

LGBTIQ+ Action Plan

2021-2024



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This action plan is applicable for a period of 3 years.

A reviewed plan should be implemented once that time period has ended taking into account the outcomes and further work required from the original plan.



Message from Kristy Bourne and Charlie Burton

The Department of Justice (the Department) has a strong commitment to Diversity and Inclusion for our community and workplace.

In 2020 the LGBTIQ+ Reference Group was established to assist the Department of Justice to:

- Support the Department to become an employer of choice for the LGBTIQ+ community and ensure there is equality in support, and career development opportunities for LGBTIQ+ staff;
- Create an organisational culture that values the importance of LGBTIQ+ staff and for LGBTIQ+ staff to feel supported and encouraged to be themselves in the workplace;
- Provide a point of contact for the LGBTIQ+ community and individuals to provide advice and feedback with respect to functions undertaken by the Department to assist in the development of services, policies and legislation that are responsive to and inclusive of, the LGBTIQ+ community;
- Continue to develop a workforce that represents and reflects the diverse Tasmanian Community that the Department serves; and

- Foster a workforce that leads Diversity and Inclusion (D&I) initiatives.

The Department maintains consultative relationships with stakeholders and engages with information networks to ensure we are achieving the best outcomes for both the community and staff.

Building on this, the Department of Justice Action Plan 2021-2024 provides a framework to ensure that our services, programs and facilities continue to meet the individual needs of the LGBTIQ+ community who access, visit or work within our Department and embed inclusive practices for all.

We would like to acknowledge the extraordinary contribution of the LGBTIQ+ Reference Group, consumers and staff who have developed this plan. We encourage all Department of Justice staff to play their part in bringing this action plan to life as we strive to provide diverse and inclusive workplaces which best serve our Tasmanian community.



Overarching actions

Data selection and analysis

Data is a powerful tool for understanding the Department of Justice as a workplace and the service it provides to community. The better collection of this workforce data will help the Department make informed decisions about the future direction and aspirations of service to the community, and its people strategy.

Policies and 'Formal Communications'

Policy and formal communications set out the Department's organisational commitment and guiding principles.

Workforce Engagement

Workforce Engagement to strengthen the involvement of people in their work and workplace.

Community Engagement

We commit to informing, listening to and wherever possible working with staff and community members to ensure policies and practices reflect needs and expectations.

Legislation

Providing a more consistent and inclusive process for community to be aware of and provide feedback on relevant legislation and law reform.



1. Data selection and analysis

1.1 What do we know

- Determine what goals and information we would like to measure relevant to the plan and strategy of the LGBTIQ+ Reference Group.
- This includes as a priority; information about the service requirements of the Tasmanian public the Department of Justice serves, as well as the inclusion and engagement of our workforce.
- Review the data captured regarding all Tasmanians in information systems.

1.2 What data do we have in consideration with Justice Connect implementation?

- Birth Deaths and Marriages
- Equal Opportunity
- Victim Support
- Tasmania Prison Service
- Community Corrections
- Legal Aid Commission
- Anti-Discrimination Tribunal
- Tasmanian Industrial Commission
- Safe at Home.

1.3 Ascertain data gaps

With reference to what we would like to know, and what data is already collected, determine what the gaps are and what further information is required to better meet the needs of the workplace and LGBTIQ+ community.

1.4 Survey: Initial design, baseline and measurement

- Aligned with departmental surveys and People Strategy so as to avoid silos, and released with consideration to maximise the response rate.
- Ensure surveys are not only demographically based, but also intersectional to gain deeper insights.
- Baseline of results to develop goals for future survey results.
- Consideration of integrity and user experience of survey for maximum input.
- Determine frequency and type of information obtained, and resource for analysis and reporting.

1.5 Survey: ongoing measurement

- Ongoing measurement to determine the Department's performance depending on further data available, in collaboration with other Department surveys.

Tasks	Start	Due Date	Assigned
1.1-1.2	Immediate	June 2022	Department of Justice/ LGBTIQ+ Reference group Justice Connect Team
1.3	After 1.1-1.2	August 2022	LGBTIQ+ Reference group
1.4	After 1.1-1.3	December 2022	Department of Justice/ LGBTIQ+ Reference Group
1.5	After 1.1-1.5	Ongoing	Department of Justice/ LGBTIQ+ Reference Group

2. Policies and ‘formal communications’

2.1 Review of prioritised policies

- Gender affirmation in the workplace
- Tasmania Prison Service - Gender Diverse Prisoner Policy
- Acceptable Use of ICT resources
- Employee Induction
- Mental Health and Wellbeing
- Recruitment and Selection
- Preventing and Responding to Discrimination, Harassment and Bullying in the Workplace
- Client Aggression
- Preventing and Responding to Sexual Harassment in the Workplace
- Leave.

2.2 Review of secondary policies

Any further policies identified that require review.

2.3 Process implemented for appropriate consideration of language and inclusivity in existing policy, legislation and communications

Ensure appropriate stakeholders are involved and propose processes for working through reviews and updates. Includes the updating of forms and recruitment documentation.

2.4 Review of service provision processes of work areas, and memorandum of understanding between Agencies

Review of all Service Agreements between different government departments and Department of Justice work areas.

Tasks	Start	Due Date	Assigned
2.1	Immediate	End of December 2022	Department of Justice/ LGBTIQ+ Reference Group
2.2	After 2.1	End of July 2023	Department of Justice/ LGBTIQ+ Reference Group
2.3	Immediate	End of March 2023	Department of Justice
2.4	Immediate	Ongoing	LGBTIQ+ Reference Group

3. Community Engagement

3.1 Create calendar of events for 2022-2023

Calendar of events created for Department involvement in events in community.

3.2 Create calendar of events for 2023-2024

Calendar of events created for Department involvement in events in community.

3.3 Involvement in community events

3.4 Review of national/state wide awards and involvement

Tasks	Start	Due Date	Assigned
3.1	March 2022	End of June 2022	LGBTIQ+ Reference Group
3.2	July 2022	End of December 2022	LGBTIQ+ Reference Group
3.3	Immediate	3 years	LGBTIQ+ Reference Group
3.4	December 2022	Ongoing	LGBTIQ+ Reference Group/ Department of Justice



4. Workforce Engagement

4.1 Management endorsement of LGBTIQ+ and inclusive practices

Propose further engagement from managers and supervisors across the Agency, including to improve communication.

Propose the implementation of a strategy in collaboration with the workforce.

Managers to be 'champions' of diversity and inclusion.

Video promoting LGBTIQ+ in the workforce.

4.2 Workforce engagement and recruitment

Contact the Police Commissioner and discuss how they engage with workforce and recruit for implementation at the Tasmania Prison Service.

Create a proposal for introduction of strategies for recruitment and engagement at the Tasmania Prison Service.

4.3 Awareness training

Proposal for whole workforce.

Consideration to be made of the content, accessibility, and appropriate methods of engagement.

Meaningful communication methods.

4.4 Establishment of a peer support network

Definition of Terms of Reference for peer support network and raising of awareness of group.

To make contact with other Agencies to establish a whole of government group.

4.5 Facilities

Communication of commitment from government that there will be gender neutral facilities in all new work areas, or refurbished work areas.

Tasks	Start	Due Date	Assigned
4.1	January 2022	June 2022	Department of Justice Communications/ LGBTIQ+ Reference Group
4.2	Immediate	June 2022	Department of Justice Learning and Development / LGBTIQ+ Reference Group
4.3	February 2022	Ongoing	Department of Justice Learning and Development / LGBTIQ+ Reference Group
4.4	November 2022	Ongoing	LGBTIQ+ Reference Group
4.5	Immediate	August 2022	Department of Justice

5. Legislation

5.1 Secure commitment that government will invite input for any legislation being drafted or reviewed

Bring legislation before Reference Group with adequate time so there is an opportunity to feed into the consultation process.

Develop a proposal for how this process will work.

5.2 Improve engagement with community about relevant legislation

A review of existing engagement approach and implementation of proposal for improvements.

Tasks	Start	Due Date	Assigned
5.1	Immediate	June 2022	LGBTIQ+ Reference Group
5.2	In conjunction with 1.2 Immediate	3 years	LGBTIQ+ Reference Group





Department of Justice