advanced	Customer-facing LGBTQ Inclusion	x	3	
24	Advanced	Customers Information: Changing Gender Markers	3	3	Carried forward from 2020
		Total Strategic Focus Score	**14**	**18**	
		Total Standing Submission Score	**50**	**79**	

AWEI ANNUAL SUBMISSION				
Section 2: Strategy & Accountability		**Score**	**Index**	**Notes**
1	Foundation	External LGBTQ Expertise	2	2	
2	Foundation	Documented Strategy	2	3	No evidence re. detailed plans with timelines and accountabilities
3	Intermediate	LGBTQ Advisory Group	3	4	No evidence re. detailed plans with timelines and accountabilities
4	Intermediate	LGBTQ Inclusion Reporting	x	2	
5	Intermediate	Media Coverage	x	2	
6	Advanced	Strategic Work in Recruitment, Supplier Policy or Service Provision	0	3	General D&I statement does not sufficie for points, nor would general mention of acronym
7	Advanced	Executive Leadership Representation	2	2	
8	Advanced	LGBTQ Inclusion Promotion	2	4	Evidence doesn't specifically show LGBTQ inclusion lens; points for Questacon from S10
		Total Section 2 Score	**11**	**22**	
Section 3: LGBTQ Employee Networks / Resource Groups		**Score**	**Index**	**Notes**
9	Foundation	LGBTQ Employee Network	2	2	
10	Foundation	Network Leadership Structure	2	3	No evidence re. HR/D rep within leadership structure
11	Foundation	Network Strategy / Work Plan	3	3	
12	Intermediate	Orientation / On-boarding	0	2	Insufficient evidence re. actual network involvement in onboarding - other than mention
13	Intermediate	Strategy and Goals	2	2	
14	Intermediate	Sustainability Plan	0	2	Insufficient evidence; we are looking for more than just re-elections but actual sustainability
15	Advanced	Allies of Trans / Gender Diverse People	0	3	Awarded in S10 as it doesn't talk around being a TGD ally
16	Advanced	Visibility of LGBTQ Women	x	3	
17	Advanced	Intersectionality	0	3	Insufficient evidence; moved to S10 to obtain point
18	Advanced	Intersex Allies	4	4	
19	Advanced	Broader Inclusion	2	3	Would not consider this leading practice for the push point
20	Advanced	Network Reporting	0	4	A circulated action plan is not a network produced report
		Total Section 3 Score	**15**	**34**	
Section 4: Visibility of Inclusion		**Score**	**Index**	**Notes**
21	Foundation	Days of Significance	2	2	Additional point awarded in S10 for above and beyond evidence
22	Foundation	Visibility in the Workplace	3	3	
23	Intermediate	Ally / Champion Reference Guides	3	3	
24	Intermediate	Individual LGBTQ Inclusion Work Acknowledgement	2	2	Note: would have been good to see the specific LGBTIQ wording here.
25	Foundation	Confidential Contacts	2	2	
26	Foundation	Communication of LGBTQ Support Information	1	2	No evidence re LGBTQ support avenues
27	Intermediate	LGBTQ Social Media Streams	0	2	Not interactive platform, but a workbook
		Total Section 4 Score	**13**	**16**	
Section 5: Training, Awareness & Professional Development		**Score**	**Index**	**Notes**
28	Foundation	Face-to-Face Training	2	2	Would be good to have something more specifically LGBTQ for training
29	Foundation	Online Training	2	2	
30	Advanced	Professional Development for LGBTQ Employees	2	2	
31	Advanced	LGBTQ Inclusion Training Plan	x	4	
32	Advanced	LGBTQ Conferences, Events and Seminars	2	2	
		Total Section 5 Score	**8**	**12**	
Section 6: Executive Leadership & Engagement		**Score**	**Index**	**Notes**
33	Intermediate	Executive Sponsor or Champion	x	2	
34	Advanced	Executive Advocacy	2	2	
35	Intermediate	CEO or Equivalent Communications	2	2	
36	Intermediate	CEO or Equivalent Speaking at Events	0	2	Not eligible here, applicable to Q35; awarded additional point in S10 for multiple CEO comms
		Total Section 6 Score	**4**	**8**	

Section 7: Data Collection & Reporting			Score	Index	Notes
37	Intermediate	Employee Data Analysis	3	3	
38	Advanced	LGBTQ Analysis	3	3	
		Total Section 7 Score	6	6	
Section 8: Community Engagement			**Score**	**Index**	**Notes**
39	Intermediate	Employer Branded Participation at Community Events	x	2	Did not participate in 2020
40	Intermediate	Pro-Bono or Financial Support: LGBTQ Charities / Organisations	0	2	Work in progress for 2021
41	Intermediate	Fundraising	2	2	
		Total Section 8 Score	2	6	
Section 9: Optional Survey			**Score**	**Index**	**Notes**
42	Optional	Survey Participation	2	2	147 responses
		Total Section 9 Score	2	2	
Section 10: Additional Work			**Score**	**Index**	**Notes**
	Additional	Peer Support	1	1	
	Additional	WIP day	1	1	
	Additional	Out Leader Panellist	1	1	
	Additional	External collaboration	1	1	
	Additional	Equality Projects Better Together Conference	1	1	
	Additional	Out Leader Panellist	1	1	
	Additional	External collaboration	1	1	Note: Consider updateing iconography
43	Additional	Execution Champions	1	1	
	T/GD Inclusion	NonBinary work and Gender Guidelines	1	1	Combining several nonbinary items in this section to obtain pint
	Network	Prism Consulting	1	1	
	Network	Pride Network History Month	1	1	
	T/GD Inclusion	S3Q15: TGD Allys	1	1	Combined as Int'l Pronoun Day to obtain point (also moved from above)
	Network	S3Q17: LGBTQ Intersectionality	1	1	Moved here to obtain point
	Additional	S4Q21 Days of Significance	1	1	Above and beyond evidence
	Additional	S6Q35 CEO Communications	1	1	Multiple communications provided (could not award for Q36, where submitted)
		Total Section 10 Score	15	15	
		Total Annual Submission Score	76	121	
AWEI TOTAL SUBMISSION SCORES					
		Total Standing Submission Score	50	79	
		Total Annual Submission Score	76	121	
		Total AWEI Score	126	200	
ORGANISATIONAL ACTIVITY SCORES					
		Core Network Activity	15		
		Additional Network Activity	3		
		Network Activity - Total Score	**18**		
		Core Activity - Inclusion of Trans/Gender Diverse Employees	16		
		Additional Activity - Inclusion of Trans/Gender Diverse Employees	2		
		Inclusion of Trans/Gender Diverse Employees - Total Score	**18**		
GENERAL SUBMISSION COMMENTS					

PRIDE
INCLUSION
PROGRAMS

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Department of Industry, Science, Energy and Resources

s22

s22 @industry.gov.au

2021-11-15

REF-1636936539

Tax Receipt

ITEMS		TOTAL
2021 Pride in Practice Conference Ticket/s		$1028.5
TOTAL PAID (Incl. 10% GST)		$1028.5

Notes

Your payment is now complete. This is your official tax receipt from ACON's Pride Inclusion Programs. You will also receive another receipt issued from our third party payment gateway as reference. This transaction is not tax deductible.

Receipt from ACON

Receipt #1571-7275

AMOUNT PAID

A$2,964.50

DATE PAID

May 3, 2021

PAYMENT METHOD

s22

SUMMARY

2021 Australian LGBTQ Inclusion Awards	A$2,964.50
Amount charged	**A$2,964.50**

If you have any questions, contact us at finance@acon.org.au or call at +61 2 9206 2000.

ABN: 38 136 883 915

414 Elizabeth St Surry Hills NSW 2010
Telephone 02 9206 2000 Facsimile 02 9206 2134

Tax Invoice

DEPARTMENT OF INDUSTRY, SCIENCE, ENERGY AND RESOURCES
10 BINARA STREET
CANBERRA ACT 2601
AUSTRALIA

ATTN: s22

Invoice Number	**PID3466**
Date	**15/01/2021**
Customer Code	**PDDOIIS**

Description	Net Amount
Standard Membership Renewal Period from 19 January 2021 to 18 January 2022 REF: INR2433	**6,000.00**

SubTotal	**$6,000.00**
Tax @ 10%	**$600.00**
Total Due	**$6,600.00**

Remittance Advice

EFT Payment Details

		Debtor Details	
Account Name	ACON Health - Pride In Diversity	**Client**	DEPARTMENT OF IN[
Bank	s22	**Debtor No**	s22
BSB	s22	**Invoice No**	PID3466
Account No		**Invoice Total**	$6,600.00

Credit Card: We accept Visa/Mastercard/AMEX. Term of Payment 14 days.

To make online payment, please visit: https://www.prideinclusionprograms.com.au/invoice-payment/

Please send a copy of remittance advice to finance@acon.org.au

Receipt from ACON

Receipt #1864-6738

AMOUNT PAID
A$1,639

DATE PAID
September 21, 2020

PAYMENT METHOD
s22

SUMMARY

PIDP Conference	A$1,639.00
Amount paid	**A$1,639.00**

If you have any questions, contact us at finance@acon.org.au or call at +61 2 9206 2000.

Receipt from ACON

Receipt #1933-1332

AMOUNT PAID
A$2,458.50

DATE PAID
October 7, 2020

PAYMENT METHOD
s22

SUMMARY

PIDP Conference	A$2,458.50
Amount paid	**A$2,458.50**

If you have any questions, contact us at finance@acon.org.au or call at +61 2 9206 2000.