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**From:** Pride  
**Sent:** Monday, 13 January 2020 8:34 PM  
**To:** s47F  
**Cc:** s22  
**Subject:** RE: Pride in Diversity change in relationship manager [SEC=OFFICIAL]

**OFFICIAL**

Hi s47F,

Great to e-meet you. Are those dates you've suggested around the PiD Canberra Roundtable?

I organise an APS-wide LGBTI+ Community of Practice which meets every so often. It brings together Pride Networks and HR Practitioners from as many APS departments/agencies as possible to share experiences/knowledge on best practice in relation to LGBTI+ workplace issues. Many of these agencies wouldn't be members of PiD, and it is wider than just one representative from each agency (as is the case with your Roundtables).

I'm hoping to organise a meeting soon and perhaps link it with your attendance in Canberra. It'd give you a chance to meet a heap of people and also advocate for the work of PiD to those outside of your membership base. We have had s47F attend in the past.

Please let me know when might suit you (as well as the dates for the Roundtable and Networking Event so I can organise PM&C's attendance at those). Perhaps Thursday 6 Feb at like 4pm? We have people that dial in from Western Australia so we try to make it align to their timezone.

Kind regards,

s22

---

**From:** s47F  
**Sent:** Thursday, 9 January 2020 10:02 AM  
**To:** s22  
**Cc:** Pride; s22  
**Subject:** RE: Pride in Diversity change in relationship manager [SEC=OFFICIAL]

Hi s22,

I'm very excited to be working with you and PM&C.

I will be in Canberra the first week of February and would love to catch up. At this stage Tuesday and Wednesday are busy but Monday afternoon, all day Thursday and Friday morning are free.

Thanks s47F

s47F

## Pride in Diversity

s47G

s47F

Website: [www.prideinclusionprograms.com.au](http://www.prideinclusionprograms.com.au) | [www.pid-awei.com.au](http://www.pid-awei.com.au)

Facebook: [facebook.com/prideindiversity](https://facebook.com/prideindiversity) [facebook.com/prideinsport](https://facebook.com/prideinsport)

s47F



The banner features the AWEI logo on the left, which consists of the letters 'AWEI' in a stylized, outlined font above the text 'AUSTRALIAN WORKPLACE EQUALITY INDEX'. To the right of the logo, the text reads 'Make your LGBTQ INCLUSION INITIATIVES count'. On the far right, it says 'AWEI SUBMISSIONS CLOSE 6 MAR 2020' in large, bold letters, with a smaller line below it: 'For more info and submission documents please **click here**'.

ACON acknowledges and pays respect to the Traditional Custodians of all the lands on which we work.

---

From: s22

Sent: Thursday, 9 January 2020 4:53 PM

To: s47F

Cc: s47F

Pride ; s22

Subject: RE: Pride in Diversity change in relationship manager [SEC=OFFICIAL]

### OFFICIAL

Thank you for the update s47F,

s47F has provided PM&C with fantastic support over the years. We greatly appreciate s47F efforts and wish s47F all the best in the future.

s47F - we look forward to working with you. Would be great to meet you next time you are visiting Canberra. We are currently busy compiling our AWEI submission and planning to book in some more Ally training before 30 June at both PM&C and at the National Indigenous Australians Agency (NIAA).

Kind regards,

s22 | Acting Director  
Inclusion, Diversity and Cultural Change | People Branch  
Corporate Division | Department of the Prime Minister and Cabinet

s22

w. [www.pmc.gov.au](http://www.pmc.gov.au)

One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600



The Department acknowledges the Traditional Custodians of Country throughout Australia and their continuing connection to land, waters and community. We pay our respects to their Cultures, Country and Elders both past and present.



From: s47F  
Sent: Wednesday, 8 January 2020 3:05 AM  
To: s47F  
Cc: s47F  
Subject:

Dear Friends of Diversity and Inclusion

Wishing you a wonderful 2020 and hoping you have had a chance to relax with loved ones over the holiday period. As you may be aware, s47F our Relationship Manager who has had responsibility of being a key part of our support to you and your organisation, has been given an exciting development opportunity and as such, will be leaving Pride in Diversity shortly. I am delighted to confirm that we have asked s47F our most senior and experienced relationship manager to take on the partnership with you and to ensure you leverage Pride in Diversity's entire expertise, programs and initiatives. This is effective immediately and s47F can be contacted on s47F or Mobile: s47F or via email at s47F. If you have any questions or concerns, please do not hesitate in contacting s47F or myself at any time.

The team at Pride in Diversity is looking forward to supporting you and your teams throughout 2020.

Warmest Regards

s47F

Pride in Diversity  
(an ACON Pride Inclusion Program)

A banner with a dark blue left half and a yellow right half. On the left is the ACON logo with the text 'PRIDE INCLUSION PROGRAMS'. On the right is a purple heart icon followed by the text 'WE AFFIRM THE DARLINGTON STATEMENT AND ADVOCATE WORKING WITH INTERSEX-LED ORGANISATIONS'. Below the heart is a link: 'Click here to find out more about how this informs our inclusion work'.

s47F  
Address: s47F  
Website: [www.prideinclusionprograms.com.au](http://www.prideinclusionprograms.com.au)  
s47F

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**From:** s22  
**Sent:** Tuesday, 14 January 2020 5:18 PM  
**To:** s47F  
**Subject:** RE: Pride in Diversity change in relationship manager [SEC=OFFICIAL]

**OFFICIAL**

Thanks s47F,

Look forward to hearing back when suits you.

Cheers,

s22

---

**From:** s47F  
**Sent:** Tuesday, 14 January 2020 4:35 PM  
**To:** s22  
**Subject:** RE: Pride in Diversity change in relationship manager [SEC=OFFICIAL]

Hi s22,

I am doing some training now for the Attorney General's department on Monday afternoon now, but it is only for an hour. I'm not sure yet of the time.

I will let you know as soon as I do know.

We are looking to hold the roundtable and networking on Tuesday 4<sup>th</sup> February; I just have to confirm this with our new host.

I will be in touch shortly.

Thanks s47F

s47F

**Pride in Diversity**

s47G

s47F  
**Address:** s47F | **Email:** s47F  
**Website:** [www.prideinclusionprograms.com.au](http://www.prideinclusionprograms.com.au) | [www.pid-awei.com.au](http://www.pid-awei.com.au)  
**Facebook:** [facebook.com/prideindiversity](https://facebook.com/prideindiversity) [facebook.com/prideinsport](https://facebook.com/prideinsport)  
s47F



Make your  
**LGBTQ INCLUSION  
INITIATIVES**  
count

**AWEI SUBMISSIONS  
CLOSE 6 MAR 2020**

For more info and submission  
documents please **click here**

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**From:** s22  
**Sent:** Tuesday, 14 January 2020 4:09 PM  
**To:** s47F  
**Cc:** Pride s47E(d); s22  
s22  
**Subject:** RE: Pride in Diversity change in relationship manager [SEC=OFFICIAL]

OFFICIAL

Thanks s47F,

A couple of us from the Network and our Inclusion and Diversity team would love to meet while you're here in February.

We can make any time in the afternoon on Monday 2 Feb at this stage if you are still free then?

Let us know what time would suit you and I will book us a space here at our PM&C offices, 1 National Circuit, Barton.

Cheers,

s22 | Acting Director  
Inclusion, Diversity and Cultural Change | People Branch  
Corporate Division | Department of the Prime Minister and Cabinet  
s22  
| w. [www.pmc.gov.au](http://www.pmc.gov.au)  
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**Sent:** Thursday, 9 January 2020 6:02 PM  
**To:** s22  
**Cc:** Pride s47E(d); s22  
**Subject:** RE: Pride in Diversity change in relationship manager [SEC=OFFICIAL]

Hi s22,

I'm very excited to be working with you and PM&C.

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s47F

### Pride in Diversity

s47G

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Facebook: [facebook.com/prideindiversity](https://facebook.com/prideindiversity) [facebook.com/prideinsport](https://facebook.com/prideinsport)  
Personal pronouns: he/him



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s22; Pride s47E(d); s22  
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s47F - we look forward to working with you. Would be great to meet you next time you are visiting Canberra.

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Kind regards,

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The team at Pride in Diversity is looking forward to supporting you and your teams throughout 2020.

Warmest Regards

s47F

Pride in Diversity  
(an ACON Pride Inclusion Program)





PRIDE  
INCLUSION  
PROGRAMS



WE AFFIRM  
THE DARLINGTON STATEMENT  
AND ADVOCATE WORKING WITH  
INTERSEX-LED ORGANISATIONS

[Click here to find out more about how this informs our inclusion work](#)

s47F

s47F

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s47F

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**From:** s22  
**Sent:** Wednesday, 15 January 2020 11:57 AM  
**To:** s47F  
**Cc:** s22  
**Subject:** AWEI2020 Survey Link Request [SEC=OFFICIAL]

**OFFICIAL**

Good Morning

I would like to request a URL for the AWEI2020 Survey to enable the Department of Prime Minister and Cabinet to participate in this year's survey.

Would it also be possible to receive a print preview version of the survey as well.

Thanks

s22

s22 Inclusion & Diversity  
Inclusion, Diversity and Cultural Change | People Branch  
Division | Department of the Prime Minister and Cabinet  
s22 |  
s22 | w. [www.pmc.gov.au](http://www.pmc.gov.au)  
One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600



The Department 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 elders both past and present.



---

**From:** s22  
**Sent:** Wednesday, 15 January 2020 12:22 PM  
**To:** s47F  
**Subject:** RE: Your AWEI Survey Link is attached - Dept Prime Minister & Cabinet [SEC=OFFICIAL]

OFFICIAL

Hello s47F

Thanks so much this is great.

Cheers

s22

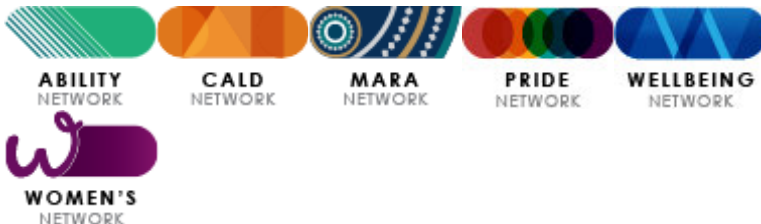
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---

**From:** s47F  
**Sent:** Wednesday, 15 January 2020 12:17 PM  
**To:** s22  
**Subject:** Your AWEI Survey Link is attached - Dept Prime Minister & Cabinet

Dear s22,

Thank you for participating in the AWEI Employee Survey 2020. The survey is now up and running and ready for you to use.

Should you wish to see a **sample of the survey that DOES NOT collect responses**, please [click here](#).

For ease of use, we have attached an example of communications that you may like to utilise/edit to encourage participation in the survey.

For those who are participating in the AWEI, please note that the following point allocations apply:

**Small Employers (500 or less employees)**

- Minimum of 30 responses will get you 1 point
- Minimum of 50 responses will get you the full 2 points

**All other Employers (501+)**

- Minimum of 50 responses will get you 1 point
- Minimum of 100 responses will get you the full 2 points

We encourage you to try and achieve as many responses as possible. The report you will receive back will provide you with valuable information not only on the perceptions and views of those who don't identify as LGBTQ employees but also the workplace experiences of those who do.

This year we have also introduced a separate set of questions for those employees who work in your overseas offices. Those who select overseas office with the demographic questions will be taken to those questions.

**YOUR UNIQUE URL**

Please be **very careful** as to how you copy this into your communications. Last year we had a significant number of responses that went into a "black hole" due to the fact that the unique identifier was incorrectly copied. You will also not receive any responses if you have included a full-stop at the end of this line.

Your organisation name:	Department of Prime Minister & Cabinet
Your unique URL:	s47E(d) [REDACTED]

Should you have any questions, please do not hesitate to contact your relationship manager. If you are not a member of Pride in Diversity, please contact s47G [REDACTED] or s47F [REDACTED].

On behalf of the Pride in Diversity team, we would like to thank you for participating in this survey. We look forward to sharing your survey results with you.

Kind regards,

s47F [REDACTED]

Pride in Diversity | Pride in Sport | Pride in Health + Wellbeing



The banner features the 'acon HERE FOR HEALTH' logo on the left, the text 'PRIDE INCLUSION PROGRAMS' in the center, and a purple heart icon on the right. To the right of the heart, it reads 'WE AFFIRM THE DARLINGTON STATEMENT AND ADVOCATE WORKING WITH INTERSEX-LED ORGANISATIONS' and includes a link: 'Click here to find out more about how this informs our inclusion work'.

s47G

Please note: I often work outside of business hours. While I may send emails outside of your working hours, there is never any expectation for you to either read these or respond during this time. Thank you.

s47F

s47F

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**Twitter:** [twitter.com/pridediversity](https://twitter.com/pridediversity) [twitter.com/prideinsportau](https://twitter.com/prideinsportau)

**Facebook:** [facebook.com/prideindiversity](https://facebook.com/prideindiversity) [facebook.com/prideinsport](https://facebook.com/prideinsport)

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**From:** s22  
**Sent:** Thursday, 30 January 2020 9:39 AM  
**To:** s47F  
**Cc:** s22  
**Subject:** RE: Pride in Diversity change in relationship manager [SEC=OFFICIAL]

**OFFICIAL**

Hello s47F

I hope you are well.

Just following up on s22's email below re a date and time to catch up while you are in Canberra next week.

It would be good to meet you face to face, looking forward to catching up soon.

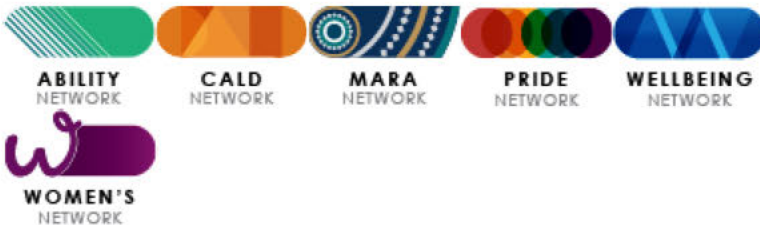
Cheers

s22

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s47F



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**From:** s22  
**Sent:** Friday, 31 January 2020 11:41 AM  
**To:** s47F  
**Subject:** Meeting with PM&C on Monday [SEC=OFFICIAL]

OFFICIAL

Hello s47F

I hope you are well.

Just a quick follow up re our catch up on Monday - I will meet you in the foyer, sign you in and escort you to the meeting room.

My mobile is s22 please feel free to contact me on this number if you arrive early, or are running late.

Have a great weekend and I look forward to meeting you on Monday.

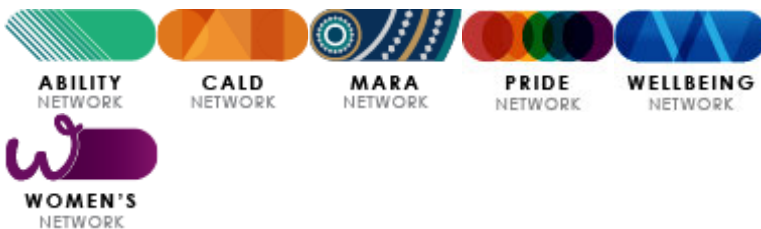
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e s22 | w. [www.pmc.gov.au](http://www.pmc.gov.au)  
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The Department acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respects to them and their cultures and to their elders both past and present.



---

**From:** s22  
**Sent:** Friday, 7 February 2020 8:02 AM  
**To:** s47F  
**Cc:** s22  
**Subject:** RE: PiD [SEC=UNOFFICIAL]

**UNOFFICIAL**

Hello s47F

It was great catching up with you as well, I hope you had a nice time in Canberra.

Thanks for the information below – I will discuss with s22 and get back to you on whether we would like to procure training under the umbrella of our current membership or wait until our new membership kicks in.

Cheers

s22

s22

Inclusion, Diversity and Cultural Change Team | People Branch  
Corporate Division | Department of the Prime Minister and Cabinet  
p. s22  
e. s22 w. [www.pmc.gov.au](http://www.pmc.gov.au)  
One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600



The Department acknowledges the Traditional Custodians of Country throughout Australia and their continuing connection to land, waters and community. We pay our respect to their Cultures, Country and Elders both past and present.



---

**From:** s47F  
**Sent:** Thursday, 6 February 2020 5:51 PM  
**To:** s22  
**Subject:** PiD

Hi s22,

It was lovely to catch up you both and s22 I hope you enjoyed the roundtable as well.

You have used up your allocated 6 hours and you renewal date is 21<sup>st</sup> June 2020, so you can purchase some additional hours if you want some training prior to that date. Costs are below:

Hours	Member Rates
2	\$695
4	\$1250
6	\$1620
8	\$1995

Here also is the Endorsed LGBTQ Trainer Program link:

[http://www.prideinclusionprograms.com.au/content/uploads/2019/11/The\\_LGBTQ\\_Trainer.pdf](http://www.prideinclusionprograms.com.au/content/uploads/2019/11/The_LGBTQ_Trainer.pdf). I don't think that you are large enough to get value from this.

And finally here is the link to the Sapphire program: <http://www.prideinclusionprograms.com.au/inclusion-programs/sapphire-initiative/>. The link to sign up to the newsletter is at the end of the page.

Don't forget to call or email me with any questions on the AWEI or anything else.

Regards s47F

s47F

**Pride in Diversity**

s47G

s47F

**Website:** [www.prideinclusionprograms.com.au](http://www.prideinclusionprograms.com.au) | [www.pid-awei.com.au](http://www.pid-awei.com.au)

**Facebook:** [facebook.com/prideindiversity](https://facebook.com/prideindiversity) [facebook.com/prideinsport](https://facebook.com/prideinsport)

s47F



Make your  
**LGBTQ INCLUSION  
INITIATIVES**  
count

**AWEI SUBMISSIONS  
CLOSE 6 MAR 2020**

For more info and submission  
documents please **click here**

ACON acknowledges and pays respect to the Traditional Custodians of all the lands on which we work.

---

**From:** s22  
**Sent:** Monday, 17 February 2020 10:56 AM  
**To:** s47F  
**Cc:** s22  
**Subject:** RE: AWEI Employee Survey Responses [SEC=OFFICIAL]

**OFFICIAL**

Hi s47F

Thanks so much for following up with our participation in the optional survey.

At this stage we may not go ahead with participating however will confirm this with you on Wednesday afternoon.

Cheers

s22

s22

Inclusion, Diversity and Cultural Change Team | People Branch  
Corporate Division | Department of the Prime Minister and Cabinet

s22

s22

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---

**From:** s47F  
**Sent:** Thursday, 13 February 2020 5:49 PM  
**To:** s22  
**Subject:** AWEI Employee Survey Responses

Hi s22,

This is a quick note to let you know that you are yet to have any responses to the AWEI employee survey.

Thanks s47F

[Redacted]

## Pride in Diversity

s47G [Redacted]

s47F [Redacted]

**Website:** [www.prideinclusionprograms.com.au](http://www.prideinclusionprograms.com.au) | [www.pid-awei.com.au](http://www.pid-awei.com.au)

**Facebook:** [facebook.com/prideindiversity](https://facebook.com/prideindiversity) [facebook.com/prideinsport](https://facebook.com/prideinsport)

s47F [Redacted]



Make your  
**LGBTQ INCLUSION  
INITIATIVES**  
count

**AWEI SUBMISSIONS  
CLOSE 6 MAR 2020**  
For more info and submission  
documents please **click here**

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---

**From:** s22  
**Sent:** Thursday, 20 February 2020 5:29 PM  
**To:** s47F  
**Cc:** s47F; Pride; s22  
**Subject:** RE: Pride in Diversity change in relationship manager [SEC=OFFICIAL]

**OFFICIAL**

Hi s47F,

I don't believe Caroline Edwards has taken up any such formal roles since joining PM&C. Our current executive Pride Champion is John Reid. I will discuss with him at next opportunity and get back to you.

Thanks,

s22  
Inclusion, Diversity and Cultural Change | Department of the Prime Minister and Cabinet  
s22  
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One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600

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---

**From:** s47F  
**Sent:** Wednesday, 19 February 2020 4:28 PM  
**To:** s22  
**Cc:** s47F; Pride  
**Subject:** RE: Pride in Diversity change in relationship manager [SEC=OFFICIAL]

Hi s22,

I have just realised Caroline Edwards has moved to PMC. She was an outstanding LGBTQ executive champion at Health and before that Human Services. Any idea if she has that role going forward at PM&C. Caroline was a member of the National Executive Allies Forum for Health and as I don't think PMC has a member, am keen to see if Caroline wants to stay involved. I attach the backgrounder on it for your reference.

Warmest Regards  
s47F

s47F

Pride in Diversity  
(an ACON Pride Inclusion Program)



s47F

Website: [www.prideinclusionprograms.com.au](http://www.prideinclusionprograms.com.au)

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---

From: s22  
 Sent: Thursday, 9 January 2020 4:53 PM  
 To: s  
 Cc: s47F  
 s22; Pride s47E(d); s22  
 s22

**Subject: RE: Pride in Diversity change in relationship manager [SEC=OFFICIAL]**

**OFFICIAL**

Thank you for the update s47F,

s47F has provided PM&C with fantastic support over the years. We greatly appreciate s47E efforts and wish s47F all the best in the future.

s47F - we look forward to working with you. Would be great to meet you next time you are visiting Canberra. We are currently busy compiling our AWEI submission and planning to book in some more Ally training before 30 June at both PM&C and at the National Indigenous Australians Agency (NIAA).

Kind regards,

s22 | Acting Director  
 Inclusion, Diversity and Cultural Change | People Branch  
 Corporate Division | Department of the Prime Minister and Cabinet  
 s22  
 s22 | w. [www.pmc.gov.au](http://www.pmc.gov.au)  
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**From:** s47F  
**Sent:** Wednesday, 8 January 2020 3:05 AM  
**To:** s47F  
**Cc:** s47F  
**Subject:**

Dear Friends of Diversity and Inclusion

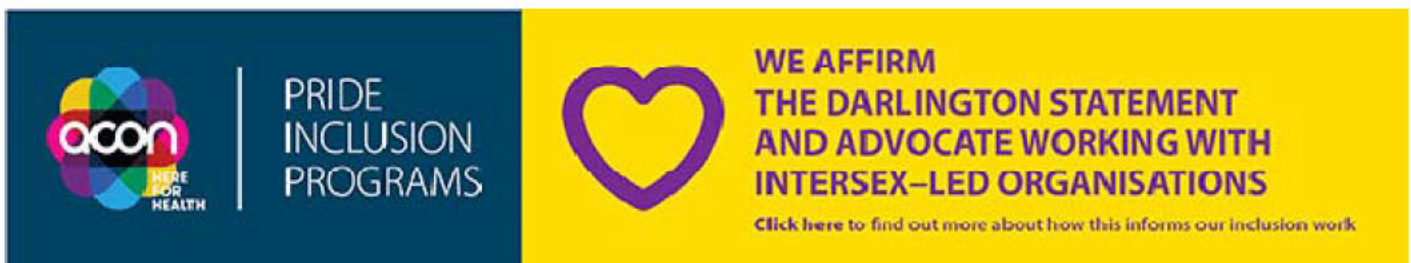
Wishing you a wonderful 2020 and hoping you have had a chance to relax with loved ones over the holiday period. As you may be aware, s47F our Relationship Manager who has had responsibility of being a key part of our support to you and your organisation, has been given an exciting development opportunity and as such, will be leaving Pride in Diversity shortly. I am delighted to confirm that we have asked s47F our most senior and experienced relationship manager to take on the partnership with you and to ensure you leverage Pride in Diversity's entire expertise, programs and initiatives. This is effective immediately and s47F can be contacted on s47F Mobile: s47F or via email s47F If you have any questions or concerns, please do not hesitate in contacting s47F or myself at any time.

The team at Pride in Diversity is looking forward to supporting you and your teams throughout 2020.

Warmest Regards

s47F

Pride in Diversity  
(an ACON Pride Inclusion Program)



The banner is split into two main sections. The left section has a dark blue background and features the ACON logo (a colorful circle with 'acon' in white) and the text 'PRIDE INCLUSION PROGRAMS'. The right section has a yellow background and features a purple heart outline, the text 'WE AFFIRM THE DARLINGTON STATEMENT AND ADVOCATE WORKING WITH INTERSEX-LED ORGANISATIONS', and a link: 'Click here to find out more about how this informs our inclusion work'.

s47F

Website: [www.prideinclusionprograms.com.au](http://www.prideinclusionprograms.com.au)

My pronouns: he/him/they/them

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---

**From:** s22  
**Sent:** Thursday, 27 February 2020 8:39 AM  
**To:** s47F  
**Cc:** s22  
**Subject:** RE: AWEI Awards Lunch [SEC=UNOFFICIAL]

**UNOFFICIAL**

Hi s47F

Thanks so much for the reminder.

I will touch base with s22 re purchasing tickets.

Cheers

s22

s22

Inclusion, Diversity and Cultural Change Team | People Branch  
Corporate Division | Department of the Prime Minister and Cabinet

s22

s22

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---

**From:** s47F  
**Sent:** Wednesday, 26 February 2020 4:35 PM  
**To:** s22  
**Subject:** AWEI Awards Lunch  
**Importance:** High

Hi s22

Just letting you know that tickets are available for the AWEI Awards Lunch. We have less than 10 tables left and I wanted to make sure that you had one given your gold status last year.

Here is the link: <http://www.pid-awei.com.au/2020-awards-tickets/>

You can complete the form and we will invoice you.

Regards s47F

s47F  
s47F

### Pride in Diversity

s47G

s47F

Website: [www.prideinclusionprograms.com.au](http://www.prideinclusionprograms.com.au) | [www.pid-awei.com.au](http://www.pid-awei.com.au)

Facebook: [facebook.com/prideindiversity](https://facebook.com/prideindiversity) [facebook.com/prideinsport](https://facebook.com/prideinsport)

s47F

The banner is split into two main sections. The left section has a black background with the text 'pride in diversity' in white and blue, followed by a large '10' in blue and 'YEARS 2020' in white. The right section has a blue background with the AWEI logo (stylized 'AWEI' in white) and the text 'AUSTRALIAN WORKPLACE EQUALITY INDEX' below it. To the right of the logo, it says 'AWEI SUBMISSIONS CLOSE 6 MAR 2020' in white, and below that, 'For more info and submission documents please **click here**' in white.

---

**From:** s22  
**Sent:** Thursday, 27 February 2020 11:19 AM  
**To:** s47F  
**Subject:** RE: AWEI Optional Survey [SEC=OFFICIAL]

OFFICIAL

Thanks so much s47F for your prompt response.

Cheers

s22

s22

Inclusion, Diversity and Cultural Change Team | People Branch  
Corporate Division | Department of the Prime Minister and Cabinet

s22

. [www.pmc.gov.au](http://www.pmc.gov.au)

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---

**From:** s47F  
**Sent:** Thursday, 27 February 2020 11:15 AM  
**To:** s22  
**Subject:** RE: AWEI Optional Survey [SEC=OFFICIAL]

Hi s22 ,

The report with survey responses will go to you. It is only seen by you and those with whom you share it and all responses will be non-identifiable.

Thanks s47F

---

**From:** s22  
**Sent:** Thursday, 27 February 2020 9:43 AM

To: s47F

Subject: AWEI Optional Survey [SEC=OFFICIAL]

Importance: High

OFFICIAL

Hi s47F

I hope you are well.

Looks like we may still go ahead with the optional AWEI survey, from tomorrow until 6 March however just a couple of questions re how the responses/results are distributed.

The questions are:

- Can the responses be provided directly back to People Branch in the first instance instead of to those who have responded to the survey
- Are the results published in the public domain and if so are they identified as organisational responses anywhere i.e. would people know PM&C's results
- Assurance that response are not identifiable – i.e. no one can track answers back to PM&C employees.

Thanks

I look forward to hearing back from you, by today if possible please.

Cheers

s22

Inclusion, Diversity and Cultural Change Team | People Branch  
Corporate Division | Department of the Prime Minister and Cabinet

s22

s22

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**From:** Equality and Diversity  
**Sent:** Friday, 6 March 2020 4:15 PM  
**To:** s47G  
**Cc:** s47F ; Inclusion and Diversity  
**Subject:** PM&C 2020 AWEI Submission [SEC=OFFICIAL]

**OFFICIAL**

Hi,

Please find the Department of Prime Minister and Cabinet's 2020 AWEI Submission.

It can be accessed here - s47E(d)

If you have any questions please contact s22 on s22 .

Kind regards,

s22 | Adviser

Inclusion, Diversity and Cultural Change | People Branch  
Corporate Division | Department of the Prime Minister and Cabinet

s22 | w. [www.pmc.gov.au](http://www.pmc.gov.au)

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---

**From:** s22  
**Sent:** Tuesday, 10 March 2020 9:53 AM  
**To:** s47F  
**Subject:** AWEI receipt notification [SEC=UNOFFICIAL]  
**Attachments:** Automatic reply: PM&C 2020 AWEI Submission [SEC=OFFICIAL]

UNOFFICIAL

Good Morning s47F

Apologies for the email as I can imagine you must be busy with AWEI enquiries.

I just wanted to let you know that PM&C has not received an email notification on receipt of our submission Friday.

The only receipt received was s47F out of office which I have attached for your records and proof of lodgement.

Thanks

s22  
Inclusion, Diversity and Cultural Change Team | People Branch  
Corporate Division | Department of the Prime Minister and Cabinet  
s22  
w. [www.pmc.gov.au](http://www.pmc.gov.au)  
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---

**From:** s47F  
**Sent:** Friday, 6 March 2020 4:15 PM  
**To:** Equality and Diversity  
**Subject:** Automatic reply: PM&C 2020 AWEI Submission [SEC=OFFICIAL]

Thank you for your email.

I am currently away from the office returning on Tuesday.

Should you need to speak to somebody urgently, please contact s47F on s47F or via s47F who will be able to assist you or redirect your enquiry.

Warm Regards

s47F

---

**From:** s22  
**Sent:** Tuesday, 10 March 2020 10:22 AM  
**To:** s47F  
**Subject:** RE: AWEI receipt notification [SEC=UNOFFICIAL]

UNOFFICIAL

Hi s47F

Thanks for this, I am so sorry, that was an oversight on my part, sincere apologies.

I will get on to it now.

Cheers

s22

s22

Inclusion, Diversity and Cultural Change Team | People Branch  
Corporate Division | Department of the Prime Minister and Cabinet

s22

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---

**From:** s47F  
**Sent:** Tuesday, 10 March 2020 10:00 AM  
**To:** s22  
**Subject:** RE: AWEI receipt notification [SEC=UNOFFICIAL]

Hi s22,

We have received the submission however we have not received PM&C's Employer Participation Details document, which is why you have not yet received formal receipt confirmation.



Your Relationship Manager tried to reach you and s22 on Friday regarding this, with no luck. Could you please send this document through as soon as possible, so we may process your submission?

Kind Regards,

s47F

Pride in Diversity | Pride in Sport | Pride in Health + Wellbeing

s47F

s47F

Website: [www.prideinclusionprograms.com.au](http://www.prideinclusionprograms.com.au) | [www.pid-awei.com.au](http://www.pid-awei.com.au)

Twitter: @pridediversity | Instagram: @prideindiversityau

Facebook: [facebook.com/prideindiversity](https://facebook.com/prideindiversity)

LinkedIn: [www.linkedin.com/company/pride-in-diversity](http://www.linkedin.com/company/pride-in-diversity)

s47F

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---

From: s22

Sent: Tuesday, 10 March 2020 9:53 AM

To: s47F

Subject: AWEI receipt notification [SEC=UNOFFICIAL]

## UNOFFICIAL

Good Morning s47F

Apologies for the email as I can imagine you must be busy with AWEI enquiries.

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Thanks

s22

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Corporate Division | Department of the Prime Minister and Cabinet

s22

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**From:** s22  
**Sent:** Tuesday, 10 March 2020 4:46 PM  
**To:** s47F  
**Cc:** s47F; Inclusion and Diversity  
**Subject:** PM&C C's Employer Participation Details document [SEC=OFFICIAL]  
**Attachments:** AWEI-2020-Participation-Details-Doc-1-of-2-v2.0-all-employers.doc

**OFFICIAL**

Hello s47F

Please find attached PM&C's Employer Participation Details document.

Thanks for your patience.

Any further questions please let me know.

Cheers

s22

s22  
Inclusion, Diversity and Cultural Change Team | People Branch  
Corporate Division | Department of the Prime Minister and Cabinet  
s22  
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---

**From:** s47F  
**Sent:** Tuesday, 10 March 2020 10:00 AM  
**To:** s22  
**Subject:** RE: AWEI receipt notification [SEC=UNOFFICIAL]

Hi s22 ,

We have received the submission however we have not received PM&C's Employer Participation Details document, which is why you have not yet received formal receipt confirmation.

Your Relationship Manager tried to reach you and s22 on Friday regarding this, with no luck. Could you please send this document through as soon as possible, so we may process your submission?

Kind Regards,

s47F

Pride in Diversity | Pride in Sport | Pride in Health + Wellbeing

s47F

s47F

Website: [www.prideinclusionprograms.com.au](http://www.prideinclusionprograms.com.au) | [www.pid-awei.com.au](http://www.pid-awei.com.au)

Twitter: @pridediversity | Instagram: @prideindiversityau

Facebook: [facebook.com/prideindiversity](https://facebook.com/prideindiversity)

LinkedIn: [www.linkedin.com/company/pride-in-diversity](http://www.linkedin.com/company/pride-in-diversity)

s47F

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---

From: s22

Sent: Tuesday, 10 March 2020 9:53 AM

To: s47F

Subject: AWEI receipt notification [SEC=UNOFFICIAL]

## UNOFFICIAL

Good Morning s47F

Apologies for the email as I can imagine you must be busy with AWEI enquiries.

I just wanted to let you know that PM&C has not received an email notification on receipt of our submission Friday.

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Thanks

s22

Inclusion, Diversity and Cultural Change Team | People Branch  
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# 2020 EMPLOYER PARTICIPATION DETAILS

ALL EMPLOYERS MUST COMPLETE THIS SECTION IN 2020

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

Employer Name:	<i>Department of Prime Minister and Cabinet</i>
Sector:	Public/Government : Federal
Employer Size (Australia): <i>Please delete those not relevant</i>	Number of employees within Australia: <ul style="list-style-type: none"> <li>501 -1999 employees</li> </ul>
Regional Employers	Is your head office Regional? <i>No</i>
Global Employers	Do you have international offices: <i>No</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: §22 Position Title: Adviser, Inclusion, Diversity and Cultural Change Team, People Branch Postal address (including postcode): PO Box 6500 Canberra ACT 2600 Phone number: §22 Email: §47E(d) or §22

# 2020 EMPLOYER PARTICIPATION DETAILS

**ALL EMPLOYERS MUST COMPLETE THIS SECTION IN 2020**

<p><b>Industry Benchmarks</b> Participating employers will by default be benchmarked according to:</p> <ul style="list-style-type: none"> <li>• Sector: Public / Private / NFP / Higher Ed</li> <li>• Government: Federal, State, Local, Victorian Government</li> <li>• Employer Size</li> <li>• Awarded Tier Recognition</li> <li>• Global Employers</li> </ul>	<p>We currently benchmark the following industries ( in addition to the standard benchmarks listed to the left)</p>	<ul style="list-style-type: none"> <li>• Are there any other <b>industry</b> benchmarks that you would like to see: Sector: Public, Government, Federal and State</li> </ul>
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**INTERNATIONAL WORKPLACE INDEX PARTICIPATION**

<p><b>Do you participate in any other workplace equality indices globally?</b> <i>Please delete those not relevant</i></p>	<ul style="list-style-type: none"> <li>• No</li> </ul>
--	--

# 2020 EMPLOYER PARTICIPATION DETAILS

ALL EMPLOYERS MUST COMPLETE THIS SECTION IN 2020

DISCLOSURE

<p>Please select participation identification level at which we can identify you (Name and Employer Tier only, no scores)</p>	<p><i>We are happy to be identified regardless of employer tier reached.</i></p>
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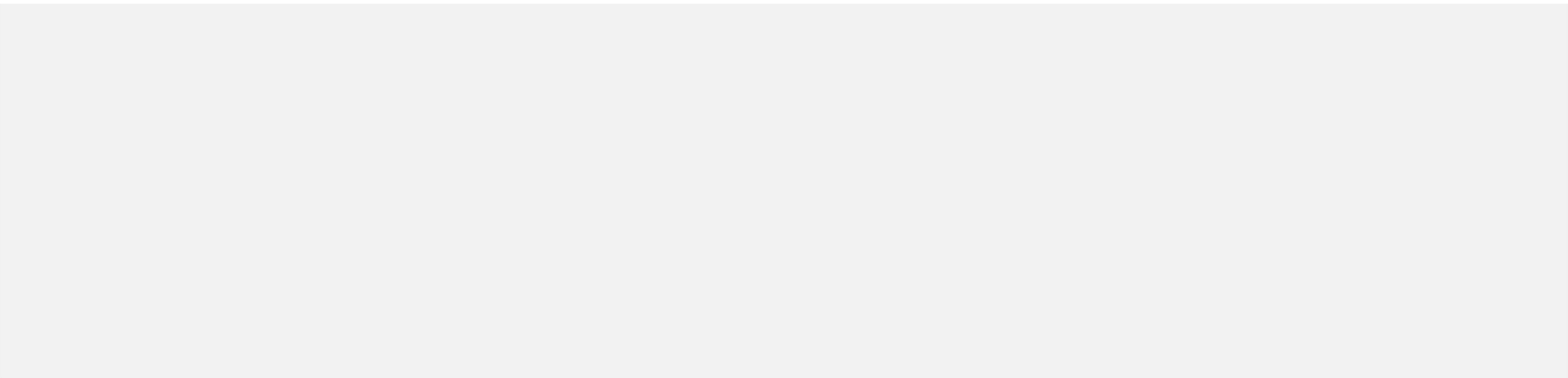
# 2020 EMPLOYER PARTICIPATION DETAILS

**ALL EMPLOYERS MUST COMPLETE THIS SECTION IN 2020**

## **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).

Nil



# 2020 EMPLOYER PARTICIPATION DETAILS

ALL EMPLOYERS MUST COMPLETE THIS SECTION IN 2020

## NEGATIVE PRESS / COMPLAINTS DISCLOSURE

- We have received negative press that has impacted our reputation as an LGBTIQ inclusive employer
- Formal complaints were lodged against us for LGBTIQ+ discrimination, bullying or harassment (Fair Work Ombudsman, Human Rights Commission, Sex Discrimination Act)
- We understand that up to 25 points *may be* deducted from our score if we have received a significant amount negative press regarding an anti-LGBTIQ incident

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

No formal complaints were lodged for discrimination, bullying or harassment.

## ACCURACY STATEMENT

We confirm that at the time of submission, details provided for all questions identified within the three submission documents are true and accurate. We understand that should any claims be found to be false, points and rankings will be adjusted accordingly.

Name of person signing off accuracy:	s22
Position within organisation:	Adviser, Diversity, Inclusion and Cultural Change Team. People Branch
Contact Email:	s22
Contact Phone:	s22

---

**From:** s22  
**Sent:** Wednesday, 11 March 2020 3:01 PM  
**To:** s47F  
**Subject:** RE: AWARDS WAITLIST [SEC=UNOFFICIAL]

UNOFFICIAL

Hi s47F

Thanks – 2 to 3 tickets would be great.

Cheers

s22

s22

Inclusion, Diversity and Cultural Change Team | People Branch  
Corporate Division | Department of the Prime Minister and Cabinet

s22

s22 | w. [www.pmc.gov.au](http://www.pmc.gov.au)

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---

**From:** s47F  
**Sent:** Wednesday, 11 March 2020 9:00 AM  
**To:** s22  
**Subject:** RE: AWARDS WAITLIST [SEC=UNOFFICIAL]

Hi s22,

Thanks for your email.

Sure, I will add you to the list and let you know if anything comes up. Ideally how many tickets are you after?

Warm regards,

s47F

s47F

Pride in Diversity | Pride in Sport | Pride in Health + Wellbeing

s47F  
s47F



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---

From: s22 >  
Sent: Wednesday, 11 March 2020 7:52 AM  
To: s47F  
Subject: AWARDS WAITLIST [SEC=UNOFFICIAL]

**UNOFFICIAL**

Hello

Unfortunately the Department of Prime Minister and Cabinet has not been able to secure tickets for this year's Australian LGBTQ Awards, however if you can place us on a wait list that would be much appreciated.

Thanks

s22

s22  
Inclusion, Diversity and Cultural Change Team | People Branch  
Corporate Division | Department of the Prime Minister and Cabinet

s22  
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**From:** Equality and Diversity  
**Sent:** Tuesday, 14 April 2020 2:47 PM  
**To:** s47F  
**Subject:** RE: PID Membership [SEC=OFFICIAL]

**OFFICIAL**

Hi s47F

We would like to proceed with renewing our Standard membership for 1 year please. Can you please forward an invoice?

Thank you

s22 | Disability Support Officer & HR Help Team Member  
Inclusion, Diversity and Cultural Change Team & HR Team | People Branch  
Corporate Division | Department of the Prime Minister and Cabinet

s22 | w. [www.pmc.gov.au](http://www.pmc.gov.au)

---

**From:** s47F  
**Sent:** Wednesday, 8 April 2020 11:34 AM  
**To:** Equality and Diversity  
**Subject:** PID Membership

Dear s22,

Thanks for your call, and as discussed I am sending through the Pride in Diversity Membership Rates & Benefits for your review and consideration. The Department of Prime Minister and Cabinet currently has a Standard membership, which is due for renewal on 21/06/2020, however you can renew at any time prior to that.

If you have any other questions, please don't hesitate to contact me.

Warm regards,

s47F  
Pride in Diversity | Pride in Sport | Pride in Health + Wellbeing

s47G

s47F

s47F

s47F

**Website:** [www.prideinclusionprograms.com.au](http://www.prideinclusionprograms.com.au) | [www.pid-awei.com.au](http://www.pid-awei.com.au)

**Twitter:** [twitter.com/pridediversity](https://twitter.com/pridediversity) [twitter.com/prideinsportau](https://twitter.com/prideinsportau)

**Facebook:** [facebook.com/prideindiversity](https://facebook.com/prideindiversity)

The logo features the text "pridein diversity" in a lowercase, sans-serif font. To the right, a large "10" is displayed with a rainbow-colored vertical bar through the "1". Below the "10" is the word "YEARS" in a smaller, uppercase font, and "2020" is positioned to the right of "YEARS".

pridein **10** YEARS  
diversity 2020

While we are changing how we keep in touch

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---

**From:** s22  
**Sent:** Friday, 17 April 2020 10:08 AM  
**To:** s47F  
**Subject:** RE: AWEI2020 - Missing Participation Details: Please Respond! [SEC=UNOFFICIAL]

UNOFFICIAL

Thanks so much s47F .

Cheers

s22

s22

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Corporate Division | Department of the Prime Minister and Cabinet

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---

**From:** s47F  
**Sent:** Friday, 17 April 2020 10:07 AM  
**To:** s22  
**Subject:** RE: AWEI2020 - Missing Participation Details: Please Respond! [SEC=UNOFFICIAL]

Apologies,

I will indicate that your industry indicator will be left blank and have our Index Co-Ordinator flag 'Government' as your key identifier.

Many thanks.



Kind Regards,

s47F

Pride in Diversity | Pride in Sport | Pride in Health + Wellbeing

s47F

Website: [www.prideinclusionprograms.com.au](http://www.prideinclusionprograms.com.au)

s47F



pride in **10** YEARS diversity 2020

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---

From: s47F

Sent: Friday, 17 April 2020 10:05 AM

To: s22

Subject: RE: AWEI2020 - Missing Participation Details: Please Respond! [SEC=UNOFFICIAL]

Good Morning s22

No problems and thank you for getting back to me.

I have updated your tier and Industry selections and will flag with our Index Co-Ordinator in regards to looking at general government industry selections in future iterations of the AWEI.

Thank you for your feedback, take care and best wishes.

Kind Regards,

s47F

Pride in Diversity | Pride in Sport | Pride in Health + Wellbeing

s47F

Website: [www.prideinclusionprograms.com.au](http://www.prideinclusionprograms.com.au)

s47F



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**From:** s22  
**Sent:** Friday, 17 April 2020 9:14 AM  
**To:** s47F  
**Subject:** RE: AWEI2020 - Missing Participation Details: Please Respond! [SEC=UNOFFICIAL]  
**Importance:** High

**UNOFFICIAL**

Good Morning s47F

Apologies for the delay as I was not in the office yesterday.

With the **Industry benchmarking** question we were only interested in being benchmarked against other public sector agencies, like commonwealth and or state government – I can't see as a government agency where we would fit into the industry categories listed below – however happy to be guided by your advice.

In relation to **Tier Recognition** - we are happy to be identified regardless of employer tier reached.

Looking forward to receiving your advice re Industry Benchmarking.

Cheers

s22

s22

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Corporate Division | Department of the Prime Minister and Cabinet

s22

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**From:** s47F  
**Sent:** Thursday, 16 April 2020 11:10 AM  
**To:** s22  
**Subject:** AWEI2020 - Missing Participation Details: Please Respond!  
**Importance:** High

Dear s22

I hope this finds you well and safe in these unusual times.

While we have received your AWEI submission, there remains some missing information within your Participation Details that are needed in order to effectively process your submission.

**Industry Benchmarking:**

We require the **Industry** selection in order to properly benchmark the submissions, as the Index is a benchmarking tool. Please select **(at a maximum of 4)** the applicable industries from the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Aged Care                                 | <input type="checkbox"/> Law Enforcement                    |
| <input type="checkbox"/> ASX Top 50                                | <input type="checkbox"/> Legal                              |
| <input type="checkbox"/> Automotive: Wholesale and Retail          | <input type="checkbox"/> Manufacturing                      |
| <input type="checkbox"/> Banking & Financial Services              | <input type="checkbox"/> Media & Entertainment              |
| <input type="checkbox"/> Community Services                        | <input type="checkbox"/> Mining                             |
| <input type="checkbox"/> Computer Software                         | <input type="checkbox"/> Operations Security                |
| <input type="checkbox"/> Construction                              | <input type="checkbox"/> Pharmaceuticals                    |
| <input type="checkbox"/> Disability Services                       | <input type="checkbox"/> Professional Services & Consulting |
| <input type="checkbox"/> Education (broader than Higher Education) | <input type="checkbox"/> Property                           |
| <input type="checkbox"/> Energy / Utilities                        | <input type="checkbox"/> Rail & Logistics Transportation    |
| <input type="checkbox"/> Engineering                               | <input type="checkbox"/> Recruitment                        |
| <input type="checkbox"/> Health & Wellbeing                        | <input type="checkbox"/> Research & Development             |
| <input type="checkbox"/> Hospitality                               | <input type="checkbox"/> Retail                             |
| <input type="checkbox"/> Information Services                      | <input type="checkbox"/> Technology & Telco                 |
| <input type="checkbox"/> Infrastructure                            | <input type="checkbox"/> Tourism & Gaming                   |
| <input type="checkbox"/> Insurance                                 | <input type="checkbox"/> Transport                          |

**Tier Recognition:**

We also require you to indicate how you would like to be identified based on your AWEI score, or if you are participating anonymously. Please select ONE of from the following:

- We are participating anonymously and do not want to be identified
- We are happy to be identified regardless of employer tier reached

- Only identify us if we reach Bronze Tier or higher
- Only identify us if we reach Silver Tier or higher
- Only identify us if we reach Gold Tier or higher

We encourage a prompt response to these much needed details, as they are essential to processing not only your submission, but crucial in respect to the effective benchmarking of all participating organisations in AWEI2020.

I look forward to hearing from you soon.

Kind Regards,

s47F

Pride in Diversity | Pride in Sport | Pride in Health + Wellbeing

s47F

Website: [www.prideinclusionprograms.com.au](http://www.prideinclusionprograms.com.au)

s47F



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s47G

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---

**From:** s22  
**Sent:** Wednesday, 29 April 2020 9:38 AM  
**To:** s47F  
**Subject:** RE: AWEI Results [SEC=UNOFFICIAL]

UNOFFICIAL

Hello s47F

Yes will do, in about 5 minutes if that's ok.

Cheers

s22

s22

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Corporate Division | Department of the Prime Minister and Cabinet

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---

**From:** s47F  
**Sent:** Wednesday, 29 April 2020 9:36 AM  
**To:** s22  
**Subject:** AWEI Results  
**Importance:** High

Hi s22

When you get a moment, would you be able to give me a call on s47F

Thanks s47F

s47F

## Pride in Diversity

s47F

Website: [www.prideinclusionprograms.com.au](http://www.prideinclusionprograms.com.au) | [www.pid-awei.com.au](http://www.pid-awei.com.au)

Facebook: [facebook.com/prideindiversity](https://facebook.com/prideindiversity) [facebook.com/prideinsport](https://facebook.com/prideinsport)

s47F

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**From:** s22  
**Sent:** Thursday, 4 June 2020 1:33 PM  
**To:** s47F  
**Subject:** RE: AWEI Results [SEC=UNOFFICIAL]

UNOFFICIAL

Thanks so much s47F – I will send you a separate email with skype/phone meeting details.

Cheers

s22

s22  
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Corporate Division | Department of the Prime Minister and Cabinet  
s22  
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**From:** s47F  
**Sent:** Thursday, 4 June 2020 12:47 PM  
**To:** s22  
**Subject:** RE: AWEI Results [SEC=UNOFFICIAL]

Hi s22

Let's make it 9.00am on Friday 12<sup>th</sup> June.

I think we may need an hour. Let me know what technology we can use.

Thanks s47F

---

**From:** s22  
**Sent:** Thursday, 4 June 2020 9:22 AM  
**To:** s47F  
**Subject:** RE: AWEI Results [SEC=UNOFFICIAL]

UNOFFICIAL

Good Morning s47F

Thanks for your response – if we can lock in Friday 12 June for a time that suits you that would be great.

Cheers

s22

s22

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Corporate Division | Department of the Prime Minister and Cabinet

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**From:** s47F  
**Sent:** Monday, 1 June 2020 10:47 AM  
**To:** s22  
**Subject:** RE: AWEI Results [SEC=UNOFFICIAL]

Hi s22

I am free all day Thursday 11<sup>th</sup> till 3.00pm and all day Friday 12<sup>th</sup> June.

Let me know what would suit you.

Thanks s47F

---

**From:** s22  
**Sent:** Thursday, 28 May 2020 2:41 PM  
**To:** s47F  
**Subject:** RE: AWEI Results [SEC=UNOFFICIAL]

UNOFFICIAL

Hello s47F

I am well and hope you are well too.

Apologies for the delayed response as I didn't have an opportunity to catch up with my manager until yesterday to discuss next steps.

We would love to catch up with you next week if you have time, noting that Monday is a public holiday in Canberra – let me know your availability and how long you think we need to go over the results and I will send you a meeting/skype invite.

Also we are yet to communicate our results any further than my section however my manager has asked if there is a pattern amongst larger agencies performing better in the index, or there is no such correlation with results – would appreciate your thoughts.

Cheers

s22

s22

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From: s47F

Sent: Tuesday, 26 May 2020 2:48 PM

To: s22

Subject: AWEI Results

Hi s22

I hope you are safe and well.

I was wondering if we should get together to look at your AWEI results and plan for the rest of the year?

Let me know what time would suit.

Thanks s47F

s47F

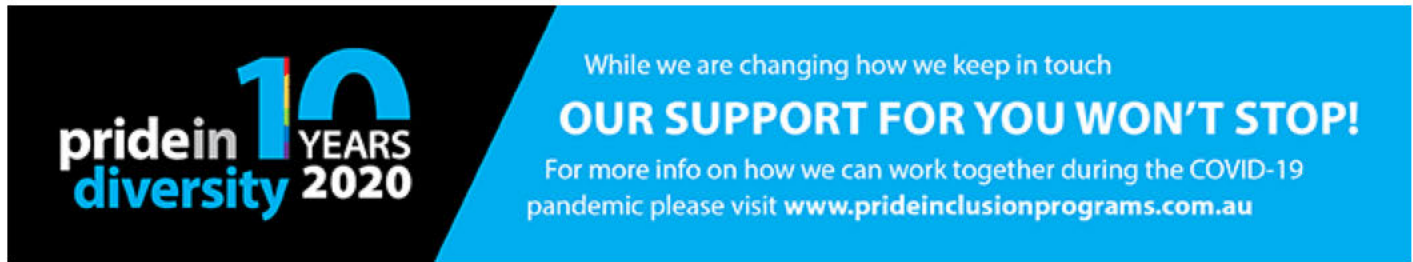
**Pride in Diversity**

s47F

**Website:** [www.prideinclusionprograms.com.au](http://www.prideinclusionprograms.com.au) | [www.pid-awei.com.au](http://www.pid-awei.com.au)

**Facebook:** [facebook.com/prideindiversity](https://facebook.com/prideindiversity) [facebook.com/prideinsport](https://facebook.com/prideinsport)

s47F



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**From:** s22  
**Sent:** Tuesday, 9 June 2020 4:33 PM  
**To:** s47F  
**Subject:** RE: Australian LGBTQ Inclusion Awards Tickets [SEC=UNOFFICIAL]

UNOFFICIAL

Hi s47F

I am so sorry for the delay in responding to you.

I have confirmed with my manager and unfortunately this year PM&C will not be attending either of the events.

Thanks for your patience while waiting for a response.

Thanks

s22

s22

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---

**From:** s47F  
**Sent:** Tuesday, 26 May 2020 2:44 PM  
**To:** s22  
**Subject:** Australian LGBTQ Inclusion Awards Tickets  
**Importance:** High

H s22

I hope you're doing well.

Just following up on the below email.

In addition to the Awards Luncheon on the 19<sup>th</sup> of October, we are now also hosting a virtual event on the 11<sup>th</sup> of June to announce the awards. This event is exclusive to those who have tickets for the Luncheon in October and will announce the following awards:

**Announcement of top finalists:**

- Out Role Model of the Year Award
- Network Leader of the Year Award
- Sally Webster Ally Award
- Executive Leadership Award
- Award for the Inclusion of Trans & Gender Diverse Employees
- Network of the Year Award
- Sapphire Award
- Most Improved Employers Awards

**Announcement of all tiers:**

- Bronze and Silver Employers
- Gold Employers
- Employer/Service Provider of the Year Awards

Our annual awards luncheon celebration will still take place in October and will feature the announcement of the Individual Awards, presentation of all trophies and badges along with photo opportunities, entertainment as well as the celebration of our 10 Year Anniversary Awards.

Would you kindly let me know whether you would like these tickets or whether I should release them?

Warm regards,

s47F

Pride in Diversity | Pride in Sport | Pride in Health + Wellbeing

s47F



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**From:** s47F  
**Sent:** Wednesday, 29 April 2020 12:45 PM  
**To:** s22  
**Subject:** RE: AWARDS WAITLIST [SEC=UNOFFICIAL]  
**Importance:** High

Hi s22

I hope you're keeping well during this time.

I'm reaching out as 2 tickets have become available for our Awards Luncheon, which has been postponed from the 22<sup>nd</sup> of May to the 19<sup>th</sup> of October, at the Hyatt Regency Sydney. Tickets are \$220 +GST each.

Just to let you know, in case we aren't able to proceed with the event down the track due to COVID-19 and Government Rules, we will provide an alternative or a full refund.

Would you kindly let me know whether you would still like them?

Looking forward to hearing from you.

Warm regards,

s47F

s47F

Pride in Diversity | Pride in Sport | Pride in Health + Wellbeing

s47F



pridein 10 YEARS diversity 2020

While we are changing how we keep in touch  
**OUR SUPPORT FOR YOU WON'T STOP!**  
For more info on how we can work together during the COVID-19 pandemic please visit [www.prideinclusionprograms.com.au](http://www.prideinclusionprograms.com.au)

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---

**From:** s22  
**Sent:** Wednesday, 11 March 2020 3:01 PM  
**To:** s47F  
**Subject:** RE: AWARDS WAITLIST [SEC=UNOFFICIAL]

UNOFFICIAL

Hi s47F

Thanks – 2 to 3 tickets would be great.

Cheers

s22

s22

Inclusion, Diversity and Cultural Change Team | People Branch  
Corporate Division | Department of the Prime Minister and Cabinet

s22

s22 | w. [www.pmc.gov.au](http://www.pmc.gov.au)

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---

**From:** s47F  
**Sent:** Wednesday, 11 March 2020 9:00 AM  
**To:** s22  
**Subject:** RE: AWARDS WAITLIST [SEC=UNOFFICIAL]

Hi s22

Thanks for your email.

Sure, I will add you to the list and let you know if anything comes up. Ideally how many tickets are you after?

Warm regards,

s47F

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---

From: s22  
Sent: Wednesday, 11 March 2020 7:52 AM  
To: s47F  
Subject: AWARDS WAITLIST [SEC=UNOFFICIAL]

## UNOFFICIAL

Hello

Unfortunately the Department of Prime Minister and Cabinet has not been able to secure tickets for this year's Australian LGBTQ Awards, however if you can place us on a wait list that would be much appreciated.

Thanks

s22

s22

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Corporate Division | Department of the Prime Minister and Cabinet

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**From:** APOperations  
**Sent:** Thursday, 25 June 2020 9:51 AM  
**To:** s47F Help - Accounts Payable  
**Cc:** s47F APOperations  
**Subject:** RE: Invoice PID3171 [SEC=OFFICIAL]

**OFFICIAL**

Good morning s47F

Were you provided with a Contract Number?  
Do you have s47F is not on this email group?

Kind Regards

s22

s22 | Accounts Team Leader  
Payables/Receivables/Debt Recovery  
Shared Services Branch | Financial Operations | Corporate Division  
Department of the Prime Minister and Cabinet  
*For assistance please call PM&C Corporate Connect on 6271 6000*  
s22 | w. [www.pmc.gov.au](http://www.pmc.gov.au)  
1 National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600



---

**From:** s47F  
**Sent:** Thursday, 25 June 2020 9:44 AM  
**To:** Help - Accounts Payable  
**Cc:** s47F  
**Subject:** Invoice PID3171

Hi s47F

Please see Invoice PID3171 (\$6,600) and terms and conditions attached.

Please send a copy of remittance advice to s47G after making the payment.

Should you have any enquiry please do not hesitate to contact us.

Thank you.



Kind Regards,

\$47F

Website: [acon.org.au](http://acon.org.au)

Twitter: [twitter.com/ACONhealth](https://twitter.com/ACONhealth) | Facebook: [facebook.com/ACONhealth](https://facebook.com/ACONhealth)

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---

**From:** s22  
**Sent:** Wednesday, 22 July 2020 9:43 AM  
**To:** s47F  
**Cc:** s22  
**Subject:** RE: Ally Training Query [SEC=OFFICIAL]  
**Attachments:** PiD Training 2020.docx

**OFFICIAL**

Hi s47F

Thanks for sending this information through, much appreciated!

We would be interested in holding some sessions of 'Empowering Allies'. How long would these sessions normally run for, and are you able to deliver them remotely?

Cheers,

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Inclusion, Diversity and Cultural Change | People Branch  
Corporate Division | Department of the Prime Minister and Cabinet  
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---

**From:** s47F  
**Sent:** Monday, 6 July 2020 1:51 PM  
**To:** s22  
**Cc:** s22  
**Subject:** RE: Ally Training Query [SEC=OFFICIAL]

Hi s22

I think my predecessor s47F has facilitated some learning with the department.

Attached is a menu of education sessions that we provide free as part of your membership. We generally start with LGBTQ Awareness and then move to Empowering Allies session.

Once you have had time to look over the menu, perhaps we could speak and pencil in some dates.

Regards s47F

s47F

### Pride in Diversity

s47F

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Facebook: [facebook.com/prideindiversity](https://facebook.com/prideindiversity) [facebook.com/prideinsport](https://facebook.com/prideinsport)

s47F



---

From: s22

Sent: Monday, 6 July 2020 1:36 PM

To: s47F

Cc: s22

Subject: Ally Training Query [SEC=OFFICIAL]

### OFFICIAL

Good Afternoon s47F

It is my understanding that you have previously provided Ally (LGBTQI+) training to the Department of the Prime Minister & Cabinet, and liaised with s22 in my team.

We are hoping to lock in some further dates for training, specifically in the coming months.

Moving forward I have taken over liaison of the training and would be grateful if you could please get back to me as to whether you are able to virtually deliver this training/workshop, and if so some dates/times in August & November that suit, as well as a cost breakdown. I would really appreciate your response and the opportunity to discuss further with you.

Warm Regards,

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s22 | Adviser



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# PiD Training Catalogue

## LGBTQ Awareness Session

### AIM

The aim of the session is to provide participants with:

- an overall understanding of why LGBTQ workplace inclusion is important to an organisation
- a level of comfort around terminology
- challenges often faced by LGBTQ employees
- awareness of the impact that a culture has on the lived experiences of its employees

### LEARNING OUTCOMES

At the end of this session, participants should be able to:

- Understand the business case for LGBTQ inclusion
- Explain the differences between sex, gender identity, gender expression and sexual orientation
- Outline some of the unique challenges faced by LGBTQ employees
- Explain the meaning of the letters of the LGBTQ acronym
- Understand the role that individuals play in creating a more inclusive culture

## Empowering Allies

### AIM

The aim of the session is to provide participants with:

- The role of allies
- Some actions allies can take
- The importance of visibility
- Calling out problematic behaviours

### LEARNING OUTCOMES

At the end of this session, participants should be able to:

- Explain the role that allies play
- Outline key characteristics of an ally
- Respond to some of the common views questioning the need for LGBTQ inclusion
- Take action in calling out problematic behaviours

# Let's Talk Gender Awareness Session

## AIM

The aim of the session is to provide participants with:

- The difference between sex and gender?
- The diversity of genders
- Some of the challenges trans people face
- Gender Affirmation
- The role of allies trans & gender diverse inclusion

## LEARNING OUTCOMES

At the end of this session, participants should be able to:

- Explain the difference between sex characteristics and gender
- Understand the challenges that trans and gender diverse people may face
- Outline the stages and process of gender affirmation in the workplace
- Bust myths about trans and gender diverse people
- Take action as allies for trans and gender diverse people

# LGBTQ for HR & Recruitment

## AIM

The aim of the session is to provide participants with:

- Knowledge of the role of HR in LGBTQ inclusion
- The importance of LGBTQ inclusion in HR policies
- Issues with LGBTQ bullying and harassment
- The importance of a gender affirmation policy and process
- Challenges LGBTQ people face in recruitment

## LEARNING OUTCOMES

At the end of this session, participants should be able to:

- Understand the issues that LGBTI people face in recruitment and selection for roles
- Outline some of the issues faced by transgender people face when transitioning in the workplace
- Update HR policies to make them LGBTQ inclusive
- Understand the best practice elements of a gender affirmation policy
- Know the different ways LGBTQ people may face domestic and family violence
- Understand the barriers and solutions for LGBTQ people making a bullying and harassment complaints



---

**From:** s22  
**Sent:** Thursday, 30 July 2020 11:10 AM  
**To:** s47F  
**Subject:** FW: PMC AWEI Results - Possible Presentation [SEC=OFFICIAL]

OFFICIAL

Hi s47F

Further to the below, I have sent out a meeting invite. If you are planning on presenting slides to the group, feel free to shoot a powerpoint presentation through to me and I can ensure it is presented at this meeting.

Happy to chat further ☺

s  
2

---

**From:** s22  
**Sent:** Thursday, 30 July 2020 10:28 AM  
**To:** s47F  
**Cc:** s22  
**Subject:** RE: PMC AWEI Results - Possible Presentation [SEC=OFFICIAL]

OFFICIAL

Hi s47F

Thank you for sending through these times, much appreciated!

I've locked in Thursday 6 August 11-12 with our Pride Network Champion, and I'll send out an invite shortly.

Thanks ☺

s  
2

---

**From:** s47F  
**Sent:** Wednesday, 29 July 2020 5:33 PM  
**To:** s22  
**Cc:** s22  
**Subject:** RE: PMC AWEI Results - Possible Presentation [SEC=OFFICIAL]

Hi s22

I am free all Thursday 6<sup>th</sup> August and up until 11.30 on Friday 7<sup>th</sup> August.

Wednesday 12<sup>th</sup> August is free all day too.

Monday 17<sup>th</sup> and Friday 21<sup>st</sup> August is also free at present.

Would any of these times work for you?

Thanks s47F

---

**From:** s22  
**Sent:** Wednesday, 29 July 2020 12:07 PM  
**To:** s47F  
**Cc:** s22  
**Subject:** PMC AWEI Results - Possible Presentation [SEC=OFFICIAL]

OFFICIAL

Hi s47F

Hope you're well!

I was wondering if you would mind meeting with us again to present the findings from the latest AWEI to our Pride Network Champion, and our Pride Network Co-Chairs?

If so could you please send through some times that you would have available, and I will work out a time that suits our Pride Network representatives.

Cheers ☺

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---

**From:** s22  
**Sent:** Tuesday, 4 August 2020 9:49 AM  
**To:** s47F  
**Cc:** s22  
**Subject:** RE: Ally Training Query [SEC=OFFICIAL]

**OFFICIAL**

Hi s47F

Thank you for speaking with me on the phone before. As discussed, we would like to book the following training sessions:

Training Name: Empowering Allies  
Date: 18 August  
Time: 11am-12pm  
Duration: 60min  
Platform: Skype for Business

Training Name: Empowering Allies  
Date: 14 October  
Time: 1pm-2pm  
Duration: 60min  
Platform: Skype for Business

I will arrange a time on the morning of 18 August to trail run the technology.

I look forward to speaking with you Thursday.

Many thanks,

s22

---

**From:** s47F  
**Sent:** Friday, 31 July 2020 5:02 PM  
**To:** s22  
**Cc:** s22  
**Subject:** RE: Ally Training Query [SEC=OFFICIAL]

Hi s22,

I am free on 18, 19 and 20 August between 11.30 and 1.30.

And free all day on 14<sup>th</sup> October.

Thanks s47F

---

**From:** s22  
**Sent:** Friday, 31 July 2020 3:58 PM  
**To:** s47F  
**Cc:** s22  
**Subject:** RE: Ally Training Query [SEC=OFFICIAL]

OFFICIAL

Hi s47F

Apologies for the delayed response. Do you have availability for 18, 19 or 20 August? Unfortunately, we are unable to do the week 24-28 August.

For the second training session, would Wednesday 14 October work?

Happy to call and discuss.

Kind regards,

s22

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---

**From:** s47F  
**Sent:** Tuesday, 28 July 2020 2:02 PM  
**To:** s22  
**Cc:** s22  
**Subject:** RE: Ally Training Query [SEC=OFFICIAL]

Hi s22

How would Tuesday 25<sup>th</sup> August any time after 10.30 be?

And for November, at this stage you can have any date prior to 30<sup>th</sup> November.

Let me know what suits.

Thanks s47F

**Pride in Diversity**

s47F

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Facebook: [facebook.com/prideindiversity](https://facebook.com/prideindiversity) [facebook.com/prideinsport](https://facebook.com/prideinsport)

s47F



---

From: s22

Sent: Tuesday, 28 July 2020 11:48 AM

To: s47F

Cc: s22

Subject: FW: Ally Training Query [SEC=OFFICIAL]

**OFFICIAL**

Hi s47F

Hope you're well!

Further to the below, moving forward my colleague s22 will be taking lead in terms of organising the Ally training, with my involvement when required.

Please feel free to continue liaising with her, and ccing myself along with s22 .

Cheers,

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s22 Adviser

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---

**From:** s22  
**Sent:** Wednesday, 22 July 2020 11:08 AM  
**To:** s47F  
**Cc:** s22  
**Subject:** RE: Ally Training Query [SEC=OFFICIAL]

OFFICIAL

Hi s47F

That sounds perfect, although we can't access Zoom on our work laptops. We do have Skype for Business however, is that something that could work for you? We can always do a test run of the technology before we commence any training.

Are there any dates in particular that work for you in August & November?

Cheers,

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---

**From:** s47F  
**Sent:** Wednesday, 22 July 2020 10:13 AM  
**To:** s22  
**Cc:** s22  
**Subject:** RE: Ally Training Query [SEC=OFFICIAL]

Hi s22 ,

They usually take 90 minutes if we are able to do the team activities via Zoom.

If we can't use Zoom and put people in breakout rooms, then we can cover everything in 60 minutes.

Thanks s47F

---

**From:** s22  
**Sent:** Wednesday, 22 July 2020 9:43 AM  
**To:** s47F  
**Cc:** s22  
**Subject:** RE: Ally Training Query [SEC=OFFICIAL]

OFFICIAL

H s47F

Thanks for sending this information through, much appreciated!

We would be interested in holding some sessions of 'Empowering Allies'. How long would these sessions normally run for, and are you able to deliver them remotely?

Cheers,

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---

**From:** s47F  
**Sent:** Monday, 6 July 2020 1:51 PM  
**To:** s22  
**Cc:** s22  
**Subject:** RE: Ally Training Query [SEC=OFFICIAL]

Hi s22 ,

I think my predecessor s47F has facilitated some learning with the department.



Attached is a menu of education sessions that we provide free as part of your membership. We generally start with LGBTQ Awareness and then move to Empowering Allies session.

Once you have had time to look over the menu, perhaps we could speak and pencil in some dates.

Regards s47F

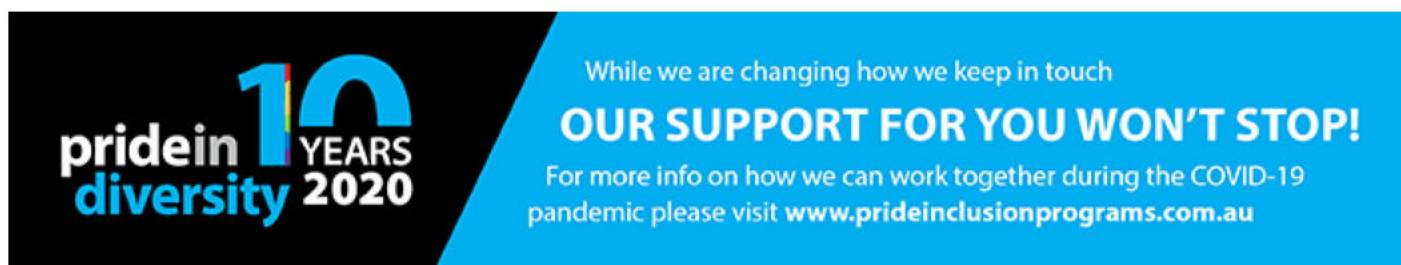
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Facebook: [facebook.com/prideindiversity](https://facebook.com/prideindiversity) [facebook.com/prideinsport](https://facebook.com/prideinsport)

Personal pronouns: he/him



---

From: s22

Sent: Monday, 6 July 2020 1:36 PM

To: s47F

Cc: s22

Subject: Ally Training Query [SEC=OFFICIAL]

**OFFICIAL**

Good Afternoon s47F

It is my understanding that you have previously provided Ally (LGBTQI+) training to the Department of the Prime Minister & Cabinet, and liaised with Janet in my team.

We are hoping to lock in some further dates for training, specifically in the coming months.

Moving forward I have taken over liaison of the training and would be grateful if you could please get back to me as to whether you are able to virtually deliver this training/workshop, and if so some dates/times in August & November that suit, as well as a cost breakdown. I would really appreciate your response and the opportunity to discuss further with you.

Warm Regards,

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**From:** Hall, Clancie  
**Sent:** Tuesday, 4 August 2020 12:44 PM  
**To:** Womens Safety Secretariat  
**Cc:** s22  
**Subject:** Preventing Financial Abuse – Consultation on Fourth Action Plan initiative [SEC=OFFICIAL]

OFFICIAL

Good afternoon

The Office for Women has engaged KPMG to conduct a stocktake of existing initiatives related to preventing and addressing financial abuse. The [preventing financial abuse initiative](#) is part of the Fourth Action Plan of the *National Plan to Reduce Violence against Women and their Children 2010-2022*. KPMG's stocktake activity will inform the development of products including education and awareness materials and training modules.

Your organisation has been identified as having relevant expertise to inform this project and as such, we would like to invite you to participate in project consultations.

We understand that your time is important, and that many organisations have experienced disruptions due to COVID-19. With this in mind, KPMG are looking to hold consultations consisting of a 1-1.5 hour individual or group discussion.

Most consultations will be held via teleconferencing / videoconferencing. In person consultations will be considered in some cases where this can occur in compliance with COVID safe practices and restrictions, including social distancing and hygiene measures.

We would highly value the contribution of your organisation to inform the findings of this project and would be grateful if you can make the time to participate.

If you have any questions, please feel free to contact s22

KPMG will be in touch with you shortly with further details on consultation logistics and timing.

Many thanks

**Clancie Hall** | A/g Assistant Secretary  
Women's Safety and International Engagement | Office for Women  
Department of the Prime Minister and Cabinet

s22

e. [clancie.hall@pmc.gov.au](mailto:clancie.hall@pmc.gov.au) | w. [www.pmc.gov.au](http://www.pmc.gov.au)

One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600



**CEDAW 2021-2024**  
**NATASHA STOTT DESPOJA**  
Australia's candidate  
[pmc.gov.au/CEDAW-candidate](http://pmc.gov.au/CEDAW-candidate)

---

**From:** s22  
**Sent:** Wednesday, 5 August 2020 3:24 PM  
**To:** s22; s47F  
**Cc:** s22  
**Subject:** Empowering Allies Training and Domestic Violence Awareness Training [SEC=OFFICIAL]  
**Attachments:** Infinity\_Connect\_Webapp\_Userguide\_v24.a.pdf

**OFFICIAL**

Hi s22 s47F

I am contacting you as requested by s22, to assist you with the virtual training sessions you are facilitating.

s47F is facilitating a virtual training on the 18<sup>th</sup> of August

s22

s22 has advised me that she has told you to deliver the training sessions via skype, however this is not possible – because you are external staff members.

You will be able to attend the meeting via Pexip, via a browser on your personal laptop. s22 will send the applicable Pexip meeting invite to your email, and it will have a “Join Pexip Meeting via Browser” link, all you need to do is click that link, and it will join the meeting automatically on your browser.

[Join PexIP Meeting via Browser](#)

For participants outside of the PM&C Protected Network.

You will be allowed to join the meeting 30 minutes prior to the actual start time of the training, and s22 and I have discussed that you should join 30 minutes earlier with s22 and myself, so that we are able to confirm you are all dialled in successfully.

There is also a 1 hour grace period after the end time of the training, in case you go over the time.

Pexip does not have any Host or Guest privileges, so although you are “joining” the meeting, that s22 has created – you will have the ability to present your screen, talk and share your camera with no issues.

I have attached the Infinity Connect Web App - User Guide, which is written by Pexip themselves, and it is very well written with included screenshots. This is just for using the Browser version of Pexip, not for PMC staff – who have the desktop app.

Please let me know if you have any further questions.

Kind regards,

s22 | Desktop and Voice  
ICT Service Delivery Section | Information Services Branch

s22

For IT Support, [log a job](#) in Service Portal or  
email [itservicedesk@pmc.gov.au](mailto:itservicedesk@pmc.gov.au)  
For urgent support, call the IT Service Desk on (02) 6271 6000



The Department 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 elders both past and present.





# **Infinity Connect Web App**

## **User Guide**

**Software Version 24**

**Document Version 24.a**

**July 2020**

**]pexip[**

## Contents

<b>Introduction</b> .....	<b>3</b>
<b>Getting started</b> .....	<b>3</b>
<b>Configuring your client</b> .....	<b>4</b>
<b>Making a call</b> .....	<b>6</b>
<b>During the call</b> .....	<b>9</b>



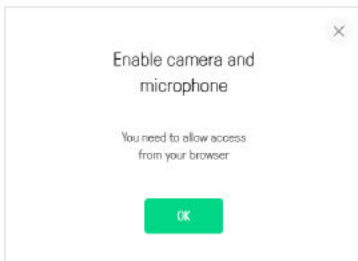
# Introduction

This guide describes how to use the web app, although not all features are available to all browsers.

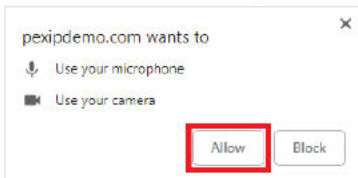
## Getting started

The first time you use your Infinity Connect client, you will be asked to allow access to your camera and microphone, and to provide your name. That's all you need to do before you [make a call](#), but there are also some [additional settings](#) you can configure.

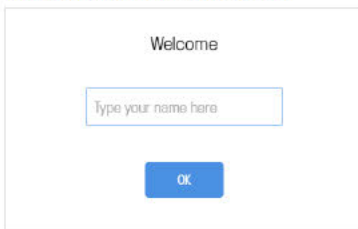
1. If prompted, allow access to your camera and microphone:



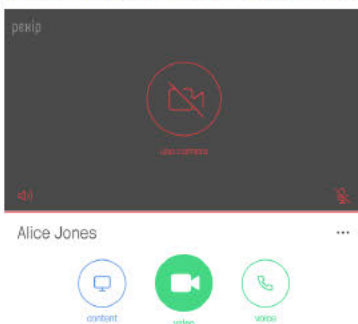
Allow the browser to use your camera and microphone:



2. If prompted, enter your name:



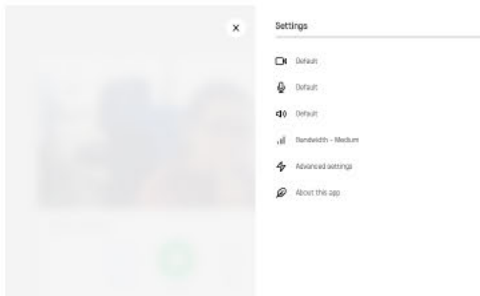
3. If required, turn on your camera and microphone by clicking on the icons in the middle and bottom right of the video window:











- i** If you are joining a meeting where you might not be speaking often, or where there will be many other participants, it is good practice to turn off your microphone before placing the call, and turn it on only when you are in the meeting and wish to speak.


4. If required, select the Settings icon ●●● underneath the video window to select which camera, microphone and speakers to

use:



## Configuring your client

Setting	Description
<b>Home page</b>	
Name	The name that will appear to other conference participants.  You'll be asked to enter your name the first time you use the client, but you can change your name from the home page by clicking on it.
<b>Settings</b>	
 (Camera)	Shows the currently selected camera. Select this option to change the camera to use.  When the selected camera is working properly, your self view will be shown in the main video window.   If you select <i>None</i> , you will join the meeting without a camera, but you will still be able to see everyone else's video.
 (Microphone)	Shows the currently selected microphone. Select this option to change the microphone to use.  When the selected microphone is working properly, a green bar will appear under the main video window when audio is detected. The length of the bar represents the level of audio volume being picked up by the microphone.   If you select <i>None</i> , you will join the meeting without a microphone, but you will still be able to hear everyone else's audio.
 (Speakers)	Shows the currently selected speakers or headset. Select this option to change the speakers to use.  To check that the selected speakers are working properly, select the speaker icon from the bottom left of the main video window and then select the speaker to use. A tone will be played from that speaker.
 Bandwidth *	The maximum bandwidth for the call, and the bandwidth at which the initial call attempt will be made. Note that calls may be temporarily downspeeded due to network conditions.  The default is <i>Medium (up to 576kbps)</i> , but if you are on a cellular connection or slow Wi-Fi connection you may wish to reduce this to <i>Low (up to 256kbps)</i> .  You should also reconnect using a lower bandwidth if you experience slow or low-quality video.
 Languages *	(Only applies if additional languages have been enabled by your administrator.)  Allows you to select from a drop-down menu the language to use in your Infinity Connect client.   If your browser or device's default language is supported by the Infinity Connect client, that language will be used automatically. Alternatively, your administrator may have specified a default language to use.
<b>Advanced settings</b>	

Setting	Description
Confirm when disconnecting *	When this option is selected, you must confirm each time you wish to disconnect from a meeting. This prevents you from accidentally disconnecting yourself. This is on by default.
View incoming presentation in full motion *	<p>This setting determines how presentations from other participants are initially received by you.</p> <p>Presentations can be received in two formats:</p> <ul style="list-style-type: none"> <li>• A lower-bandwidth series of <b>still images</b> (suitable for documents and screens being shared). With this option, Pexip Infinity periodically takes a snapshot of the presentation and converts it to JPG format, and sends that to the Infinity Connect client at between 0.5 to 1 fps. For this reason, presentations that contain a lot of movement may appear jerky to clients using this option.</li> <li>• A higher-bandwidth <b>full motion</b> stream (suitable for presentations with a lot of movement). With this option, Pexip Infinity sends the presentation to the Infinity Connect client as a video stream at up to 30 fps, so movement will appear smooth.</li> </ul> <p> The actual frame rate used will depend on the capabilities of the endpoint that is sending the presentation. Infinity Connect clients can send presentations at up to 30 fps; other clients may send at a higher or lower frame rate.</p> <p>This setting is off by default: presentations are initially received as still images, and you can subsequently elect to view them in full motion by selecting the HD button at any time during the call. However, when <b>View incoming presentation in full motion</b> is selected, presentations received by you will always be shown in full motion by default, and you can then elect to view them as still images.</p>
Send anonymous statistics *	When this option is selected, anonymous information about how the client is being used is sent to Pexip. This is on by default.
High contrast *	When this option is enabled, there is a higher contrast between foreground and background elements of the user interface, making them more legible. This is off by default.
Device pairing	<p>This setting toggles the availability of the option to pair with an alternative device when placing a call.</p> <p>This is on by default.</p>
Screen sharing quality	<p>This setting determines the maximum frame rate used when you share your screen with other participants. A lower frame rate will result in images with more <i>Sharpness</i> and is best for static presentations; a higher frame rate will be less sharp and is best for content where there is more <i>Motion</i>. The default is 2 frames per second; the maximum is 30fps for the web app.</p> <p>Note that the actual frame rate at which a presentation is sent will depend on the browser, computer, network quality, and nature of the presentation.</p>



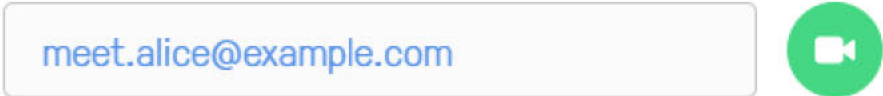



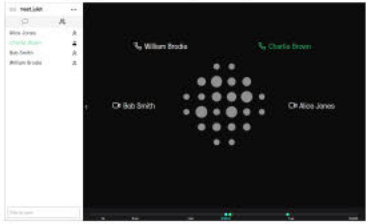








#### About this app

Reset app	The <b>Reset</b> option clears the app storage and any registration settings.
Logs	If you are having issues with your Infinity Connect client, your administrator may ask you to <b>Download logs</b> to obtain logging information about the last call.

\* The administrator can provide a first-time default for this option.

## Making a call

What	How
Joining a call with audio and video	<ol style="list-style-type: none"><li>1. Ensure that your camera and microphone are enabled and working correctly:<ul style="list-style-type: none"><li>○ You should see your own image in the video window.</li><li>○ The microphone icon should be green  and you should see a green bar under the video image indicating the volume of audio being detected.</li></ul></li><li>2. Select  .</li><li>3. In the box at the top right of the window, enter the address of the person or meeting you wish to join: </li><li>4. Either click on the icon to the right of the box, or press enter.</li></ol>
Joining a call with audio only	<ol style="list-style-type: none"><li>1. Ensure that your microphone icon is green  and you see a green bar under the video image indicating the volume of audio being detected.</li><li>2. Select  .</li><li>3. In the box at the top right of the window, enter the address of the person or meeting you wish to join: </li><li>4. Either click on the icon to the right of the box, or press enter.</li></ol> <p>When you have joined the call, you will be able to hear other participants and they will be able to hear you, and you will be able to send and receive content, but you will not send or receive any video. Instead, in the main video window you will see an infographic of the participants in the call:</p> 

What	How
Joining a meeting as a presentation and control-only participant	<ol style="list-style-type: none"> <li>Select  .</li> <li>In the box at the top right of the window, enter the address of the meeting you wish to join:           <div data-bbox="397 346 1144 441" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="font-size: 1.2em; color: #4a90e2;">meet.alice@example.com</p> </div> </li> <li>Either click on the icon to the right of the box, or press enter.           <div data-bbox="1177 346 1274 441" style="border: 1px solid #4a90e2; border-radius: 50%; width: 60px; height: 60px; display: flex; align-items: center; justify-content: center; margin: 10px 0;">  </div> </li> </ol> <p>You will join the meeting as a presentation and control-only participant - you will not be sending any audio or video, and you will not receive any audio or video from other participants. However, you will be able to view content that others are sharing, and share content with others. You will also have access to the participant list and events, and be able to control the conference (if you are a Host).</p>
Entering the PIN	<p>For some meetings, you will be offered the ability to enter a PIN. If this is your VMR, enter your Host PIN. If not, the meeting organizer should have told you the PIN to use. If you haven't been given a PIN, select Join to join as a Guest:</p> <div data-bbox="365 724 690 976" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Welcome to the meeting</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="font-size: 0.8em; color: #999;">Enter your PIN here</p> </div> <p style="text-align: center; font-size: 0.9em;">or just</p> <div style="background-color: #27ae60; color: white; padding: 5px; text-align: center; margin: 10px 0; width: fit-content; margin-left: auto; margin-right: auto;"> <p style="font-size: 0.8em;">Join</p> </div> </div> <p>The PIN determines whether you join the meeting as a Host or Guest. Hosts can control the meeting and the other participants; Guests can't control the meeting but can still see and hear the other participants, and share content.</p>
<b>Other ways to select the person or meeting to call</b>	
Favorites	<p>You can add the addresses of people or meetings you call frequently to your Favorites list.</p> <p>To do this:</p> <ol style="list-style-type: none"> <li>Select the add icon  to the right of the Favorites section.</li> <li>Enter the address of the person or meeting room, and the name you want to remember it by:           <div data-bbox="389 1312 730 1459" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="font-size: 0.8em; color: #999;">Favourites <span style="float: right;">×</span></p> <hr/> <p style="font-size: 0.7em; color: #999;">Alias</p> <p style="font-size: 0.7em;">meet.sales@example.com</p> <hr/> <p style="font-size: 0.7em; color: #999;">Name</p> <p style="font-size: 0.7em;">Sales team VMR <span style="float: right;">✓</span></p> </div> </li> <li>Select the  icon or press enter.</li> </ol> <p>You can also add a favorite from the Recents list (see below).</p>
Recents	<p>The addresses of any people or meetings you have previously called, or received calls from, will appear in the Recents list.</p> <ul style="list-style-type: none"> <li>To call anyone in this list again, simply click on the address.</li> <li>To use an address in the list as a basis for a new address to call (for example if you have mis-typed an address), select the edit icon  to the right of the address. The existing address will appear in the box at the top of the list; from here you can edit it before placing the call.</li> <li>To add an address in the list to your Favorites (see above), select the star icon  to the right of the address.</li> </ul>

What	How
<b>Advanced options</b>	

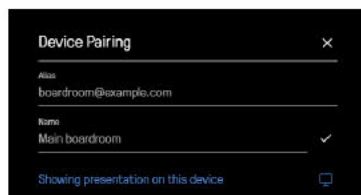
**Pairing with an alternative video/audio device** You can use your Infinity Connect client to pair with another video (or audio) device. When paired, your Infinity Connect client will join the meeting as a presentation and control-only participant, and the paired device will join with video (or audio). Paired devices are added automatically to any Virtual Meeting Room or Virtual Auditorium you join as a Host from your Infinity Connect client. The paired device will be disconnected automatically from the meeting when you disconnect your client.


Pairing is useful if, for example, you often make calls from a dedicated meeting room with a videoconferencing endpoint that you use for the main video, but you also want to use your Infinity Connect client to control the meeting and view content.

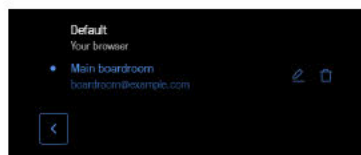
To pair with an alternative device:


1. From the bottom of the call panel, select **Pair with a device**.
2. From the **Device Pairing** panel, select the **+** icon in the top right corner.
3. Enter the address of the device, and the name that you want to remember it by.

- i By default, the paired device will be set to **Showing presentation on this device**, meaning that any content being shared, as well as the main video, will be shown. If you don't want content to be sent to the device (for example, if you intend to view content on your Infinity Connect client), click on the option; it will change to **Presentation hidden on this device**, meaning that the device will only show the main video stream. Click the option again to toggle back to showing content.

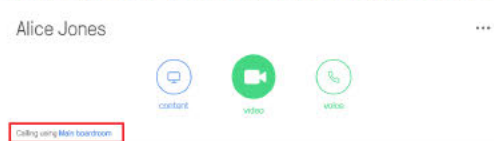


4. Select the  icon or press Enter.
5. The new device will appear in the list. To use it for your next call, click on it - the selected device will appear in blue:



6. To return to the main call page, select the  icon at the bottom left of the panel.

Now, at the bottom left of the home screen you'll see **Calling using** followed by the name of the selected paired device:





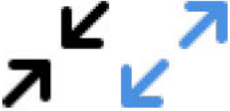


When a paired device is selected, whenever you place a video (or audio-only) call to a VMR, the selected device will be added to that VMR as a video (or audio-only) participant, and your connect client will join the VMR as a presentation and control-only participant.



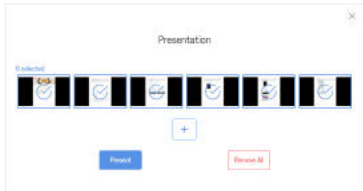


To stop using the additional device:

1. Click on the **Calling using ...** link at the bottom left of the home screen.
2. From the list of devices, select **Default**.

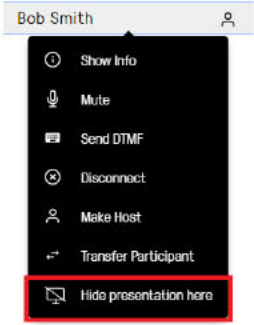




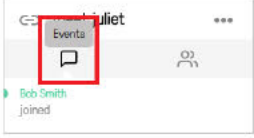
The button at the bottom of the call panel will change to **Pair with a device** — this means that only your connect client will be used the next time you place a call.





## During the call


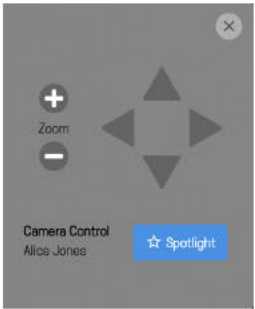

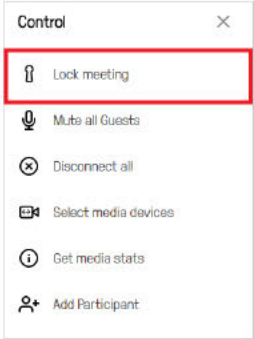

What	How	Keyboard shortcut
Enter Host PIN (if joined as Guest) 	From the toolbar at the bottom of the screen, select <b>Enter Host PIN</b> .	
Change your camera, microphone or speakers during a call 	<ol style="list-style-type: none"> <li>1. From the top of the side panel, select <b>Control</b> ● ● ●.</li> <li>2. Select <b>Select media devices</b>.</li> <li>3. Select the camera, microphone or speakers/headset, and then choose a new one from the list of available options.</li> </ol>	
Pin a minimized version of the video window to your screen 	From the toolbar at the bottom of the screen, select <b>Float video window</b> . The main video window (including thumbnails) will shrink and be pinned on top of all your other application windows. You can drag it to a suitable location. To return to the Chrome tab with the video window resized within it, from the pinned window select <b>Back to tab</b> . To close the pinned video window, from the toolbar select <b>Reset video window</b> .	
Share your screen with all other participants 	<ol style="list-style-type: none"> <li>1. From the toolbar at the bottom of the window, select <b>Share my screen</b>.</li> <li>2. Select the window, screen or tab you want to share.</li> </ol> When you are sharing, the icon changes to blue. To stop sharing, select the <b>Stop presenting</b> button.  The best way to share a PowerPoint presentation is to start the Slide Show from within PowerPoint first, and then tab to Infinity Connect, share your screen, and select the Slide Show window. Note that the ability to present into a conference may have been restricted to Hosts only.	

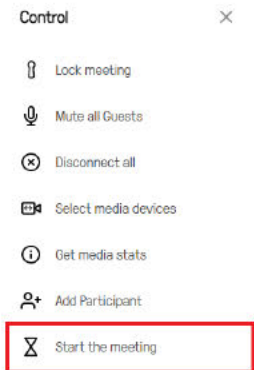

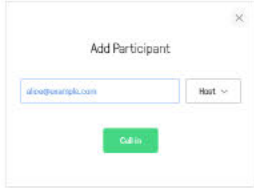
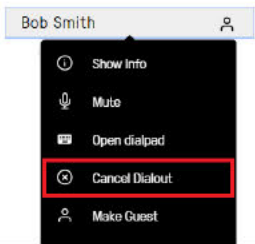



What	How	Keyboard shortcut
<p>Share images or PDFs with all other participants</p> 	<ol style="list-style-type: none"> <li>From the toolbar at the bottom of the screen, select <b>Present files</b>.</li> </ol> <p>The <b>Presentation</b> screen appears:</p>  <ol style="list-style-type: none"> <li>Select <b>+</b>, or drag and drop the file(s) you want to share into the <b>Presentation</b> window. You can add multiple files, and they can be a combination of images (JPEG, BMP, PNG or GIF) and PDFs (if supported by your device). Each image and PDF page is converted into an individual slide.</li> <li>By default, every slide is selected for presenting, but you can click on individual slides to select and deselect them:</li> </ol>  <ol style="list-style-type: none"> <li>When you have selected all the slides you want to share, select <b>Present</b>. Use the left <b>&lt;</b> and right <b>&gt;</b> on-screen controls, or the arrow keys on your keyboard, to scroll through the slides. You also have the option to <a href="#">View presentation in a separate window</a>.</li> <li>To stop sharing the slides, from the toolbar select <b>Stop presenting</b>.</li> </ol> <p>Note that the ability to present into a conference may have been restricted to Hosts only.</p>	
<p>View a presentation being shown by another participant</p>	<p>When a participant starts a presentation, you will automatically see the content they are sharing as your main image, and the image of the participants will reduce to a small thumbnail at the top left corner.</p> <p>You can toggle between viewing the presentation and viewing the participants by clicking on the thumbnail.</p> <p>You can also click and drag this window to move it.</p>	p
<p>View a presentation in a separate window</p> 	<p>Whether you are the presenter or a participant, you can view the current presentation in a separate pop-out window.</p> <p>To do this, from the bottom right of the screen select <b>View presentation in new window</b>. To close the window, from the bottom right of the screen select <b>Close separate presentation window</b>.</p>	Shift + P
<p>View a presentation at a higher (or lower) refresh rate</p> 	<p>When a participant is showing a presentation, by default you receive it as a series of still images. This is suitable for documents and screens being shared, but if the presentation contains a lot of movement it may appear jerky. If this is the case, you can elect to receive the presentation in full motion as HD video.</p> <p>To do this, from the bottom right of the screen select <b>View full motion presentation</b>. To return to the default view, select <b>View normal presentation</b>.</p>	

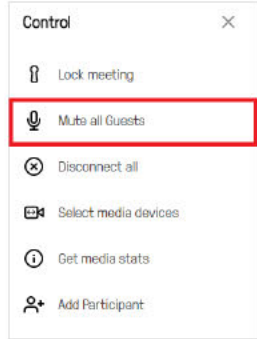
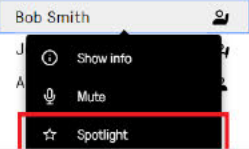

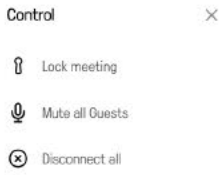
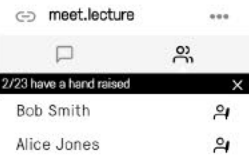
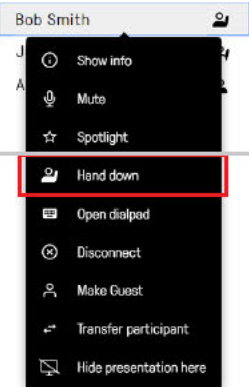


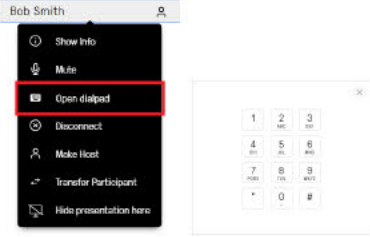


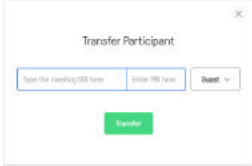
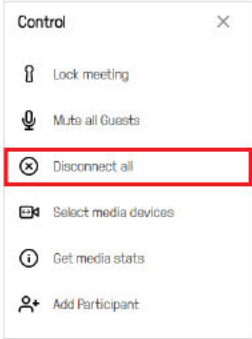

What	How	Keyboard shortcut	
Stop/start sending presentation to a participant	<p>(Requires Host privileges)</p> <p>When a participant is sharing a presentation, other participants receive both the presentation and the main video. However, you may want to receive just the main video on a particular endpoint (for example, if you are using a meeting room system for audio and video, but you are already viewing the presentation on your Infinity Connect client, you could stop sending presentation to the meeting room system). To do this, from the Participant list, select the participant and then select Hide presentation here.</p>		
Start sending and receiving video	<p>(For users who have initially joined without audio and video)</p> <p>From the toolbar at the bottom of the window, select Start Video.</p>		
			
Start sending and receiving audio	<p>(For users who have initially joined without audio and video)</p> <p>From the toolbar at the bottom of the window, select Start audio.</p>		
			
Stop/start sending your video to other participants	<p>From the toolbar at the bottom of the window, select Turn my camera off or Turn my camera on.</p> <p>Other participants will no longer be able to see you, but you will be able to see them.</p>		
			
Stop/start sending your audio to other participants	<p>From the toolbar at the bottom of the window, select Turn my microphone off or Turn my microphone on.</p> <p>Other participants will no longer be able to hear you, but you will be able to hear them.</p>		
			
Stop/start viewing the video of yourself	<p>The video of yourself that is being sent to other participants is shown in a thumbnail at the top right of the screen. To hide this, click on the image. It will be replaced by a small Show self view icon; select this to view your image again.</p>		
			
Show or hide the side panel	<p>To hide or show the side panel (containing the Participant list tab and the Events tab, and the Control menu), select the Hide side panel &lt; and Show side panel &gt; icons. These will be at the middle left or bottom of the screen, depending on your device and screen width.</p>		
			
View details of events	<p>To see a list of conference events that have occurred during the course of the call (participants joining, leaving, presenting etc.), from the top of the side panel select the Events tab:</p>		Shift + S

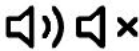


What	How	Keyboard shortcut
<p>View a list of other conference participants</p>	<p>When using Infinity Connect, a list of all other conference participants will be shown in the  <b>Participant list</b> tab of the control panel (which is to the left of or at the bottom of the screen, depending on the screen width). You can scroll through this list to view the names of other participants. You can also search for a particular participant using the <b>Filter by name</b> box at the bottom of the list.</p> <p> The <b>/filter command</b> lets you filter the participant list based on certain criteria such as the participants' role.</p> <p>You can show and hide the side panel by clicking on the <b>Hide side panel &lt;</b> and <b>Show side panel &gt;</b> icons.</p>	
<p>View an individual participant's role</p>	<p>Each person in the <b>Participant list</b> has an icon next to their name, representing their role:</p> <ul style="list-style-type: none"> <li> Hosts, who can control the meeting and other participants</li> <li> Guests</li> <li> External Guests, who connected directly to an externally-hosted conference, such as a Microsoft Teams or Skype for Business meeting, or Google Meet.</li> </ul>	
<p>Change a participant's role</p>	<p>(Requires Host privileges; you cannot change your own role to Guest.)</p> <p>From the <b>Participant list</b>, select the participant and then select <b>Make Host</b> or <b>Make Guest</b>.</p> <p>You cannot change the role of <b>External Guest</b> participants (those who are connected directly to an externally-hosted conference, such as a Microsoft Teams or Skype for Business meeting, or Google Meet).</p>	
<p>View individual participant's details</p>	<p>From the <b>Participant list</b>, select the participant and then select <b>Show Info</b>. This brings up an overlay dialog containing details of the participant, including their avatar or image if available (otherwise a placeholder image is shown).</p>	

What	How	Keyboard shortcut
<p>Control another participant's camera</p> 	<p>(Requires Host privileges. This feature must be enabled by an Administrator; not all endpoints can be controlled remotely.)</p> <p>From the participant list, select the participant whose camera you want to control, and then select <b>Camera control</b> (for person-to-person calls, this option is also available via the <b>Camera control</b> button on the toolbar).</p> <p>The <b>Camera Control</b> overlay will appear. Use the buttons to pan, tilt and zoom the camera at the far end. For calls in a Virtual Meeting Room or Virtual Auditorium you can also select <b>Spotlight</b> to bring the participant into the main video window for as long as the <b>Camera Control</b> overlay is open.</p>	
<p>Send and receive chat messages, and share online videos and images</p>	<p>(Available when chat has been enabled by the administrator)</p> <p>All events, including chat messages, are shown in the  <b>Events</b> tab of the side panel (which is to the left of or at the bottom of the screen, depending on the screen width).</p> <p>To send a message, type it in the text box at the bottom of the panel:</p> <div data-bbox="483 779 1036 856" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="color: #888;">Write a message</p> </div> <p>Messages are visible to everyone else in the conference with a chat-capable client (such as Skype for Business / Lync or Infinity Connect).</p> <p>You can also share videos and images by pasting their URL into the text box.</p>	
<p>Prevent/allow others from joining the meeting</p>	<p>(Requires Host privileges)</p> <p>From the top of the side panel, select <b>Control</b> ● ● ● and then select <b>Lock meeting</b> or <b>Unlock meeting</b>:</p> <p>The impact of locking depends on whether or not the meeting has a Host PIN.</p>	
<p>Allow a participant to join a locked conference</p>	<p>(Requires Host privileges)</p> <p>Participants who are waiting to join a locked conference are shown in the <b>Participant list</b> with a tick and cross next to their names. To allow these participants to join the conference, select the green tick. If you do not want them to join, select the red cross.</p>	

What	How	Keyboard shortcut
Allow waiting Guests to join a new meeting without a Host	<p>(Requires Host privileges)</p> <p>If a Guest joins a meeting without a Host, they will be kept waiting to join until the first Host joins, at which point all waiting Guests will automatically be allowed in to the meeting. However, this only applies if the Host has joined with audio or video; presentation and control-only Hosts will not automatically trigger Guests to join.</p> <p>If you have joined a meeting as a presentation and control-only Host and want Guests to join, from the top of the side panel, select <b>Control</b> ● ● ● and then select <b>Start the meeting</b>.</p>	
Add a participant to the conference 	<p>(Requires Host privileges)</p> <ol style="list-style-type: none"> <li>From the toolbar at the bottom of the screen, select <b>Add participant</b>.</li> <li>At the prompt, enter the address of the person you want to dial.</li> <li>Select whether you want the participant to have <b>Host</b> or <b>Guest</b> privileges.</li> <li>Select <b>Call in</b>.</li> </ol> <p>The call is placed from the VMR to the participant and they will appear in the participant list with a green line under their name while their endpoint is ringing. If and when the participant answers the call they will join the conference; if they do not answer, or do not accept the call, they will disappear from the participant list.</p> <p><b>i</b> If the address starts with a prefix such as <b>sip:</b> or <b>mssip:</b> or <b>h323:</b> or <b>rtmp:</b>, you should enter the prefix as well as the address. If you adding a streaming or recording service to the meeting, the address that you are dialing must start with <b>rtmp:</b> or <b>rtmps:</b> followed by the address of the service.</p>	
Cancel a call to a participant	<p>(Requires Host privileges)</p> <p>Outbound calls are placed from a Virtual Meeting Room to a participant when a Host uses the <b>Add participant</b> option, or if the Virtual Meeting Room has an automatically dialed participant configured.</p> <p>To cancel an outbound call, from the <b>Participant list</b>, select the participant and then select <b>Cancel Dialout</b>.</p>	
Share a link to the meeting	<p>If you want to send a link to the meeting to someone so that they can join you, select the <b>Share</b> icon at the top left of the screen and then select <b>Copy meeting link</b>.</p> <p>You can then send this link to other participants who can paste it into their browser to join the meeting.</p>	
Mute/unmute another participant 	<p>(Requires Host privileges)</p> <p>From the <b>Participant list</b>, select the participant and then select <b>Mute</b> or <b>Unmute</b>.</p> <p>When muted, a  icon is shown next to the participant's name.</p>	

What	How	Keyboard shortcut
Mute all Guest participants	<p>(Requires Host privileges)</p> <p>From the top of the side panel, select <b>Control</b> ● ● ● and then select <b>Mute all Guests</b>.</p>	
Keep a participant in the main video	<p>(Requires Host privileges)</p> <p>From the <b>Participant list</b>, select the participant and then select <b>Spotlight</b>.</p> <p>For more information, see <a href="#">Spotlighting a participant</a>.</p>	
Indicate that you wish to speak	<p>(Virtual Auditoriums only)</p> <p>From the toolbar at the bottom of the screen, select <b>Raise my hand</b>. The meeting Host will be alerted that your hand is raised. If you no longer wish to speak, you can select the button again to <b>Lower my hand</b>.</p> <p>The meeting Host can also lower your hand.</p>	
View all participants with raised hands	<p>(Virtual Auditoriums only; requires Host privileges)</p> <p>From the top of the side panel, select <b>Control</b> ● ● ● and then select <b>Show hands raised</b>.</p> <p>Participants will be listed in the order that they raised their hand.</p>	 
Lower a participant's raised hand	<p>(Virtual Auditoriums only; requires Host privileges)</p> <p>From the <b>Participant list</b>, select the participant and then select <b>Hand down</b>.</p> <p>A participant can also lower their own hand.</p>	

What	How	Keyboard shortcut
<p>Send DTMF tones to another participant (when in a VMR)</p>	<p>(Requires Host privileges; you must be joined over audio, or video and audio)</p> <p>From the <b>Participant list</b>, select the participant and then select <b>Open dialpad</b>. This will open a keypad:</p> 	
<p>Send DTMF tones to the other participant (when in a person-to-person call)</p> 	<p>From the toolbar at the bottom of the window, select <b>Open dialpad</b>. This will open a keypad.</p>	
<p>Transfer a participant to another VMR</p>	<p>(Requires Host privileges)</p> <p>From the <b>Participant list</b>, select the participant and then select <b>Transfer Participant</b>.</p> <p>Enter the alias of the conference you wish to transfer the participant to, the PIN (if applicable) and whether they should join as a Guest or Host, and then select <b>Transfer</b>.</p> <p>You can transfer any participant, including yourself.</p>	
<p>Disconnect another participant</p>	<p>(Requires Host privileges)</p> <p>From the participant list, select the participant's name and then select <b>Disconnect</b>.</p>	
<p>Disconnect all participants (including yourself)</p>	<p>(Requires Host privileges)</p> <p>From the top of the side panel, select <b>Control</b> ● ● ● and then select <b>Disconnect all</b>.</p>	
<p>Disconnect yourself from the conference</p> 	<p>From the toolbar at the bottom of the screen, select <b>Disconnect</b>.</p>	

What	How	Keyboard shortcut
<p>Mute/unmute the audio coming from the conference</p> 	<p>From the toolbar at the bottom of the screen, select <b>Mute/Unmute incoming audio</b>.</p>	
<p>Change the volume of the audio coming from the conference</p>	<p>From the toolbar at the bottom of the screen, use the slider to adjust the volume level (which is indicated by the green bar under the toolbar).</p> 	
<p>View diagnostic information about your call and client</p>	<p>(Available when connected with audio or video)</p> <p>From the top of the side panel, select <b>Control</b> ● ● ● and then select <b>Get media stats</b>.</p> <p>This brings up an overlay dialog that displays statistics such as the codec being used, incoming and outgoing audio and video bitrates, and how many data packets have been lost and received.</p> <p>It also shows the software version of the client and the Pexip Infinity deployment it is connected to.</p> 	
<p>Use a text-based interface to filter participants and control the conference</p>	<p>Some tasks can be performed using a command-line-style text input from within the <b>Filter by name box</b> at the bottom of the <b>Participant list</b>.</p> <p>Hosts and Guests can filter the list of participants based on criteria such as their role or who is currently speaking. Hosts can also perform other conference control functions such as muting and unmuting participants, spotlighting a participant, and turning the text overlay on and off.</p> <p>To view a full list of available commands, type <code>/</code> into the <b>Filter by name box</b>.</p>	