

2020 EMPLOYER PARTICIPATION DETAILS

ALL EMPLOYERS MUST COMPLETE THIS SECTION IN 2020

EMPLOYER DETAILS: PLEASE CHECK THAT YOU HAVE COMPETED ALL DETAILS WITHIN EACH ROW OF THIS TABLE

Employer Name:	Department of Foreign Affairs and Trade (DFAT)
Sector: <i>Please delete those not relevant</i>	Public/Government : Federal
Employer Size (Australia): <i>Please delete those not relevant</i>	Number of employees within Australia: <ul style="list-style-type: none"> 2,000 – 8,000 employees
Regional Employers	Is your head office Regional? <i>No</i>
Global Employers	Do you have international offices: <i>Yes</i> Is your head office in Australia: <i>Yes</i>
Contact Person for the Index: <i>Please provide full contact details including postal address and postcode.</i> <i>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.</i>	Name: <i>s22(1)(a)(ii)</i> Position Title: Diversity Officer Postal address (including postcode): <i>s22(1)(a)(ii)</i> Phone number: <i>s22(1)(a)(ii)</i> Email: <i>s22(1)(a)(ii)</i>

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<p>Industry Benchmarks</p> <p>Participating employers will by default be benchmarked according to:</p> <ul style="list-style-type: none"> • Government: Federal, State, Local, Victorian Government • Employer Size • Global Employers 	<p>We currently benchmark the following industries (in addition to the standard benchmarks listed to the left)</p> <p><i>Please only select the industry that reflects your core work. All benchmarking tables will be provided for comparison, but only those that reflect your dominant industry/business should be selected here. Please remove all that are not applicable or your core business.</i></p> <ul style="list-style-type: none"> • Aged Care • All listed ASX Top 50 • Automotive: Wholesale and Retail • Banking & Financial Services • Community Services • Computer Software • Construction • Disability Services • Education (broader than Higher Education) • Energy / Utilities • Engineering • Health & Wellbeing • Hospitality • Information Services Infrastructure • Insurance • Law Enforcement • Legal • Manufacturing • Media & Entertainment • Mining • Operations Security • Pharmaceuticals • Professional Services & Consulting • Property • Rail & Logistics Transportation • Recruitment • Research & Development • Retail • Technology & Telco • Tourism & Gaming • Transport • Are there any other industry benchmarks that you would like to see: _____
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INTERNATIONAL WORKPLACE INDEX PARTICIPATION

<p>Do you participate in any other workplace equality indices globally?</p> <p><i>Please delete those not relevant</i></p>	<p>No</p>
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DISCLOSURE

<p>Please select participation identification level at which we can identify you (Name and Employer Tier only, no scores) <i>Please delete those not relevant</i></p>	<p>We list annually employers 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. Please identify the recognition tier at which we can identify you:</p> <ul style="list-style-type: none">• We are happy to be identified regardless of employer tier reached
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ADDITIONAL AWARD SUBMISSIONS

Please list any other awards that you are submitting for this year (this provides us with a cross-check to ensure that all expected submissions are received).

NA

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NEGATIVE PRESS / COMPLAINTS DISCLOSURE

- We have received negative press that has impacted our reputation as an LGBTIQ inclusive employer

s47E(d)

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

Please see article relating to a DFAT officer providing advice to a same sex couple travelling to Brunei.

<https://www.news.com.au/world/asia/smart-traveller-tells-gay-couple-concerned-about-brunei-airlines-flight-to-act-straight/news-story/dbf8eff0f76e5adc80929d01a2e8df42>

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(1)(a)(ii)
Position within organisation:	Diversity Team Leader and Indigenous HR Advisor
Contact Email:	s22(1)(a)(ii)
Contact Phone:	s22(1)(a)(ii)

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2020 STANDING & ANNUAL SUBMISSION

Both Standing and Annual Submission are now combined within the one document. All employers must complete *both* the Standing and Annual Submissions 2020.

SECTION 1: STANDING SUBMISSION

As this is a new iteration of the AWEI, *please complete the Standing Submission in full* this year. Points will not be carried over from previous submissions. Please respond to each question as if it is being addressed for the first time.

STANDING SUBMISSION: HR POLICY & DIVERSITY PRACTICE

1. STANDING SUBMISSION: HR POLICIES & PRACTICE

FOUNDATION: Removal of the terms: 'Sexual Preference' or 'Lifestyle Choice(s)'

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.'

Please provide an outline of progress to date:

During 2019 our Human Resource Manual was updated. During this update, the Diversity Team Leader ensured that the words sexual orientation was utilised, where appropriate throughout the document.

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

Senior HR Name/Contact Details for verification: s22(1)(a)(ii), A/g AS People, Performance and Support Branch. s22(1)(a)(ii)

Yes, updated in 2019 as below;

Human resources > Human Resource Manual (HRM) volumes > Vol 1 - General Conditions of Employment > Chapter 12 - Workplace Diversity > Section 12.09 - Anti-Discrimination

2. DFAT and its employees will work to prevent and eliminate discrimination in the department on the basis of race, colour, gender identity, intersex status, sexual orientation, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin, consistent with the Fair Work Act 2009, the Public Service Act 1999 and other relevant legislation.

DFAT Intranet
Human resources
HRM volumes
Vol 1 - General Conditions of Employment
Chapter 12 - Workplace Diversity
12.8 - Anti-Discrimination

Add
Find it Fast

12.8 - Anti-Discrimination

Within this section:

- 12. Workplace diversity
 - 12.1 - Intention
 - 12.2 - Policy
 - 12.3 - Diversity and Inclusion Framework
 - 12.4 - Promoting Diversity and Inclusion

1. DFAT fosters a positive workplace where people treat each other and the community with respect.
2. The department and its employees work to prevent and eliminate discrimination in the department on the basis of race, colour, gender identity or expression, intersex status, sexual orientation, age, disability, relationship status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin. These efforts are in -line with the [Fair Work Act 2009](#), the [Public Service Act 1999](#) and other relevant legislation.
3. Conditions regarding the official recognition of de facto relationships, parents and carers for the purposes of conditions of service under the [Enterprise Agreement](#) apply regardless of sexual orientation, gender identity or expression and intersex status.

2. STANDING SUBMISSION: HR POLICIES & PRACTICE

FOUNDATION: LGBTIQ Inclusivity within Policies and Benefits

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

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

Our Human Resource Manual contains an Ant-Discrimination clause that outlines the department's commitment to eliminate the discrimination of LGBTIQ employees in line with the Fair Work Act 20019, Public Service Act 1999 and our Enterprise Agreement.

DFAT Intranet
Human resources
HRM volumes
Vol 1 – General Conditions of Employment
Chapter 12 – Workplace Diversity
12.8 – Anti-Discrimination

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Find it Fast

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3. Conditions regarding the official recognition of de facto relationships, parents and carers for the purposes of conditions of service under the [Enterprise Agreement](#) apply regardless of sexual orientation, gender identity or expression and intersex status.

In addition, Section 17 of our Enterprise agreement outlines our support for LGBTI families in service overseas

17. Overseas Conditions of Service

- 17.1. The Secretary may determine conditions of service for employees working overseas on long-term posting.
- 17.2. The conditions regarding the official recognition of de facto relationships for the purposes of conditions of service under this Agreement apply regardless of sexual orientation, gender identity, gender expression or intersex status.

Staff going on first time postings are also provided with a Workplace Diversity briefing, which includes information on LGBTI inclusion and where to find the LGBTI Workplace Strategy (Q1.6d).

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.

Section 2.11 of our EA states:

2.11. 'family' – for the purposes of this agreement, means:

- a) a spouse or de facto partner (irrespective of gender, gender expression or gender identity), child (including an adopted child, a step-child, a foster child, a child who is the subject of a Permanent Care Order or an ex-nuptial child), parent, grandparent, grandchild or sibling of the employee; and/or a child (including an adopted child, a step-child, a foster child, or an ex-nuptial child), parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee; and/or a

3. STANDING SUBMISSION: HR POLICIES & PRACTICE

ADVANCED: New Parent Leave Inclusive of LGBTIQ Families

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 clearly communicated*
- (b) If leave covers adoption and where the availability of this leave is clearly communicated*
- (c) If leave covers foster arrangement and where the availability of this leave is clearly communicated*

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Sections 51, 52 and 53 of our Enterprise Agreement refers to parental leave for Adoption and Foster parents. Please note that at the request of our LGBTI Network surrogacy leave was omitted from our EA. See below for screen shot. EA at Att. Section1.3
Our Enterprise Agreement

51. Adoption and Foster Parent Leave

- 51.1. Where an employee with 12 months qualifying service assumes primary carer responsibilities for a child through an adoption or a permanent foster arrangement, the employee is entitled to take up to 14 weeks' paid adoption and foster parent leave from:
- a) the date of placement of the child; or
 - b) one week before the date of placement where international travel is required; or
 - c) the date an employee fosters a child or is given responsibility for a child under a Permanent Care Order by a person or organisation with statutory responsibility for the placement of the child.
- 51.2. An employee may elect to spread the payment for paid adoption and foster parent leave over a maximum period of 28 weeks at half pay at a rate of no less than half normal salary. Under these administrative arrangements a maximum of 14 weeks' adoption and foster parent leave will count as service.

52. Parental Leave without Pay

- 52.1. Employees may be granted up to 24 months parental leave without pay in accordance with the *Fair Work Act 2009*.
- 52.2. This clause applies to employees in relation to the birth of a child or where they

53. Parental Leave with Pay

- 53.1. Employees who are not entitled to paid maternity, adoption or foster parent leave are entitled to two weeks' parental leave with pay to:
- a) attend the birth or to provide care for their or their spouse or de facto partner's child following birth;
 - b) give birth and recover from a birth where the employee is not eligible for paid maternity leave;
 - c) to care for an adopted child, or a child for whom the employee is a legal guardian, and for whom the employee has recently assumed caring responsibilities and the employee is not entitled to paid adoption and foster parent leave.

4. STANDING SUBMISSION: HR POLICIES & PRACTICE

ADVANCED: Travel Advice for Employees

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

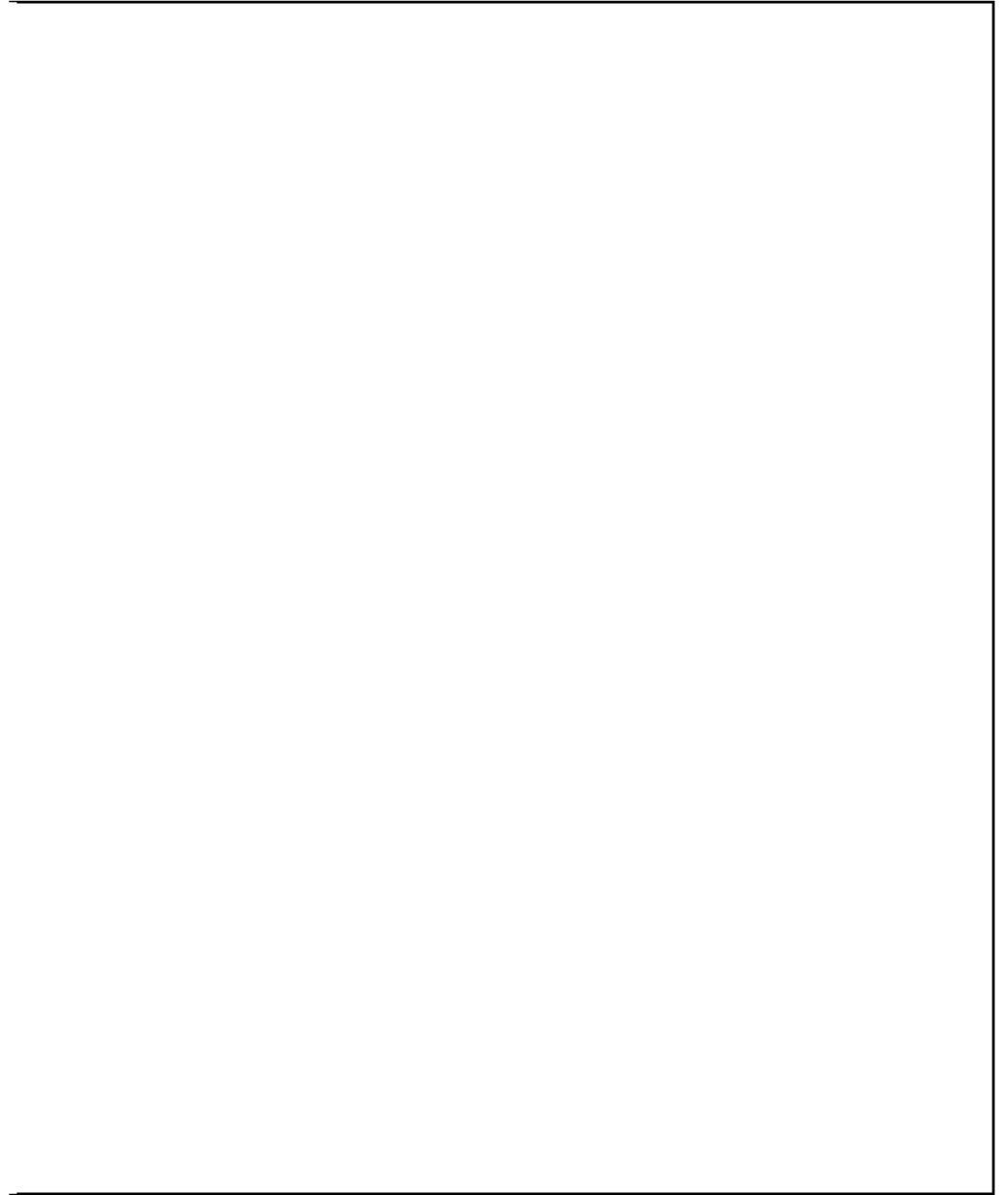
Please provide a copy of travel advice available.

Mentoring Performance and Diversity Section (MPS)

MPS provides briefings for all first time postees and provides information on the different diversity strategies in DFAT (including LGBTI) and how they may be interpreted and incorporated at specific posts. For staff in managerial roles we discuss the support they can provide to staff and make sure they are on the forefront with their knowledge and understanding of DFAT's inclusive policies.

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DFAT Families Network (DFN)

The DFAT Families Network (DFN) is a volunteer organisation established in June 2011 by a group of experienced DFAT officers and spouses who appreciated how difficult going on posting could be, including the return to Australia. The aims of the DFN are to foster access for families to all sorts of relevant information, and to build a network of families to share information and experiences. You can contact the DFN on

s47E(d)

or through s47E(d)

The DFN is supported by DFAT

but is not a formal element of the Department.

LGBTI Network

The DFAT LGBTI Staff Network can be contacted on lgbti.network@dfat.gov.au for information and assistance to

LGBTI officers considering applying for a posting. Information on the Network can be found at:

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DFAT is responsible for Smart traveller which provides all Australians with the latest information and advice for safe travel overseas – screen shots from Smart Traveller included below.

<https://www.smartraveller.gov.au/>

Advice for LGBTI travellers

All travellers face risks overseas. Risks can be higher for lesbian, gay, bisexual, transgender and intersex (LGBTI) people in some countries. This information aims to help minimise these risks.

This page provides general advice about:

- [laws and customs of other countries](#)
- [violence and discrimination](#)
- [how to be safe in social situations](#)
- [tips before you go](#)

Every country is unique in its approach to LGBTI people. It's your responsibility to get the facts first, and take steps to reduce your risks. Before you go, read our travel advisories. Contact the embassy or consulate for each of your destinations.

This page is for LGBTI Australians planning to travel overseas. If you're overseas and need [help](#), see our advice on what to do [when things go wrong](#).

Be aware of the law

You're subject to all local laws and penalties in your destination. Some may appear harsh by Australian standards. Behaviour that's legal in Australia could be illegal in more conservative countries.

Be aware that authorities may apply local laws inconsistently. Authorities may actively or passively discriminate against LGBTI people.

Same-sex relationships

- Same-sex relationships and activities might be legal in certain destinations, but illegal in others.
- Same-sex relationships and activities may be legal, but considered socially unacceptable.
- Some countries prohibit same-sex relationships and activities between males, but stay silent on females.

Transgender or intersex

Local laws are often silent on relationships involving transgender or intersex people. Laws regarding same-sex relationships may generally cover these relationships.

Some countries or regions have laws targeting people who dress or 'pose' as a person of another gender.

You may have difficulties travelling on a passport showing 'X' in the sex field. Especially when crossing international borders.

What happens if you break the local law

If people in your destination consider your behaviour offensive, you could find yourself in trouble. Authorities could fine, deport or extort you. You could be [arrested or jailed](#).

In a small number of countries, you could be given the death penalty.

The Australian Government is limited how and when it can help if you're arrested or jailed overseas. See the [Consular Service Charter](#).

How to reduce the risks

Research the laws, customs and attitudes of where you're going. Follow the local laws. Even if you disagree with them.

- Understand what the local law says you can and can't do when you're there.
- Know what the legal protections are for LGBTI people in your destinations.
- Consider whether you are comfortable visiting a destination where you may be discriminated against.

We outline key risks and advice for LGBTI Australians for each destination. See the [travel advisories](#) for the destinations you're travelling to and through.

[ILGA](#) represents the rights of LGBTI people around the world. See ILGA's information on [sexual orientation laws](#) and the [Trans Legal Mapping Report](#).

Violence and discrimination toward LGBTI travellers

In conservative destinations, people could target you for being LGBTI. You could be [assaulted](#). You could also be the victim of verbal abuse or discrimination.

In some countries, authorities may ignore victims of crime who were targeted due to being LGBTI. In some cases, authorities may themselves discriminate. Reporting a crime against you could even get you [arrested or jailed](#).

- Consider avoiding public displays of affection. In some conservative destinations, even a small gesture could incite violence.
- Consider your clothing in the context of the culture you are visiting. This may require dressing more conservatively.

Our [country-specific travel advisories](#) will usually note where conservative dress standards apply. This includes places where the law dictates women must dress a certain way.

Be social safely

Find out about the safest places for social activities, including partying. Speak to other LGBTI travellers before you go.

Be wary of new friendships, especially those you make online or through dating apps. Criminals may target you because you're LGBTI. They may try to exploit or harm you.

Check out our travel advice on [partying safely](#).

Final tips before you go

- Read the [travel advice](#) for the countries you plan to visit. [Subscribe](#) for updates.
- Choose a destination where you'll feel safe and comfortable being who you are. Be prepared for any issues you might face.
- Learn the laws and culture of where you're going. [Stay within the law](#), even if you strongly disagree with them.
- Research guidebooks and online forums that cover issues for LGBTI travellers in detail. Check out the [International Lesbian, Gay, Bisexual, Trans and Intersex Association](#).
- Leave a detailed itinerary with someone at home. Plan to keep in regular contact.

Read more

- Learn how to [stay safe](#) and [take care of your health](#). See our general advice [before you go](#).
- What you need to do if getting [married overseas](#).
- What to do if your [sexually assaulted overseas](#).
- Understand how and when [consular services](#) can help.

See also

- Read about the [International Lesbian, Gay, Bisexual, Trans and Intersex Association](#) (ILGA).
- Learn about [sexual orientation laws](#) and the [Trans Legal Mapping Report](#) (ILGA).
- Read [LGBTI travel information](#) and advice (US Government).
- See [safety and health advice for LGBTI travellers](#) (UK Government).

5. STANDING SUBMISSION: HR POLICIES & PRACTICE

ADVANCED: Third Party Policies

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

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

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

Please:

- (a) select all that have been audited from the list above (clicking the check box will mark it as selected)*
- (b) Provide evidence for one of the above, showing explicitly where LGBTIQ inclusivity is stated.*
- (c) Provide name and contact details of senior representative who can, if required, verify that the selected audits above have taken place:*

Senior HR Name/Contact Details for verification:

When joining DFAT, staff are given the option to elect to use a superannuation fund that aligns with their personal needs and preferences. PSSAP which is the main Superannuation fund for the Australian Public service is also offered to new starters and is inclusive of registered same-sex relationships.

<https://www.csc.gov.au/Members/Advice-and-resources/Factsheets-and-publications/pssap/>

Who can I nominate?

Superannuation law restricts the beneficiaries you can nominate to dependants, who are:

- your spouse (including a de facto spouse of the same sex or opposite sex, who lives with you on a genuine domestic basis)
- your children of any age (including adopted, step-children, ex-nuptial children, or a child within the meaning of the *Family Law Act 1975*)
- any person with whom you have an 'interdependency relationship'.

You can also nominate your legal personal representative (the executor of your will, or the administrator of your estate) to receive your PSSap death benefit.

Or, you can nominate a combination of dependants and your legal personal representative.

If a person you nominate is a dependant at the time of your nomination, but is no longer a dependant at the time of your death, we are not required to pay your benefit according to your nomination.

6. STANDING SUBMISSION: HR POLICIES & PRACTICE

ADVANCED: LGBTIQ Inclusive Domestic & Family Violence Policy

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

- (a) specific challenges and unique types of violence faced by LGBTIQ communities**
- (b) stated LGBTIQ avenues of support**
- (c) a statement that the policy covers situations involving partners and their families**

For full points,

Section 2.12 of our EA explicitly outlines our meaning of family and domestic violence which does not reference any particular gender/expression, sex, and or sexual orientation

former de facto partner of the employee;

- 2.12. 'family and domestic violence (FDV)' – means violent, threatening or other abusive behaviour by a current or former member of the employee's family or household that:
- a) seeks to coerce or control the employee or a member of the employee's family or household; and/or
 - b) causes harm or fear to the employee or a member of the employee's family or household. ;

In addition our DFV policy states:

What is Domestic and Family Violence?

Domestic and family violence can be defined as violence by a family member or current or former intimate partner (of the same or opposite sex/gender). This may involve actions and/or threats to gain and/or maintain power and control over another person through a range of abusive behaviours including, but not limited to, physical and sexual assault, emotional, economic or psychological abuse.

Domestic and family violence is a crime in all states and territories in Australia. State and territory police are responsible for the investigation and prosecution of instances of domestic and family violence.

Domestic violence occurs across all social strata, cultures, and age groups. The incidence of domestic violence is not dependent on sex, gender or sexual orientation. However, the data in Australia and internationally clearly show that men are most likely to be perpetrators and women the ones most adversely affected by this violence.

Our LGBTI Portal provides a list of a range of support services:

Resources for LGBTI Employees

LGBTI employees can often face unique challenges in the workplace. The following resources are intended to provide support to LGBTI Employees should they need it.

- [Coming out](#)
 - Reachout.com has developed the [Coming out](#) resource to support people to openly identify as LGBTI.
- [LGBTI support services](#)
 - National, state and territory-based services with volunteers and staff who have had personal experience of or training in dealing with LGBTI problems.
- [QLife](#)
 - QLife provides anonymous and free LGBTI peer support and referral for people wanting to talk about sexuality, identity, gender, bodies, feelings or relationships
- [National LGBTI Health Alliance](#)
 - The National LGBTI Health Alliance is the national peak health organisation in Australia for organisations and individuals that provide health-related programs, services and research focused on lesbian, gay, bisexual, transgender, and intersex people (LGBTI) and other sexuality, gender, and bodily diverse people and communities.
- [Employee Assistant Program \(EAP\)](#)
 - As an alternative to the SFO support services, face-to-face counselling for DFAT A-based staff, their immediate families and LES is available at most posts overseas using an external counselling provider. The external counselling service is also available to staff working in State Offices and Passport Offices around Australia. EAP telephone counselling is available at all posts. The current service provider is Life Works (previous known as Optum). Clients can make appointments via the following contact details:
 - Within Australia: 1300 361 008
 - Outside Australia: access www.livewell.optum.com and use the access code s47E(d)
 - Clients can contact SFO to assist with setting up an appointment

DFAT has the Staff and Family Support Office, s47F(1)

s47F(1)

7. STANDING SUBMISSION: HR POLICIES & PRACTICE

ADVANCED: Communications on LGBTIQ Inclusive and Offensive Language

We have developed targeted communications or public relations guides that are available to all employees within the organisation (i.e. guides that outline how to reference LGBTIQ communities in communications, articles, media, advertising, etc.), providing examples of inclusive language as well as language that is exclusive or offensive to LGBTIQ people.

Whilst the department does not have a specific guide all staff are referred to Pride in Diversity's Manager's Guide to LGBTI Workplace Inclusion and Employers Guide to Intersex Inclusion which includes information on inclusive language and terminology. In addition, staff are encouraged to attend LGBTI Awareness Training, and to complete the e-Learning developed by Pride in Diversity.

Within our LGBTI Workplace Strategy the Department includes the following statement;

INTRODUCTION: OUR COMMITMENT

The Department of Foreign Affairs and Trade (DFAT) is committed to fostering a safe and supportive culture, where Lesbian, Gay, Bisexual, Trans or gender diverse and/or Intersex (LGBTI) employees feel respected, valued and are empowered to bring their whole selves to work. The department's Corporate Plan clearly outlines that valuing diversity and promoting inclusion are integral to advancing Australia's national interests, driving innovation, and reflecting Australian values of fairness and equality. It is fundamental that we work to prevent and eliminate all forms of discrimination in our workplaces in Australia and overseas.

LGBTI employees make a significant contribution to the department. Five per cent of DFAT respondents to the 2018 Australian Public Service (APS) Employee Census indicated they were LGBTI. Being able to bring your whole self to work is an important aspect of employee wellbeing, performance, innovation and satisfaction. We value the qualities, attributes, skills and experience of our LGBTI A-Based and Locally Engaged Staff (LES). This strategy seeks to support all LGBTI staff.

This Strategy uses the framework of Pride in Diversity's [Australian Workplace Equality Index \(AWEI\)](#), the national benchmark of LGBTI inclusion and adopts the 'nothing without us' approach. The Strategy has five key pillars - each with specific actions and designated business areas with responsibility for progressing implementation.

LGBTI inclusion is our collective responsibility and it is important that all departmental officers challenge attitudes, assumptions and ideas that might be adverse to LGBTI inclusion and work to actively celebrate, include and support LGBTI colleagues. Simple actions can result in meaningful change.

In addition, staff have access to LGBTI awareness eLearning Developed by PiD – Walking in Rainbow Shoes.

STANDING SUBMISSION: LGBTIQ BULLYING/HARASSMENT & SUPPORT**8. STANDING SUBMISSION: LGBTIQ BULLYING / HARASSMENT & SUPPORT****FOUNDATION: LGBTIQ Training HR / Grievance Officers**

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

- a) someone specifically trained in LGBTIQ Inclusion; OR
- b) an ally who has a good understanding of LGBTIQ sensitivities and potential areas of concern

Yes, in DFAT we have the following people who are identified to provide formal support for LGBTI staff;

- Diversity Team Leader
- Staff family and support office
- DFAT Medical Unit

Employees can find this information on the LGBTI Workplace Inclusion intranet page, see below.

*Please note that names have been removed for privacy.

HR Contact for LGBTI Inclusion

- Should you have any questions regarding LGBTI Inclusion at DFAT please contact workplacediversity@dfat.gov.au
- If you are an LGBTI officer and would like to speak confidentially with a HR officer who has been trained in LGBTI inclusion and support please contact:

= _____@dfat.gov.au

= _____@dfat.gov.au

9. STANDING SUBMISSION: LGBTIQ BULLYING / HARASSMENT & SUPPORT

INTERMEDIATE: Behavioural Examples of What Constitutes Bullying / Harassment

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

Bullying and harassment, including on the basis of sexual orientation and gender identity, is not tolerated at DFAT. If you or someone you know is being bullied or harassed please contact

- the LGBTI Network
- the [Workplace Diversity Contact Officers](#)
- the Mentoring and Diversity Section on ^{s22(1)(a)(ii)} or by email at workplacediversity@dfat.gov.au or
- the Employee Conduct and Ethics Section (EES), ^{s22(1)(a)(ii)}

DIVERSITY



EQUALITY



INCLUSION

HARASSMENT

Harassment is unwanted and offensive, humiliating or intimidating conduct or behaviour by a person or persons directed towards another person. If based on an attribute such as a person's age, gender, race, religion, disability, sexual orientation, gender identity and/or expression it could also be discrimination.

Some forms of harassment if repeated may also be bullying.

Examples of workplace bullying and harassment include:

- telling insulting jokes about particular groups;
- sending inappropriate emails or text messages;
- displaying racially offensive or pornographic posters or screen savers;
- making derogatory comments or taunts about someone's personal characteristics;
- asking intrusive questions about someone's personal life;
- physical behaviour – assault, intimidating or aggressive body language;
- verbal abuse – offensive language or derogatory remarks about lifestyle choices, physical or mental abilities, or racial or ethnic background;
- behaviour or language that threatens, frightens, humiliates or degrades – shouting and screaming, tone of voice, sarcasm and insults, whether face-to-face, in emails, online, or other electronic forums;
- 'initiations' or pranks; or
- unduly interfering with a person's personal property or work equipment.

Some subtle patterns of behaviour can also be considered bullying or harassment, for example:

- ostracism – physical or social isolation, unreasonable exclusion from work-related activities, not acknowledging or responding to an individual's presence or comments, leaving the room when a person enters;
- undermining – persistent and baseless criticism, unwarranted removal of responsibility, ridicule, taunts, hectoring, spreading gossip and rumours (either verbally, by email or social media), including inappropriate

Employees can find this information on the LGBTI Workplace Inclusion intranet page, see below.

**Please note that names have been removed for privacy.*

HR Contact for LGBTI Inclusion

- Should you have any questions regarding LGBTI Inclusion at DFAT please contact workplacediversity@dfat.gov.au
- If you are an LGBTI officer and would like to speak confidentially with a HR officer who has been trained in LGBTI inclusion and support please contact:

• — _____@dfat.gov.au
 • — _____@dfat.gov.au

10. STANDING SUBMISSION: LGBTIQ BULLYING / HARASSMENT & SUPPORT INTERMEDIATE: EAP Provider

We have either:

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

and we have:

- clearly communicated this on our EAP Provider page and/or our LGBTIQ intranet page

We have not only engaged with our internal/external counselling or Employee Assistance Programs to ensure that they understand the work that we are doing in LGBTI inclusion and the challenges faced by LGBTI people in the workplace but we are confident of their competency in this area and have communicated the LGBTI inclusivity of our EAP provider to our employees.

DFAT Intranet > Human resources > Staff and Family Support Office > SFO Profiles

s47F(1)

***Please note that names have been removed for privacy**

From:
Sent: Thursday, 20 February 2020 9:43 AM
To: s22(1)(a)(ii)
Cc:
Subject: RE: EAP - LGBTI Inclusion [SEC=UNCLASSIFIED]

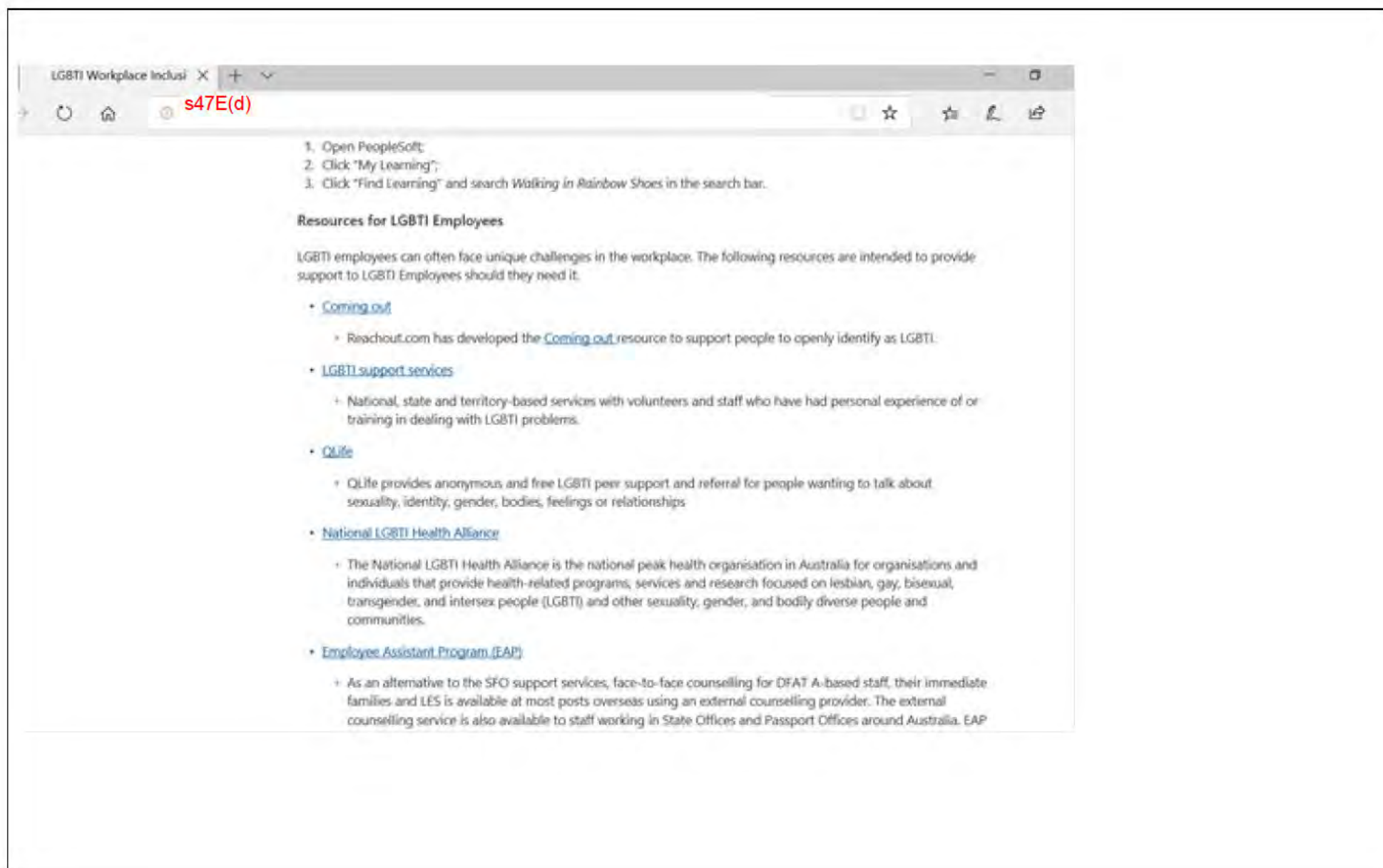
UNCLASSIFIED

Hi s22(1)(a)(ii)

Thanks for your email, Does this help?

Cheers
s22(1)(a)(ii)

s47G(1)



11. STANDING SUBMISSION: LGBTIQ BULLYING / HARASSMENT & SUPPORT

ADVANCED: Tracking of Incidents

The department is committed to providing a workplace that is free from workplace bullying, harassment and discrimination behaviours. Workplace bullying, harassment and discrimination are a risk to health and safety and are not tolerated in DFAT. Any allegation of bullying or harassment is examined and our procedures clearly state that timely action in response to any issue is a core responsibility of managers, supervisors and other people in key roles.

All branches and posts (located overseas) provide quarterly statistical reporting to the Staff Performance and Support Branch in Corporate Management Group. These statistics are compiled into reports for a number of audiences including the Workplace Relations Committee, the Ethics Committee and the Departmental Executive (DE). The DE forum is made up of our most senior executive and the reporting contains more details than other fora. The overall statistics and consequences of bullying, harassment or unethical behaviour are also reported to all staff in a bi-annual bulletin.

Bullying and harassment, including on the basis of sexual orientation and gender identity, is not tolerated at DFAT. If you or someone you know is being bullied or harassed please contact

- the LGBTI Network
- the [Workplace Diversity Contact Officers](#)
- the Mentoring and Diversity Section on ^{s22(1)(a)(ii)} or by email at workplacediversity@dfat.gov.au, or
- the Employee Conduct and Ethics Section (EES), ^{s22(1)(a)(ii)}

DIVERSITY



EQUALITY



INCLUSION

HARASSMENT

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- verbal abuse – offensive language or derogatory remarks about lifestyle choices, physical or mental abilities, or racial or ethnic background;
- behaviour or language that threatens, frightens, humiliates or degrades – shouting and screaming, tone of voice, sarcasm and insults, whether face-to-face, in emails, online, or other electronic forums;
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STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE**12. STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE****INTERMEDIATE: Gender Affirmation Policy and Process Documentation**

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.'

We will support employees who transition and/or affirm their gender. The development of this policy is underway with the LGBTI Network taking the lead on drafting the document during 2019. s47F(1) our Pride in Diversity Relationship Manager provided us with a draft policy in 2019, which will be launched in 2020.

(page 11 of LGBTI workplace Strategy below)

II - LGBTI TRAINING AND EDUCATION

Actions:

We will ensure that all staff have access to online resources that build awareness and understanding of LGBTI issues.

We will promote the uptake of the LGBTI Inclusion e-learning to improve LGBTI awareness and inclusion across the department, including locally engaged staff at post.

We will engage Pride in Diversity to deliver LGBTI inclusion training across the organisation including to the Senior Executive, managers and HR/recruitment teams.

We will maintain unconscious bias training and diversity briefings for selection, recruitment, placement and posting committees.

We will continue to provide workplace diversity pre-posting briefs to staff on their first posting and first time/returning Senior Administrative Officers, to ensure they are aware of the department's commitment to creating and maintaining an inclusive working environment, including for LGBTI people.

We will continue to provide briefings on anti-bullying, harassment and discrimination to staff of all levels prior to their commencement on posting and ensure LGBTI issues are explicitly explained.

We will support a network of Diversity and Anti-Harassment Officers (DAHOs) in all work areas, both in Australia and at overseas posts.

We will continue to provide training on anti-bullying, harassment and diversity to DAHOs, staff in Canberra, State and Territory Offices, Passport Offices and posts.

13. STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE**ADVANCED: Dress Codes and Uniforms**

We have removed gendered language within organisational wide dress code policies and/or guidelines to empower all employees, including trans, gender diverse and non-binary employees to dress in a manner (or select uniforms) that best reflects who they are. Further contact details and information has also been provided for support, if required.

DFAT similar to other government agencies has abolished their dress codes, our requirement is that people wear what they feel comfortable in provided it is suitable business attire, allowing staff to bring their who selves to work.

Our Diversity team refers to the Managers guide to LGBTI Workplace Inclusion, Lets Talk Gender Guide (through the PiD webpage), the Out at Work: From Prejudice to Pride document developed by the Diversity Council of Australia and accesses the Pride in Diversity Relationship Manager s47F(1) for advice and support in relation to LGBTI Inclusion.

s47G(1)

Other resources

[Pride in Diversity](#)

[Pride in Diversity](#) is Australia's first and only national not-for-profit employer support program for all aspects of LGBTI workplace inclusion. A social inclusion initiative of ACON, Pride in Diversity are specialists in HR, organisational change and workplace diversity dedicated to improving the health and wellbeing of LGBTI people by reducing exclusion, invisibility, homophobia and stigma in the workplace.

[Managers Guide to LGBTI Inclusion](#)

This publication has been designed to assist Managers understand and support LGBTI workplace inclusion initiatives.

[Out at Work: From Prejudice to Pride](#)

The report [Out at Work: From Prejudice to Pride](#) examined why LGBTIQ+ individuals share or conceal their LGBTIQ+ identity or status at work and what Australian organisations can do to make their workplace safe and inclusive for LGBTIQ+ workers to be themselves.

[SBS Sexuality](#)

Celebrating the diversity of sexuality in Australia and its multicultural communities. The latest news, comment and analysis.

Resources about and for Intersex people

[Employers Guide to Intersex Inclusion](#)

A resource for HR practitioners and managers about Intersex inclusion developed by Pride in Diversity.

The resources are available on the intranet for all staff to access, and are communicated amongst the HR teams via email.

14. STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE

ADVANCED: Gender Affirmation Leave

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

Note: This leave is in addition to the need to utilise annual leave, sick or personal leave.

Employees are able to apply for miscellaneous leave which is above and beyond any personal leave. This is subject to approval and assists in cases where people going through gender affirmation.

56. Miscellaneous Leave

- 56.1. The Secretary may grant miscellaneous leave to an employee or group of employees to cover a variety of absences from the workplace. Miscellaneous leave may be granted:
- a) for the period requested, or another period;
 - b) with or without pay; and
 - c) to count as service or not count as service.
- 56.2. Further information about miscellaneous leave arrangements is contained in the HRM.
- 56.3. For periods of three days or less, supervisors can grant miscellaneous leave. For periods of miscellaneous leave greater than three days, approval must be sought from the Secretary.

15. STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE**ADVANCED: Gender Neutral Bathrooms and Facilities**

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

Not accomplished yet.

16. STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE**ADVANCED: (Forms) Non-Binary Gender Options for Employees**

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/gender diverse (moving away from binary male/female, Mr. Ms., Mrs etc.).

We provide the Pride and Diversity guide on our internal intranet page for "Terminology and Definitions" and "Employers Guide To Intersex and Inclusion" on the intranet page.

s47E(d)


When capturing information on staff representation across DFAT we capture data on men, women and non-binary as per the below image taken from a recent report.

s47E(d)

In DFAT's eRecruit online application form, we ask candidates to specify their gender (the answers are de-identified and not provided to the committee). The answer options are male, female, and indeterminate/intersex/unspecified. We also have a Title question. This is non-mandatory for candidates and the answer options are Dr, Mr, Mrs, Miss, Ms, and Professor.

Most recently we amended our medical forms so that gender is not a drop down box and staff can now identify as they wish.

Instruc



Australian Government
Department of Foreign Affairs and Trade

Important notes for the person being examined

-
-
-
-
-
-

Details of person being examined

1 Surname

Other names

2 Date of birth Age Gender

3 Posted Departmental Officer's Peoplesoft ID No:

If accompanying dependant:

Officer's surname

Officer's other names

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

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

In DFAT's eRecruit online application form, we ask candidates to specify their gender (the answers are de-identified and not provided to the committee). The answer options are male, female, and indeterminate/intersex/unspecified. We also have a Title question. This is non-mandatory for candidates and the answer options are Dr, Mr, Mrs, Miss, Ms, and Professor.

In addition the Australian Passport Office collects information on sex and gender diverse passport applications, and applicants are given the option as identifying as X.

See link to Australian Passport website and additional information, <https://www.passports.gov.au/passports-explained/how-apply/eligibility-citizenship-and-identity/sex-and-gender-diverse-passport>

18. STANDING SUBMISSION: INCLUSION OF TRANS / GENDER DIVERSE PEOPLE**ADVANCED: Trans and Gender Diverse Applicants**

For trans/gender diverse applicants, we have:

On our Careers, page our message about Diversity and Inclusion at the department is clearly communicated including information about LGBTI Inclusion. Please refer to this link: <https://dfat.gov.au/careers/dfat-aps-careers/Pages/diversity-and-inclusion.aspx>

Diversity and inclusion

DFAT recognises the importance of valuing diversity and promoting inclusion. We especially value the unique qualities, attributes, skills and experiences our employees bring to the workplace. Moreover, as the department that represents Australia to the world, it is important we reflect the diversity of the Australian population.

Diversity relates to sex, gender, age, language, ethnicity, cultural background, disability, sexual orientation, intersex status, religious beliefs, educational level, professional skills, work experience, socio-economic background, career obligations and/or other factors that make us unique. An employee's family, carer and other responsibilities, and the need to balance these with work, also contributes to the diversity of our workforce. We take an intersectional approach to diversity and inclusion, and recognise people may identify with multiple diversity groups.

The objectives of the department's diversity and inclusion program are:

- to raise awareness and understanding of challenges and opportunities facing people on the basis of their diversity
- to remove barriers and ensure workplace equity
- to lead training and development of diversity and inclusion principles
- to draw on diversity and inclusion in undertaking our core business more effectively
- to help employees to balance work, personal, cultural and other responsibilities
- to support our staff diversity networks.

Diversity champions

Reflecting our commitment to diversity and inclusion, senior officers serve as champions:

- Women in Leadership (Deputy Secretary)
- LGBTI (Deputy Secretary)
- Indigenous (Deputy Secretary)
- Disability (SES Band 2)
- Cultural and Linguistic Diversity (SES Band 2)
- Mental Health (SES Band 2), and
- Families (SES Band 2)

STANDING SUBMISSION: STRATEGIC FOCUS

19. STANDING SUBMISSION: STRATEGIC FOCUS

FOUNDATION: External Web LGBTIQ Workplace Inclusion Promotion

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

The network worked with HR on the development of the LGBTI Workplace Strategy. This document is publicly available on the external website and outlines the department's commitment to LGBTI inclusion. The result of network input has been a robust strategy that fully articulates the department's commitment to LGBTI Inclusion.

DFAT promotes our work in the LGBTI community via the DFAT blog which is linked to the main DFAT site ^{s47E(d)}

On our Careers page our message about Diversity and Inclusion at the department includes information about LGBTI Inclusion. Please refer to this link: <https://dfat.gov.au/careers/dfat-aps-careers/Pages/diversity-and-inclusion.aspx>

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- Mental Health (SES Band 2), and
- Families (SES Band 2)

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

We have at least one Diversity/HR professional whose role description, performance appraisal or work plan includes specific objectives/targets in the area of LGBTIQ inclusion (beyond a reference to LGBTIQ inclusion as an area of diversity).

s22(1)(a)(ii) *is the Diversity Team leader and provides guidance and support to our LGBTI Network.*

s47E(c)

21. STANDING SUBMISSION: STRATEGIC**FOCUS****ADVANCED: Executive Sponsor**

We have an Executive Sponsor with documented role expectations/accountabilities related to LGBTIQ inclusion work and advocacy within the organisation.

Secretary, Frances Adamson, is the Diversity Champion for DFAT, this makes her the highest ranking Champion in APS.

Deputy Secretary, Clare Walsh, is the DFAT LGBTI Champion.

MESSAGE FROM THE SECRETARY



The department last outlined its commitment to LGBTI staff in an [Administrative Circular](#) in 2016. I am pleased that this Strategy reiterates and deepens that commitment.

It is clear that that whilst embracing diversity and inclusion is the right thing to do, it also integral to enhancing the department's productivity in order to advance Australia's national interests as outlined in the 2017 [Foreign Policy White Paper](#).

Our LGBTI colleagues bring with them a range of qualities, attributes, skills and experience that add great value to our work. We strive to create a workplace where people feel comfortable to be themselves at work because we celebrate and value diversity, and we want everyone to feel supported to reach their full potential.

It is important for all departmental officers to take responsibility for making DFAT a more inclusive environment for LGBTI colleagues and, indeed, for everyone.

While we still have progress to make, I am proud that we are continuing to support our LGBTI staff, and look forward to building on our momentum and sharing the journey with others.

I commend this LGBTI Workplace strategy to you.

Frances Adamson

SECRETARY

MESSAGE FROM THE LGBTI CHAMPION

I was delighted this year to be appointed based LGBTI Champion by the Secretary. I pleased to be involved in the development department's LGBTI Workplace Strategy.



DFAT's Canberra- have been equally and launch of the

I would like to acknowledge Natasha Smith and Greg Ralph - the department's inaugural LGBTI Champions. They, and LGBTI colleagues before them, laid the foundation for this Strategy over many years.

The department is committed to providing an inclusive workplace that embraces all forms of diversity and treats all staff with respect and equity. Inclusion is about creating an environment in which all staff can bring their whole selves to work and be valued for the contribution that they make, not despite individual differences, but because of them.

I am looking forward to working with you all to implement the strategy in order to promote the inclusion of LGBTI people across DFAT and our work, and to continue to build a responsive, inclusive and safe workplace where all people feel comfortable and supported.

Clare Walsh

LGBTI Champion

Within the LGBTI Network Terms of Reference, the following is outlined for the Executive Sponsor. In addition, specific actions are outlined in the LGBTI Workplace Strategy for the Champion to complete.

Executive Sponsor

The network Executive Sponsor is a leader who will be actively involved and committed to the success of the network including attendance of events. The Executive Sponsor needs to be part of the executive leadership team.

22. STANDING SUBMISSION: STRATEGIC FOCUS ADVANCED: Senior Management Diversity Accountability
<p>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 LGBTIQ specific accountabilities).</p> <p>Note: This is outside of network leadership and executive sponsor accountabilities - applies to all executive/senior leaders.</p> <p>The Department is working to embed Diversity and Inclusion KPI's in Personal Development Plans in 2020.</p>
23. STANDING SUBMISSION: STRATEGIC FOCUS ADVANCED: Customer-facing LGBTIQ Inclusion
<p>We have evaluated (or are in the process of evaluating) the LGBTIQ inclusivity of customer facing / service user processes.</p> <p>s22(1)(a)(ii), Diversity Team Leader.</p> <p>The Department is continuing to improve its customer facing services and provides access to the following our websites which were updated in September 2019 and November 2019. See links below.</p> <p>https://www.passports.gov.au/passports-explained/how-apply/eligibility-citizenship-and-identity/sex-and-gender-diverse-passport</p> <p>https://www.smartraveller.gov.au/before-you-go/who-you-are/LGBTI</p>
24. STANDING SUBMISSION: STRATEGIC FOCUS ADVANCED: Customers Information: Changing Gender Markers
<p>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.</p> <p><i>Please provide a copy of the customer/service user documentation that outlines this or a screenshot of that information.</i></p>


<https://www.passports.gov.au/passports-explained/how-apply/eligibility-citizenship-and-identity/travel-documents-issued-free>
<https://www.passports.gov.au/passports-explained/how-apply/eligibility-citizenship-and-identity/sex-and-gender-diverse-passport>

Gender transition

If you hold a passport with at least two years validity remaining and on transitioning to or confirming another gender you wish to change the sex and/or name/s shown in your passport, you may apply for a replacement passport with the new details to be issued free of charge.

The replacement passport will be issued with the same expiry date as the passport being replaced.

You must [complete a full passport application form](#) and present original documents to [support your identity, citizenship](#) and name changes.

You must also present a completed  [B14 - Declaration sex gender of passport applicant](#) (754.22 KB) with your application.

**** END OF STANDING SUBMISSION ****

ANNUAL SUBMISSION

This is only applicable to work carried out in the 2019 calendar year. Points will not be allocated for work carried out in 2020.

SECTION 2: STRATEGY & ACCOUNTABILITY**1. ANNUAL SUBMISSION : 2019 STRATEGY & ACCOUNTABILITY****FOUNDATION: External LGBTIQ Expertise**

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

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

We regularly engaged with s47F(1) our relationship manager

s47G(1)

- [Coming out](#)
 - Reachout.com has developed the [Coming out](#) resource to support people to openly identify as LGBTI.
- [LGBTI support services](#)
 - National, state and territory-based services with volunteers and staff who have had personal experience of or training in dealing with LGBTI problems.
- [QLife](#)
 - QLife provides anonymous and free LGBTI peer support and referral for people wanting to talk about sexuality, identity, gender, bodies, feelings or relationships
- [National LGBTI Health Alliance](#)
 - The National LGBTI Health Alliance is the national peak health organisation in Australia for organisations and individuals that provide health-related programs, services and research focused on lesbian, gay, bisexual, transgender, and intersex people (LGBTI) and other sexuality, gender, and bodily diverse people and communities.
- [Employee Assistant Program \(EAP\)](#)
 - As an alternative to the SFO support services, face-to-face counselling for DFAT A-based staff, their immediate families and LES is available at most posts overseas using an external counselling provider. The external counselling service is also available to staff working in State Offices and Passport Offices around Australia. EAP telephone counselling is available at all posts. The current service provider is Life Works (previous known as Optum). Clients can make appointments via the following contact details:
 - Within Australia: 1300 361 008
 - Outside Australia: access www.livewell.optum.com and use the access code s47E(d)
 - Clients can contact SFO to assist with setting up an appointment

In addition we hold membership with the Diversity Council of Australia, and utilise s47F(1) for executive advice as needed.

2. ANNUAL SUBMISSION : 2019 STRATEGY & ACCOUNTABILITY**FOUNDATION: Documented LGBTIQ Strategy**

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

Please provide a copy of the LGBTIQ component of your strategy. For full points, clearly defined targets or action plans must be included.

DFAT launched its inaugural LGBTI Workplace Strategy during 2018. The strategy was developed in consultation with our LGBTI Network, Pride in Diversity and Diversity Council of Australia. It includes an action plan and outlines how the department will remain accountable to ensure we continue to develop an inclusive working environment for our LGBTI employees.

The Strategy is available on our external website: <https://dfat.gov.au/about-us/publications/Pages/lgbti-workplace-strategy-2018-21.aspx> Pages III and IV.

3. ANNUAL SUBMISSION : 2019 STRATEGY & ACCOUNTABILITY**INTERMEDIATE: LGBTIQ Advisory Group**

We have established and promoted an internal LGBTIQ advisory group (this may be the leadership or a subset of your network or a group within your organisation outside of a network with distinct areas of expertise in LGBTIQ inclusion) which has:

- a) met to specifically 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

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*

The department liaises with the LGBTI Network regularly to inform policy development. Please see evidence of meeting below

i Attendee responses: 2 accepted, 0 tentatively accepted, 0 declined.

From: [] To: []

Send Update

Subject: MWAH - Diversity Review LGBTI Network

Location: s47E(d)

Start time: Thu 3/10/2019 9:45 AM ☐ All day event

End time: Thu 3/10/2019 10:30 AM

UNCLASSIFIED

UNCLASSIFIED


Good afternoon

As previously foreshadowed Mentoring Performance and Diversity has engaged Making Work Absolutely Human to conduct a review of DFAT's Diversity Strategies.

I'd like to invite you to a meeting with MWAH. At this stage we will be seeking views on the Strategies, what's been very impactful, what are the major strengths, and what are the callouts for where the strategies needs to go in the future.

Kind regards

Diversity Team Leader | Indigenous HR Adviser
Mentoring, Performance and Diversity Section | People Division
Department of Foreign Affairs and Trade



The Department of Foreign Affairs and Trade acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders past, present and emerging.

4. ANNUAL SUBMISSION : 2019 STRATEGY & ACCOUNTABILITY
INTERMEDIATE: LGBTIQ Inclusion Reporting

Within the assessed calendar year, we have reported LGBTIQ inclusion work within annual reports, CSR documentation or equivalent public facing documentation.

Yes. Please refer to Section 3, Management and Accountability, Annual Report 2018-19.
<https://dfat.gov.au/about-us/publications/corporate/annual-reports/annual-report-2018-19/home/section-3/index.html>

5. ANNUAL SUBMISSION : 2019 STRATEGY & ACCOUNTABILITY**INTERMEDIATE: Media Coverage**

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

Note: This has to cover the extent of your inclusion work and cannot just be a brief reference to your organisation or an award won.

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

Refer to media article

<https://www.theaustralian.com.au/sport/rugby-union/rugby-australia-takes-diversity-message-to-the-un-in-new-york/news-story/b2bd603e59cfaabf9b1c672cffdb923e>

6. ANNUAL SUBMISSION : 2019 STRATEGY & ACCOUNTABILITY**ADVANCED: Strategic Work in Recruitment, Supplier Policy or Service Provision**

We have completed, updated or are making progress towards work within one of the following areas over the assessed calendar year:

- LGBTIQ targeted recruitment (targeting LGBTIQ job seekers)
- LGBTIQ supplier policy / promotion / resourcing (either seeking LGBTIQ suppliers; or having a policy requiring suppliers to reflect your values around LGBTIQ inclusion or attend training)
- LGBTIQ marketing campaigns or service provision brochures/collateral specifically targeting LGBTIQ 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.

As part of our Graduate recruitment we handed out DFAT LGBTI flyers at approximately 15 careers fairs that we attended. There was also a Diversity/LGBTI inclusive post to the Graduate Facebook page.

 **Foreign Affairs and Trade Grad Program**
Published by **s22(1)(a)(ii)** · February 18, 2019 · 

**DFAT IS AN #INCLUSIVE EMPLOYER
THAT ACTIVELY VALUES #DIVERSITY
AND FOCUSES ON STAFF DEVELOPMENT.**



DISABILITY
LGBTI
WOMEN IN LEADERSHIP
RECONCILIATION ACTION PLAN

**COME JOIN
US AS A
GRADUATE IN
2020!**

DFAT.GOV.AU/CAREERS

4,645
People Reached

337
Engagements

Boost Post

7. ANNUAL SUBMISSION : 2019 STRATEGY & ACCOUNTABILITY

ADVANCED: Executive Leadership Representation

s47F(1)

Deputy Secretary, Clare Walsh, is our LGBTI champion and also one of our Senior Executive staff.

MESSAGE FROM THE LGBTI CHAMPION

I was delighted this year to be appointed based LGBTI Champion by the Secretary. I pleased to be involved in the development department's LGBTI Workplace Strategy.



DFAT's Canberra-
have been equally
and launch of the

I would like to acknowledge Natasha Smith and Greg Ralph - the department's inaugural LGBTI Champions. They, and LGBTI colleagues before them, laid the foundation for this Strategy over many years.

The department is committed to providing an inclusive workplace that embraces all forms of diversity and treats all staff with respect and equity. Inclusion is about creating an environment in which all staff can bring their whole selves to work and be valued for the contribution that they make, not despite individual differences, but because of them.

I am looking forward to working with you all to implement the strategy in order to promote the inclusion of LGBTI people across DFAT and our work, and to continue to build a responsive, inclusive and safe workplace where all people feel comfortable and supported.

Clare Walsh

LGBTI Champion

s47F(1)

s47F(1)

8. ANNUAL SUBMISSION : 2019 STRATEGY & ACCOUNTABILITY**ADVANCED: LGBTIQ Inclusion Promotion**

We can show evidence of promoting our commitment to LGBTIQ inclusion in two of the following areas:

- pitching for business or contracts
 - engaging with potential clients/customers
 - applying for funding
 - engaging with strategic partners or key external stakeholders
-
- In DFAT's eRecruit online application form, we ask candidates to specify their gender (the answers are de-identified and not provided to the committee). The answer options are male, female, and indeterminate/intersex/unspecified. We also have a Title question. This is non-mandatory for candidates and the answer options are Dr, Mr, Mrs, Miss, Ms, and Professor.
 - The Department is continuing to improve its customer facing services and provides access to the following our websites which were updated in September 2019 and November 2019. See links below.
<https://www.passports.gov.au/passports-explained/how-apply/eligibility-citizenship-and-identity/sex-and-gender-diverse-passport>
<https://www.smarttraveller.gov.au/before-you-go/who-you-are/LGBTI>

Social Media posts

https://www.facebook.com/pg/AustraliaInCanada/photos/?tab=album&album_id=2262423673847648

<https://www.facebook.com/Khumbulani-LGBTI-Pride-1403022153354164/>

<https://www.facebook.com/AllianceFrancaisePTA/posts/idadhot-2019-was-an-immense-success-with-a-fantastic-turnout-we-hope-that-the-eve/1725259180910924/>

<https://twitter.com/AusAmbTurkey/status/1143046054381666304?s=20>

<https://twitter.com/AusAmbSE/status/1158082669797883912>

<https://twitter.com/AusCGChennai/status/1167316949312786432>

- Please also see attachments 2.Q8.

SECTION 3: LGBTIQ 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 submission, when referring to such Networks or equivalent, the terminology used within this section will be *Employee Network*.

9. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS**FOUNDATION: LGBTIQ Employee Network**

Within the assessed calendar year, we have *either*:

- a) an established LGBTIQ employee network with a clearly documented charter/purpose or remit

Refer to 3.Q9 Attachment A.

10. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS**FOUNDATION: Network Leadership Structure**

Our employee network has a clearly articulated leadership structure with:

- a) clear roles and/or responsibilities for those involved

Refer to 3.Q9 Attachment A.

11. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS**FOUNDATION: Strategy / Work Plan**

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

Pillar's III, IV of the Department's LGBTI Workplace Strategy includes Actions specifically for our network.

III - Supporting our LGBTI Network, Champion and Allies;

Actions	Business Area Responsible	Timeline
We will continue to provide a visible and active forum for LGBTI staff and others interested in LGBTI-related issues to meet, network and discuss matters of relevance, through support for the Network.	MPS	Ongoing
We will ensure business areas actively consult with the LGBTI Network on the development of departmental policies, initiatives and events that have an impact on LGBTI inclusion, adopting the 'nothing about us without us' approach.	MPS, All Divisions	Ongoing
We will support the Network in maintaining its Terms of Reference, which articulates roles and responsibilities for Network members, and encourage the development of a sustainability plan to ensure that the Network is supported continually.	MPS, LGBTI Network	Ongoing
We will continue to maintain a SES LGBTI Champion to work closely with the department's LGBTI Network; to raise awareness of LGBTI issues; and promote inclusion in departmental decisions, policies and processes.	MPS, Secretary	Ongoing
We will take an active role in delivering LGBTI content at department events and activities i.e. discussion panels and staff profiles.	LGBTI Network, MPS	Ongoing
The Network will ensure that the LGBTI Staff Network page is up to date and includes a list of key contacts including Champions, Allies and its Terms of Reference.	LGBTI Network	Ongoing
We will facilitate opportunities for LGBTI staff to raise issues with the LGBTI Champions and Allies should they wish to do so.	MPS, LGBTI Champion, Allies	Ongoing
We will support the department's LGBTI Champion to foster a culture where staff are supported, respected and feel safe to bring their authentic whole selves to work.	LGBTI Champion	Ongoing
Our LGBTI Champion will raise issues affecting LGBTI staff as appropriate including with Departmental Executive, and engage with LGBTI Champion counterparts across the APS and other organisations.	MPS, LGBTI Champion, Allies	Ongoing
The department's SES Allies will attend Pride in Diversity Ally meetings to promote and facilitate the sharing of good practice and collaboration between other APS agencies.	MPS, LGBTI Network, LGBTI Champion, Allies, SES	Annually

IV - Enhancing LGBTI visibility and inclusion

Actions	Business Area Responsible	Timeline
We will increase the visibility and raise the profile of LGBTI staff at DFAT.	LGBTI Champion, Allies, MPS, LGBTI Network	June 2019
We will celebrate days of significance, such as International Day Against Homophobia, Biphobia, Intersexism and Transphobia (IDAHOBIT), Wear it Purple and Mardi Gras in Australia and at our overseas posts annually.	MPS, LGBTI Network, Posts, Divisions, HRB	Annually
We will ensure a specific reference to LGBTI inclusion in the DFAT Induction Guide.	DAC	June 2019
Our SES leaders will model and champion inclusive behaviours and cultures, including by completing relevant LGBTI inclusion training and will be positive role models in supporting LGBTI events by attending and encouraging staff in their work areas to attend.	MPS, SES leaders	Ongoing
We will ensure our social media, DFAT website, reports and advocacy materials showcase a diverse department.	All Posts, all Divisions	Ongoing
We will actively promote inclusive consultations processes across DFAT, to ensure that all staff have a voice, not only on LGBTI specific issues.	LGBTI Network, MPS, LGBTI Champion, Allies, All Divisions, SES	Ongoing
We will encourage LGBTI staff, through the Network, to set up informal mentoring arrangements with more senior staff.	LGBTI Network, MPS	Ongoing
We will develop and implement an inclusive language guide utilising the Words at Work Guidelines developed by the Diversity Council of Australia and ensure that this is communicated and demonstrated by our senior leadership.	MPS	June 2019

All network activities have been completed to date with the network looking for opportunities in 2020-21.

See Attachment 1 – LGBTI Strategy.

12. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS

INTERMEDIATE: Orientation / On-boarding

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.

The network meet with the 2019 Graduates and provided merchandise, and strategies to the graduate cohort.

Accepted on 7/02/2019 3:28 PM.


Organizer: ☐ Learning Program Management Section

Subject: Diversity Speed networking session - 2019 Graduate Induction [SEC=UNCLASSIFIED]

Location: s47E(d)

Start time: Wed 13/02/2019 9:30 AM ☐ All day event

End time: Wed 13/02/2019 11:10 AM

Attached:  Graduate induction consolidated run sheet.pdf
873 KB

Janus00a1

UNCLASSIFIED

Hey Diversity network contacts,

As previously notified, this calendar invite is regarding the Graduate Induction – 13 February 2019.

The session is to run:

- Your Diversity group brief introduction, information and Q+A session
- Your Diversity Speed networking session.

Network convenors provided the induction section and then invited graduates to “Pink Drinks” as an opportunity to meet the broader network participants. s47E(d)

13. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS

INTERMEDIATE: Strategy and Goals

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 department's Human Resource Manual states:

12.7 - Diversity Networks

Within this section:

We recognise the work of the department's diversity networks and the contributions they make to our objectives. Their activities can be conducted during work hours subject to employees' work priorities. In addressing requests to participate in activities, managers should consider operational requirements.

12. Diversity and Inclusion

And specifically recognises the LGBTI Network:

LGBTI Network

1. The [LGBTI Network](#) is a volunteer-run community in the department that provides support and advocacy for important LGBTI issues in policy development, employee training and visibility, and outreach. It supports efforts to ensure DFAT improves its score in the Australian Workplace Equity Index and welcomes membership of all employees.

Specific details of each within the network are outlined in their Terms of Reference.

Co-Chairs

The Co-Chairs lead the committee and direction of the network, driving activities, initiatives and taking an active and visible role to support LGBTI inclusion across the firm.

Responsibilities include:

- updating the Network Charter as necessary;
- supporting the deliverables and activities in the AWEI;
- facilitating and coordinating quarterly Network meetings;
- providing advice and support to the organisation in aspects of LGBTI inclusion;
- maintaining relationships with LGBTI Champions, Sponsors and other leaders across industry; and
- maintaining communications with the Directorate of Diversity to ensure the firm secretahas a consistent and inclusive approach to LGBTI inclusion.

Network Regional and Group Leads

The role of regional and Group leads is to foster and support their workplaces' LGBTI inclusion and raise awareness of LGBTI initiatives and events. Responsibilities include:

- arranging and managing local events;
- collaborating with local network members to support LGBTI inclusion on a site or Group level;
- providing advice and support to the organisation in aspects of LGBTI inclusion;
- actively engaging with the committee; and
- attending committee meetings either in person or by teleconference.

Communications lead

The role of the communications lead is to support the network administratively.

Responsibilities include:

- scheduling and coordinating attendance for committee meetings;
- preparing and distributing network agenda and papers;
- maintaining membership lists and other records;
- maintaining, publishing and tracking action items; and
- maintaining the network intranet page.

Sprint Leads

The role of a Sprint Lead is to manage a sprint project, managing a small team who are working on an LGBTI initiative.

Responsibilities include:

- development of sprint project plan;
- managing sprint team objectives and leading project;
- reporting sprint process, timelines and outcomes to the Committee;
- facilitating and coordinating sprint meetings

Members

Network members are responsible for:

- contributing to a supportive and safe environment based on respect
- ensuring their supervisors are aware of and have approved attendance at Pride events with as much notice as possible;
- attending events and supporting LGBTI inclusion in a positive solutions focused manner;
- maintaining confidentiality and treating other members with courtesy and respect; and
- notifying the Communications lead of any adjustments required in order to facilitate their participation within the network.

14. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS**ADVANCED: Sustainability Plan**

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

No.

15. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS**ADVANCED: Allies of Trans / Gender Diverse People**

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/gender diverse employees
- b) worked with trans/gender diverse employees or community members to develop targeted inclusion initiatives profiling trans/gender diverse speakers or role models

Note: This is over and above speaking events or LGBTIQ 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

At the below mentioned event, merchandise was handed out including "Ally" signs and lanyards.

Accepted on 7/02/2019 3:28 PM.


Organizer ☐ Learning Program Management Section

Subject Diversity Speed networking session - 2019 Graduate Induction [SEC=UNCLASSIFIED]

Location s47E(d)

Start time Wed 13/02/2019 9:30 AM ☐ All day event

End time Wed 13/02/2019 11:10 AM

Attached  Graduate induction consolidated run sheet.pdf 873 KB

Janusseal


UNCLASSIFIED

Hey Diversity network contacts.

As previously notified, this calendar invite is regarding the Graduate Induction – 13 February 2019.

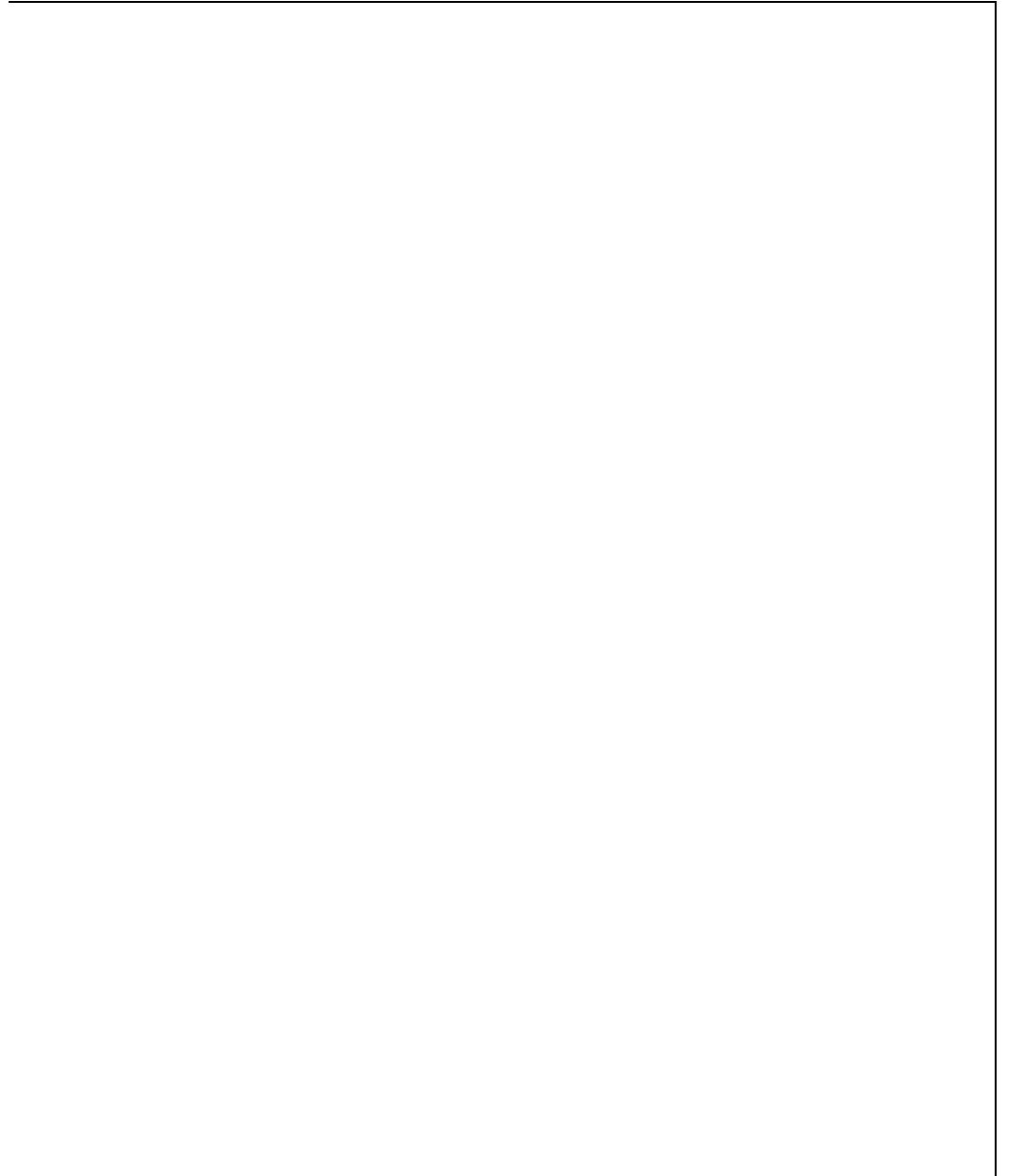
The session is to run:

- Your Diversity group brief introduction, information and Q+A session
- Your Diversity Speed networking session.



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s47G(1)

16. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS

ADVANCED: Visibility of LGBTIQ Women

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 LGBTIQ women; or
- b) undertaken and documented significant activity throughout the year to increase visibility of LGBTIQ women and role models

(a) If you have selected (b), please provide an outline of all activity taken to specifically increase the visibility and participation of LGBTIQ women

With senior management direction the LGBTI network has aimed to increase network engagement by LGBTIQ women. The number of active LGBTIQ network members (task volunteers) has increased.

Clare Walsh, Deputy Secretary is our LGBTI Champion and chaired the Inaugural LGBTI Champions meetings that was hosted by DFAT.

The 41st Mardi Gras parade will be held in Sydney this Saturday 2 March. Almost 200 floats will make their way along the iconic Oxford Street and beyond, in front of an estimated crowd of 300,000 people. This year's theme is "Fearless".

Whilst DFAT's entry into the Mardi Gras parade for 2019 was not accepted due to the popularity of the event, Mentoring Performance and Diversity Section would like to express support on behalf of the department for those staff attending the parade this weekend. For further information on the Sydney Gay and Lesbian Mardi Gras Parade visit their webpage: [Sydney Gay and Lesbian Mardi Gras Parade](#).

DFAT is committed to fostering an environment where LGBTI staff feel respected, valued and are empowered to bring their whole selves to work. With this in mind DFAT hosted the inaugural LGBTI Champions meeting, on Friday 22 February. This was the first time that LGBTI Champions met to discuss LGBTI Inclusion across the Australian Public Service.

The focus of the meeting was to develop an understanding of how agencies can work together to make the Public Service more inclusive of LGBTI officers and their families.

s47F(1) DFAT's relationship manager with Pride in Diversity was present and ^{s47F(1)} discussed the importance of participating in the [Australian Workplace Equality Index](#). This index sets the benchmark for LGBTI workplace inclusion nationally and provides our Diversity and HR teams with valuable feedback on how we are tracking, what we are doing well and areas in which we can improve. A valuable part of this index is gaining an understanding of the lived day-to-day experience and views of our employees. This is conducted through a survey.

DFAT's LGBTI Champion, Clare Walsh, strongly encourages all staff to participate in this survey and have their say about our initiatives on LGBTI inclusion, regardless of how you personally identify. The survey is managed by Pride in Diversity, a non-profit organisation that supports Australian employers on LGBTI Workplace Inclusion, and closes on 31st March 2019.

Employees who wish to participate in the survey can do so by accessing this link: **s47E(d)**

All staff are encouraged to review the LGBTI Workplace Inclusion intranet page

Should you have any questions in regard to this survey or the work that the department is undertaking in regard to LGBTI Inclusion, please contact workplacediversity@dfat.gov.au.

s47F(1)

s47F(1)

17. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS**ADVANCED: Intersectionality**

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

Please provide evidence for one of the following:

- LGBTIQ and Aboriginal, Torres Strait Islander or Indigenous
- LGBTIQ and a person of faith
- LGBTIQ and of another diverse group (i.e. CALD, of mature age, living with disability, etc.)

LGBTI and CALD at our IDAHBOT event

s47F(1)

18. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS**ADVANCED: Intersex Allies**

As intersex allies, the network has within the assessed calendar year:

Please provide evidence for up to two of the following:

- 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 your LGBTIQ 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 LGBTIQ inclusivity training).

Please provide evidence for two of the selected actions above. (Note: If less than two actions mentioned above, partial points will be given.)

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

The department has articulated its support for Intersex employees through our LGBTI Workplace Inclusion intranet page, by providing access to resources about intersex people, including the Employers Guide to Intersex inclusion developed by Pride in Diversity.

Resources about and for Intersex people

[Employers Guide to Intersex Inclusion](#)

A resource for HR practitioners and managers about Intersex inclusion developed by Pride in Diversity.

[Intersex Human Rights Australia](#)

The term 'intersex' refers to people who are born with genetic, hormonal or physical sex characteristics that are not typically 'male' or 'female'. Intersex people have a diversity of bodies and identities. [Intersex Human Rights Australia](#) is a useful resource for people who are intersex, and or allies of intersex people.

[The 'I' in LGBTI: What it's like growing up intersex](#)

An article presenting the life experiences of people who are intersex

[I'm Intersex Here's What That Means](#)

An article published by [Minus18](#), Australia's youth driven network for LGBTIQ youth on what it means to be intersex.

1. Employers Guide to Intersex inclusion developed by PiD
2. Intersex Human Rights Australia

The resources are permanently available to all staff on the department's intranet page.

19. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS**ADVANCED: Broader Inclusion**

Within the assessed calendar year, the network has planned, targeted and tracked both activity and progress within one of the following areas:

- a) increasing LGBTIQ 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 (b), please provide evidence of activity or LGBTIQ representation across other diversity networks

There is LGBTIQ presence and leadership in other internal diversity networks and working groups. There has been informal collaboration between the working groups among LGBTIQ members. However the constrained human resourcing context of all diversity networks in DFAT has constrained growth in this area.

20. ANNUAL SUBMISSION : 2019 LGBTIQ EMPLOYEE NETWORKS / RESOURCE GROUPS**ADVANCED: Network Reporting**

Our network produced an internal report on network achievements over the assessed calendar year (over and above any regular reporting in place), addressing at least two areas of performance:

- progress against the year's targets
- 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 at least two of the addressed areas above. (Note: If less than two actions mentioned above, no points will be given. Full points will be given to more than two of the addressed areas above.)

Please provide:

(a) a copy of your report

See attachment 3.Q20 Attachment B – LGBTI Network Volunteers Status.

SECTION 4: VISIBILITY OF INCLUSION**21. ANNUAL SUBMISSION : 2019 VISIBILITY OF INCLUSION****FOUNDATION: Days of Significance**

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

NEWS FROM THE SECRETARY

Today is **Wear it Purple Day**, supporting young LGBTI people to help shape a better world for us all. A culture of inclusion helps all staff feel comfortable bringing their whole selves to work and ensures the wellbeing of our LGBTI colleagues. DFAT is committed to fostering a culture where all employees feel respected and valued, and I encourage you all to think about how we can be supportive of our LGBTI colleagues and friends. Further information and resources, including the LGBTI Workplace Strategy, can be found on the [LGBTI Workplace Inclusion](#) intranet page.

s47F(1)

EVENT: s47E(d) and s47F(1) for Wear it Purple Day – Friday 30 August

To celebrate Wear it Purple Day on Friday 30 August all staff are encouraged to wear purple and join the DFAT LGBTI Network and the People, Performance and Support Branch in the s47E(d) for a guest speaker event: s47E(d) and s47F(1) s47F(1)

Event Details

Date: Friday 30 August 2019

Time: 10:00-11:00am

Location: s47E(d)

Audience: All interested DFAT officers

Email:



Dear colleagues,

To celebrate Wear it Purple Day, a day to raise awareness of the LGBTI community, all staff are encouraged to wear purple on Friday 30 August and join the DFAT LGBTI Network and the People, Performance and Support Branch for two events next week.

Pride Drinks

You are invited to join the DFAT LGBTI Network's Pride Drinks as they celebrate on the eve of Wear it Purple Day at s47E(d) Thursday 29 August. All are welcome, no RSVP required. Please feel free to contact the Network on lgbtinetwork@dfat.gov.au

Date: Thursday 29 August 2019

Time: 5:00-7:30pm

Location: s47E(d)

s47E(d) and s47F(1)

Join us in the s47E(d)

for a guest speaker event: s47E(d) and s47F(1); s47F(1)

s47F(1)

Date: Friday 30 August 2019

Time: 10:00-11:00am

Location: s47E(d)

s47E(d) and s47F(1) for Wear it Purple Day.

To celebrate Wear it Purple Day on Friday 30 August all staff were encouraged to wear purple and join the DFAT LGBTI Network and the People, Performance and Support Branch in the s47E(d) for a guest speaker event: s47E(d) and s47F(1) . s47F(1)

We applied for a float in the 2019 Mardi Gras and had funding put aside, however Mardi Gras did not accept our submission. Departmental staff have participated in other Pride Marches throughout the globe. Please refer to Att. 2Q8.

International Day Against Homophobia, Biphobia, Intersexism and Transphobia (IDAHOBIT) - DFAT will host a “Pride over Prejudice” panel discussion with speakers from ^{s47F(1)}



s47F(1)

Ottawa Post was proud to coordinate the inaugural 'Diplomats for Equality' marching contingent at Ottawa's Capital Pride Parade on 25 August 2019. The initiative was based on the success of 'Diplomats for Equality' groups in European Pride Parades in 2018. The event marked the first time that Ottawa's diplomatic corps had marched as a combined group. Twenty missions and 150 people participated, with excellent feedback from participating HOMs and strong social media engagement through the #DiplomatsforEquality hashtag. GAC's LGBTI network has expressed a desire to march with the group in 2020. Attached are a couple of photos from the event.

The Australian High Commission marked Pride Week in London with variety of activities. Chiefly, on 3 July High Commissioner George Brandis hosted a panel discussion followed by a reception. Feedback from other missions, NGOs and private sector contacts has been that Australia's events were the best Pride events hosted by the London-based diplomatic community in 2019. (Photos attached).

Pride Panel – London High Commision. The panel discussion drew the celebration of Pride together with a deeper consideration of related human rights issues. The panel – Australian journalist Latika Bourke (as moderator); Global Head of Inclusion, Clifford Chance LLP, Mr Tiernan Brady;

founder and Executive Director of UK Black Pride and incoming Executive Director of the Kaleidoscope Trust, Phyllis Akua Opoku-Gyimah; and Senior Advocacy Advisor at Human Dignity Trust, Alistair Stewart (an Australian) – discussed global milestones in the journey towards full equality for LGBTI persons. Brady, who led the Irish and Australian Marriage Equality Campaigns, reflected on how momentum for social change is built over time. Opoku-Gyimah spoke on ensuring human rights are implemented intersectionally, recognising sexuality, gender, race, religion and class. Stewart spoke on the use of strategic litigation to challenge criminalisation of consensual same-sex relations. The High Commission has received significant positive feedback on this event, including from Tory government advisers, business contacts and NGOs.

Pride Reception – London High Commission. The reception had dual purposes. It marked Pride Week in London, and also publicised the Sydney Gay and Lesbian Mardi Gras' (SGLMG) campaign to host "World Pride in 2023". SGLMG presented their bid to over 300 guests, which included voting members of the InterPride movement, which oversees World Pride. SGLMG's presentation successfully transitioned the evening from the serious issues of the LGBTI movement on to the celebration that SGLMG hopes to make out of Word Pride in 2023. The event featured an LGBTI-themed inflatable artwork by Australian duo Maurice Goldberg and Matthew Aberline, and a set by Australian DJ, Tasty Lopez – Sydney subsequently won the bid to host World Pride 2023.

UN Mission, New York, again supported **LGBTI Advocacy Week** in New York in December, when the NGO **OutRight International** brings human rights defenders and advocates from around the world for outreach. Post hosted an afternoon tea for human rights defenders from the Asia Pacific region, bringing them together with diplomats from across Asia Pacific. The neutral setting of the Australian Mission and informality of the afternoon tea allowed for relaxed and open exchanges.

In a tough environment for LGBTI groups, the Australian Embassy in Seoul is a prominent supporter of grassroots movements, in addition to hosting initiatives of our own.

The Embassy didn't only support the major queer festival in Seoul, but also attended two regional festivals in areas where LGBTI advocacy is less advanced.

Many other overseas posts participated in events worldwide - see attachments 2.Q8 Attachments A to R.

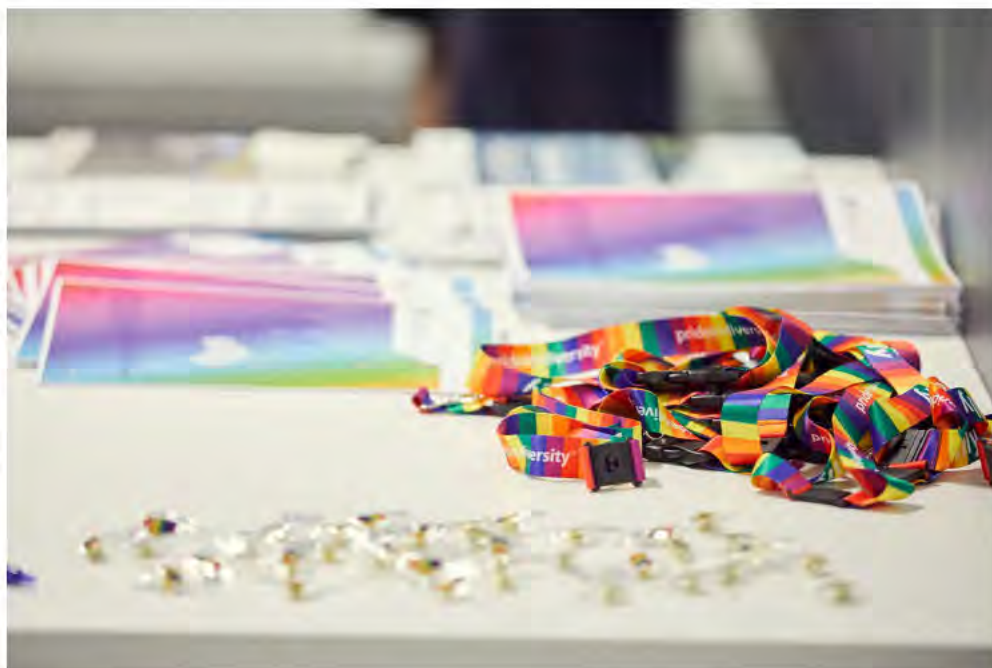
22. ANNUAL SUBMISSION : 2019 VISIBILITY OF INCLUSION**FOUNDATION: Visibility**

We actively encourage and provide a means by which employees can indicate their commitment to LGBTIQ workplace inclusion through the use of: ALLY email signatures, lanyards, personal pronouns, 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 LGBTIQ inclusion*
- b) A couple of photos to support the visibility of these within the workplace (please limit photos to a couple – not required for each available option)*

See attachment Q22.A DFAT LGBTI terms of reference.



23. ANNUAL SUBMISSION : 2019 VISIBILITY OF INCLUSION**INTERMEDIATE: Ally / Champion Reference Guides**

We provide Ally/LGBTIQ Champion Reference Guides or materials on how to be an effective ally and/or an active champion for LGBTIQ 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 LGBTI portal on the DFAT intranet page provides resources for LGBTI Ally's to utilise.

This includes signage, how to respond to questions or opposition, LGBTI Terms guide and also online training resources.

We also have Ally pins and Ally lanyards that staff can access and wear.

See photos below from around our office.

Ally

An "ally" is a term used to describe someone who is supportive of LGBTI people. It encompasses non-LGBTI allies as well as those within the LGBTI community who support each other, e.g. a lesbian who is an ally to the bisexual community.

The following resources provide staff with an overview of ways you can show your support for your LGBTI colleagues.

- [Ally Resource - Actively show your support](#) [PDF]
- [Responding to questions or opposition](#) [PDF]
- [LGBTI Terms Guide](#) [PDF]
- [Ally sign](#) [PDF]
- [Intersex for allies](#)

LGBTI Awareness training

Face to Face training


DFAT engages [Pride in Diversity \(PiD\)](#) to deliver LGBTI awareness training sessions. The training enhances participants' understanding of the importance of LGBTI workplace inclusion as well as explaining terminology, exploring challenges often faced by LGBTI employees and sharing advice on how to be more inclusive. Staff interested in attending should contact workplacediversity@dfat.gov.au.

e-Learning

All staff have access to LGBTI Awareness e-Learning available on PeopleSoft. To Access:

1. Open PeopleSoft;
2. Click "My Learning";
3. Click "Find Learning" and search *Walking in Rainbow Shoes* in the search bar.

Home About ▾ HR ▾ Procurement/Finance ▾ Aid ▾ Training ▾ Travel ▾ ICT ▾



Int. Transgender Day of Visibility
International Transgender Day of Visibility is celebrated
each year on 31 March

s47E(d)

LOVE LOVE LOVE
PROUD PROUD PROUD
HUMAN RIGHTS
CAMPAIGN
HRC.ORG | #TDOV

s47G(1)

INTERMEDIATE: Individual LGBTIQ Inclusion Work Acknowledgement

We acknowledge and communicate the work of exemplary individuals regarding their work in LGBTIQ inclusion within the workplace, internally.
Note: this excludes awards given externally such as AWEI awards – this is about YOUR acknowledgement of individuals internally.

No.

25. ANNUAL SUBMISSION : 2019 VISIBILITY OF INCLUSION**INTERMEDIATE: Confidential Contacts**

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

Please provide a screenshot of where this information is provided. For full points, you must indicate CONFIDENTIALITY and therefore cannot be network mailbox or address.

DFAT Intranet
Human resources
Diversity and Inclusion
LGBTI Workplace Inclusion

Print this page
Add
Find it Fast

LGBTI Workplace Inclusion

s47F(1)

LGBTI Workplace Strategy s47E(d)

LGBTI Workplace Strategy provides a framework for DFAT's efforts to foster an environment where LGBTI staff feel respected, valued and are empowered to bring their whole selves to work. This Strategy was developed in consultation with the department's LGBTI Staff Network, the LGBTI Champions, Pride in Diversity – the national leading body on LGBTI workplace inclusion, the Diversity Council of Australia (DCA) and relevant policy and implementations areas within the department.

The [LGBTI Workplace Strategy](#) emphasises the department's commitment to diversity and inclusion and the value attached to LGBTI colleagues. It comprises five pillars of effort:

- Inclusive Human Resource Policy and Practice
- LGBTI Training and Education
- Staff Network, Champions and Allies
- Visibility and Inclusion
- Community Engagement and External Advocacy

LGBTI Network

The [LGBTI Network](#) is a volunteer-run community of LGBTI identifying and LGBTI Ally DFAT staff. It is open to all staff and provides support and advocacy for important LGBTI issues in policy development, staff training and visibility and

HR Contact for LGBTI Inclusion

Should you have any questions regarding LGBTI Inclusion at DFAT please contact workplacediversity@dfat.gov.au

If you are an LGBTI officer and would like to speak confidentially with a HR officer who has been trained in LGBTI inclusion and support please contact:

- s22(1)(a)(ii), Director MPS – s22(1)(a)(ii)
- s22(1)(a)(ii), Diversity Team Leader – s22(1)(a)(ii)

- s22(1)(a)(ii), Diversity Officer – s22(1)(a)(ii)

The department's Anti-bullying, Harassment and Discrimination Team can advise and assist in the early intervention and resolution of issues. Email s47E(d) or telephone (02) 6261 xxxx or (02) 6178 xxxx.

Seek assistance and support from

- Supervisor/manager
- SAO/Head of Mission/Head of Post
- Employee Conduct and Ethics Section
- Workplace Bullying and Harassment
- Staff and Family Support Office
- Diversity and Anti-Harassment Officers Report unacceptable behaviour to:

Department of Foreign Affairs and Trade

+61 2 6261 xxxx

www.dfat.gov.au / contact us

Internal Reporting Options

DFAT Employee Conduct and Ethics Section

s47E(d)

+61 2 6261 xxxx

s47E(d)

+61 2 6261 xxxx

+61 2 6178 xxxx

+61 2 6178 xxxx

26. ANNUAL SUBMISSION : 2019 VISIBILITY OF INCLUSION INTERMEDIATE: Communication of LGBTIQ Support Information

As the initial source of information for LGBTIQ employees, our LGBTIQ intranet page clearly articulates:

- a) the process for formally reporting workplace LGBTIQ bullying/harassment
- b) available LGBTIQ friendly support (should this occur)

For full points, please:

- (a) provide a screenshot of where this information is communicated on the network or LGBTIQ diversity page.*
- (b) clearly show LGBTIQ friendly support avenues*

Provided on the LGBTI portal on the DFAT intranet page s47E(d)

HR Contact for LGBTI Inclusion

Should you have any questions regarding LGBTI Inclusion at DFAT please contact workplacediversity@dfat.gov.au

If you are an LGBTI officer and would like to speak confidentially with a HR officer who has been trained in LGBTI inclusion and support please contact:

- s22(1)(a)(ii), Director MPS – s22(1)(a)(ii)

- s22(1)(a)(ii), Diversity Team Leader – s22(1)(a)(ii)
- s22(1)(a)(ii), Diversity Officer – s22(1)(a)(ii)

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Diversity and Anti-Harassment Officers

Report unacceptable behaviour to:

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Internal Reporting Options

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s47E(d)

+61 2 6261 xxxx

+61 2 6178 xxxx

+61 2 6178 xxxx

27. ANNUAL SUBMISSION : 2019 VISIBILITY OF INCLUSION

ADVANCED: LGBTIQ Social Media Streams

We have internal LGBTIQ 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).

We post all information of our inclusion work on our announcement page on our intranet. E.g article below:

The 41st Mardi Gras parade will be held in Sydney this Saturday 2 March. Almost 200 floats will make their way along the iconic Oxford Street and beyond, in front of an estimated crowd of 300,000 people. This year's theme is "Fearless".

Whilst DFAT's entry into the Mardi Gras parade for 2019 was not accepted due to the popularity of the event, Mentoring Performance and Diversity Section would like to express support on behalf of the department for those staff attending the parade this weekend. For further information on the Sydney Gay and Lesbian Mardi Gras Parade visit their webpage: [Sydney Gay and Lesbian Mardi Gras Parade](#).

DFAT is committed to fostering an environment where LGBTI staff feel respected, valued and are empowered to bring their whole selves to work. With this in mind DFAT hosted the inaugural LGBTI Champions meeting, on Friday 22 February. This was the first time that LGBTI Champions met to discuss LGBTI Inclusion across the Australian Public Service.

The focus of the meeting was to develop an understanding of how agencies can work together to make the Public Service more inclusive of LGBTI officers and their families.

s47F(1) DFAT's relationship manager with Pride in Diversity was present and ^{s47F(1)} discussed the importance of participating in the [Australian Workplace Equality Index](#). This index sets the benchmark for LGBTI workplace inclusion nationally and provides our Diversity and HR teams with

valuable feedback on how we are tracking, what we are doing well and areas in which we can improve. A valuable part of this index is gaining an understanding of the lived day-to-day experience and views of our employees. This is conducted through a survey.

DFAT's LGBTI Champion, Clare Walsh, strongly encourages all staff to participate in this survey and have their say about our initiatives on LGBTI inclusion, regardless of how you personally identify. The survey is managed by Pride in Diversity, a non-profit organisation that supports Australian employers on LGBTI Workplace Inclusion, and closes on 31st March 2019.

Employees who wish to participate in the survey can do so by accessing this link: [s47E\(d\)](#)

All staff are encouraged to review the [LGBTI Workplace Inclusion](#) intranet page

Should you have any questions in regard to this survey or the work that the department is undertaking in regard to LGBTI Inclusion, please contact workplacediversity@dfat.gov.au.

s47F(1)

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.

28. ANNUAL SUBMISSION : 2019 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT**FOUNDATION: Face-to-Face Training**

We have made face-to-face LGBTIQ Awareness / Inclusion / Ally Training available to all employees throughout the assessed calendar year (this may include any training conducted via video conference technologies).

Please provide the following for one such piece of training:

Name of Trainer or Video: s47F(1)

☒ Our trainer is accredited by or from Pride in Diversity

Length of training: 1.5 Hours

Date: 20/11/2019

Number of attendees approx that will have gone through this training throughout the assessed calendar year s47E(d)

Evidence of training occurring (one piece of evidence for one such training required only).

Screenshot of the invitation sent or where training has been communicated.

Good afternoon

Consistent with the department's commitment to provide an inclusive workplace for Lesbian, Gay, Bisexual, Trans or gender diverse and/or Intersex (LGBTI) staff, the Mentoring, Performance and Diversity Section (MPDS) would like to invite you training to increase awareness, knowledge and confidence to better support staff and clients who identify as LGBTI.

DFAT has engaged [Pride in Diversity \(PID\)](#) to deliver the training sessions. The training will enhance participants' understanding of the importance of LGBTI workplace inclusion as well as explain terminology, explore challenges often faced by LGBTI employees and share advice on how to be more inclusive.

This is an excellent opportunity to build your Diversity and Inclusion Literacy, and contribute to the implementation of the Department's LGBTI Workplace Strategy.

Should you like any further information, please send enquiries to workplacediversity@dfat.gov.au.

Kind regards

s22(1)(a)(ii)

Diversity Team Leader | Indigenous HR Adviser
Mentoring, Performance and Diversity Section | People Division
Department of Foreign Affairs and Trade

E: s22(1)(a)(ii) P: s22(1)(a)(ii)



The Department of Foreign Affairs and Trade acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to their past, present and emerging

Copy of presentation or outline of training covered: *[Evidence Here]*

29. ANNUAL SUBMISSION : 2019 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT

FOUNDATION: Online Training

We have LGBTIQ online training or videos that can be accessed by employees throughout the assessed calendar year.

Please provide the following for one such piece of training:

Name of Online Training or Video: *eLearning –LGBTI Inclusion - Walking in rainbow shoes*

Length of the LGBTIQ component within the video/training: *20 minutes*

Where employees can access this training : *Please provide screenshot of where this training is accessed.*

LGBTI Inclusion: Walking in rainbow shoes eLearning

Class Details	
Class Code: LGBTI eLearning	Class Name: LGBTI Inclusion: Walking in rainbow shoes eLearning
Type: Web-Based Learning	Contact: Mentoring Performance and Diversity Section
Price Per Seat: --	Drop Charge: --
Start Date: --	End Date: --
Last Enrolment Date: --	Last Drop Date: --
Available Seats: --	Available Waitlist: 0
Language: English	

Overview Objectives Met Schedule Prerequisites Notes and Attachments

Description This module aims to help raise awareness of lesbian, gay, bisexual and trans issues, including the differences between sexual orientation and gender identity.

Class Syllabus
To receive credit for this class you must complete all required tasks.

1 LGBTI eLearning
Required: Web Based
(Duration: 20 Mins)

Enrol Plan for Later

Tracking: *Please identify:*

(a) *how participation numbers are tracked reports are run by our eLearning team.*

(b) *approximate number of people accessing this training throughout the assessed year, s47E(d)*

s47E(d)

30. ANNUAL SUBMISSION : 2019 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT**ADVANCED: Professional Development for LGBTIQ Inclusion**

Throughout the assessed calendar year, we have either:

- (a) provided LGBTIQ people with LGBTIQ specific leadership training, internally or externally (excludes conferences unless specifically dedicated to LGBTIQ leadership development)
- (b) put processes in place to ensure that there is LGBTIQ representation within talent development programs.

No.

31. ANNUAL SUBMISSION : 2019 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT

ADVANCED: LGBTIQ Inclusion Training Plan

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

Please provide:

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

See Attachment 1 – LGBTI Strategy.

II – LGBTI TRAINING AND EDUCATION

Actions:

We will ensure that all staff have access to online resources that build awareness and understanding of LGBTI issues.

We will promote the uptake of the LGBTI Inclusion e-learning to improve LGBTI awareness and inclusion across the department, including locally engaged staff at post.

We will engage Pride in Diversity to deliver LGBTI inclusion training across the organisation including to the Senior Executive, managers and HR/recruitment teams.

We will maintain unconscious bias training and diversity briefings for selection, recruitment, placement and posting committees.

We will continue to provide workplace diversity pre-posting briefs to staff on their first posting and first time/returning Senior Administrative Officers, to ensure they are aware of the department's commitment to creating and maintaining an inclusive working environment, including for LGBTI people.

We will continue to provide briefings on anti-bullying, harassment and discrimination to staff of all levels prior to their commencement on posting and ensure LGBTI issues are explicitly explained.

We will support a network of Diversity and Anti-Harassment Officers (DAHOs) in all work areas, both in Australia and at overseas posts.

We will continue to provide training on anti-bullying, harassment and diversity to DAHOs, staff in Canberra, State and Territory Offices, Passport Offices and posts.

32. ANNUAL SUBMISSION : 2019 TRAINING, AWARENESS & PROFESSIONAL DEVELOPMENT

ADVANCED: LGBTIQ Event Attendance

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

Note: This may include but is not limited to Pride in Practice – *this does not include any PID training held internally or training already identified within this submission.*

Ottawa Post was proud to coordinate, host and attend the inaugural 'Diplomats for Equality' marching contingent at Ottawa's Capital Pride Parade on 25 August 2019. The initiative was based on the success of 'Diplomats for Equality' groups in European Pride Parades in 2018. The event marked the first time that Ottawa's diplomatic corps had marched as a combined group. Twenty missions and 150 people participated, with excellent feedback from participating HOMs and strong social media engagement through the #DiplomatsforEquality hashtag. GAC's LGBTI network has expressed a desire to march with the group in 2020. Attached are a couple of photos from the event.

s47F(1)

SECTION 6: EXECUTIVE LEADERSHIP & ENGAGEMENT

33. ANNUAL SUBMISSION : 2019 EXECUTIVE LEADERSHIP & ENGAGEMENT

INTERMEDIATE: Executive Sponsor or Champion

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

- a) contributed to the LGBTIQ 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)*

Clare Walsh, Deputy Secretary and LGBTI Champion.

MESSAGE FROM THE LGBTI CHAMPION

I was delighted this year to be appointed based LGBTI Champion by the Secretary. I pleased to be involved in the development department's LGBTI Workplace Strategy.



DFAT's Canberra have been equally and launch of the

I would like to acknowledge Natasha Smith and Greg Ralph - the department's inaugural LGBTI Champions. They, and LGBTI colleagues before them, laid the foundation for this Strategy over many years.

The department is committed to providing an inclusive workplace that embraces all forms of diversity and treats all staff with respect and equity. Inclusion is about creating an environment in which all staff can bring their whole selves to work and be valued for the contribution that they make, not despite individual differences, but because of them.

I am looking forward to working with you all to implement the strategy in order to promote the inclusion of LGBTI people across DFAT and our work, and to continue to build a responsive, inclusive and safe workplace where all people feel comfortable and supported.

Clare Walsh

LGBTI Champion

Clare also hosted the inaugural LGBTI Champion Meeting for the APS

34. ANNUAL SUBMISSION : 2019 EXECUTIVE LEADERSHIP & ENGAGEMENT

ADVANCED: Executive Advocacy

Within the assessed calendar year, Senior Executive(s) within our organisation have taken a lead role in:

- a) advocating for LGBTIQ inclusion at an executive level *externally* amongst peers**
- b) advocating for LGBTIQ inclusion at an executive level *internally* amongst peers; or**
- c) the Pride in Diversity Executive Allies Forum**

Please provide evidence for one of the above. If you have a Senior Leader highly active in promoting and supporting LGBTIQ inclusion, please consider nominating them for the Executive Leadership Award.

DFAT Secretary, Frances Adamson, is the Diversity Champion for DFAT and the highest ranking champion in the Australian Public Service.

DFAT hosted the first LGBTI champions meetings in the Australian Public Service.

MESSAGE FROM THE SECRETARY



The department last outlined its commitment to LGBTI staff in an [Administrative Circular](#) in 2016. I am pleased that this Strategy reiterates and deepens that commitment.

It is clear that that whilst embracing diversity and inclusion is the right thing to do, it also integral to enhancing the department's productivity in order to advance Australia's national interests as outlined in the 2017 [Foreign Policy White Paper](#).

Our LGBTI colleagues bring with them a range of qualities, attributes, skills and experience that add great value to our work. We strive to create a workplace where people feel comfortable to be themselves at work because we celebrate and value diversity, and we want everyone to feel supported to reach their full potential.

It is important for all departmental officers to take responsibility for making DFAT a more inclusive environment for LGBTI colleagues and, indeed, for everyone.

While we still have progress to make, I am proud that we are continuing to support our LGBTI staff, and look forward to building on our momentum and sharing the journey with others.

I commend this LGBTI Workplace strategy to you.

Frances Adamson

SECRETARY

Head of Mission (HOM) in Kuala Lumpur with representatives from s47F(1) to further understand the challenges the trans community faces in the 'new' Malaysia. HOM tweeted a photo from the meeting. Kuala Lumpur post also met with representatives from LGBTI groups and attended human rights events where LGBTI issues were raised.

The Australian High Commission marked Pride Week in London with variety of activities. Chiefly, on 3 July High Commissioner George Brandis hosted a panel discussion followed by a reception. Feedback from other missions, NGOs and private sector contacts has been that Australia's events were the best Pride events hosted by the London-based diplomatic community in 2019. (Photos attached).

Also see Attachments 2.Q8.

The 41st Mardi Gras parade will be held in Sydney this Saturday 2 March. Almost 200 floats will make their way along the iconic Oxford Street and beyond, in front of an estimated crowd of 300,000 people. This year's theme is "Fearless".

Whilst DFAT's entry into the Mardi Gras parade for 2019 was not accepted due to the popularity of the event, Mentoring Performance and Diversity Section would like to express support on behalf of the department for those staff attending the parade this weekend. For further information on the Sydney Gay and Lesbian Mardi Gras Parade visit their webpage: [Sydney Gay and Lesbian Mardi Gras Parade](#).

DFAT is committed to fostering an environment where LGBTI staff feel respected, valued and are empowered to bring their whole selves to work. With this in mind DFAT hosted the inaugural LGBTI Champions meeting, on Friday 22 February. This was the first time that LGBTI Champions met to discuss LGBTI Inclusion across the Australian Public Service.

The focus of the meeting was to develop an understanding of how agencies can work together to make the Public Service more inclusive of LGBTI officers and their families.

s47F(1) DFAT's relationship manager with Pride in Diversity was present and s47F(1) discussed the importance of participating in the [Australian Workplace Equality Index](#). This index sets the benchmark for LGBTI workplace inclusion nationally and provides our Diversity and HR teams with valuable feedback on how we are tracking, what we are doing well and areas in which we can improve. A valuable part of this index is gaining an understanding of the lived day-to-day experience and views of our employees. This is conducted through a survey.

DFAT's LGBTI Champion, Clare Walsh, strongly encourages all staff to participate in this survey and have their say about our initiatives on LGBTI inclusion, regardless of how you personally identify. The survey is managed by Pride in Diversity, a non-profit organisation that supports Australian employers on LGBTI Workplace Inclusion, and closes on 31st March 2019.

Employees who wish to participate in the survey can do so by accessing this link: s47E(d)

All staff are encouraged to review the LGBTI Workplace Inclusion intranet page

Should you have any questions in regard to this survey or the work that the department is undertaking in regard to LGBTI Inclusion, please contact workplacediversity@dfat.gov.au.

s47F(1)

35. ANNUAL SUBMISSION : 2019 EXECUTIVE LEADERSHIP & ENGAGEMENT**ADVANCED: CEO or Equivalent Communications**

Within the assessed calendar year, our CEO or equivalent has sent formal communications to all employees comprehensively discussing progress made in LGBTIQ 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 LGBTIQ inclusion.

The Secretary Actively promoted Wear it Purple day in her monthly "news from the Secretary". This newsletter is available to all staff on the DFAT Intranet.

NEWS FROM THE SECRETARY



Today is **Wear it Purple Day**, supporting young LGBTI people to help shape a better world for us all. A culture of inclusion helps all staff feel comfortable bringing their whole selves to work and ensures the wellbeing of our LGBTI colleagues. DFAT is committed to fostering a culture where all employees feel respected and valued, and I encourage you all to think about how we can be supportive of our LGBTI colleagues and friends. Further information and resources, including the LGBTI Workplace Strategy, can be found on the [LGBTI Workplace Inclusion](#) intranet page.

s47F(1)

Exert from the Secretary's March Newsletter;

But having open, respectful discussions about inclusion - and when I say inclusion, of course it's not just the Women in Leadership agenda, it's our broader agenda for inclusion, including obviously staff from culturally and linguistically diverse backgrounds; staff who identify as **LGBTIQ**; staff who may have a disability of some kind, declared or not declared; our Indigenous Employee Network. I want everyone who works in this Department to feel that they can- that we are supportive of them, that they can perform at their best - as we've said, that they can bring their whole selves to work. And although I've been very encouraged by the responses to that, I think in some parts of the Department and with some colleagues, they are conversations that still need to be had.

Exert from Secretary's May Newsletter;

The Department celebrated **International Day Against Homophobia, Biphobia, Intersexism and Transphobia** on Friday 17 May. Clare Walsh, **LGBTI** Champion, convened a thought-provoking panel session that explored the importance of **LGBTI** advocates and allies in eliminating prejudice and improving the rights of **LGBTI** people at the local and international levels.

s47F(1)

36. ANNUAL SUBMISSION : 2019 EXECUTIVE LEADERSHIP & ENGAGEMENT**ADVANCED: CEO or Equivalent Speaking at Events**

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

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

- (a) evidence of the CEO speaking at the event and approximate duration of speech*
- (b) brief outline of event purpose and typical audience*
- (c) approximate attendee numbers*

At our posts overseas, a number of our Heads of Mission and Heads of Post (the most senior Individuals in that location, and represent our Department overseas) have spoken at external and internal events. Please refer to Att.2Q8

Most notably:

On 16 May, Ottawa Post hosted an IDAHOBIT eve reception and screening of the 1994 classic Australian film, *The Adventures of Priscilla, Queen of the Desert*, for 350 invited guests from government, business and the LGBTIQ2 community at the Canadian Museum of History.

3. This was a highly successful and fun evening with an important message. Special guest **s47F(1)** gave a moving address about the positive impact of the film on people in Australia and Canada, and on **s47F(1)** personally. **s47F(1)** also delivered a rallying call for the LGBTI community and allies to “stand up and be counted”.

4. The film was preceded by a live performance by local theatre group Orpheus Musical Theatre, which is presenting the musical version of *Priscilla* in Ottawa later this month. Post is helping to promote this production as part of our connection to the local Ottawa community.

5. The event generated significant excitement amongst Post’s contacts, with tickets becoming a hot commodity as the date drew near. Post’s efforts to use our public diplomacy events to lend support for social causes continues to be very well received within the Ottawa government, diplomatic, business and local communities (building on previous 2019 events including a celebration of Indigenous history featuring the *Mission Songs Project* and a women and girls’ high tea to mark International Women’s Day, **s47E(d)**).

6. Post used social media in the lead up to and on IDAHOBIT to raise awareness and highlight our *Priscilla* event. Images can be viewed at https://www.facebook.com/pg/AustraliaInCanada/photos/?tab=album&album_id=2262423673847648

In addition, our Secretary Frances Adamson spoke of the importance of Diversity and Inclusion in her address to the Institute of Public Administration, referencing the fact that she would like all our staff to feel included regardless of whom they love. See below for a link to the speech.

<https://www.dfat.gov.au/news/speeches/Pages/institute-of-public-administration-australia-secretarys-series.aspx>

SECTION 7: DATA COLLECTION & REPORTING

37. ANNUAL SUBMISSION : 2019 DATA COLLECTION & REPORTING**INTERMEDIATE: Employee Data Analysis**

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 LGBTIQ 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 LGBTIQ population*
- c) *an overview of comparative findings or analysis as compared to other internal populations*

DFAT is an Australian Public Service Agency and as such participate in the Annual APS Employee Census, this includes questions on whether individuals identify as XYZ.

In addition, DFAT engaged ^{s47G(1)} to analyse Diversity Data, including LGBTI data to inform our policy direction.

This data is available to all staff on our intranet page – for privacy reasons we cannot provide the data, however please see a screen shot below of the links on our intranet page.

2018 Census Results – Diversity

The Mentoring, Performance and Diversity Section (MPS), in collaboration with the Women In Leadership Secretariat (WIL), engaged ^{s47G(1)} to disaggregate the department's 2018 APS Employee Census results according to respondents' diversity i.e. disability; gender; Indigenous; Lesbian, Gay, Bisexual, Transgender and/or Intersex (LGBTI); and non-English speaking background (NESB). This is the first time we have sought this analysis for the departmental results.

- [Disability](#)
- [Gender](#)
- [Indigenous](#)
- [LGBTI](#)
- [NESB](#)

38. ANNUAL SUBMISSION : 2019 DATA COLLECTION & REPORTING**ADVANCED: LGBTIQ Analysis**

Within the assessed calendar year (or year prior), we have specifically asked, investigated or assessed one of the following:

- if LGBTIQ employees are directly or indirectly disadvantaged at any stage during the recruitment process
- if LGBTIQ employees are directly or indirectly disadvantaged in talent management processes or career progression
- if there are discrepancies in attrition rates between LGBTIQ and non-LGBTIQ employees
- if within gender aggregated data, we include non-binary employees and if not a proposed plan of action
- if internal engagement or AWEI Survey data show any “most in need” areas to focus on, resulting in a plan of action

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 to the ADDITIONAL WORK section at the end of this submission.

In DFAT’s eRecruit online application form, we ask candidates to specify their gender (the answers are de-identified and not provided to the committee). The answer options are male, female, and indeterminate/intersex/unspecified. We also have a Title question. This is non-mandatory for candidates and the answer options are Dr, Mr, Mrs, Miss, Ms, and Professor.

As part of our Graduate recruitment we handed out DFAT LGBTI flyers are approximately 15 careers fairs that we attended. There was also a Diversity/LGBTI inclusive post to the Graduate Facebook page.

DFAT is an Australian Public Service Agency and as such participate in the Annual APS Employee Census, this includes questions on whether individuals identity as XYZ.

In addition, DFAT engaged s47G(1) to analyse Diversity Data, including LGBTI data to inform our policy direction.

This data is available to all staff on our intranet page – for privacy reasons we cannot provide the data, however please see below a screen shot of the links on our intranet page.

2018 Census Results – Diversity

The Mentoring, Performance and Diversity Section (MPS), in collaboration with the Women In Leadership Secretariat (WIL), engaged [s47G\(1\)](#) to disaggregate the department's 2018 APS Employee Census results according to respondents' diversity i.e. disability; gender; Indigenous; Lesbian, Gay, Bisexual, Transgender and/or Intersex (LGBTI); and non-English speaking background (NESB). This is the first time we have sought this analysis for the departmental results.

- [Disability](#)
- [Gender](#)
- [Indigenous](#)
- [LGBTI](#)
- [NESB](#)

Foreign Affairs and Trade Grad Program
Published by [s22\(1\)\(a\)\(ii\)](#) February 18, 2019

DFAT IS AN **#INCLUSIVE** EMPLOYER
THAT ACTIVELY VALUES **#DIVERSITY**
AND FOCUSES ON STAFF DEVELOPMENT.

DISABILITY
LGBTI
WOMEN IN LEADERSHIP
RECONCILIATION ACTION PLAN

COME JOIN US AS A GRADUATE IN 2020!

DFAT.GOV.AU/CAREERS

4,645 People Reached 337 Engagements [Boost Post](#)

SECTION 8: COMMUNITY ENGAGEMENT

39. ANNUAL SUBMISSION : 2019 COMMUNITY ENGAGEMENT**INTERMEDIATE: Employer Branded Participation at Community Events**

Within the assessed calendar year, we held stalls at LGBTIQ community events or participated in pride parades under our employer/company 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 community events.

See attachments 2.Q8.

DFAT applied for a float in the Mardi Gras and had funding set aside, however we were not accepted into the event.

Wear it purple day

International Day Against Homophobia, Biphobia, Intersexism and Transphobia (IDAHOBIT) - DFAT hosted a "Pride over Prejudice" panel discussion with speakers from s47F(1)

Ottawa Post celebrated the 2019 International Day Against Homophobia, Biphobia, Intersexism and Transphobia (IDAHOBIT) with a reception and screening on 16 May of the film The Adventures of Priscilla, Queen of the Desert. The 350 invited guests were also treated to a special performance of the Priscilla Musical finale by a local theatre group, and a moving address by special guest s47F(1)

. On 17 May, HOM hosted the launch of a new LGBTIQ2 Diplomatic Corps Network, an Australian initiative supported by the Ambassadors of the Netherlands and Switzerland, and Global Affairs Canada. Photos can be found here: https://www.facebook.com/pg/AustraliaInCanada/photos/?tab=album&album_id=2262423673847648

Ottawa Post was proud to coordinate the inaugural 'Diplomats for Equality' marching contingent at Ottawa's Capital Pride Parade on 25 August 2019. The initiative was based on the success of 'Diplomats for Equality' groups in European Pride Parades in 2018. The event marked the first time that Ottawa's diplomatic corps had marched as a combined group. Twenty missions and 150 people participated, with excellent feedback from participating HOMs and strong social media engagement through the #DiplomatsforEquality hashtag. GAC's LGBTI network has expressed a desire to march with the group in 2020. Attached are a couple of photos from the event.

s47F(1)

The Australian High Commission marked Pride Week in London with variety of activities. Chiefly, on 3 July High Commissioner George Brandis hosted a panel discussion followed by a reception. Feedback from other missions, NGOs and private sector contacts has been that Australia's events were the best Pride events hosted by the London-based diplomatic community in 2019. (Photos attached).

Pride Panel – London High Commission. The panel discussion drew the celebration of Pride together with a deeper consideration of related human rights issues. The panel – Australian journalist Latika Bourke (as moderator); Global Head of Inclusion, Clifford Chance LLP, Mr Tiernan Brady; founder and Executive Director of UK Black Pride and incoming Executive Director of the Kaleidoscope Trust, Phyllis Akua Opoku-Gyimah; and Senior Advocacy Advisor at Human Dignity Trust, Alistair Stewart (an Australian) – discussed global milestones in the journey towards full equality for LGBTI persons. Brady, who led the Irish and Australian Marriage Equality Campaigns, reflected on how momentum for social change is built over time. Opoku-Gyimah spoke on ensuring human rights are implemented intersectionally, recognising sexuality, gender, race, religion and class. Stewart spoke on the use of strategic litigation to challenge criminalisation of consensual same-sex relations. The High Commission has received significant positive feedback on this event, including from Tory government advisers, business contacts and NGOs.

Pride Reception – London High Commission. The reception had dual purposes. It marked Pride Week in London, and also publicised the Sydney Gay and Lesbian Mardi Gras' (SGLMG) campaign to host "World Pride in 2023". SGLMG presented their bid to over 300 guests, which included voting members of the InterPride movement, which oversees World Pride. SGLMG's presentation successfully transitioned the evening from the serious issues of the LGBTI movement on to the celebration that SGLMG hopes to make out of Word Pride in 2023. The event featured an LGBTI-themed inflatable artwork by Australian duo Maurice Goldberg and Matthew Aberline, and a set by Australian DJ, Tasty Lopez – *Sydney subsequently won the bid to host World Pride 2023.*

UN Mission, New York, again supported **LGBTI Advocacy Week** in New York in December, when the NGO **OutRight International** brings human rights defenders and advocates from around the world for outreach. Post hosted an afternoon tea for human rights defenders from the Asia Pacific region, bringing them together with diplomats from across Asia Pacific. The neutral setting of the Australian Mission and informality of the afternoon tea allowed for relaxed and open exchanges.

In a tough environment for LGBTI groups, the Australian Embassy in Seoul is a prominent supporter of grassroots movements, in addition to hosting initiatives of our own.

The Embassy didn't only support the major queer festival in Seoul, but also attended two regional festivals in areas where LGBTI advocacy is less advanced. They distributed rainbow kangaroo merchandise, smiles and messages on Australia's LGBTI policies and human rights advocacy.

In August 2019, the Embassy co-hosted a reception in support of the International LGBTI Association Asia Conference at the Residence of the New Zealand Ambassador, attended by 230 guests.

The Embassy also arranged LGBTI-related meetings during s47F(1)

visit to Seoul in September 2019.

s47F(1)

Australian now ASEAN, the Australian Embassy and Social Good Outpost will work with local LGBTI and human rights groups to deliver a series of workshops and panels on LGBTI+ rights, progress and empowerment. Curated by the Social Good Outpost, this program brings award-winning youth entrepreneurs and leaders from Australia to collaborate and engage across ASEAN around topics of social entrepreneurship, startups, gender equality, environmental issues and sustainability, and social issues and human rights. Mikhara Ramsing, multi-award-winning social entrepreneur and LGBTI+ advocate, will be presenting at a series of events around culture and LGBTI+ empowerment.


<http://2019.celebrateaustralianow.com/program/laos-oz-talks-lgbti/>

As part of Hanoi International Queer Film Week, Australia now together with the Australian Embassy in Hanoi presented a special screening of the highly acclaimed documentary, Gayby Baby – directed by Australian filmmaker Maya Newell. This tender and intimate film follows the lives of four kids – Gus, Ebony, Matt and Graham – whose parents all happen to be gay. As they each wrestle with personal change in their own lives, the film depicts with beautiful honesty the reality that children raised by same sex couples have been around for generations.

<http://2019.celebrateaustralianow.com/program/hanoi-international-queer-film-week/>

The London High Commission held a Pride Reception.

The reception had dual purposes. It marked Pride Week in London, and also publicised the Sydney Gay and Lesbian Mardi Gras' (SGLMG) campaign to host "World Pride in 2023". SGLMG presented their bid to over 300 guests, which included voting members of the InterPride movement, which oversees World Pride. SGLMG's presentation successfully transitioned the evening from the serious issues of the LGBTI movement on to the celebration that SGLMG hopes to make out of Word Pride in 2023. The event featured an LGBTI-themed inflatable artwork by Australian duo Maurice Goldberg and Matthew Aberline, and a set by Australian DJ, Tasty Lopez – *Sydney subsequently won the bid to host World Pride 2023.*


 **Australian Lesbian and Gay Archives** ***



4 July 2019 · 🌐

It was great to celebrate Pride in London last night at the Australian High Commission where ALGA are showing a range of images from our collection for the week of Pride. The event also presented Sydney Gay & Lesbian Mardi Gras bid to host World Pride in 2023.

The ALGA images are now on show from 1-8 July 2019 on the Aldwych side of Australia House.

More details at: www.prideinlondon.org/events/



  **s47F(1)** and 151 others 11 comments 9 shares

40. ANNUAL SUBMISSION : 2019 COMMUNITY ENGAGEMENT**INTERMEDIATE: Pro-Bono or Financial Support: LGBTIQ Charities/Organisations**

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

Please provide evidence of two such instances. (Note: if less than two, partial points will be given.)

The London High Commission collaborated with the Australian Lesbian and Gay Achieves (ALGA) to bring to the UK a digital display of over 60 historic and contemporary photographs marking major LGBTI moments in Australia and the UK. A small grant to ALGA supported their work digitising their broader collection. As a result, we were able to display five rare colour images of the first London Pride (1972) taken by a visiting Australian. There are no other colour images of the 1972 London Pride events. Pride in London promoted the display via their website and app, which created strong interest and request for interviews with ALGA. The images were also displayed on the Aldwych side of Australia House.

The London High Commission also marked Pride Week in London with a special series of #AussieConnections profiles featuring prominent UK-based Australian LGBTI identifying figures (copies attached). Marking Pride Week in London was a truly a whole-of-Australian Government effort. Multiple Departments were involved in the organisation of both the formal and informal events and outreach – including contribution from the LGBT community at post to assist with nominating guest speakers and contacts to invite to the lecture and reception. The AHC Social Club organised a pre-Pride party for staff and friends, which raised over £400 for LGBTI NGO the Kaleidoscope Trust. An all staff email was also sent outlining post's pride activities and encouraging staff to view the images outside Australia House and share the LGBTI profiles posted on Social Media.

Australian High Commission, Pretoria, supported IDAHOT Day 2019 by funding Khumbalani Pride, a march in Cape Town for marginalised and under privileged coloured and black members of the LGBTIQ community. These groups are often overlooked and excluded from mainstream (predominantly white) LGBTI and Pride events that take place in the country. Khumbalani Pride is organised by Triangle Project, an advocacy organisation that challenges homophobia and transphobia and where an Australian Volunteer is currently placed (s47E(d) refers)

<http://triangle.org.za/>

<https://www.facebook.com/Khumbulani-LGBTI-Pride-1403022153354164/>

Kuala Lumpur Post participated in SEED (a local transgender rights NGO) fundraising dinner in February – Second Secretary represented Post.

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The reception had dual purposes. It marked Pride Week in London, and also publicised the Sydney Gay and Lesbian Mardi Gras' (SGLMG) campaign to host "World Pride in 2023". SGLMG presented their bid to over 300 guests, which included voting members of the InterPride movement, which oversees World Pride. SGLMG's presentation successfully transitioned the evening from the serious issues of the LGBTI movement on to the celebration that SGLMG hopes to make out of Word Pride in 2023. The event featured an LGBTI-themed inflatable artwork by Australian duo Maurice Goldberg and Matthew Aberline, and a set by Australian DJ, Tasty Lopez – *Sydney subsequently won the bid to host World Pride 2023.*

Australian Lesbian and Gay Archives · 4 July 2019 · 🌐

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More details at: www.prideinlondon.org/events/

👤 s47F(1) and 151 others · 11 comments · 9 shares

Please also see below for other LGBTI events that the Department has provided pro-bono support for:

- <http://2019.celebrateaustralianow.com/program/hanoi-international-queer-film-week/>
- <http://2019.celebrateaustralianow.com/program/laos-oz-talks-lgbti/>

41. ANNUAL SUBMISSION : 2019 COMMUNITY ENGAGEMENT**INTERMEDIATE: Fundraising**

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

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

Kuala Lumpur Post participated in SEED (a local transgender rights NGO) fundraising dinner in February – Second Secretary represented Post.

The London High Commission collaborated with the Australian Lesbian and Gay Achieves (ALGA) to bring to the UK a digital display of over 60 historic and contemporary photographs marking major LGBTI moments in Australia and the UK. A small grant to ALGA supported their work digitising their broader collection. As a result, we were able to display five rare colour images of the first London Pride (1972) taken by a visiting Australian. There are no other colour images of the 1972 London Pride events. Pride in London promoted the display via their website and app, which created strong interest and request for interviews with ALGA. The images were also displayed on the Aldwych side of Australia House.

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<http://triangle.org.za/>

<https://www.facebook.com/Khumbulani-LGBTI-Pride-1403022153354164/>

SECTION 9: SURVEY

42. ANNUAL SUBMISSION : 2019 OPTIONAL SURVEY PARTICIPATION**OPTIONAL: Survey Participation**

☒ We are participating in the 2020 AWEI Survey. *Please note: points will only be given if 50 or more survey responses are collected.*

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

IMPORTANT: PLEASE COMBINE ALL RELATED INDEX WORK INTO ONE ROW. For example, if you wish to claim for significant training, list all LGBTIQ 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.

43. ADDITIONAL WORK

Please do not split work within the same topic area over multiple rows. All work pertaining to a particular

DFAT is the responsible arm of the Australian Government for promoting Equal Human Rights for LGBTI persons globally and is currently using our term on the UN Human Rights Council to take forward our commitment to key human rights issues including the rights of LGBTI persons.

question or topic must be contained within one row.

Item Name:
[Question No. or Item Name Here]

If referencing significant work over and above in relation to one of the questions or topics within the index, please state question number or index topic



COMMITTED TO EQUAL HUMAN RIGHTS FOR ALL AUSTRALIAN ADVOCACY FOR LGBTI HUMAN RIGHTS

s47F(1)

The Australian Government believes that human rights are universal, indivisible and interdependent, and that all persons are entitled to respect, dignity and legal protection, regardless of sexual orientation, gender identity or intersex status. This is a bipartisan commitment.

Unfortunately, the lived reality for many lesbian, gay, bisexual, transgender and intersex (LGBTI) persons does not meet this mark. The consistently high levels of discrimination and violence faced by LGBTI persons, and the continued criminalisation of consensual same-sex sexual relations in over seventy countries, are unacceptable.

Australia is a strong advocate for equal human rights, non-discrimination and non-violence for LGBTI persons globally. Australia's advocacy seeks to ensure the equal application of existing international human rights laws and standards for LGBTI individuals. We do not call for the creation of new or different rights.

Australia is actively engaged in multilateral efforts to promote and protect equal human rights for LGBTI persons. We support: the consideration of LGBTI issues by the United Nations (UN) Human Rights Council; the mandate of the UN Independent Expert on violence and discrimination based on sexual orientation and gender identity; the UN LGBTI Core Group; and the UN Free & Equal Campaign for equal rights and fair treatment of LGBTI people everywhere.

#DFAT DFAT.GOV.AU

In 2018-2020 Australia will serve its first term as a member of the UN Human Rights Council. We will use our membership term to take forward our commitment to key human rights issues, including gender equality and the rights of LGBTI persons.

Australia continually seeks opportunities to work with other countries, in the Indo-Pacific region and beyond, to progress equal human rights and development for LGBTI persons. Australia is a member of the Equal Rights Coalition, a diplomatic network of 35 countries that focuses on promoting equal human rights, non-discrimination and non-violence for LGBTI persons globally.

We are a proud donor to the Global Equality Fund. This is a collaborative global effort, bridging governments, companies, foundations and NGOs, working together to affirm a consistent global message that LGBTI rights are human rights, and supporting civil society organizations working to promote the inclusion of and dignity for all persons.

The Department of Foreign Affairs and Trade (DFAT), both in Canberra and through our network of Diplomatic Missions overseas, promotes LGBTI human rights in a range of locally appropriate ways. Australian missions in Europe, the Asia-Pacific, and the Americas host LGBTI human rights and cultural events, support local LGBTI communities and Civil Society Organisations, participate in pride marches and public celebrations, and express concern about instances of violence and discrimination targeted at LGBTI persons.

DFAT marks the International Day Against Homophobia and Transphobia (IDAHOT) annually with Australian Embassies and High Commissions around the globe coordinating activities and outreach around this important date.

Enquiries about Australia's LGBTI human rights advocacy can be directed to s47E(d)

s47F(1)

#DFAT DFAT.GOV.AU

here and then provide evidence to the right.

If you have new work, the topic of which is not covered within the index, please add an appropriate heading here and then provide evidence to the right.

Australia promotes and protects human rights at home and abroad

Australia's commitment to human rights is enduring: we were an original signatory to the Universal Declaration of Human Rights in 1948. We have been a leading proponent of its consistent and comprehensive implementation.

Protection and promotion of the human rights encapsulated in the Declaration is vital to global efforts to achieve lasting peace and security, and freedom and dignity for all.

Australia promotes human rights through constructive bilateral dialogue. Where appropriate, we work with countries to advance and protect human rights through development assistance and humanitarian support. At times, and especially in the case of gross human rights violations, we will apply sanctions.

Australia is committed to a strong multilateral human rights system. We continue to support the independent mandate of the Office of the High Commissioner for Human Rights. We promote efforts to strengthen the Human Rights Council and the wider human rights system. As a member of the United Nations Human Rights Council for the 2018–2020 term, Australia is particularly focused on:

- [Advancing the rights of women and girls](#)
- [Promoting good governance and stronger democratic institutions everywhere](#)
- [Promoting and protecting freedom of expression](#)
- [Advancing human rights for indigenous peoples around the globe](#)
- [Promoting strong national human rights institutions and capacity building](#)
- Rights of persons with disabilities
- [Abolition of the death penalty](#)
- Equal human rights for LGBTI persons
- Freedom of religion or belief
- [Strengthening civil society participation in UN processes and more generally](#)

	s47E(d)
	s

PLEASE ADD ADDITIONAL ROWS AS REQUIRED

AWEI 2020 SUBMISSION DATES

We can accept AWEI submissions between Monday 6th January – 5pm Friday 6th March 2020 (or midnight Saturday 7th March 2020 if sending large file transfer URL).

- No later than 5pm, Friday 6th March 2020 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, ParcelPost, SharePoint or any other internally approved large file transfer system) midnight Saturday 7th March 2020 (note: file attachments will not be accepted within emails).
- Send to AWEI@prideindiversity.com.au with a copy to [s47F\(1\)](#)

IMPORTANT INFORMATION FOR SUBMITTERS

Please ensure that you have signed up to the following newsletter – this will ensure that you receive all relevant information and updates in terms of the up and coming AWEI period. Click here to sign up or go to: [s47G\(1\)](#)

OPTIONAL AWEI EMPLOYEE SURVEY

Participating in the AWEI optional survey? You will be able to request your unique survey URL as of Monday 20th January, 2020. The survey will go live from Monday 3rd February and will remain open until the close of submissions Saturday 7th March, 2020 (midnight).

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.

DFAT post support for LGBTI Inclusion and Human Rights

Pretoria

Pretoria Post promoted inclusion and diversity for the LGBTI community in South Africa by funding Khumbalani Pride in the township of Langa, Cape Town; coordinated an Africa-wide regional cable on the state of LGBTI human-rights in Africa (s47E(d)); post staff participated in the Johannesburg Pride 2019 March; and HOM held a morning tea marking IDAHOT Day 2019 for all staff. Post used social media (Facebook, LinkedIn and Twitter) to promote post's participation at LGBTI events to raise awareness of diversity and inclusion of LGBTI community.

- Post supported IDAHOT Day 2019 by funding Khumbalani Pride, a march in Cape Town for marginalised and under privileged coloured and black members of the LGBTIQ community. These groups are often overlooked and excluded from mainstream (predominantly white) LGBTI and Pride events that take place in the country. Khumbalani Pride is organised by Triangle Project, an advocacy organisation that challenges homophobia and transphobia and where an Australian Volunteer is currently placed (s47E(d) refers)
<http://triangle.org.za/>
<https://www.facebook.com/Khumbulani-LGBTI-Pride-1403022153354164/>
- For IDAHOT Day 2019, post staff held a morning tea hosted by HOM to promote inclusion and diversity of the LGBTI community. Post also co-hosted an event at the Alliance Francais in Pretoria along with partner missions to raise awareness of LGBTI rights and violations in Africa.
<https://www.facebook.com/AllianceFrancaisePTA/posts/idahot-2019-was-an-immense-success-with-a-fantastic-turnout-we-hope-that-the-eve/1725259180910924/>
- Post staff flew the Australian rainbow flag by participating in the Johannesburg Pride March 2019 on 26 October 2019. The Pride march is South Africa's largest Pride event and attempts to promote inclusion of the LGBTI community and demonstrate equality and diversity as defined in the country's constitution.

Johannesburg

Post Details

Australian High Commission in South Africa
Published by **s22(1)(a)(ii)** 28 October 2019

Over the weekend, staff from the Australian High Commission in Pretoria joined the #PrideOfAfrica march in Johannesburg. The march is in support of every LGBTQ+ME person on the continent.
#Australia will host the #WorldPride2023 in #Sydney. We share the same values of celebrating #equality, #diversity and #inclusion.
#PrideOfAfrica #JoburgPride2019 #Africa
Australian Government Department of Foreign Affairs and Trade
Johannesburg Pride InterPride - International Association of LGBTI Pride Organizers Sydney Gay and Lesbian Mardi Gras High Commission of Canada in South Africa




Get more likes, comments and shares
Boost this post for R200 to reach up to 9,700 people.

1,256 People reached 200 Engagements **Boost Post**

3 Comments 3 shares


Like Comment Share

15/10/2019

Post Details

Australian High Commission in South Africa is in Mfuleni, Western Cape, South Africa.
Published by **s22(1)(a)(ii)** 16 May 2019

We are so proud to be able to support Khumbulani Pride 2019. The pride march and community dialogues raise community awareness about LGBTQIA rights, celebrate sexual and gender diversity, and remember the victims of hate crimes.



11,478 People reached 1,801 Engagements **Boost again**

Boosted on 20 May 2019 By **s22(1)(a)(ii)** Completed

People reached 9.7K Post engagement 1.6K View results

s47F(1) and 1.5K others 7 Comments 18 shares

Like Comment Share

Khumbalani Pride, Langa, Cape Town

IDAHOT Day 2019

s47F(1)

Pohnpei

HOM represented the government at the inaugural Pohnpei LGBT walk which took place in December 2018. (The 2019 event has not yet taken place). link to the local press article follows:

http://www.kpress.info/index.php?option=com_content&view=article&id=1180:com-fsm-club-holds-the-first-ever-lgbtq-pride-walk-in-pohnpei&catid=8&Itemid=103

Australian High Commission in Canada

For IDAHOBIT:

Post celebrated the 2019 International Day Against Homophobia, Biphobia, Intersexism and Transphobia (IDAHOBIT) with a reception and screening on 16 May of the film The Adventures of Priscilla, Queen of the Desert. Our 350 invited guests were also treated to a special performance of the Priscilla Musical finale by a local theatre group, and a moving address by s47F(1)

On 17 May, HOM hosted the launch of a new LGBTIQ2 Diplomatic Corps Network, an Australian initiative supported by the Ambassadors of the Netherlands and Switzerland, and Global Affairs Canada. Further information on our flagship IDAHOBIT event can be found in the document attached; Cable #s47E(d). Photos can be found here:

https://www.facebook.com/pg/AustraliaInCanada/photos/?tab=album&album_id=2262423673847648

For Capital Pride:

Post was proud to coordinate the inaugural 'Diplomats for Equality' marching contingent at Ottawa's Capital Pride Parade on 25 August 2019. The initiative was based on the success of 'Diplomats for Equality' groups in European Pride Parades in 2018. The event marked the first time that Ottawa's diplomatic corps had marched as a combined group. Twenty missions and 150 people participated, with excellent feedback from participating HOMs and strong social media engagement through the #DiplomatsforEquality hashtag. GAC's LGBTI network has expressed a desire to march with the group in 2020. Attached are a couple of photos from the event.

For High Commissioner's roundtable event chaired by Deputy Secretary Walsh (LGBTI Champion).

This roundtable for the Australia - Canada Development Dialogue was held with colleagues at Global Affairs Canada that focused on multiple shared priorities including gender and multiculturalism.

s47F(1)

Seoul

s47F(1)



Australian Embassy Seoul

In a tough environment for LGBTI groups, the Australian Embassy in Seoul is a prominent supporter of grassroots movements, in addition to hosting initiatives of our own.

The Embassy didn't only support the major queer festival in Seoul, but also attended two regional festivals in areas where LGBTI advocacy is less advanced. We distributed rainbow kangaroo merchandise, smiles and messages on Australia's LGBTI policies and human rights advocacy.

In August 2019, the Embassy co-hosted a reception in support of the International LGBTI Association Asia Conference at the Residence of the New Zealand Ambassador, attended by 230 guests.

The Embassy also arranged LGBTI-related meetings during former High Court Justice Michael Kirby's visit to Seoul in September 2019.

Tokyo

In 2019, Tokyo Post broadened the remit of the Gender Committee to become the **Gender and Diversity Committee**. The Committee focuses on Post's workplace culture as well as external advocacy. Committee members supported a range of activities across 2019.

Post participates in an **inter-Embassy local staff LGBTI discussion group** that meets regularly to talk about LGBTI inclusion in society. The group exchanges information on what each Embassy has been doing and with whom they have been meeting, and invite LGBTI activists from both Japan and the International Community to be guest speakers. The group also engages with Japanese politicians to promote LGBTI issues.

In March 2019, Post promoted the **Tokyo premiere of the Priscilla, Queen of the Desert** stage show based on the 1994 film of the same name, known for its pioneering role in introducing LGBT themes to mainstream audiences.

s47F(1)

A number of Embassy staff and residents participated in the [Tokyo Rainbow Pride Parade](#) on 28 April 2019. They joined a contingent called the 'European Ambassadors for LGBT' which also included representatives from Canada. A record 52 groups took to the streets to participate in the parade, which passed through the suburb of Harajuku.

s47F(1)

s47F(1)

Tokyo Post once again celebrated [Wear it purple](#) day in 2019. The Embassy staff and residents donned their favourite purple item to demonstrate that we value an inclusive work culture, celebrate LGBTI diversity and that we will take a stand against homophobia and other forms of harassment and discrimination.

s47F(1)

On 29 August 2019, all staff and residents were invited to a shared lunch and the screening of a short [Ted Talk](#) in which s47F(1) talked about the effects of stress and social stigma that LGBTI people face, and the importance of being yourself at work.



Tokyo Post's Deputy Head of Mission Mr Greg Ralph met with Mr Taiga Ishikawa, a Japanese politician and LGBT activist on 2 October. s47E(d) and s47F(1)

Mr Ishikawa described the meeting as 'meaningful' in a tweet following their discussion [pictured left].

s47E(d) and s47F(1)

Post gave official support to [Pride House Tokyo](#), which opened during the Rugby World Cup 2019 to provide a safe space and discussion location on LGBTI topics. Post is working with Pride House Tokyo in preparation for their activities during the 2020 Tokyo Olympics and Paralympics.

s47F(1)

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Croatia

In 2019 our key initiative was to support the festival “Queer Pride” held in May which is the *Month of Pride* in Croatia. s47F(1)

s47F(1)

Post also attended an event organised on IDAHOT day to mark the beginning of the Month of Pride. HOM supports advocacy group Human Rights House and other NGOs in Croatia by attendance at its events to raise awareness of issues impacting LGBTI groups.

s47F(1)

Lisbon
s47F(1)

Post also did a social media post to celebrate International Transgender Day of Visibility on 31 March.

Support for LGBTI community groups: HOM Lisbon met with ILGA, Portugal's main LGBTI advocacy NGO, October 2019.

Pages 138 - 139 (incl) - exempt in full - s47F(1)

s47F(1)

Washington DC

Post consistently advances Australia's commitment to equal human rights, non-discrimination and non-violence for LGBTI persons globally.

Each year June is celebrated as Pride month in North America. 2019 was the first time all US Posts participated in their relevant cities Pride Parade, showing millions of parade attendee's across the US that Australia has a firm commitment to LGBTIQ rights and equality. Washington Post also hosted a panel discussion and lunch in celebration of IDAHOBIT, focussing on LGBTIQ women in sport.



Australia in the US @AusintheUS · May 17

We were delighted to host a panel on #LGBTI inclusivity & activism in sport for #IDAHOBIT 🏳️‍🌈 International Day Against Homophobia, Biphobia, Intersexism & Transphobia. 🇺🇸 is a strong advocate for equal #humanrights, non-discrimination & non-violence for LGBTI persons globally.



s47F(1)

The Inclusion Playbook and 2 others

2 6 21 ||

Australia in the United States
Published by Seemore Australia · May 17 at 3:13 PM

The Embassy was delighted to host a panel discussion on #LGBTI inclusivity and activism in sport for #IDAHOBIT - International Day Against Homophobia, Biphobia, Intersexism & Transphobia. Australia is a strong advocate for equal human rights, non-discrimination and non-violence for LGBTI persons globally. 🏳️‍🌈

Thanks again to our amazing panelists: Ashland Johnson, Esq (President & Founder, The Inclusion Playbook), Amazin LeThi (Athlete Ally & Vietnam Relief Services Ambassador, Founder - Amazin LeThi Foundation), Joanna Lehman (Former professional Washington Spirit soccer player, Sports Diplomat) and Erika Moritsugu (VP, Government Affairs & Community Engagement, Anti-Defamation League) #Oz4HumanRights

2,847
People Reached

321
Engagements

Boost Post

3 Shares

We are active in the Global Equality Fund (GEF), a public-private partnership comprised of like-minded governments and private sector entities dedicated to protecting and defending the human rights and fundamental freedoms LGBTI persons around the world. We also engage regularly with local LGBTI groups and Australia's leadership on LGBTI rights and inclusion is viewed positively by external audiences.

s47E(d)

s47E(d)

Houston

Houston post highlighted our support for Pride Month in the USA throughout June 2019, through attendance at events, office decoration and social media posts. DHOP (s22(1)(a)(ii)) attended Houston Pride celebrations on behalf of the Consulate, s47F(1) Visitors to the Consulate and videoconference partners were greeted with rainbow decorations and a giant inflatable unicorn, and passports and consular clients were able to take home their own rainbow 'Australia Pride' wristbands. Social media posts (attached) received positive responses.



Pride Activities – United Kingdom

The Australian High Commission marked Pride Week in London with variety of activities. Chiefly, on 3 July High Commissioner Brandis hosted a panel discussion followed by a reception. Feedback from other missions, NGOs and private sector contacts has been that Australia's events were the best Pride events hosted by the London-based diplomatic community in 2019. (Photos attached).

Pride Panel

The panel discussion drew the celebration of Pride together with a deeper consideration of related human rights issues. The panel – Australian journalist Latika Bourke (as moderator); Global Head of Inclusion, Clifford Chance LLP, Mr Tiernan Brady; founder and Executive Director of UK Black Pride and incoming Executive Director of the Kaleidoscope Trust, Phyllis Akua Opoku-Gyimah; and Senior Advocacy Advisor at Human Dignity Trust, Alistair Stewart (an Australian) – discussed global milestones in the journey towards full equality for LGBTI persons. Brady, who led the Irish and Australian Marriage Equality Campaigns, reflected on how momentum for social change is built over time. Opoku-Gyimah spoke on ensuring human rights are implemented intersectionally, recognising sexuality, gender, race, religion and class. Stewart spoke on the use of strategic litigation to challenge criminalisation of consensual same-sex relations. The High Commission has received significant positive feedback on this event, including from Tory government advisers, business contacts and NGOs.

Pride Reception

The reception had dual purposes. It marked Pride Week in London, and also publicised the Sydney Gay and Lesbian Mardi Gras' (SGLMG) campaign to host "World Pride in 2023". SGLMG presented their bid to over 300 guests, which included voting members of the InterPride movement, which oversees World Pride. SGLMG's presentation successfully transitioned the evening from the serious issues of the LGBTI movement on to the celebration that SGLMG hopes to make out of Word Pride in 2023. The event featured an LGBTI-themed inflatable artwork by Australian duo Maurice Goldberg and Matthew Aberline, and a set by Australian DJ, Tasty Lopez – *Sydney subsequently won the bid to host World Pride 2023.*

Pride Photo Exhibition

The High Commission collaborated with the Australian Lesbian and Gay Achieves (ALGA) to bring to the UK a digital display of over 60 historic and contemporary photographs marking major LGBTI moments in Australia and the UK. A small grant to ALGA supported their work digitising their broader collection. As a result, we were able to display five rare colour images of the first London Pride (1972) taken by a visiting Australian. There are no other colour images of the 1972 London Pride events. Pride in London promoted the display via their website and app, which created strong interest and request for interviews with ALGA. The images were also displayed on the Aldwych side of Australia House.

Post Activities

The High Commission also marked Pride Week in London with a special series of #AussieConnections profiles featuring prominent UK-based Australian LGBTI identifying figures (copies attached). Marking Pride Week in London was a truly a whole-of-Australian Government effort. Multiple Departments were involved in the organisation of both the formal and informal events and outreach – including contribution from the LGBT community at post to assist with nominating guest speakers and contacts to invite to the lecture and reception. The AHC Social Club organised a pre-Pride party for staff and friends, which raised over £400 for LGBTI NGO the Kaleidoscope Trust. An all staff email

was also sent outlining post's pride activities and encouraging staff to view the images outside Australia House and share the LGBTI profiles posted on Social Media (see below).

Stockholm

Pride March 2019

Stockholm Post marched together with other embassies in the Stockholm Pride parade on 4 august 2019. Head of Mission tweet and video on the day available here and screen shot below:

<https://twitter.com/AusAmbSE/status/1158082669797883912>

What a crowd, and what a day! Incredible atmosphere at #StockholmPride - really glad to join international community marching in support of #LGBTIQ+ rights, today and every day! Has there ever been a song to give as much joy as #ABBA #DancingQueen?



Port of Spain

Pride Parade

Port of Spain staff joined Pride TT's second annual Pride Parade in Port of Spain, Trinidad and Tobago. A story was posted on the 'Australia in the Caribbean' Facebook page:

IDAHOBIT

Post staff joined an event at the British High Commission, along with the German Embassy, Hyatt Regency Trinidad and Global Shapers Community to celebrate love and equality on International Day Against Homophobia, Biphobia and Transphobia in Port of Spain, Trinidad and Tobago, and posted the following story to Facebook:



The Hague

Consular staff from The Hague post represented Australia on the Equal Rights Coalition (ERC) boat Amsterdam Pride Canal Parade on 3 August 2019.

Pages 147 - 148 (incl) - exempt in full - s47F(1)

Chennai

Chennai Post celebrated Wear it Purple Day (August 30) in support of LGBTIQ+ youth, by encouraging all to wear purple and holding an awareness morning tea for our staff. They spread the message publicly through our twitter page (photo attached):

<https://twitter.com/AusCGChennai/status/1167316949312786432>

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Belgrade

During 2019 Belgrade Post participated in a small number of activities to give support to LGBTI community groups. This includes participating in the Belgrade Pride Parade as well as attending the event marking anniversary of the first Pride Info Centre in Belgrade. Post maintains close working relationship with the representatives of civil society organisations dealing with LGBTI issues and keeps them included in our events. Post has not taken any activity related to LGBTI workplace inclusion.

UN Mission New York

UN LGBTI Core Group

New York Post remained an active member of the UN LGBTI Core Group throughout 2019.

Theyh joined a number of collective statements in the UN General Assembly, including during High Level Leaders' Week, and joined the group to host events at the UN to commemorate the International Day Against Homophobia, Biphobia and Transphobia (IDAHOT Day) and International Human Rights Day. Additionally, Post attended the annual Core Group Ambassadors Dinner and officials-level strategic retreat among other events.

New York Pride

In 2019, New York Pride celebrated its 50th Anniversary and hosted the World Pride Parade. For the first time, Post and the Consulate partnered with key Australian businesses in New York, including Telstra and Lendlease, as well as US charity The Dru Project, to march with a dedicated Australia float. In previous years, Post has marched jointly in smaller numbers with the Canadian Mission to the UN and the New Zealand Mission to the UN.

Rugby Australia

In the lead-up to the Rugby World Cup (September to November 2019), Post partnered with Rugby Australia to host a series of events in New York, including an event on LGBTI and sport. Ireland and Argentina joined us in hosting the event, which brought together UN Member States, NGOs and UN Agencies, to examine diversity in sport and the policy approaches that could be used to promote inclusiveness within sporting codes and communities. The event achieved excellent turnout, including from the Pacific, South East Asia and Africa regions.

Asia Pacific Region

Post has continued to focus on outreach within the Asia Pacific region. We engaged closely with the Sydney Gay and Lesbian Mardi Gras on their successful bid to host World Pride 2023, attending outreach events and facilitating contact with UN Member States and NGOs during Pride month in New York. World Pride 2023 will be the first time the event has been hosted in the Asia Pacific region.

Other key conferences and events

- Post again supported **LGBTI Advocacy Week** in New York in December, when the NGO **OutRight International** brings human rights defenders and advocates from around the world for outreach. Post hosted an afternoon tea for human rights defenders from the Asia Pacific region, bringing them together with diplomats from across Asia Pacific. The neutral setting of the Australian Mission and informality of the afternoon tea allowed for relaxed and open exchanges.
- During LGBTI Advocacy Week, Post was invited to the annual **OutSummit**, a two-day conference of 250 LGBTI human rights NGOs from around the world. We used the opportunity to speak about the work UN Member States are doing to progress LGBTI rights.
- Post hosted a round table discussion with s47F(1) UN Member States, NGOs and UN agencies. s47F(1) focussed s47F(1) talk on how government and NGOs can work together to support policies protecting LGBTI persons against harassment and violence.



OutRight Retweeted



Natalie Cohen
@nataliecohenNY

Thanks @OutRightIntl for connecting govt reps with #LGBTI advocacy envoys this week. Great to see the Pacific represented & learn more about how to support and engage trans people of colour during natural disasters @SuliqueWaqā @HKhameleon



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Pages 152 - 153 (incl) - exempt in full - s47F(1)



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Australian Government

Department of Foreign Affairs and Trade

LESBIAN, GAY, BISEXUAL, TRANS OR GENDER DIVERSE AND/OR INTERSEX (LGBTI) WORKPLACE STRATEGY

2018- 21

November 2022

CONTENTS

INTRODUCTION: OUR COMMITMENT	2
Terminology and language	2
MESSAGE FROM THE SECRETARY	3
MESSAGE FROM THE LGBTI CHAMPION	4
MESSAGE FROM THE LGBTI STAFF NETWORK: “WHY A LGBTI WORKPLACE STRATEGY?”	5
ABOUT DFAT’S LGBTI NETWORK	6
WORK TO DATE	8
PILLARS OF THE LGBTI WORKPLACE STRATEGY	9
I – INCLUSIVE HUMAN RESOURCE POLICY AND PRACTICE	10
II - LGBTI TRAINING AND EDUCATION	11
III – STAFF NETWORK, CHAMPIONS AND ALLIES	12
IV – VISIBILITY AND INCLUSION	13
V – COMMUNITY ENGAGEMENT AND EXTERNAL ADVOCACY	14
IMPLEMENTING THIS STRATEGY AND HOLDING OURSELVES ACCOUNTABLE	15
APPENDIX: IMPLEMENTATION TABLE	16

INTRODUCTION: OUR COMMITMENT

The Department of Foreign Affairs and Trade (DFAT) is committed to fostering a safe and supportive culture, where Lesbian, Gay, Bisexual, Trans or gender diverse and/or Intersex (LGBTI) employees feel respected, valued and are empowered to bring their whole selves to work. The department's **Corporate Plan** clearly outlines that valuing diversity and promoting inclusion are integral to advancing Australia's national interests, driving innovation, and reflecting Australian values of fairness and equality. It is fundamental that we work to prevent and eliminate all forms of discrimination in our workplaces in Australia and overseas.

LGBTI employees make a significant contribution to the department. Five per cent of DFAT respondents to the 2018 Australian Public Service (APS) Employee Census indicated they were LGBTI. Being able to bring your whole self to work is an important aspect of employee wellbeing, performance, innovation and satisfaction. We value the qualities, attributes, skills and experience of our LGBTI A-Based and Locally Engaged Staff (LES). This strategy seeks to support all LGBTI staff.

This Strategy uses the framework of Pride in Diversity's [Australian Workplace Equality Index \(AWEI\)](#), the national benchmark of LGBTI inclusion and adopts the 'nothing without us' approach. The Strategy has five key pillars - each with specific actions and designated business areas with responsibility for progressing implementation.

LGBTI inclusion is our collective responsibility and it is important that all departmental officers challenge attitudes, assumptions and ideas that might be adverse to LGBTI inclusion and work to actively celebrate, include and support LGBTI colleagues. Simple actions can result in meaningful change.

Terminology and language

DFAT acknowledges the significance of terminology and that the use of inappropriate language and terminology can be disempowering. The department understands that LGBTI people form a diverse group and that sexuality, gender identity, gender expression and intersex variation may be one or multiple aspects of each person's identity. Given its international recognition and use in best practice workplace inclusion, the LGBTI acronym is used by DFAT to extend to all those who are part of the wider diversity of bodies, genders, sexualities, relationships and identities.

MESSAGE FROM THE SECRETARY



The department last outlined its commitment to LGBTI staff in an [Administrative Circular](#) in 2016. I am pleased that this Strategy reiterates and deepens that commitment.

It is clear that that whilst embracing diversity and inclusion is the right thing to do, it also integral to enhancing the department's productivity in order to advance Australia's national interests as outlined in the 2017 [Foreign Policy White Paper](#).

Our LGBTI colleagues bring with them a range of qualities, attributes, skills and experience that add great value to our work. We strive to create a workplace where people feel comfortable to be themselves at work because we celebrate and value diversity, and we want everyone to feel supported to reach their full potential.

It is important for all departmental officers to take responsibility for making DFAT a more inclusive environment for LGBTI colleagues and, indeed, for everyone.

While we still have progress to make, I am proud that we are continuing to support our LGBTI staff, and look forward to building on our momentum and sharing the journey with others.

I commend this LGBTI Workplace strategy to you.

Frances Adamson

SECRETARY

MESSAGE FROM THE LGBTI CHAMPION

I was delighted this year to be appointed DFAT's Canberra-based LGBTI Champion by the Secretary. I have been equally pleased to be involved in the development and launch of the department's LGBTI Workplace Strategy.

I would like to acknowledge Natasha Smith and Greg Ralph - the department's inaugural LGBTI Champions. They, and LGBTI colleagues before them, laid the foundation for this Strategy over many years.

The department is committed to providing an inclusive workplace that embraces all forms of diversity and treats all staff with respect and equity. Inclusion is about creating an environment in which all staff can bring their whole selves to work and be valued for the contribution that they make, not despite individual differences, but because of them.

I am looking forward to working with you all to implement the strategy in order to promote the inclusion of LGBTI people across DFAT and our work, and to continue to build a responsive, inclusive and safe workplace where all people feel comfortable and supported.



Clare Walsh

LGBTI Champion

MESSAGE FROM THE LGBTI STAFF NETWORK: *“WHY A LGBTI WORKPLACE STRATEGY?”*

DFAT’s commitment to LGBTI staff has positively affected the work environment for many LGBTI staff who feel included and supported by their colleagues and management. Living our values of diversity and inclusion help make DFAT’s work environment safer and more rewarding and productive for all.

It was not always this way. Senior LGBTI staff recall a past when it was not possible to be themselves at work, when promotion opportunities were limited because of who they were, and where it was not possible to take partners on overseas postings.

The gains enjoyed today were not always easy to make, and challenges and inequalities remain. Maintaining and building an inclusive environment in which LGBTI people can bring their whole selves to work, and access equal opportunities, requires that DFAT’s commitment to LGBTI staff be actioned.

The ‘Work To Date’ presented in this strategy shows recent achievements, but there is more work left to do – including in supporting LGBTI staff at post, continuing the dialogue regarding equality of arrangements for parenting and fertility treatment, and in access to training on LGBTI inclusion. The Network invites all DFAT staff to join in helping the department build and strengthen inclusion and visibility for LGBTI staff.



Members of DFAT’s LGBTI Network celebrating Wear it Purple Day 2018, with Frances Adamson, DFAT Secretary and Clare Walsh, LGBTI Champion

ABOUT DFAT'S LGBTI NETWORK

The DFAT LGBTI Network (the Network) is the department's volunteer-run community of LGBTI people and LGBTI Allies.

The aim of the Network is to support LGBTI and other sexuality, sex and gender non-conforming people, regardless of their term of self-identification, and help make DFAT a leader in diversity and inclusion and an employer of choice. The Network contributes to the promotion of diversity in DFAT, to the development of policies that assist in the recruitment and retention of LGBTI people, and to ensure policies deliver equality of opportunity for LGBTI staff throughout their employment with the department. It also provides a dedicated forum of support and networking for DFAT LGBTI employees. The Network works with posts and the human rights policy area to assist in the advocacy of equal human rights for LGBTI people, and with development and humanitarian areas on the inclusion of LGBTI people in programming.

The Network provides a platform for all LGBTI employees to raise issues of importance and have them addressed by the department. The Network also provides the department with a mechanism to consult with staff, and to seek advice, on departmental policies. Membership of the Network is open to all A-Based and LES staff, including non-ongoing staff and contractors.

The Network provides support and advocacy for important LGBTI issues in policy development, staff training and visibility and outreach. The LGBTI Network supports efforts to ensure DFAT continually improves its LGBTI diversity performance score, as evidenced by its score in the Australian Workplace Equity Index run by [Pride in Diversity](#).

The DFAT LGBTI Network aims to:

- promote an inclusive culture and LGBTI visibility at DFAT;
- contribute to the development of policies and practice that assist in the recruitment and retention of LGBTI people;
- create opportunities for staff training and support; and
- increase DFAT's LGBTI community engagement.

The LGBTI Network organises community events for its members and friends, including:

- representing DFAT at the Sydney Gay and Lesbian Mardi Gras;
- facilitating regular social events for Network members to meet outside of the work environment;
- hosting events for Wear It Purple Day and International Day Against Homophobia, Biphobia, Intersexism and Transphobia (IDAHOBIT); and
- providing members the opportunity to attend LGBTI conferences and roundtable events.

All LGBTI employees or those who have an interest in LGBTI policy are eligible to be a member of the DFAT LGBTI Network Committee. The Network Committee is responsible for driving the work of the Network consistent with the four broad aims listed above. To become a member of the Network and opt in to a confidential mailing list, employees should email: lgbtinetnetwork@dfat.gov.au.



DFAT's stall at the Mardi Gras Fair Day in 2018

WORK TO DATE

Our [Values Statement](#) clearly outlines that the department embraces diversity, and recognises the expertise and diverse experience of our staff.

In 2016, DFAT published its commitment to LGBTI Staff in Administrative Circular N624/16.

In 2016, DFAT appointed inaugural LGBTI SES Champions, with SES Allies appointed in 2017.

In 2018, DFAT appointed a LGBTI Champion at the SES Band 3 level.

We have an active LGBTI Network that contributes to diversity and inclusion at DFAT.

Each year, we mark and celebrate, in Australia as well as overseas, events of particular significance to LGBTI people, including:

- Sydney Gay and Lesbian Mardi Gras and other Pride events;
- International Day Against Homophobia, Biphobia, Intersexism and Transphobia (IDAHOBIT); and
- Wear it Purple Day.

In 2017, members of our LGBTI Network and Allies marched in the Sydney Gay and Lesbian Mardi Gras Parade.

In 2018, the LGBTI Network participated in Sydney Gay and Lesbian Mardi Gras Fair Day, where the DFAT booth provided information on the work that the department undertakes to promote diversity and inclusion as well as our efforts to promote the human rights of LGBTI persons.

We are a member of Pride in Diversity, the national not-for-profit employer support program for LGBTI workplace inclusion specialising in Human Resource (HR), organisational change and workplace diversity; and participate in the [Australian Workplace Equality Index \(AWEI\)](#) annually.

We are a member of the Diversity Council Australia, an independent not-for-profit body leading diversity and inclusion in the workplace.

All staff at DFAT have access to LGBTI Awareness e-Learning, *"Walking in Rainbow Shoes"*.

PILLARS OF THE LGBTI WORKPLACE STRATEGY

Delivering on DFAT's commitment to LGBTI staff, this Strategy, underpinned by DFAT's Values Statement, outlines how the department will provide an inclusive workplace for LGBTI staff through:

- I. Ensuring inclusive HR policies and practices;
- II. Providing LGBTI training and education to all staff;
- III. Supporting our LGBTI Network, Champion and Allies;
- IV. Enhancing LGBTI visibility and inclusion; and
- V. Engaging with the wider LGBTI community and enhancing our external advocacy.



Tony Wu, at the Pride in Diversity tent at the 2018 Mardi Gras Fair Day

I – INCLUSIVE HUMAN RESOURCE POLICY AND PRACTICE

Actions:

We will ensure LGBTI people have access to and are included in recruitment, postings, placements and selection processes.

We will review HR policies / diversity practices with consideration given to Australian and international best practice for LGBTI inclusion.

We will continue our partnership with Pride in Diversity, to encourage knowledge exchange and networking opportunities.

We will participate annually in the [Australian Workplace Equality Index](#), and use the results to guide our work priorities.

We will maintain our membership of the Diversity Council Australia, and draw on its resources to support the LGBTI Strategy.

We will explore options to collect LGBTI demographics and/or engagement data through our HR systems.

We will continue to revise our recruitment material and strategy, so that our promotion of diversity reaches the widest possible audience, including LGBTI people.

We will promote high-level dialogue on LGBTI issues within the department including through annual 6 + 6 meetings between SES colleagues and LGBTI staff, and through participation by Staff Diversity Network Representatives on the Workplace Relations Committee.

We will support employees who transition and/or affirm their gender.

We will explore designating some of our existing accessible facilities as gender neutral.

We will encourage the use of pronouns in signature blocks to assist all employees in understanding which pronouns to use when addressing or referring to an individual.

We will continue the dialogue on ongoing issues including surrogacy arrangements, In vitro fertilisation (IVF) and fertility treatments.

We will provide LGBTI information in post reports as well as further specific information about conditions for same-sex couples, unaccompanied LGBTI staff and those with families relevant to each post.

We will make all reasonable efforts to gain recognition for partners and families and to secure visas from the host government for the partner and family of an LGBTI officer for the duration of an officer's posting, once an officer has been selected for posting.

II - LGBTI TRAINING AND EDUCATION

Actions:

We will ensure that all staff have access to online resources that build awareness and understanding of LGBTI issues.

We will promote the uptake of the LGBTI Inclusion e-learning to improve LGBTI awareness and inclusion across the department, including locally engaged staff at post.

We will engage Pride in Diversity to deliver LGBTI inclusion training across the organisation including to the Senior Executive, managers and HR/recruitment teams.

We will maintain unconscious bias training and diversity briefings for selection, recruitment, placement and posting committees.

We will continue to provide workplace diversity pre-posting briefs to staff on their first posting and first time/returning Senior Administrative Officers, to ensure they are aware of the department's commitment to creating and maintaining an inclusive working environment, including for LGBTI people.

We will continue to provide briefings on anti-bullying, harassment and discrimination to staff of all levels prior to their commencement on posting and ensure LGBTI issues are explicitly explained.

We will support a network of Diversity and Anti-Harassment Officers (DAHOs) in all work areas, both in Australia and at overseas posts.

We will continue to provide training on anti-bullying, harassment and diversity to DAHOs, staff in Canberra, State and Territory Offices, Passport Offices and posts.

III – STAFF NETWORK, CHAMPIONS AND ALLIES

Actions:

We will continue to provide a visible and active forum for LGBTI staff and others interested in LGBTI-related issues to meet, network and discuss matters of relevance, through support for the Network.

We will ensure business areas actively consult with the LGBTI Network on the development of departmental policies, initiatives and events that have an impact on LGBTI inclusion, adopting the ‘nothing about us without us’ approach.

We will support the Network in maintaining its Terms of Reference, which articulates roles and responsibilities for Network members, and encourage the development of a sustainability plan to ensure that the Network is supported continually.

We will continue to maintain a SES LGBTI Champion to work closely with the department’s LGBTI Network; to raise awareness of LGBTI issues; and promote inclusion in departmental decisions, policies and processes.

We will take an active role in delivering LGBTI content at department events and activities i.e. discussion panels and staff profiles.

The Network will ensure that the LGBTI Staff Network page is up to date and includes a list of key contacts including Champions, Allies and its Terms of Reference.

We will facilitate opportunities for LGBTI staff to raise issues with the LGBTI Champions and Allies should they wish to do so.

We will support the department’s LGBTI Champion to foster a culture where staff are supported, respected and feel safe to bring their authentic whole selves to work.

Our LGBTI Champion will raise issues affecting LGBTI staff as appropriate including with Departmental Executive, and engage with LGBTI Champion counterparts across the APS and other organisations.

The department’s SES Allies will attend Pride in Diversity ‘Ally meetings’ to promote and facilitate the sharing of good practice and collaboration between other APS agencies.

We will encourage all staff to attend LGBTI events and training.

We will provide all staff with resources that outline what it is to be a supportive ally, and provide all staff with access to ally signs to display at their desks.

We will continue to support the Network to design and provide staff with merchandise to raise its profile.

IV – VISIBILITY AND INCLUSION

Actions:

We will increase the visibility and raise the profile of LGBTI staff at DFAT.

We will celebrate days of significance, such as International Day Against Homophobia, Biphobia, Intersexism and Transphobia (IDAHOBIT), Wear it Purple and Mardi Gras in Australia and at our overseas posts annually.

We will ensure a specific reference to LGBTI inclusion in the DFAT Induction Guide.

Our SES leaders will model and champion inclusive behaviours and cultures, including by completing relevant LGBTI inclusion training and will be positive role models in supporting LGBTI events by attending and encouraging staff in their work areas to attend.

We will ensure our social media, DFAT website, reports and advocacy materials showcase a diverse department.

We will actively promote inclusive consultations processes across DFAT, to ensure that all staff have a voice, not only on LGBTI specific issues.

We will encourage LGBTI staff, through the Network, to set up informal mentoring arrangements with more senior staff.

We will develop and implement an inclusive language guide utilising the Words at Work Guidelines developed by the Diversity Council of Australia and ensure that this is communicated and demonstrated by our senior leadership.

We will make accessible to all staff inclusive guides and materials such as the '10-Point Guide to Not Offending Transgender People' developed by the Australian Broadcasting Corporation.

We will partner with other APS agencies to collaborate and drive positive change in LGBTI inclusion initiatives including Pride in the Triangle and APS wide processes.

We will implement internal and external communication activities to promote LGBTI awareness and inclusion.

We will encourage the use of gender neutral language when writing and giving speeches, i.e. "everyone/all" not "ladies/gentlemen".

V – COMMUNITY ENGAGEMENT AND EXTERNAL ADVOCACY

Actions:

We will continue to demonstrate the department's commitment to LGBTI issues across the globe by, for example, fundraising for LGBTI charities.

We will support staff participation in international LGBTI events and community events including Mardi Gras, Pride Marches and Spring Out.

We will ensure that a DFAT representative attends the Pride in Diversity roundtable meetings to promote and facilitate the sharing of good practice and collaboration between APS agencies.

We will ensure that at recruitment fairs we highlight the department as an LGBTI inclusive employer, including information about the LGBTI Network.

We will actively promote the LGBTI travellers advice available on smartraveller.gov.au across the APS and more broadly the Australian population.

We will deliver inclusive consular and passport services, developing and delivering initiatives to support LGBTI people in Australia and overseas.



Jennifer Noble, Kris Tay, Lisa Davidson, John Fisher, Natasha Smith, David Momcilovic, Deb Livermore, Jennifer Rawson and Lindy Judge celebrate IDAHOT in Canberra 17 May 2016.

Credit: Suzy Wilson-Uillelea

IMPLEMENTING THIS STRATEGY AND HOLDING OURSELVES ACCOUNTABLE

The Corporate Management Group's People, Performance and Support Branch will oversee the implementation of the LGBTI Strategy. The LGBTI Champion will meet with business areas with responsibility for implementation and the LGBTI Network every six months to review progress. The Champion, supported by Mentoring Performance and Diversity Section, will report on the outcome of these meetings to the Secretary and the LGBTI Network.

The department, in collaboration with the LGBTI Network, will participate in the Australian Workplace Equality Index survey annually. The AWEI provides a measure of LGBTI workplace inclusion and involves an examination of DFAT's policies, guidance and processes to determine if we are performing well or require improvements.

Annually, we will publish an Administrative Circular advising staff of progress in implementing the Strategy, which will include:

- data and statistics about LGBTI staff, based on the Census results;
- results of the Australian Workplace Equality Index;
- number and type of LGBTI promotional activities in the past 12 months;
- implementation of outcomes of LGBTI 6 + 6 dialogues; and
- support for LGBTI Network activities.

We will conduct a final review of this Strategy towards the end of 2021.

Managers, particularly at posts, and staff seeking a point of contact on these issues are encouraged to contact the Mentoring, Performance and Diversity Section at workplacediversity@dfat.gov.au. Staff and managers can also seek the LGBTI Network's advice at lgbtinetwork@dfat.gov.au.

APPENDIX: IMPLEMENTATION TABLE

I – Inclusive Human Resource Policy and Practice

Actions	Business Area Responsible	Timeline
We will ensure LGBTI people have access to and are included in recruitment, postings, placements and selection processes.	SFB	Ongoing
We will review HR policies / diversity practices with consideration given to Australian and international best practice for LGBTI inclusion.	MPS	November 2019
We will continue our partnership with Pride in Diversity, to encourage knowledge exchange and networking opportunities.	MPS, LGBTI Network	Ongoing
We will participate annually in the Australian Workplace Equality Index, and use the results to guide our work priorities.	MPS, LGBTI Network	March, annually
We will maintain our membership of the Diversity Council Australia, and draw on its resources to support the LGBTI Strategy.	MPS	Ongoing
We will explore options to collect LGBTI demographics and/or engagement data through our HR systems.	WPS, HSS	December 2019
We will continue to revise our recruitment material and strategy, so that our promotion of diversity reaches the widest possible audience, including LGBTI people.	RCS	Ongoing
We will promote high-level dialogue on LGBTI issues within the department including through annual 6 + 6 meetings between SES colleagues and LGBTI staff, and through participation by Staff Diversity Network Representatives on the Workplace Relations Committee.	MPS, MCS	Annually
We will support employees who transition and/or affirm their gender.	MPS, All Divisions, SES, SFB, LGBTI Network	Ongoing
We will explore designating some of our existing accessible facilities as gender neutral.	MPS, OPO	November 2019

We will encourage the use of pronouns in signature blocks to assist all employees in understanding which pronouns to use when addressing or referring to an individual.	MPS	January 2019
We will continue the dialogue on ongoing issues including surrogacy arrangements, In vitro fertilisation (IVF) and fertility treatments.	People Branches	Ongoing
We will provide LGBTI information in post reports as well as further specific information about conditions for same-sex couples, unaccompanied LGBTI staff and those with families relevant to each post.	SFO, All Posts	December 2019
We will make all reasonable efforts to gain recognition for partners and families and to secure visas from the host government for the partner and family of an LGBTI officer for the duration of an officer's posting, once an officer has been selected for posting.	People Branches	Ongoing

II - Providing LGBTI training and education to all staff

Actions	Business Area Responsible	Timeline
We will ensure that all staff have access to online resources that build awareness and understanding of LGBTI issues.	MPS, DAC	Ongoing
We will promote the uptake of the LGBTI Inclusion e-learning to improve LGBTI awareness and inclusion across the department, including locally engaged staff at post.	MPS, All Posts, DAC	June 2019
We will engage Pride in Diversity to deliver LGBTI inclusion training across the organisation including to the Senior Executive, managers and HR/recruitment teams.	MPS	Ongoing, annually
We will maintain unconscious bias training and diversity briefings for selection, recruitment, placement and posting committees.	SFB, MPS	Ongoing
We will continue to provide workplace diversity pre-posting briefs to staff on their first posting and first time/returning Senior Administrative Officers, to ensure they are aware of the department's commitment to creating and maintaining an inclusive working environment, including for LGBTI people.	MPS	Ongoing
We will continue to provide briefings on anti-bullying, harassment and discrimination to staff of all levels prior to their commencement on posting and ensure LGBTI issues are explicitly explained.	EES	Ongoing
We will support a network of Diversity and Anti-Harassment Officers (DAHOs) in all work areas, both in Australia and at overseas posts.	EES	Ongoing

We will continue to provide training on anti-bullying, harassment and diversity to DAHOs, staff in Canberra, State and Territory Offices, Passport Offices and posts.	EES	Ongoing
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III - Supporting our LGBTI Network, Champion and Allies;

Actions	Business Area Responsible	Timeline
We will continue to provide a visible and active forum for LGBTI staff and others interested in LGBTI-related issues to meet, network and discuss matters of relevance, through support for the Network.	MPS	Ongoing
We will ensure business areas actively consult with the LGBTI Network on the development of departmental policies, initiatives and events that have an impact on LGBTI inclusion, adopting the 'nothing about us without us' approach.	MPS, All Divisions	Ongoing
We will support the Network in maintaining its Terms of Reference, which articulates roles and responsibilities for Network members, and encourage the development of a sustainability plan to ensure that the Network is supported continually.	MPS, LGBTI Network	Ongoing
We will continue to maintain a SES LGBTI Champion to work closely with the department's LGBTI Network; to raise awareness of LGBTI issues; and promote inclusion in departmental decisions, policies and processes.	MPS, Secretary	Ongoing
We will take an active role in delivering LGBTI content at department events and activities i.e. discussion panels and staff profiles.	LGBTI Network, MPS	Ongoing
The Network will ensure that the LGBTI Staff Network page is up to date and includes a list of key contacts including Champions, Allies and its Terms of Reference.	LGBTI Network	Ongoing
We will facilitate opportunities for LGBTI staff to raise issues with the LGBTI Champions and Allies should they wish to do so.	MPS, LGBTI Champion, Allies	Ongoing
We will support the department's LGBTI Champion to foster a culture where staff are supported, respected and feel safe to bring their authentic whole selves to work.	LGBTI Champion	Ongoing
Our LGBTI Champion will raise issues affecting LGBTI staff as appropriate including with Departmental Executive, and engage with LGBTI Champion counterparts across the APS and other organisations.	MPS, LGBTI Champion, Allies	Ongoing
The department's SES Allies will attend Pride in Diversity Ally meetings to promote and facilitate the sharing of good practice and collaboration between other APS agencies.	MPS, LGBTI Network, LGBTI Champion, Allies, SES	Annually

We will encourage all staff to attend LGBTI events and training.	MPS, All divisions and posts, LGBTI Network, LGBTI Champion	Ongoing
We will provide all staff with resources that outline what it is to be a supportive ally, and provide all staff with access to ally signs to display at their desks.	MPS	June 2019
We will continue to support the Network to design and provide staff with merchandise to raise its profile.	MPS, LGBTI Network	June 2019

IV - Enhancing LGBTI visibility and inclusion

Actions	Business Area Responsible	Timeline
We will increase the visibility and raise the profile of LGBTI staff at DFAT.	LGBTI Champion, Allies, MPS, LGBTI Network	June 2019
We will celebrate days of significance, such as International Day Against Homophobia, Biphobia, Intersexism and Transphobia (IDAHOBIT), Wear it Purple and Mardi Gras in Australia and at our overseas posts annually.	MPS, LGBTI Network, Posts, Divisions, HRB	Annually
We will ensure a specific reference to LGBTI inclusion in the DFAT Induction Guide.	DAC	June 2019
Our SES leaders will model and champion inclusive behaviours and cultures, including by completing relevant LGBTI inclusion training and will be positive role models in supporting LGBTI events by attending and encouraging staff in their work areas to attend.	MPS, SES leaders	Ongoing
We will ensure our social media, DFAT website, reports and advocacy materials showcase a diverse department.	All Posts, all Divisions	Ongoing
We will actively promote inclusive consultations processes across DFAT, to ensure that all staff have a voice, not only on LGBTI specific issues.	LGBTI Network, MPS, LGBTI Champion, Allies, All Divisions, SES	Ongoing
We will encourage LGBTI staff, through the Network, to set up informal mentoring arrangements with more senior staff.	LGBTI Network, MPS	Ongoing
We will develop and implement an inclusive language guide utilising the Words at Work Guidelines developed by the Diversity Council of Australia and ensure that this is communicated and demonstrated by our senior leadership.	MPS	June 2019

We will make accessible to all staff inclusive guides and materials such as the '10-Point Guide to Not Offending Transgender People' developed by the Australian Broadcasting Corporation.	MPS	June 2019
We will partner with other APS agencies to collaborate and drive positive change in LGBTI inclusion initiatives including Pride in the Triangle and APS wide processes.	MPS, LGBTI Network	Ongoing
We will implement internal and external communication activities to promote LGBTI awareness and inclusion.	MPS, Divisions, Posts	Ongoing
We will encourage the use of gender neutral language when writing and giving speeches, i.e. "everyone/all" not "ladies/gentlemen".	SWS, All Divisions, SES	November 2018

V - Engaging with the wider LGBTI community and enhancing our external advocacy

Actions	Business Area Responsible	Timeline
We will continue to demonstrate the department's commitment to LGBTI issues across the globe by, for example, fundraising for LGBTI charities.	MPS, LGBTI Network, Social Club	Ongoing
We will support staff participation in international LGBTI events and community events including Mardi Gras, Pride Marches and Spring Out.	Divisions, Posts	Ongoing
We will ensure that a DFAT representative attends the Pride in Diversity roundtable meetings to promote and facilitate the sharing of good practice and collaboration between APS agencies.	MPS, LGBTI Network	Quarterly
We will ensure that at recruitment fairs we highlight the department as an LGBTI inclusive employer, including information about the LGBTI Network.	RCS	Ongoing
We will actively promote the LGBTI travellers advice available on smartraveller.gov.au across the APS and more broadly the Australian population.	CCD, MPS, LGBTI Champion	Ongoing
We will deliver inclusive consular and passport services, developing and delivering initiatives to support LGBTI people in Australia and overseas.	CCD, APO	Ongoing

DFAT LGBTI terms of reference

1. Purpose

The aim of the DFAT Lesbian, Gay, Bisexual, Transgender, Intersex (LGBTI) Network (the Network) is to support LGBTI and other sexuality, sex and gender non-conforming people, regardless of their term of self-identification, and help make DFAT a leader on diversity issues and an employer of choice. Our job is to contribute to the promotion of diversity in DFAT, to the development of policies that assist in the recruitment and retention of people who represent the LGBTI community and to ensure policies deliver equality of opportunity for LGBTI staff throughout their employment at DFAT. It is also to provide a dedicated forum of support and networking for DFAT employees. We will work with posts and the human rights policy area to assist in the advocacy of LGBTI human rights, and with development and humanitarian areas on the inclusion of LGBTI people in programming

2. Role of the LGBTI Network

The role and responsibility of the LGBTI Network is to enable LGBTI employees throughout the Department to meet, network, advocate, discuss issues and provide relevant guidance and support to each other. The LGBTI Network will provide advice and support to DFAT management regarding recruitment, retention, challenges and career development for LGBTI employees. The LGBTI Network will offer support to the relevant policy areas in delivering LGBTI human rights (for example for post activities concerning the International Day Against Homophobia and Transphobia and development programs to include LGBTI people).

3. Non-exhaustive terms of reference

The aims and activities of the DFAT LGBTI Network will be shaped by network members, and guided by the Australian Workplace Equality Index (AWEI). AWEI represents global best practice in inclusive LGBTI workplace policies and culture. DFAT will participate and be ranked annually in the index, and will aim to improve upon its score each year.

The DFAT LGBTI Network aims to:

Promote an inclusive culture and LGBTI visibility at DFAT

- provide a visible and active forum for LGBTI employees and other staff interested in LGBTI-related issues to meet, network and discuss issues of relevance
- promote internal and APS-wide LGBTI initiatives within the department to educate and institutionalise a workplace culture that is fully inclusive of LGBTI diversity, including the Pride in Diversity Workplace Equality Index; and
- liaise with LGBTI networks in other APS agencies and hold occasional joint-networking and speaking events

Contribute to the development of policies and practice that assist in the recruitment and retention of people who represent the LGBTI community

- provide advice to DFAT management on issues that affect LGBTI employees and advocate the views and perspectives of LGBTI employees, including the views of Locally Engaged Staff (LES) working at Australian missions, on staffing and posting policies.
- develop and promote a Department-wide LGBTI Strategy and review HRM.
- contribute, to other departmental structures, such as the Workplace Relations Committee on issues potentially affecting LGBTI employees; and
- support the Department to achieve strong results in Pride in Diversity's Workplace Equality Index

- ensure DFAT LGBTI staff can access information easily on a range of issues of relevance and interest to them (e.g. postings information, HR policies, events etc) and assist relevant areas to review and draft policies.
- provide support and guidance to LGBTI employees across DFAT, including possible instances of discrimination against employees related to their sexual and gender identity, where this is appropriate and Network members are able to do so.

Create opportunities for staff training and support

- develop strategies to increase post information for LGBTI staff and families
- create opportunities to contribute to and tailor existing training
- participate in domestic and international training and conferences

Increase DFAT's community engagement

- organise DFAT's participation in Sydney Gay and Lesbian Mardi Gras, Spring Out and other LGBTI events
- create and promote fundraising, volunteering and pro bono activities within the LGBTI community

4. Membership of the Network

All employees within the Department who identify as LGBTI or who have an interest in LGBTI policy in the department are eligible to become a member of the DFAT LGBTI Network Committee. This includes non-ongoing staff and contractors. To become a member of the Network and opt in to a confidential mailing list, employees should email: lgbtinetwork@dfat.gov.au.

5. Network Committee

The Committee is responsible for driving the work of the Network consistent with the four broad aims listed above.

- The Committee will comprise two co-chairs (ideally of different genders) and leads for the priority areas as set out below.
- The Committee should aim for representation across the LGBTI spectrum and welcome LGBTI friends and allies as members.
- The Committee will call for expressions of interest to join the Committee through the Network mailing list at least once per year and may seek a replacement when a member of the Committee resigns.
- The ongoing role of the Network, including nominations for the Network committee and SES champion, will be reviewed annually on each anniversary of the Network
- The Committee will meet formally four times per year, or more frequently if required.
- Leads for each of the following priority areas will be agreed by the Committee:
 - AWEI
 - Events and visibility
 - External engagement and advocacy
 - Policy
 - Training and strategy
- The Network will organise in-house social and networking events throughout the year, with occasional, additional events and activities co-hosted with other APS departments.
- Staff at Post, including A-based staff and Locally Engaged Staff, may nominate to represent the views of staff working overseas.
- Nominated officers will manage the confidential mailbox and Network member list
- Nominated LES officers, ideally of different genders, may nominate to represent the views and lived experience of LES staff at Post.
- Additional roles may be created and nominated for as deemed necessary by the committee. As a general rule, Network committee members will represent the Network's views to management on with the prior agreement of the Committee.

- The Network encourages transgender, gender diverse and intersex staff to join the network and committee. The Network also encourages staff with intersectional experience, such as culturally and linguistically diverse staff, staff with children, staff with disabilities, Indigenous staff and women to be involved.

Mutual respect for personal information

The LGBTI Network operates on the principle of mutual respect: all personal information flowing from the Network's discussions – formal and informal – is shared in confidence and not to be disclosed outside the Network. This is expected of all members, without exception.

5. SES Champion and SES Allies.

The SES Champion and Allies are supported by the LGBTI Committee and act as leaders, supporters and advocates for the Network and LGBTI staff. The Champion and Allies help to raise awareness about the LGBTI Network, its objectives and activities, particularly at senior levels of the Department.

The Network welcomes the participation of the Champion/s at meetings and social events from time to time.

Network representatives will meet with the LGBTI Champion regularly to assist in the flow of information to the Champion on experiences of LGBTI employees in DFAT and to raise particular issues which need to be addressed. The LGBTI Champion is the conduit for the Network to gain senior management attention to address LGBTI issues identified by the Network.

6. Communications

The Network will utilise lgbtinetwork@dfat.gov.au for central communication.

The Committee may, from time to time, seek the views of the Network in relation to priorities, activities and engagement. This may take the form of direct emails or confidential surveys.

Other forms of communication (e.g. all-staff intranet announcements) may be used to communicate with all staff for special events

Pages 179 - 180 (incl) - exempt in full - s47E(d) and s47G(1)

Pages 209 - 211 (incl) - exempt in full - s47G(1)

From: s47F(1)
To: [Workplace Diversity Helpdesk](#)
Cc: s22(1)(a)(ii) awei@prideindiversity.com.au; s22(1)(a)(ii)
Subject: DFAT AWEI 2020
Date: Friday, 6 March 2020 2:15:37 PM

s47F(1) has shared a link to the following folder:

☐ [DFAT AWEI 2020](#)



Dear Pride in Diversity

Please find attached the link to the Department of Foreign Affairs and Trade's AWEI submission for 2020. Should you have any questions please direct them to workplacediversity@dfat.gov.au

Kind regards

s22(1)(a)(ii)

Diversity Team Leader/Indigenous Human Resource Adviser
DFAT

s22(1)(a)(ii)

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**Australian Government****Department of Foreign Affairs and Trade**

STYLE GUIDE

ENGLISH USAGE CONVENTIONS FOR DFAT

UPDATED JANUARY 2022

Contents

STYLE GUIDE.....	1
Contents	2
Writing for DFAT – overview	3
References	14
Appendix 1 – Correspondence address conventions.....	15
Appendix 2 – Correspondence standard responses.....	16

Writing for DFAT – overview

This guide is to help staff draft internal and external communications, including ministerial correspondence, briefings, parliamentary and media materials, departmental reports and publications, intranet, web and social media content and other corporate communications. The [Australian Government Style Manual](#) is the definitive resource for government content and provides digital-first guidance when creating content. The DFAT Style Guide provides supplementary guidance specific to the department's communications and its audiences.

Keep it simple

Use plain, simple and inclusive language. Don't use bureaucratic phrases, jargon or sexist language: 'humankind' not 'mankind', 'chair' not 'chairwoman/man/person'. Avoid clichés, trendy words or terminology and acronyms not in common public use. Avoid using Latin and other foreign words.

Adapt the tone to suit the audience. Engage with the reader by using personal pronouns such as 'I', 'we' and 'you' if appropriate. Build empathy. When compiling contributions from other areas, make sure the tone, style and terminology remain consistent and check that paragraphs flow logically.

Use simple sentence construction. Get to the point quickly. Edit rigorously. Use 'thank you for' not 'I am writing to express my thanks for'. Avoid double negatives.

Don't be repetitive. Avoid starting too many sentences with the word 'I'. Vary how you refer to a subject or issue so that the same phrases or words are not repeated.

Be consistent. If you hyphenate a word, then always hyphenate it. Don't change tense halfway through a sentence. Use consistent terminology.

Use active voice. Avoid passive voice. 'I raised human rights concerns' not 'human rights concerns were raised' and 'DFAT will send a delegation' not 'a delegation will be sent by DFAT'. Use active verbs. Say 'explain' rather than 'provide an explanation' and 'apply' rather than 'make an application'.

Support your message

Address the issue. Do your research and use specific, relevant information if possible, rather than formulaic responses. Make it clear you are across the issue and tailor your writing to it.

Answer the question and stick to the subject. If several matters or issues are raised, address each in logical order. If we aren't able to comply or achieve a goal, explain why.

Use the templates

Use the correct [templates](#) and get the [branding](#) right. See the templates on the [Secretary's page](#) on the intranet and follow the instructions for letters and minutes for the Secretary.

Templates for ministerial correspondence are in PDMS and automatically populate when a PDMS record is created. **Do not change the templates.**

Each minister – and each type of communication – has different requirements for tone, page layout, font and formatting. Refer to guidance in the templates and the [Quick Guide to Ministerial Preferences](#) on the Intranet.

Use your judgement

Rules for grammar, spelling and usage change. Sometimes they should be adapted to make a specific point, or to improve clarity or visual presentation. Use your judgement. When writing for the spoken word, strict adherence to grammar is not always necessary. Closely consider the speaker's personal way of speaking when drafting.

Check for hidden data

Use [document inspector](#) to find and remove hidden data such as track changes and personal information before you release an electronic copy of a document, presentation or workbook outside the department, such as an email attachment or posting on the intranet. The Document Inspector feature in Word, Excel, PowerPoint, or Visio can help you find and remove hidden data and personal information in documents that you plan to share.

Make your content accessible

People can experience ongoing, temporary or situational barriers to accessing information. Meet accessibility guidelines to design content for equal access. Check the guidance at stylemanual.gov.au to ensure your content is accessible.

DFAT alphabetic house style

This list is based on accepted usage contained in the [Australian Government Style Manual](#) and the [Macquarie Dictionary](#). It also includes style conventions specific to DFAT and the personal preferences of our ministers. Please contact [s47E\(d\)](#) in Executive Division with queries or suggestions.

A

Aboriginal and Torres Strait Islander Peoples – ‘First Australians’, ‘First Nations peoples’ or ‘Aboriginal and Torres Strait Islander Peoples’ (note the plural), not ‘Aboriginals’ or ‘Aborigines’. ‘Aboriginal peoples’ and ‘Torres Strait Islander peoples’ can be used on their own. Do not use the acronym ‘ATSI’; spell out in full. ‘First Australian’ is not used to refer to an individual. While it is Australian government practice to use ‘Indigenous Australians’ this is not preferred by many First Australians. ‘Indigenous’ is capitalised.

Acronyms – minimise use of acronyms. If you need to use an acronym and it will be included more than once, spell out in full in the first reference with the acronym in brackets; for subsequent references, use only the acronym. See also NZ, US, UN, WTO.

Acts of Parliament – full name in italics, then referred to as ‘the Act’, no italics: *Privacy Act 1988* (Privacy Act).

Addresses – if writing correspondence, double check title, spelling and address. If in doubt, check websites such as www.gov.au or www.aph.gov.au.

Admit – admitted, admitting double ‘t’.

Adviser – not advisor. But advisory, travel advisory.

Aid – avoid using, instead use ‘international development’, ‘development assistance’ or ‘development cooperation’ (see development).

Ambassador – (see also high commissioners).

- Capitalise when referring to a specific ambassador: ‘the Ambassador of Japan’; but not when used generically: ‘many ambassadors have non-resident accreditations’.
- Bilateral ambassadors are ‘to’ or ‘of’ their country: ‘the Australian Ambassador to Japan’; ‘the Ambassador of France’.
- Thematic ambassadors are ‘for’: ‘the Ambassador for Arms Control and Counter-Proliferation’.

Among – not amongst.

And/but – beginning a sentence with ‘and’ or ‘but’ should be avoided in most official writing, although it can be appropriate in less formal writing, talking points and sometimes speeches.

Apostrophes –

- Apostrophes are used to
 - denote possession: Mary’s book, the government’s agenda
 - denote a contraction: I’ve for ‘I have’, it’s for ‘it is’ (although avoid contractions in official writing).
- When denoting possession of plural nouns, the apostrophe is after the ‘s’: ‘all the horses’ riders wore blue’.
- Do **not** use an apostrophe:
 - for plurals: CDs, URLs, MPs, avocados
 - for ‘its’ as a possessive noun: ‘presents its compliments’, ‘met its match’
 - for plural expressions of time: two weeks time; three months wages

- but do use an apostrophe for singular: the year's end, in one week's time
- for numbers and dates, unless the century is omitted: the storm of '86; the 1990s, in her 60s, she flew 747s; the mid-40s.

Appendix – plural is *appendixes*.

Attachments – ensure attachments are actually attached. Use consistent formatting to refer to attachments, for example by bolding: **Attachment A**. Do not use underlining. Letters have enclosures, not attachments.

B

Benefit, benefited, benefiting – single 't'.

Brackets – use round brackets () in most situations.

- Use square brackets [] for inserting explanatory text, such as pronunciation guides or instructions. 'The information can be found on the website [insert hyperlink] and is regularly updated.'
- Don't use brackets to indicate a singular or plural option, simply use the plural to cover both circumstances: 'Check which documents you need', not 'check which document(s) you need'.

Book, publication and report titles – should appear in italics, without quote marks.

Briefs – see [Ministerial Briefing Guidelines](#) from Executive Division.

Budget, budgeted, budgeting – single 't'.

Bullets – If each point in the list is an incomplete sentence or phrase, the lead-in phrase is followed by a colon, and each bullet point:

- starts with a lower-case letter
- has no punctuation at the end of each point
- has a full stop at the end of the last point.

If each point in the list is a complete sentence or paragraph, the lead-in phrase is followed by a colon. You must:

- Make sure each point is followed by a full stop.
- Start each new point with a capital letter.

C

Cables – reporting in cables should follow usual DFAT writing conventions and prose style. When reporting speech (for example from a meeting), use the appropriate tenses for 'reported speech'. Further [cable writing guidance](#) is available on the intranet.

Capital letters – do not capitalise the 'd' in department, unless referring to the full title of Department of Foreign Affairs and Trade: 'the department will accept applications until Tuesday'.

- Capitalise the 'g' in government when referring to the government as part of a formal or specific title: 'the Australian Government is responsible for'. In some instances, the full title is implied but shortened to 'the Government': 'the department implemented the Government's policy'.
- Use a lower case 'g' when reduced to the generic element or as an adjective, 'this government policy will', 'the governments of South Australia and Tasmania'.
- Capitalise when referring to a specific minister: 'Minister for Foreign Affairs'; but 'we have five portfolio ministers'. This rule also applies to:
 - parliament

- department
- division
- embassy
- high commission
- consulate-general
- federal
- states and territories.
- Capitalise Cabinet, Commonwealth, and Budget when referring to the federal Budget. In these cases, capitalisation avoids confusion.

Chair – not Chairman, Chairwoman or Chairperson.

Colocation – not co-location.

Commas –

- No commas in address blocks or salutations. For apartments use: 2/35 Smith Street.
- Use commas on either side of a clause separating two phrases about the same subject: ‘John Rogers, the General Manager, will attend’; ‘The minister arrived and, after lunch, spoke to the media’. Hint: if the clause within the commas was removed, the sentence should still make sense.
- For use of commas before ‘and’ or ‘or’ in a series or list (the ‘Oxford comma’) see ‘lists’.

Concern about – not concern with/over/on.

Consulate-General/Consul-General – always hyphenate. Use capital letters for each word when referring to a specific entity: ‘the Consul-General visited the ministry’ but not when used generically: ‘A consulate-general generally has fewer staff than an embassy’.

- Pluralise the noun, not the adjective: consuls-general; consulates-general.

Consult – not consult with: ‘we should consult the Minister’.

Cooperate – no hyphen.

Coordinate – no hyphen.

Corps – diplomatic corps; not core or corpse.

Countermeasures – no hyphen.

Counter-terrorism – hyphenate.

COVID-19 – not Covid-19 or COVID-19; COVID-related; COVIDsafe.

Currency – see ‘numbers’.

D

Dashes – (see also ‘hyphens’)

- Use a hyphen for compound adjectives when preceding a noun: right-hand corner, all-staff email (but email to all staff).
- Use a hyphen for most compound nouns: ‘we have strong interests in the Indo-Pacific’, ‘there was no follow-up after the meeting’.
- Use an en dash (twice the width of a hyphen) when joining two things which otherwise retain a separate identity ‘Australia–New Zealand partnership’.
- Use an en dash with no spaces for spans of numbers: 18–202; 2021–22.

- Use an en dash with spaces when used for parenthesis or instead of a colon: ‘sometimes – not just because of COVID-19 – this was challenging’.

Database – not data base.

Dates –

- 2011–12 (unspaced en dash) not 2011/12 or 2011–2012
- 1999–2011 when spanning more than a decade
- 5 August 2016, not 5th of August 2016 or 05 August 2016
- Saturday, 12 April 2017 (comma after the name of the day) 1–3 January (no spaces with en dash).

Dates on ministerial correspondence – do not date letters for ministers’ signature; they will be dated when signed.

Department of Foreign Affairs and Trade (DFAT) – then DFAT thereafter.

- Do not capitalise department when using in a generic sense: ‘the department manages the overseas network’.
- For ministerial correspondence, check the minister’s preference for referring to the department in [Quick Guide to Ministerial Preferences](#).

Dependant/dependent – a person is a dependant (noun); dependent is an adjective.

Development – avoid using the word ‘Aid’ and instead use ‘international development’, ‘development assistance’ or ‘development cooperation’.

Disability – use person-first language, that is the person first and the disability second: ‘person with disability’, ‘people with disability’, ‘person who is deaf’.

Double negatives – avoid double negatives: for example ‘not unlikely’ and ‘not inconsistent’.

E

e.g. – spell out: ‘for example’.

Embassy – do not capitalise embassy when used generically: ‘the department manages 85 embassies’.

Equal, equalled, equalling – double ‘l’.

F

Female – refers to biological sex, while woman/women refers to gender. Using woman/women is more inclusive.

Fewer and less – use ‘fewer’ for things which can be counted: ‘I have fewer than nine left’. Use ‘less’ for non-countable things: ‘there is less air now’.

Focused – not focussed.

Follow up – when used as a verb: ‘I will follow up’; but ‘follow-up’ when a noun: ‘there was no follow-up’.

Format – formatting templates for official communications are on the DFAT intranet, including on the Secretary’s page for the Secretary’s letters and minutes. Templates for ministerial correspondence and submissions, Cabinet briefing and Senate Estimates briefings and QoNS are in PDMS.

Forums – not fora.

Full stops –

- In correspondence and submissions for ministers’ signature, refer to the minister’s preference for how many spaces follow a full stop.

- In all other cases, use a single space after a full stop.
- In salutations – no full stop after ‘Mr’, ‘Mrs’, ‘Ms’, ‘Dr’ etc.
- No full stops in acronyms or abbreviations – WTO, US, ASEAN, ACT, NSW.
- No full stops or spaces between initials in names – RG Casey, AA Milne.
- No full stops at the end of a cc line in ministerial correspondence.

Fulsome – check the meaning is appropriate to your context. Fulsome primarily means offensive to good taste, especially as being excessive; gushing; insincere.

G

Gender – use terms that recognise gender equality. Respect individuals’ choice of pronoun, whether they use he/him; she/her; or they/them. ‘They’ can be used as a singular, not gender-specific pronoun.

Geography and regions –

- Check the [Heads of Government \(HOG\) database](#).
- Indo-Pacific, Southeast Asia, North Asia, South Asia, West Asia, Middle East, Timor-Leste.
- Mumbai not Bombay; Chennai not Madras; Myanmar/Yangon not Burma/Rangoon; The Republic of North Macedonia (North Macedonia), not Macedonia; Kyiv not Kiev, Ukraine not The Ukraine.
- The United Kingdom comprises Great Britain (England, Scotland, Wales) and Northern Ireland. Great Britain does not include Northern Ireland.

H

High commission – do not capitalise high commission when it is used in a generic sense: ‘Australia has high commissions in Commonwealth countries’.

High commissioner – do not capitalise when used in a generic sense.

- Note that high commissioners are ‘for’ the country they represent (whereas ambassadors are ‘of’): ‘the High Commissioner for Cyprus is one of many high commissioners in Canberra.’

Hyphens –

- Australian Government style is for minimal use of hyphens. If in doubt, refer to the [Macquarie Dictionary](#) or the [Australian Style Manual](#) and ensure consistency throughout the document.
- Avoid formatting that breaks a hyphenated word at the end of a line. Use <Shift + Enter> at the start of the hyphenated word to keep them together.
- Hyphenate compound adjectives when preceding a noun:
 - I sent an email to all staff; it was an all-staff email.
 - In principle I agree; I gave in-principle agreement.
- Adverb–adjective compounds are not hyphenated where the adverb ends in a ‘y’: locally engaged staff, not locally-engaged staff.

I

I – limit the use of the pronoun ‘I’, particularly in correspondence; avoid starting consecutive sentences or paragraphs with ‘I’.

i.e. – spell out: ‘that is’.

Indigenous – always with a capital ‘I’ when referring to Indigenous peoples or culture. See also ‘Aboriginal and Torres Strait Islander Peoples’.

-ise – not -ize: organise, specialise, realise.

Interdepartmental – no hyphen.

Inter-agency – hyphenate.

Italics – use italics for titles of reports, books and publications and legislation. Do not use italics for emphasis.

J

Jargon – avoid using specialised language or vocabulary, which can exclude or alienate non-experts.

L

-I/-II – use double ‘I’ in most cases: travelled/travelling; totalled/totalling; equalled/equalling.

Last/past – last is correct to mean ‘final’: ‘the last three weeks of the war’. For time just gone, use past: ‘the past three years’.

Legislation – should first appear in full, in italics: *Australian Passports Act 2005*, and then be referred to as the Act or, in this case, the Passports Act (no italics).

Like-minded – hyphenate and use as an adjective, not a noun: ‘we consulted like-minded countries’; not ‘we consulted likemindeds’.

Lists – if each separate point is short, can follow a colon: then have a comma following each point and a full stop after the final point. Longer phrases in lists can follow a colon: with each point separated by a semi-colon; and final point followed by a full stop.

- Do not use a comma before ‘and’ or ‘or’ leading into the last item (the ‘Oxford comma’) unless it is required to reduce ambiguity.
- Avoid using bulleted or numbered lists in the main body of a letter. See also ‘bullets’.

Locally engaged – no hyphen or LES.

Long term – no hyphen as a noun: ‘We will plan for the long term’; but hyphenate as an adjective: ‘the long-term plan.’

M

Market, marketed, marketing – use one ‘t’.

Media release – see media guidelines on the [intranet](#) for guidance.

Meet the minister – not meet with the minister.

Minister – capitalise when referring to a specific minister but not when generic: the Minister for Foreign Affairs visited Italy; the foreign affairs and trade portfolio has five ministers.

Ministerial preferences – individual ministers have preferences for style points in correspondence prepared for their signature. Use the relevant template in PDMS. Check the [quick guide to ministerial preferences](#).

Money – see ‘numbers’.

N

New Zealand – spell out in full when used as a noun: ‘We visited New Zealand’; abbreviate when used as an adjective: ‘the NZ delegation’. Not N.Z.

Numbers –

- \$15 not AUD15, unless other foreign currencies also being mentioned USD45 million, not US\$45 million.
- \$5 million, not \$5m, rounded where appropriate for example: 'more than \$200 million'.
- 60,000, not 60000 or 60 000.
- Avoid starting a sentence with a number. If unavoidable spell out number in full and hyphenate: 'Fifty-seven people attended'.
- Spell out numbers less than 10. Use the same rule for ordinal numbers: second, 15th
- Use numerals in lists: 'their ages are 5, 7 and 9'.
- 2014–15, not 2014/15; include the century in the second date only 1999–2011 when spanning more than a decade.
- Fractions – spell out and use a hyphen: three-quarters, one third, a third.
- Decimals – 0.75 not .75
- Use a 'hard space' (ctrl+shift+space) to keep numbers together.

O

Ongoing – no hyphen.

Organisation – not organization, unless it is part of a title (World Trade Organization, World Health Organization).

P

Past/last – past is correct to mean time just gone: 'the past three years'; last is correct to mean 'final': 'the last three weeks of the war'.

Peacekeepers – no hyphen.

Per cent – not percent or % (unless using the symbol in a graph or infographic).

Personal pronouns – only use reflexive personal pronouns (myself, himself, herself etc) when the subject and the object of the sentence are the same: 'He hurt himself'. Avoid using them simply for emphasis: 'The Minister herself will attend'. Say 'The Minister will attend'.

- Staff may also choose to indicate their preferred pronouns as part of their signature block, as recommended in the department's [LGBTIQ Workplace Strategy](#).

Postnominals – check the PM&C [It's an honour website](#) and add.

Principle – in principle, not in principal and hyphenate when preceding a noun 'we gave in-principle agreement'.

Principal – main or leading; Dr Brennan is DFAT's Principal Medical Adviser.

Program – not programme, unless it is part of a title (World Food Programme) or part of a legislative title.

Publicly – not publically.

Q

Quotations – use 'single quotation marks', not "double".

R

Records of conversation – see instructions on writing [records of conversation](#).

Regret, regretted, regretting – use double 't'.

Rollout – no hyphen. Single word as a noun; two words as a verb. We will roll out vaccines, in a global rollout.

S

Setback – no hyphen.

Short term – no hyphen as a noun: ‘We will plan for the short term’; but hyphenate as an adjective: ‘the short-term plan’.

Singular nouns – Organisations and countries are always singular impersonal nouns: ‘Defence is attending’ not ‘Defence are attending’; ‘BHP has agreed’, ‘Australia expressed its dissent’.

Spelling – use Australian English spelling ([Macquarie Dictionary](#)) unless as spelt by the organisation itself: World Health Organization; US Department of Defense.

Split infinitives – the infinitive can be split if it assists clarity or improves readability. For example: ‘he failed completely to follow the instructions’ (not splitting the infinitive) has a different meaning to ‘he failed to completely follow the instructions’ (where ‘to’ is split from ‘follow’). Compare ‘He really wanted to talk to her’ with the clumsier ‘He wanted really to talk to her’. In general choose the construction which avoids awkward wording, preserves the rhythm and achieves the intended emphasis and meaning.

States and territories – do not capitalise unless part of a title: ‘DFAT’s State and Territory Offices are located in every state and territory’.

T

-t/-tt – use single ‘t’ for budgeted/budgeting; targeted/targeting; benefited/benefiting; marketed/marketing. Use double ‘t’ for words with the stress on the last syllable: admitted, regretted.

Talking Points – see media guidelines on the [intranet](#) for guidance.

Target, targeted, targeting – single ‘t’ (see: ‘T’).

Tautology – avoid two synonymous terms: ‘pre-planning’, ‘advance warning’, ‘mutual cooperation’, ‘revert back’.

Terrorist organisations – check appropriate naming conventions with the relevant branch when referring to terrorist organisations.

That – the word ‘that’ is frequently overused. Edit rigorously. Do not use ‘that’ if the sentence makes sense when ‘that’ is omitted.

Time – 2 pm not 2pm, 2 p.m. or 1400; 2.15 pm not 2.15pm or 14.15.

Titles and names – double check every title and name. Check the relevant website if necessary.

Titles – use italics for titles of books, publications and reports.

Total, totalled, totalling – use double ‘l’.

Travel, travelled, travelling – use double ‘l’.

U

UN and other commonly used acronyms do not need to be spelt out. Do not use full stops.

UK not U.K.

- The United Kingdom comprises Great Britain (England, Scotland, Wales) and Northern Ireland. Great Britain does not include Northern Ireland.

Underlining – avoid underlining text as this is usually understood to be a hyperlink.

United States or United States of America when used as a noun: ‘Visit the United States’; US when used as an adjective: ‘the US delegation’. This rule also applies to UK, NZ and PNG.

URL addresses—in most instances include the name of the website, hyperlinked to the site, rather than the full URL address: ‘further information is available on the DFAT website’. This is more readable. If you need to include the full URL address, it should be blue and underlined (which MS Word automatically does) to meet accessibility requirements. For ministerial correspondence, please check the relevant minister’s preferences.

US not U.S.

W

Writing for the web—see [Digital Literacy - Writing for the Web](#) guidelines from the Digital Production Section.

Whole-of-government—hyphenate and lower case: ‘whole-of-government’; abbreviate as WofG.

Widows and orphans—avoid formatting that leaves words dangling:

- a ‘widow’ is a lone word that appears at the bottom of a paragraph, column or page
- an ‘orphan’ is a lone word that appears at the top of a page.

Avoid formatting that splits words over two lines including names, countries, titles, dates, numbers or hyphenated words; except for legislation, the title of an agreement or publication, or a URL. Use <Shift + Enter> at the start of the hyphenated word to keep them together.

With regard to—not with regards to.

While—not whilst.

Woman/women—female refers to biological sex; woman/women refers to gender. Using woman/women is more inclusive.

WTO and other commonly used acronyms do not need to be spelled out; no full stops.

Y

Year—

- ‘the past year’ not ‘the last year’, unless it was the final year: ‘the last year of the war’
- use an en dash for spans of years 2011–12, not 2011/12
- include the century when spanning more than a decade: 1999–2011.

References

- [Macquarie Dictionary](#)
- [Australian Government Style Manual](#)
- [Words at Work](#): Diversity Council of Australia guidance

Guides for specific writing styles

- [Cable writing guidance](#)
- [Digital Literacy - Writing for the Web](#)
- [Media guidelines](#)
- [Publishing on DFAT's social media accounts](#)
- [Records of conversation](#)

Appendix 1 – Correspondence address conventions

Prime Minister	Dear Prime Minister
Deputy Prime Minister	Dear Deputy Prime Minister
Treasurer	Dear Treasurer
Attorney-General	Dear Attorney-General
Other ministers	Dear Minister
Assistant ministers	Dear Assistant Minister
Speaker	Dear Mr/Madam Speaker
President of the Senate	Dear Mr/Madam President
Members and Senators (non-ministers) See Parliament of Australia – Senators and Members	Dear Dr/Mr/Mrs/Ms [last name] Dear Senator [no last name]
Ambassadors/High Commissioners	Your Excellency
Ministers or Assistant Ministers Note: Where a minister has written in their capacity as local MP or senator, use their electoral office address, not their Parliament House address (eg The Hon John Smith MP, Member for Tangney OR Senator the Hon John Smith, Senator for Victoria)	The Hon John Smith MP OR Senator the Hon John Smith Minister for Health and Ageing Parliament House [address]
<u>Former</u> ministers, prime ministers, former parliamentary secretaries and some former speakers retain the title 'The Honourable' See House of Representatives Practice (6 th Edition)	The Hon Julia Gillard
Governor-General	Your Excellency
Foreign heads of government and ministers [For correct details, including salutations, check the Heads of Government (HOG) list]	Name and honorifics Title/position [FULL NAME OF COUNTRY] in capital letters No postal address if delivered by mission.
Where the addressee holds two titles	Use the more senior title only, or the ministerial title relevant to the subject matter.
Honorifics and postnominals such as 'QC', 'AO' or 'AM'	Placed after surname and before 'MP': The Hon Mark Smith QC MP; for senators, after surname: Senator the Hon Sally Jones QC.
Professional titles such as Professor or Doctor	This should be used in the address block and salutation: The Hon Dr Andrew Leigh MP/Dear Dr Leigh.

Appendix 2 – Correspondence standard responses

STANDARD RESPONSES	
Standard responses, including to constituents	Thank you for your letter of [date], regarding [subject]. Check minister's templates for individual preference.
Responses to parliamentarians making representations on behalf of a constituent should set out the relevant details in the opening sentence.	Thank you for your letter of [date] on behalf of your constituent [name], regarding [subject]. Check minister's templates for individual preferences. There is no need to prepare a separate letter to the constituent unless specifically requested by the minister's office.
Referral from another minister for ministerial reply	I refer to your letter of [date] to [minister's title and name], regarding [subject]. As the matter is within my portfolio responsibilities, your letter has been passed to me for reply.
Responses by advisers or the chief of staff – Minister for Foreign Affairs	Thank you for your letter of [date] to [minister's title and name], regarding [subject]. The Minister has asked me to respond on her/his behalf.
Responses by advisers or the chief of staff	Thank you for your recent [letter/email] to the [minister's title and name] regarding [subject]. The Minister has asked me to reply on [his/her] behalf. Delete 'recent' if over four weeks old and use '...your [letter/email] of [date]'.
Responses by departmental officers	Thank you for your letter of [date], regarding [subject]. I am replying on behalf of the Prime Minister/Minister for [insert portfolio].
References to other ministers within the body of a letter	References should be cited in full in the first reference: The Minister for Finance, Senator the Hon Simon Birmingham, then refer to Minister Birmingham, Minister Payne and so on.
Where correspondence is to be copied to other people	[As a closing sentence] Check ministerial preferences.
When providing a future course of action, be proactive. Avoid simply offering contact details.	I have asked the Ambassador to [country], [name of ambassador], to contact your office to discuss this matter in more detail. OR Please contact my [Executive Assistant/DLO/etc.], [name], [email or phone number] to [insert appropriate action].
Advice on closing sentences: keep short and simple	Check ministerial preferences. I trust this information is of assistance. I look forward to [meeting you in December]. Thank you for raising this issue.