



**Australian Government**  
**Department of Foreign Affairs and Trade**

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

2018- 21

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## 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: [lgbtinetwork@dfat.gov.au](mailto:lgbtinetwork@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](http://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-Uilelea*



## 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](mailto:workplacediversity@dfat.gov.au). Staff and managers can also seek the LGBTI Network's advice at [lgbtinetnetwork@dfat.gov.au](mailto:lgbtinetnetwork@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