



AUDIENCE	CATEGORY
All Employees	People

Policies and procedures

## Family and Domestic Violence Policy

This document was endorsed by the Chief People Officer.

For further information or questions, phone **s 22** or email  
**s 22** @treasury.gov.au

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## Overview

The Family and Domestic Violence Policy (the policy) sets out Treasury's commitment to supporting all employees who may be impacted by family and domestic violence (FDV).

## Purpose

The policy sets out Treasury's commitment to supporting all employees who may be impacted by FDV.

It is important to ensure that employees who have been exposed to FDV feel confident and safe in seeking access to support in the workplace. The Treasury in turn, aims to create a supportive workplace culture which promotes flexibility in times of need.

This guide also assists managers and colleagues to support employees whose work life is affected by FDV. Everyone should be proactive in creating a culture that understands the issues and support available to those exposed to FDV.

## Scope

This policy applies to all Treasury staff.

This includes non-ongoing employees, individuals on temporary transfer to Treasury, and employees deployed overseas or attached to Australian diplomatic missions. In most circumstances it will also apply to employees on secondment to other agencies and the private sector.

## Contacts

For advice on the type of support that can be provided under these guidelines, please contact the Performance and Wellbeing Team on [s 22](#), who are also responsible for maintaining the policy and these guidelines. To provide feedback on this policy, please email [s 22 @treasury.gov.au](#)

## Immediate danger situations

For situations where staff feel they are in immediate danger, please contact the Security Team on [s 22](#) or call 000.

## Objectives

The objectives of this policy are to:

- Provide employees affected by FDV with immediate, practical, and meaningful support and referral to professional services.
- Support employees to access leave, so they can access support to manage FDV issues.
- Ensure that employees feel safe at work and in and around Treasury buildings.
- Create a workplace culture that encourages those impacted by FDV to access support and assistance, including providing flexibility in times of need.
- Ensure all employees have access to information on support services and options
- Ensure managers and employees assisting someone impacted by FDV are supported with both professional advice and counselling.
- Reaffirm the Treasury's commitment to prevention and awareness of FDV.
- Support a culture free of discrimination, harassment, and violence,

## Gender Equality

Treasury is committed to supporting all employees who may be impacted by domestic or family violence; regardless of their gender or the type of relationship in which violence occurs.

The Treasury's commitment to the prevention and awareness of FDV through the policy will be highlighted through related events such as International Day for the Elimination of Violence against Women.

Employees are also encouraged to consider what personal contributions they may wish to make to this important issue, including volunteering opportunities or the donation of funds to the many charities that provide support services.

If there is a particular charity an employee would like to be added to the list payroll maintains for tax deductible salary contributions, the Payroll Team can be contacted via Delphi so the request can be considered.

## Guiding Principles

This policy is based on the following guiding principles where Treasury:

- is committed to providing a safe, flexible, and rewarding workplace for all staff.

- is committed to supporting all staff impacted by FDV and providing appropriate support to suit the individual circumstances of affected employees.
- will assist staff to manage their personal circumstances and wellbeing, and ensure their confidentiality and privacy is maintained.
- acknowledges there are links between mental health and family and domestic violence.
- will continue to educate staff on the impact of language and behaviour in their everyday communications to ensure an environment of gender equality.
- does not tolerate any forms of harassment in the workplace.

## Roles and responsibilities

If you are a/an:	Then your responsibility is:
Employee who is impacted by FDV	<p>Familiarise yourself with the FDV policy and these guidelines and seek appropriate support.</p>
Manager of an employee who has disclosed they are impacted by DFV	<p>To make the employee aware of the policy and these guidelines and understand options for support.</p> <p>Be available to discuss any concerns and encourage them to seek assistance via the Performance and Wellbeing Team or contact Benestar, our Employee Assistance Program (EAP) or other services listed in the Family and Domestic Violence Information Support Sheet (Attachment A).</p> <p>Contact the Performance and Wellbeing Team where there is a genuine concern for a person's life, health or safety.</p> <p>To understand that an employee's performance and attendance in the workplace can be affected.</p>
Colleague of an employee who has disclosed they are impacted by DFV	<p>To make the colleague aware of the policy and these guidelines and understand options for support.</p> <p>Refer the colleague to the Performance and Wellbeing Team or an external support service as listed in the Family and Domestic Violence Information Support Sheet (Attachment A)</p> <p>To seek support for themselves within or outside of the workplace, including through EAP or an external support service.</p>

	<p>To respect the employee's right to privacy and confidentiality.</p> <p>To respect the employee's decision not to take any further action</p>
Performance and Wellbeing Team	<p>Provide advice to employees and managers about the FDV policy, guidelines, and related procedures.</p> <p>Provide case management support to employees, including advising and/or liaising with the employee's line manager and coordinating IT security.</p> <p>Provide guidance and support to managers and other employees, including encouraging them to seek support for themselves within or outside of the workplace, including through the Employee Assistance Program (EAP) or an external support service.</p> <p>Design, maintain and implement the Treasury's FDV support resources.</p>
All Treasury employees	<p>peak to the Performance and Wellbeing Team or to their manager.</p> <p>Treat others in a respectful and non-discriminatory manner.</p>

## Available support

### Employees

For employees (regardless of gender) who experiences domestic and family violence support includes:

- Funded access to specialised counselling services with a domestic and family violence clinician through EAP.
- Access to dedicated wellbeing case management professionals within POSB.
- Access to 10 days of paid leave per year (in accordance with the Family and Domestic Violence Leave and Miscellaneous Leave provisions of the Leave Guidelines). Further details of how to access paid or unpaid leave detailed below
- Access to flexible work arrangements
- Provision of short term, emergency accommodation for Treasury employees and their immediate dependent family members (under age 18) who are victims of FDV, where other support services are not available.
- utilisation of IT security options such as phone and email blocking

- utilisation of physical security options such as escort to their vehicle and other security measures as required
- provision of alternative work locations where possible
- access dedicated rooms within the Treasury offices where staff can meet privately with external contacts

## Managers and colleagues

For managers and colleagues who are supporting an employee who has disclosed they are impacted by family and domestic violence, support includes:

- funded access to specialised counselling services with a FDV clinician through EAP
- support and guidance provided by the Performance and Wellbeing Team as required.

## Leave

Family and Domestic Violence leave is intended for where the employee is experiencing FDV and needs to do something to deal with the impact of the FDV, and it is impractical for the employee to do this outside the employee's ordinary hours of work.

The leave may be taken in single days, or for a shorter period where agreed. In line with the requirements for personal/carer's leave, documentary evidence is required for absences of three or more consecutive days, noting all evidence will be treated confidentially. This leave does not accumulate from year to year.

Access to FDV leave maybe for reasons such as:

- attending medical or counselling appointments.
- moving into emergency accommodation and seeking more permanent safe housing
- attending court hearings
- attending police appointments
- accessing legal advice
- organising alternative care or educational arrangements for their children
- reasonable recovery periods.

In addition to any paid entitlement to family and domestic violence leave, and consistent with Section 106A of the *Fair Work Act*, an employee (regardless of their employment type or attendance pattern) may access up to five days' unpaid family and domestic violence leave per year if they do not wish to access personal or other paid leave.

## Safety planning

Domestic and family violence is a pattern of behaviours (if it has happened once, it may occur again). It is therefore important to prepare for personal safety and protection. A safety plan is a personalised, practical plan that includes ways to remain safe while in an abusive relationship and/or while planning to leave and after leaving.

When developing a safety plan, it is important to think about what resources are available in the context of your unique situation.

Further information on developing an appropriate safety plan, further assistance can be sought within the Performance and Wellbeing Team or found externally with:

- **1800Respect** – National sexual assault, domestic family violence counselling service
- **Domestic Violence Crisis Service** – Safety Plan checklist
- **The National Domestic Violence Hotline** – Safety Planning

## External support services

Several external support services within Australia can be found in the Family and Domestic Violence Information Support Sheet (Attachment A).

## Managers and colleagues

Support available to managers and colleagues who are supporting an employee who is impacted by FDV includes:

- funded access to specialised counselling services with a FDV clinician through EAP
- access to dedicated wellbeing case management professionals within POSB who can provide support and guidance.

## Confidentiality and privacy

Any information related to family and domestic violence must be handled with the same privacy and confidentiality as other personnel and health information.

Employees and managers who are informed of family and domestic violence information must handle this personal information sensitively and discretely while only sharing details on a strictly need-to-know basis.

The family and domestic violence information must not be used or disclosed without obtaining prior consent from the employee, unless an exception in the Australian Privacy Principles in the Privacy Act 1988 applies. The exceptions permit the use and disclosure of personal information without the employee's consent in certain circumstances. These include lessening or preventing a serious threat to life,

health or safety where obtaining the employee's consent is unreasonable or impractical, or taking appropriate action in relation to suspected unlawful activity or serious misconduct, or where the disclosure is required or authorised by law.

## Culture, education and awareness within Treasury

This policy highlights the role all employees have in raising awareness and driving the necessary societal change. The Treasury aims to continue to affirm Treasury's commitment to prevention and awareness of FDV through education, recognition of events and mechanisms for employee donations to charities.

To ensure all employees in the Treasury are aware of the impact of FDV and options for support the Treasury will support organisational capability by:

- Providing education and awareness campaigns to the department and highlight specific events related to preventing FDV and promoting personal safety
- Providing a central online repository of tools, resources and referral services staff can access if they are impacted by FDV
- Including access to wellbeing case managers
- Including information on this policy, guidelines and external support in employee Induction packs.

## Unacceptable behaviours in the workplace

The Australian Public Service Code of Conduct requires public service employees, when acting in connection with their employment, to treat people with respect and courtesy and without harassment.

Any employee who threatens, harasses, or abuses a partner, ex-partner, family or household member at, or from, the workplace may be investigated for a potential breach of the APS Code of Conduct and subject to disciplinary action. This includes employees who use workplace resources such as phones, email, mail or other means to threaten, harass or abuse a family or household member.

## Related documents

[Preventing and managing bullying, harassment and discrimination in the workplace policy](#)

[First Aid Policy](#)

[Flexible Work Policy](#)

[Leave Guidelines](#)

Family and Domestic Violence Information Sheet

## Version control

Date Modified	Version	Section of document	Author of change	Summary of change
June 2018	1.1	All	s 22	Policy redrafted to reflect enhancements
August 2018	1.2	All		Consultation finalised including through WRC. Endorsed by Head of HR, Risk and Governance
September 2019	1.3	All	Employee Relations	Updated team names and links Update to template
September 2020	1.4	All	Employee Relations	New template, minor updates.
July 2022	1.5	All	Employment Relations	New template.
November 2022	2.0	All	Performance and Wellbeing	Consolidate Policy and Guideline, update, and refresh, include new paid leave entitlements

# Family and Domestic Violence Leave

*Fair Work Act 2009*

<b>Entitlement:</b>	Employees are entitled to a minimum of 10 days of paid family and domestic violence leave each year. This includes part-time and casual employees.
<b>Applied for in:</b>	By arrangement with the Performance and Wellbeing team.
<b>Accrual method:</b>	Annual minimum entitlement of 10 days paid leave, accruing on each anniversary of their commencement with Treasury.
<b>Cumulative:</b>	No
<b>Half-pay option:</b>	No
<b>Approver:</b>	EL2 and above
<b>Counts for Service:</b>	Yes

Employees can access paid family and domestic violence leave if they are experiencing family and domestic violence, and need support or need to access services to deal with the impact of family and domestic violence which is impractical to do outside of work hours. For example, employees can use family and domestic violence leave for making arrangements for their own safety or the safety of a close relative, court appearances, accessing police services, attending counselling and attending appointments with medical, financial or legal professionals.

Employees are entitled to a minimum of ten days paid leave each year, accruing on each anniversary of their commencement with Treasury. If appropriate, delegates may approve additional paid leave.

To access paid family and domestic violence leave, employees and managers are strongly encouraged to speak with the Performance and Wellbeing team for assistance and support [s 22](#) or email [s 22 @treasury.gov.au](mailto:s 22 @treasury.gov.au).

Other support services are available to employees experiencing family and domestic violence. For further information, refer to Treasury's *Family and Domestic Violence Policy and Guidelines*.



## FDV INFORMATION SHEET

Individuals may wish to seek external support on their own or confidentially seek support and assistance in making this contact from their manager, colleague or through the Employee Relations and Wellbeing Team.

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### National Counselling Services

- **The Employee Assistance Program, BENESTAR** - Provides employees with one on one counselling and a response to critical incidents. Benestar services are available 24/7 should employees require them.  
1300 360 364 (Australia), +61 2 8295 2292 (International), 0800 360 364 (New Zealand)
- **Daisy app** - The Daisy app is free to download and connects Australians to services providing support for the impacts of domestic violence and sexual assault.
- **1800RESPECT** - the National Sexual Assault, Domestic and Family Violence Counselling Service provides support and/or referral and online counselling - 1800 737 732
- **Crisis Care Unit** - counselling and practical help for individuals and families in any type of crisis, 24 Hour crisis line - 13 16 11
- **Relationships Australia** - counselling, family dispute resolution (mediation) and education programs for individuals, families and communities - 1300 364 277
- **Mensline Australia** - professional telephone and online support and information and referral services for men with family and relationship concerns – 1300 789 978
- **Men's Referral Service** - a referral service for men dealing with family and domestic violence matters – 1300 766 491
- **Anothercloset** - LBGTIQ+ Specialised services for people experiencing family and domestic violence

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### ACT Services

- **ACT Domestic Violence Crisis Service** – 24 Hour crisis line 02 6280 0900
- **Beryl Women** - Provides support and safe housing to women and children escaping domestic/family violence in Canberra - 02 6230 6900 8.30am-5.30pm Mon-Fri.
- **ACT Canberra Rape Crisis Centre** – 02 6247 2525
- **ACT Women's Legal** Service – the Centre offers free, confidential telephone advice for women 02 6257 4499(from Canberra), 1800 634 669 (outside Canberra), 9.30am – 12pm, Mon-Fri

## NSW Services

- **NSW LawAccess** – Government telephone service providing legal information, advice and referral for people who have a legal problem involving domestic violence – 1300 888 529, 9am – 5pm, Mon-Fri
- **NSW Rape Crisis** – 24 Hour crisis line - 1800 424 017
- **NSW Domestic Violence** Helpline – 24 Hour Hotline 1800 656 463

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## VIC Services

- **VIC Domestic Violence Response Line** – 24 Hour Response Line - 1800 015 188
- **VIC Jobwatch** – Information, advice and referral on work-related issues – 03 9662 1933 (metro), 1800 331 617 (rural/remote), 9am – 5pm, Mon-Fri, closed between 12pm – 2pm on Tuesdays.
- **VIC Safe Steps** – 24 Hour Hotline - 1800 015 188
- **VIC Wire** – Information for support, referrals on any issue, such as family relationships and legal issues – 1300 134 130, 9am – 5pm, Mon-Fri
- **Domestic Violence Resource Centre Victoria** – Initial telephone support, information and referral to services to assist people who have experienced family violence - 03 9486 9866 9:00am – 5:00pm Monday – Friday
- **Gay and Lesbian Health Victoria** -

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## WA Services

- **WA Victim Support Service** – 1800 818 988
- **WA Women's Domestic Violence Helpline** – 24 Hour Hotline 1800 007 339
- **WA Men's Domestic Violence Helpline** – 24 Hour Hotline 1800 000 599

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## Other services within Australia

- **QLD Domestic Violence Crisis Support Service** –24 Hour Hotline 1800 811 811 QLD Domestic Violence Sexual Assault Line – offers support and counselling to anyone (women, men and young people) – 24 Hour hotline, 7 days, 1800 010 120
- **SA Women's Safety Services** – Support and assistance for Women and children. Domestic Violence Crisis Line - 1800 800 098
- **TAS Family Violence Counselling and Support Service** – information and referral for people affected - 1800 608 122, 9am – midnight, Mon-Fri & 4pm – midnight, weekends/public holidays
- **NT Dawn House, Domestic Family Violence Counsellor** – (08) 8945 1388
- **Australian Indigenous HealthInfoNet** - An Indigenous family violence web resource
- **Kids Help Line** - counsellors are available to talk to children confidentially about any issue that is affecting or worrying them. The fastest way to speak to a counsellor is to call the Kids Help Line phone number on 1800 55 1800. Email or web counselling is also available from the Kids Help Line website.

- **Child Protection 24 Hour Helpline** – 132 111
- **Lifeline** – Access to 24 hour crisis support and suicide prevention services - 131 114
- **Suicide Call Back Service** – 1300 659 467
- **Kara House Lesbian Domestic Violence Outreach Service** – Mon-Fri, 9am – 5pm, T: 1800 900 520, E: [karahouse@infoexchange.net.us](mailto:karahouse@infoexchange.net.us)
- **EveryMan Australia** – EveryMan Australia is providing a phone support service for anyone who thinks that they're at risk of using violence with a partner. This service is available not only to men at risk of using violence with women, but to members of Canberra's Lesbian Gay Bisexual Transgender Intersex Queer community and to women at risk of using violence to male partners. Call Connect24 on 1800 261 610 to speak to a Violence Prevention worker.