

Corporate Wardrobe – diverse sexuality and gender expression



Australian Government



Services
Australia

servicesaustralia.gov.au

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Corporate Wardrobe

Introduction

Services Australia (the agency) through its [Workplace Inclusion and Diversity Strategy 2019-23](#) and Inclusion Action Plan, aims to create places where staff feel safe, included respected and engaged at work. LGBTI+ inclusion is a key strategic focus.

Objective

This research aims to find out what options could be included in the Corporate Wardrobe to better enable staff to express their gender identity.

Background

The agency supplies staff working in customer-facing roles with corporate wardrobe to wear at work. Other staff can buy items from the range. All staff can order garments from the whole range which is arranged by male and female garments.

The [Standards of Dress Policy](#) sets the dress standard for work. Staff are to dress professionally at work and in a way that best reflects their gender identity. This includes transgender, gender diverse and non-binary staff. [The Corporate Wardrobe FAQs](#) on the intranet advise that staff can wear garments that match their gender identity. The agency's website tells prospective staff they can wear business clothes that express their gender identity.

The agency will introduce a new wardrobe in 2022. In early 2021, the Corporate Wardrobe Team surveyed almost 2,000 staff about their experience of wearing the Corporate Wardrobe. The Corporate Wardrobe Team will consider this information when selecting the new wardrobe range.

Almost 5,000 agency staff completed the LGBTI+ staff survey in early 2021. This survey asked staff about their views on corporate wardrobe. To understand more about the quantitative data, the LGBTI+ staff network, the Rainbow Connection, asked members in their Yammer group for more information about their experience of wearing the corporate wardrobe.

Data

LGBTI+ Survey

21% of staff who completed the survey said they were someone of diverse gender or sexuality.

Almost 20% of transgender and gender diverse staff (TGD) who completed the survey said that the alternatives to gendered uniforms or dress codes did not meet their expectations. Just under half (47%) agreed that they did meet expectations and the remainder had no expectations.

Corporate Wardrobe Survey









The Corporate Wardrobe Survey asked respondents to agree or disagree with the statement 'I can select garments from the current range that align with my gender expression'.

43% of staff who responded agreed, 53% were neutral and 6% disagreed.

Summary of free text responses and staff consultation

The members of the Rainbow Connection group were asked for their ideas about what options could be included in the corporate wardrobe. Both surveys also had relevant free text responses. All of the free text responses are at [Appendix A](#).

Here's a summary of the staff suggestions to make the corporate wardrobe more inclusive:






-  office shorts for women (8/11 relevant responses in the Corporate Wardrobe survey)
-  a less gendered corporate wardrobe
-  a boxy shirt like a Henley style or a long sleeved polo
-  ability to self-tailor garments
-  clothes that allow breastfeeding
-  slim fit shirts
-  purple or rainbow coloured shirts that everyone can wear
-  pronoun pins.

Inclusion

Research shows that LGBTI+ communities experience higher rates of depression and anxiety than the general population¹. Feeling supported and included can have a significant positive impact on people's wellbeing. Providing wardrobe options that address the experiences of sexuality and gender diverse staff can let them know they've been heard, are valued and provide a positive workplace experience. This can enhance the wellbeing of staff and organisational productivity.

Conclusion

6% of staff who completed the Corporate Wardrobe survey said that they couldn't select garments from the range that aligned with their gender expression and 20% of TGD respondents to the LGBTI+ survey agreed that the alternatives to gendered uniforms or dress codes did not meet their expectations. There is an opportunity for the agency to respond to these findings with the introduction of the new corporate wardrobe. The following might be considered:

-  a less binary approach to the wardrobe
-  office shorts for women
-  different shaped shirts in a range of colours
-  the ability to tailor garments
-  pronoun pins.

¹ Hill, A. O., Bourne, A., McNair, R., Carman, M. & Lyons, A. (2020). Private Lives 3: The health and wellbeing of LGBTIQ people in Australia. ARCSHS Monograph Series No. 122. Melbourne, Australia: Australian Research Centre in Sex, Health and Society, La Trobe University

Appendix A - Free text responses

LGBTI+ Survey

The free text responses to the question 'Is there anything in particular that you feel needs to be improved in this area?' were:

- Gender neutral uniform options might be an option in the next catalogue.
- Maybe uniforms (I don't wear one) could be less male/female oriented.
- I would like to see a selection of Polo shirts available for non-customer facing staff / National Office. This is what I bought the most of in previous collections - selection of three colours in a unisex range. They were quite smart and comfortable - more preferable to a business shirt for me.

Corporate Wardrobe responses

- 'Can we please have some knee length women's shorts/pants that aren't baggy and boxy. To be worn in the office. So kind of fitted, but not too fitted...tapered to the knee I think the words are.'
- *I would like to see stylish Shorts for women and more polo shirts*
- *Would like female shorts in the uniform*
- more unisex general shirts that aren't blouses, floral, fitting. more gender neutral designs/patterns
- *No dress shorts available for women for customer facing*
- Also, it would be great for those of us in warmer climates to have a pair of shorts available in the office wear range.
- *allow shorts and shirts to be worn in the office. Give options that are suitable for men, women and gender fluid staff.*
- As a non-binary AMAB person (Assigned Male at birth) some of the more feminine items I would like to wear are just not fit for purpose with someone my size, i.e. they are tailored to make me look like a walking box. I would just get a selection of body types from our staff, and like be able to tailor some of these items per our staff request.
- Can we please have shorts for women.
- Clothes with breastfeeding access that don't require ironing would be useful.
- Would prefer to see a better selection of shorts for women in summer and more options with polo shirts for front of house staff.

Consultation Rainbow Connection

- The range of masc tops is very limited, it's boxy shirts that need tailoring or 1 polo shirt. Options like a henley or some long sleeve polos. They may also be options for non-binary masc folk.
- Personally, a purple tie or t-shirt for Wear It Purple Day would be nice, but a lot of colour all year round is always a good idea :)
- There multiple polo shirts in the corporate wardrobe but only one is available to non-outsourcing staff. A range of polo shirts would be better. I would like to see some of rainbow representation in our corporate wardrobe design.

- I am grateful for my tailoring skills as I have to pull all my 'mens' shirts apart and adjust them to fit me as they are all too boxy. It would be great to see a few slim fit shirts that could just be worn without any adjustments.

Customisable pronoun pins to match our new branded name tags please. I currently wear one I bought from Etsy, but I still get misgendered every single day, partly because pronoun pins are not an Agency approved thing staff are aware of. Many colleagues I've spoken to get misgendered at work. Agency branded ones would allow us to be respectful of each other as well as customers (as per the Master Plan). It could be as simple as the one I've attached, but staff should be able to enter their pronouns like this when ordering: [pronoun] / [pronoun]

To cater for people like me who use they/she for example.



Table example

servicesaustralia.gov.au

Workplace Giving Program

On this page

- [What is Workplace Giving?](#)
- [How do I sign up and start donating?](#)
- [What are the benefits?](#)

Our staff have a well-earned reputation for showing generous support to charities.

Together we have raised more than \$230,000 annually through workplace giving, casual dress days and fundraisers.

Our calendar of nationally endorsed charities is only one way we support charities. You can also support charities through the Workplace Giving Program.

What is Workplace Giving?

Workplace giving provides you with an opportunity to donate to charities through your payroll. It is a voluntary joint relationship between employers, staff and charities. The Workplace Giving Program helps you set up pre-tax donations (either regular or one-off) from your fortnightly pay to nominated charitable organisations. Your favourite charity may already be included in the [nominated list](#). If not, you can request for your charity to be added.

What are the benefits?

By using the Workplace Giving Program, you receive the tax benefit straight away rather than waiting until the end of the financial year. This means you don't have to keep receipts as this information is kept on record.

The Workplace Giving Program helps the department build community partnerships and, perhaps most importantly, it provides charities with long term, stable funding for its core programs.

How do I sign up and start donating?

Step 1. Choose your charity to donate to.

- If you know which charity you want to donate to, check the list below and confirm they are one of the nominated charities.
- If they are not on the list, you can nominate a new charity (which meets the [Departmental Charity and Fundraising Policy \[PDF\]](#)) by completing the [Nominating a new charity for inclusion in the workplace giving program online form](#).
- If you do not have a charity in mind, you can scroll through the list of nominated charities and choose one.

Step 2. Choose how much you want to donate.

- Donations can be regular, fortnightly deductions or a one off deduction.
- If they are fortnightly, choose which pay period you wish the deductions to start from. Deductions cannot be backdated.

Step 3. Set up your deduction in ESS.

- Follow the task card [Workplace Giving - Create/Change A One Off Or Recurring Deduction Task Card](#).



- [Home](#)
- + [Business Teams](#)
- + [Services and functions](#)

Nominated charities list

You can donate to any of the following charities through the agency's Workplace Giving Program.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Related links

- ▶ [Workplace Giving Program](#)

Content details

M

- [Make a Wish Australia](#) helps make the wishes of children and teenagers battling life-threatening medical conditions come true. Every Wish Journey is carefully planned to create a positive, lasting impact on the sick kids, their families and communities.
- [Motor Neurone Disease NSW](#) provides information, support and education for people living with motor neurone disease, their families, friends and carers in NSW, ACT and NT.
- [M-YES Inc](#) - their mission is to provide one-on-one mentoring for disadvantaged and vulnerable youth, aged 14 – 24, for 12 months with the aim to motivate, empower and support them to make positive life choices.
- [MS Australia](#) works closely with state MS organisations to ensure people with Multiple Sclerosis can access the right support and services.
- [McGrath Foundation](#) raises money to provide free of charge, Breast Care Nurses who provide support and care to women and men experiencing breast cancer, and their families.
- [Médecins Sans Frontières \(Doctors Without Borders\)](#) is an independent international medical humanitarian organisation delivering emergency aid.
- [Minus18 Foundation Inc](#) we're leading change, building social inclusion, and advocating for an Australia where all young people are safe, empowered, and surrounded by people that support them.
- [Movember Australia](#) - prioritises funding for the 3 biggest health issues facing men; mental health and suicide prevention; prostate cancer and testicular cancer.

Home Feed


Inbox 20+

Favorites

- The Rainbow Connection...
- Canberra Buy, Swap & Sell ...
- CALD Employee Network - ...
- Mature Age Network - Gro...
- Microsoft Teams - Group

My communities

- All Company - Group 20+
- Dog Lovers - Group 20+
- Inclusion and Diversity ... 1
- Empower Hour - Group 2
- Innovate Services Aus... 20+
- Services Australia - He... 20+
- Services Australia Good Ne...
- Child Support, Indigen... 13
- Smart Centres Operati... 20+
- Smart Centres North ... 20+
- View All



The Rainbow Connection - Group

Conversations About Files Events

Private

Start a discussion

Discussion Question Praise Poll

All Conversations


s22 [redacted] s22

just now

Happy New (financial) Year!!

Just a quick post to let everyone know that **Minus18 Foundation** has now been added to the agencies **Nominated charities list**, which means we can now set up regular/one-off pre-tax donations through ESSENTIALS, and help Minus18 change the lives of LGBTI+ youth in Australia.

If this sounds like something you'd like to do, then follow the task card [Workplace Giving - Create/Change A One Off Or Recurring Deduction Task Card](#) to set up the deductions through ESSENTIALS.



MINUS18

We are Australia's charity improving the lives of LGBTQIA+ youth. For over 21 years, we've created high impact events, education and awareness campaigns right across Australia.

[Redacted] 1:27 PM
s22

ate Wardrobe project [SEC=OFFICIAL]

o [Redacted]

c [Redacted]

Follow up. Start by Monday, 19 July 2021. Due by Monday, 19 July 2021.
You replied to this message on 19/07/2021 2:29 PM.

 Corporate Wardrobe Research-final.docx
285 KB

Suggested Meetings

Hi s22 – this is so impressive! what great ideas! some things are trickier to achieve than others so I think we should catch up at some point in the near future and discuss what we can move forward with.

Warm regards,

[Redacted]

Corporate Wardrobe

From: [Redacted] s22 <[Redacted]>
Sent: Monday, 19 July 2021 1:26 PM
To: [Redacted] s22 <[Redacted]>
Cc: [Redacted] s22 <[Redacted]>
Subject: Corporate Wardrobe project [SEC=OFFICIAL]

Hi [Redacted]

We consulted with members of the LGBTI+ staff network, the Rainbow Connection, about what items could be included in the new corporate wardrobe to support gender expression.

Here is the report documenting our work and providing some suggestions.

I really hope you find this helpful.

Warm regards,

s22

s22 [Redacted] Assistant Director s22

Phone [Redacted]
Inclusion and Diversity/Leadership and Diversity
People

Additional Work Item 3 /AS6 Service provision for LGBTI+ customers

The agency uses [Digital Assistants](#) to help customers find information on our website. The digital assistants answer questions specific to the LGBTI+ community through:

- a chat function on the Services Australia website
- within a customer's account during an online claim process, and
- while using the Express Plus Centrelink mobile app

The Digital Assistants for Centrelink, Medicare and Child Support, can now answer questions about:

- choosing to use their preferred name or courtesy title (or not use one at all),
- updating their gender marker and/or sex markers and
- the Australian Government Guidelines on the Recognition of Sex and Gender.

Digital Assistant response through myGov to question 'can I use a preferred name'

The screenshot shows a chat window with a green header 'Ask a question'. The user's question is 'can i use a preferred name'. The digital assistant's response is as follows:

For security reasons myGov will use information collected from services you've connected to your account to reflect your name.

Some services may allow you to use a preferred name that is different from your legal name. You can also choose not to have or use a title.

If you want to add a preferred name or title, you'll need to speak with the service directly.

Our [contact us](#) page can take you to the webpage for each service.

[Australian Government Guidelines on the Recognition of Sex and Gender](#)

At the bottom of the chat window, there are icons for thumbs up, thumbs down, and a search icon.

Digital Assistant response on the JobSeeker Payment page to question 'How do I change my sex?'

The screenshot shows a chat window with a blue header 'Ask a question'. The digital assistant's response is as follows:

To update your gender with Centrelink, Medicare or Child Support you need one of the following:

- statement from a Registered Medical Practitioner or Registered Psychologist verifying your gender
- valid Australian Government travel document, like a valid passport showing your gender
- state or territory birth certificate showing your gender
- state or territory Gender Recognition Certificate or

Additional Work Item 4 Innovation Challenge

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In October 2021, we ran an Innovation Challenge, which focused on generating ideas to improve the experience of our LGBTI+ customers when interacting with the agency.

Between 13 – 29 October, staff were encouraged to submit ideas on ways we could improve the experience of our LGBTI+ customers.

The Innovation Challenge was promoted to all staff on Yammer, and via emails, with 60 individual ideas submitted during the two week period, generating 2862 staff votes and over 200 comments. These ideas are now being reviewed by business area subject matter experts, to assess for viability.

Screenshot of the Innovation Hub landing page, and the Innovation Challenge.



Redacted screenshot of the Innovation Challenge ideas being promoted to staff on Yammer

s22 [redacted] s22
Oct 13
Seen by 1,740

Innovation Idea

Easy access to information regarding LGBTIQ+ customers on our website
I'm back on the positivity train and sharing this awesome idea by [redacted] Nicholle.

There is no usefully collected information for LGBTIQ+ customers on our website.

This forces customers to try and piece the information together from the other relevant collections. Not surprisingly, there is not much content on those pages that this helpful either.

The idea is a centralised collection (like for families or indigenous customers) on the Services Australia website that can act like an FAQ to assist LGBTIQ+ customers navigate the system without necessarily having to call or visit a service centre.

This is a fantastic way of untangling the complexities in the system for LGBTIQ+ customers and families, give them agency to resolve the issue themselves, improve quality control as we are not dependent on a CSO knowing a specialised problem or work around and enable them to easily navigate through some of the barriers that currently exist.

It only has 15 votes and deserves more.

<https://innovation.servicesaustralia.gov.au/> [redacted]
see less

Posted in Inclusion and Diversity - Group

s22 [redacted] s22
Oct 13
9 shares • Seen by 263

LGBTI+ Customer Experience Innovation Challenge
It's time to go to the LGBTI+ customer experience [Innovation hub](#) and post your ideas! While you're there you can comment on other ideas and vote for the ones you think are the best.
Remember to promote your ideas on Yammer, so we can vote for them!

The image shows a screenshot of a Yammer post. The post features the same 'Innovation Challenge' banner seen in the previous image. Below the banner, there is text promoting the challenge and encouraging staff to post ideas and vote. The post has 9 shares and is seen by 263 people. At the bottom, there are icons for Like, Comment, and Share, along with a heart icon and a redacted name.



Services Australia

Page · 245,895 followers



May 17 · As part of International Day Against Homophobia, Biphobia, Intersexphobia and Transphobia (#IDAHOBIT), we're celebrating all our LGBTQIA+ staff! Geoff is one such staff member and has shared his memories of this day 31 years ago, when the World Health Organization (WHO) removed...



186

124 Comments



s22



Services Australia
May 17 ·

As part of International Day Against Homophobia, Biphobia, Intersexphobia and Transphobia (#IDAHOBIT), we're celebrating all our LGBTQIA+ staff!

Geoff is one such staff member and has shared his memories of this day 31 years ago, when the World Health Organization (WHO) removed homosexuality from the classification of diseases and related health problems.

'When the WHO announced homosexuality had been declassified, I remember my friends and the LGBTQIA+ community were all quite relieved. But they were preaching to the choir,' he said. 'We knew we weren't ill and didn't have a mental illness. But it was a really important step in legitimising and acknowledging our human rights.'

Today, and every day, we stand behind the LGBTQIA+ community. See Less

186 124 Comments 10 Shares

Like Comment Share

Most Relevant



Veronica Belcher
Proud to know you Geoff

Like Reply · 16w

Most Relevant is selected, so some replies may have been filtered out.



Services Australia

Thanks for taking the time to share your messages of support for Geoff. We're proud to have Geoff as part of...



Write a comment...



Additional Work item 6- reduction in barriers faced by TGD applicants during recruitment process

Last year, we completed a project to identify the difficulties experienced by transgender and gender (TGD) diverse people during the recruitment process. The project identified the main barriers faced, and opportunities we had to address the barriers.

In 2021, the agency has continued to implement steps to reduce identified barriers faced by TGD people applying for jobs. The steps implemented this year include:

- In March 2021, the agency's recruitment application form to include Mx as a title option. This addition enables non-binary people to select a title that better reflects their gender identity.

Personal Details

* Denotes a mandatory question

Title:	<input type="text" value="Mx"/>
First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Preferred Name:	<input type="text"/>

- Enhanced wording on [Employment support for LGBTI+ staff](#) web page, including promoting AWEI Tier, and clear information about support for TGD applicants.

Our support for transgender and gender diverse staff

We appreciate there are many ways of experiencing and expressing gender identity such as being:

- transgender
- gender diverse
- gender fluid.

Staff of all gender identities know they are welcome in our workplaces through visible signs of support, including:

- policies to ensure transgender and gender diverse staff have fair access to leave for themselves and their families
- access to surrogacy leave for staff who become parents using legal surrogacy
- choice to wear business clothes that express gender identity
- choice to use the building facilities staff are comfortable with
- paid and unpaid leave for staff who undertake gender affirmation
- access to a supportive community through the Rainbow Connection
- 2-way communication through the Rainbow Roundtable.

Awards and recognition

The Australian Workplace Equality Index (AWEI) has acknowledged us as a Bronze Tier Employer for LGBTI+ inclusion for the last 4 years.

In 2021, we are a Gold Tier Employer.

The AWEI sets the benchmark for LGBTI+ workplace inclusion nationally. They provide valuable feedback on areas of strength and improvement for LGBTI+ inclusion in the workplace.



Services Australia Medical Declaration

Congratulations, your application has progressed to our pre-employment check phase. A medical declaration is an important part of these checks.

Your response to the medical declaration helps the agency to assess whether you are medically able to undertake the role that you have applied for, and to confirm whether you require any reasonable adjustments in order to perform the role.

To enable your application to progress, please complete the following medical declaration as soon as possible.

In some circumstances, you may need to attend an assessment with a medical practitioner to ensure the agency has all necessary information to assess whether you are medically able to perform the role.

Have you previously completed an online medical declaration for Services Australia? *

Yes

No

Has anything changed since your online medical declaration was last completed? *

Yes

No

Part A – Personal Details

First Name: *

Last Name: *

Primary Telephone Number (Including Area Code): *

Current Height (Please provide in cm) *

The following information will be used to help us identify if a workplace assessment is required if a job offer is made.

Current Weight: * Under 115 kg 115 kg or over

Part B – Medical Declaration

Have you ever had any serious injury or illness that has prevented you from attending work for a week or more? * Yes No

Are you currently taking any prescribed or non-prescribed medication for an ongoing medical condition? * Yes No

Do you have or have you had a history of mental health condition? * Yes No

Do you have or have you had a history stiff or painful joints, arthritis? * Yes No

Do you have or have you had a history back pain or injury? * Yes No

Do you have a diagnosed Neurological or cognitive condition? * Yes No

Do you have or have you had a history upper limb arm or shoulder pain? (hand, wrist, elbow, shoulder including wrist or elbow pain)? * Yes No

Do you have or have you had a history lower limb pain in the legs or feet? (feet, knees, legs including knee pain)? * Yes No

Do you currently have any significant infectious disease (e.g. hepatitis)? * Yes No

Do you currently have speech impediment? * Yes No

Do you currently have eyesight vision problems (ie eyesight less than 6/60 or not corrected by glasses) (including wearing glasses or contact lenses)? * Yes No

Do you currently have hearing problems ie hearing loss, deafness, and/or tinnitus ringing in the ears? * Yes No

Have you ever made a workers compensation claim? * Yes No

Do you feel you have any other injury/illnesses that may limit your ability to perform the role that is expected of you? * Yes No

Do you require any reasonable adjustments/accommodations to help you perform the specific job you have applied for? For example:

- Supply of specific equipment (e.g. specialised keyboard/mouse/input devices)
- Environmental modifications (e.g. accessible doorways, hearing loops, wheelchair accessible facilities, workstation modifications)
- Specialist IT equipment/programs or technical aids (e.g. voice activated software, screen reading software, low vision technology)
- Communication aids
- Other adjustments to accommodate illness/injury/disability/medical issues * Yes No

Part C – Declaration:

I certify that this information supplied by me is true and complete to the best of my knowledge and that I have not withheld any information required to be disclosed by this form.

I understand that failing to provide accurate and complete information may result in my offer of employment being withdrawn, disciplinary action, or termination of my employment.

I am aware that I may be required to undergo a medical assessment.

I understand that this pre-employment health declaration may form part of my personnel file with Services Australia. *

Yes I agree to the above

The collection, use and disclosure of your personal health information is subject to the Australian Privacy Principles as set out in Schedule 1 of the Privacy Act 1988. More information regarding how Services Australia collects, uses or discloses your health information is detailed in the Agency Privacy Statement, available at:

<https://www.servicesaustralia.gov.au/organisations/about-us/corporate-publications-and-resources/privacy-policy>

Managing for inclusive behaviour page, where the Manager's guide to LGBTI+ workplace inclusion is promoted.

Discovering workplace inclusion and diversity page, with links to LGBTI+ specific training and resources.

Discovering workplace inclusion and diversity

Seeking to learn about and understand difference helps you recognise the value of workplace inclusion and diversity.

Discover and explore the resources, materials and tools provided in each of the streams to support your learning and development and uplift your skills in practising inclusive behaviours in the workplace.



Managing for inclusive behaviour

On this page

- [Inclusive leadership](#)
- [Being an inclusive leader](#)
- [Inclusive leadership practices](#)
- [Training and resources](#)

Inclusive leadership

Inclusive leadership refers to the mindsets, knowledge, skills, and behaviours leaders possess, which make their organisations inclusive. Inclusive leaders thrive in diverse environments, and draw on the diversity to get the best out of their teams realising:

- increased performance
- greater innovation
- higher engagement
- better well-being.

Being an inclusive leader

An inclusive leader is someone who:

- values difference
- seeks out and uses a diversity of ideas
- treats everyone with fairness and
- deals with inappropriate behaviour.

Quick links

- ▶ [Inclusive behaviour factsheet \[PDF\] \(accessible word version\) \[RTF\]](#)

Related links

- ▶ [Inclusive behaviours in the workplace](#)
- ▶ [Managers Guide to Creating a Disability Inclusive Workplace](#)
- ▶ [CALD Hub](#)
- ▶ [Inclusive Behaviour Model](#)
- ▶ [Learning Library](#)
- ▶ [Inclusion and Diversity Hub](#)
- ▶ [A manager's guide to LGBTI workplace inclusion \[PDF\]](#)

Content details



LGBTI+ in the workplace

Everyone has the right to be themselves and feel included at work.

The agency is focused on creating a workplace environment and culture where people of all sexual orientations, gender identities and expressions and intersex status' can be their authentic selves - without the need to guard or self-edit their conversations, and without fear of bias, labels or negative behaviour.

Discover strategies, resources, tools and case studies to support you in learning about LGBTI+ in the workplace.

[+ show all](#) [- hide all](#)

- Agency Resources

Title	Type	Mode
LGBTI+ Hub	Resource	Self-directed
Diversity Champions	Resource	Self-directed
The Rainbow Connection (LGBTI+ Staff Network) and Rainbow Roundtable	Resource	Self-directed
LGBTI+ Resources and Products	Resource	Self-directed
Preferred terms for Services Australia	Resource	Self-directed
LGBTI Ally Poster [PDF]	Document	Self-directed
Managers guide to LGBTI workplace inclusion [PDF]	Document	Self-directed
EAP staff support	Resource	Self-directed
Supporting Gender Affirmation [PDF]	Document	Self-directed
Harassment Contact Officers	Resource	Self-directed

- Staff Stories

- Read about our [Gold Award in the Australian Workplace Equality Index \(AWEI\)](#)
- Read more about [s22 Story](#)
- Read more about [s22 Story](#)
- Read more about [s22 Story](#)
- Discover [s22 Story](#) [MP4] | [s22 story transcript](#) [DOCX]
- Discover [s22 Story](#) [MP4] | [s22 story transcript](#) [DOCX]

- Case Study

Zara is a team leader in a Service Centre. In the tearoom Zara overhears two staff making jokes about a transgender customer who had been in the office earlier that day.

Zara spoke with both staff individually about the unacceptable behaviour, but wondered if she could do more. She knew that if the workplace culture was not inclusive, this would impact both staff and customers.

Having recently completed the Developing Inclusive Behaviours course, Zara remembered hearing about the key traits staff need to do their role. By searching 'inclusive behaviours' on the intranet, she found the Inclusive Behaviours Model. Zara was confident her team demonstrated most of the behaviours in the model, but identified a few the team should focus on:

- demonstrate awareness that all individuals are unique and diverse
- show awareness of the impact of my own values and behaviours on others
- identify and challenge personal assumptions and beliefs.

By focusing on these behaviours, Zara was able to easily navigate to resources targeted to strengthen these behaviours in her team. She worked with her staff to plan activities such as reading Mind Tools articles, watching VODs and participating in the LGBTI+ Inclusion LMS course.

- External Resources

Title	Organisation
WordsAtWork [PDF]	Diversity Council Australia
A manager's guide to LGBTI workplace inclusion [PDF]	Pride in Diversity
Pride in Diversity Equality in the workplace ↗	Pride in Diversity
Intersections at work ↗	Diversity Council Australia
Out at Work: From Prejudice to Pride ↗	Diversity Council Australia
Non-binary, trans and gender diverse employees - what you need to know ↗	Diversity Council Australia
When love hurts - Domestic Violence in the LGBTI+ community ↗	Diversity Council Australia
Resources on personal pronouns ↗	mypronouns.org
QLife - LGBTIQ+ peer support ↗	QLife
Straight for Equality: guide to being a straight Ally ↗	PFLAG
Intersex Human Rights Australia ↗	Intersex Human Rights Australia
Free legal resources for young LGBTIQ+ people ↗	JusticeConnect
Rainbow Network ↗	Rainbow Network
ACON ↗	ACON
Micah Eames: How to come out at work, about anything. ↗	TED Talk
LGBTQ Awareness Training Video [MP4]	Pride in Diversity

Screenshot from the Introduction to inclusive behaviours eLearning course.

Within myself: Activity

Behaviour: Recognise and challenge personal bias.

This activity explores what it means to recognise and challenge your own personal bias. Consider the image of the person on the screen.

Now, answer the following questions then select 'Submit' once complete.

Question 1: Which of the following is their profession?

 Dog groomer

 Nurse

 Sales Assistant

Question 2: Do they have children?

 Yes

 No

Question 3: What is the person's gender?

Question 4: What language do they speak?



SUBMIT

Reflection

Looking at your answers, did you make judgements based on how the person looks?

The answer you chose is potentially a reflection of your unconscious bias. These are biases you don't realise are there. Let's explore this further.

For their profession, if you chose Sales assistant or Nurse, this may indicate that you have an underlying **gender bias** that links people you perceive to be feminine to jobs that have been stereotyped as feminine professions.

What about the person's gender? Did you say either male or female? You may have perceived this person's gender expression as feminine, so you may have assumed they identify as a female? But our agency is **gender diverse** – you can't always identify a person's gender from their appearance. People may identify as any number of gender identities such as non-binary, gender fluid or other gender diverse identities. You can find out more about gender diversity by going to the **LGBTI+ Hub** on our Intranet.

This activity demonstrates how unconscious bias can **affect the way we think**. Recognising personal bias and challenging this helps us build inclusive workplaces.

Next we will review the '**Within my team**' behavioural cluster.

Additional Work Item 8 - LGBTI+ Days of Significance celebrated in 2021

In addition to IDAHOBIT and Bi Visibility Day captured in AS 21, below is a list of other LGBTI+ Days of significance celebrated in 2021.

Date	Event	How we celebrated/observed and shared the importance of the event
21-27 February	Aromantic Spectrum Awareness Week	Information about aromanticism was shared on Yammer, including information about how to be a supportive ally to aromantic people, and a link to a website to read more about aromanticism.
31 March	Transgender Day of Visibility	For International Transgender Day of Visibility, our Senior Executive Ally posted on Yammer to remind staff about how to be an active ally to trans and gender diverse people and the services and support options available for staff and managers on our LGBTI+ intranet Hub. The post also promoted TGD staff stories we've published previously, including an update from a non-binary person.
26 April	Lesbian Visibility Day	Lesbian Visibility Day was promoted through a Yammer post from the Senior LGBTI+ Ally, where a staff member talked about her experiences as a same-sex attracted woman at work, and how attitudes to LGBTI+ people have changed since she first started working. She also talked about her focus on improving the experiences for LGBTI+ customers and staff, and her passion for mentoring LGBTI+ people in the workplace. We also promoted information about Out for Australia's role models and mentors for LGBTI+ people.
28 May	LGBTI+ Domestic Violence Awareness Day	A Yammer post, highlighting the available support services for LGBTI+ people experiencing domestic abuse. We also promoted the support options available for LGBTI+ staff who are affected by domestic violence
14 July	International Non-Binary Day	Our Senior LGBTI+ Ally, posted to all staff on Yammer, recognising that gender is a continuum and that not everyone feels exclusively either male or female. The post also promoted the agency's updated supporting gender diversity and affirmation guide, our how to be an ally for TGD staff guide, and encouraged people to share their pronouns in their signature blocks.
27 August	Wear it Purple Day	Staff were encouraged to participate in Wear it Purple Day by wearing purple, and organising virtual events. Communication tactics included <ul style="list-style-type: none"> • Yammer posts • Screensaver • Staff member story shared on Yammer Marking the 11 th anniversary of Wear it Purple in the Yammer posts, we explained that day was created in response to a number of young people taking their own lives following bullying and harassment from a lack of acceptance of their sexuality or gender identity. We provided information about the importance of creating an inclusive culture, where LGBTI+ people feel safe and valued, encouraging staff to learn more being an active ally to LGBTI+ people.

		Despite events being impacted by the COVID Pandemic, many staff across the agency celebrated Wear it Purple Day, sharing photos of their purple and rainbow themed virtual events on Yammer.
8 October	International Lesbian Day	We shared a staff member's story about her same sex wedding celebrations and the importance of an inclusive culture in enabling LGBTI+ women to thrive at work.
11 October	National Coming Out Day	Our Senior LGBTI+ Ally, Jen Rufati shared information about the importance of creating inclusive workplaces, and how staff can show their support for LGBTI+ people.
24-30 October	Ace Awareness week	We shared two posts in Yammer to mark Ace awareness week. The first post promoted PiD's Embracing Ace/Aro Identities in an LGBTQ World webinar, and the second post shared information being an ally for asexual people, and the SBS article Faces of asexuality .
26 October	Intersex Awareness Day	We posted on Yammer to mark the day recognising the 25 th anniversary of the first public protest about medical procedures performed on intersex people without their consent. Links in the post directed people to other sites where they could learn about being more intersex inclusive.
8 November	Intersex Solidarity Day	We posted on Yammer, information about the origins of the day, and promoting resources and website for staff to learn more about intersex awareness, including reading about the Darlington Statement, and signing up to the IHRA/Equality campaign- My Body, My Choice.
12-19 November	Transgender Awareness Week	To raise awareness and educate staff about gender diversity and the importance of creating a welcoming, respectful and inclusive workplace for gender diverse people, we shared a transgender staff member's story in Yammer. The Yammer post also promoted information about being an ally to trans and gender diverse staff, including supporting their bathroom choices.
20 November	Transgender Day of Remembrance	On the Friday prior to Transgender Day of Remembrance, a staff member reflected about the importance of the day, and shared trans murder monitoring statistics. Staff were encouraged to donate to LGBTI Legal Service Inc, and show their support for TGD people by wearing blue, pink, white or black clothing.
1 December	World AIDS Day	In the lead up to World AIDS day (1 December), we posted on Yammer to explain the significance of the day, and to encourage staff to learn more about HIV by visiting web pages, reading articles and wearing a red ribbon to show their support for people with HIV. On World AIDS Day, a staff member shared details about their journey living with AIDS for the last 20 years.

Official Donation Receipt

This is not a tax deductible donation






RECEIPT NUMBER	3260406/4810001
ORGANISATION NAME	Wear it Purple Incorporated
REGISTRATION NUMBER/ABN:	39 634 641 162

DATE DONATION RECEIVED	Tuesday, August 31, 2021 (AEST)
DONATED BY	ARTPride Network
DONOR ADDRESS	██████████ Street, Brisbane City, QLD, 4000, Australia
DONOR EMAIL	s22 ██████████ s22

AMOUNT	AUD \$203.55
DONATION TYPE	One-Time

Receipt issued by agent GoFundraise Pty Ltd on behalf of Wear it Purple Incorporated Registration Number: 39 634 641 162

- Home
- + Business Teams
- + Services and functions
- + Human Resources
- + Forms, letters, guides, publications and templates
- Operational Blueprint
- Community
- + About us
- Promotions and initiatives
 -  Acknowledgement of Country
 -  Family and domestic violence
 -  Report suspected fraud and corruption

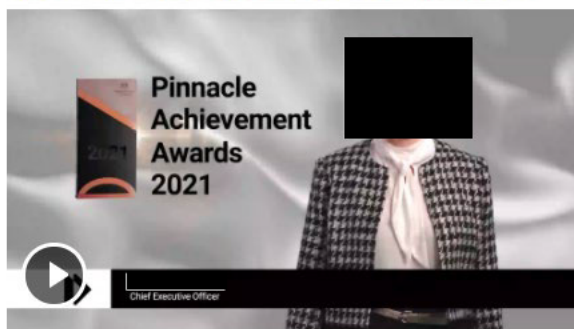
Pinnacle Achievement Awards

On this page

- [2021 Pinnacle Achievement Awards](#)
- [Previous award recipients](#)
- [2021 Program details](#)

The Pinnacle Achievement Awards, part of the National Awards and Honours Program, are our agency's primary awards. The awards include categories aligned to our strategic direction, culture and leadership priorities.

2021 Pinnacle Achievement Awards



s22

Customer Service Delivery exemplifies professional leadership in his role as social worker, and is a passionate advocate for diversity and inclusion. A pioneering member of our LGBTI+ Community of Practice he collaborates across the agency to build capability to improve the customer experience and outcomes for LGBTI+ customers.

news hub

[Home](#) [Our Service](#) [Our People](#) [Our Leaders](#) [Media Summaries](#) [Executive Messages](#) [Submit A Story](#) [Contact Us](#)

CEO Update: Monday 18 October 2021

Monday, 18 October 2021

Colleagues

Winners of Pinnacle Achievement Awards

Congratulations to the winners of the Pinnacle Achievement Awards, and thank you to all those who joined me last week to celebrate their colleagues' achievements.

If you weren't able to watch the ceremony live, don't worry! You can [watch the recording](#) of the ceremony and read about the winners.

Thank you to all those who help make the Pinnacle awards happen, and of course, well done to all the fabulous winners and nominees. I can't wait to do it all again next year!

Staff story featuring s22 a bisexual migrant from Macedonia

Posted in All Company - Group
s22 [redacted] s22
Sep 23
Seen by 2,370

s47F(1)

Here's a few ideas on things you can do to be more bi inclusive:

1. **Believe.** Bi people exist and all bi identities are valid. Don't make assumptions about people's identities, based on their current or previous partners.
2. **Recognise and challenge** negative behaviours. Don't just leave it up to the person to say something, step in and support them
3. **Be a visible ally.** You can do it by putting the [Ally poster](#) up at your workstation, or using it as a background in Teams
4. **Educate yourself.** The [LGBTI+ Hub](#) has a lot of resources and information to help build your understanding on how to support our LGBTI+ colleagues.

Happy Bisexuality Day folks!

#everystorycounts #therainbowconnection #inclusionstartswithi

Staff story featuring s22 , s47F(1)

Posted in All Company - Group
s22 [redacted] s22
Oct 8
Seen by 1,800

Celebrate everything inclusive and positive for International Lesbian Day with s22 [redacted] heart-warming story.
s47F(1)

There are many ways to show you support your LGBTI+ colleagues, you can:

- display the [LGBTI+ Ally poster](#)
- share your [pronouns](#) in your signature block
- read more about [LGBTI+ inclusion](#).

#everystorycounts #inclusionstartswithi #therainbowconnection



Services
Australia

Supporting gender diversity and affirmation

May 2021

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About this guide

We aim to create positive, safe and inclusive workplaces for people of all gender identities and expressions. Respectful, supportive workplaces significantly enhance the wellbeing of all staff and the productivity of the organisation.

This guide was developed in consultation with transgender and gender diverse (TGD) staff. It's designed to promote positive behaviours, to improve understanding and contribute to a safe, supportive experience for TGD staff, particularly when they undertake gender affirmation in the workplace.

The guide aims to:

- promote a stronger understanding of gender identities and expression
- provide a guide to better support staff undertaking gender affirmation
- empower staff affirming their gender through guidance and supporting templates.

Our Principles in practise

Simple



Creating workplaces that are more inclusive enhances the wellbeing and productivity of all staff.

Helpful



Using inclusive language helps avoid making false assumptions about people, based on their age, gender, cultural background, gender identity, disability and sexual orientation.

Respectful



Practising inclusive behaviours requires knowing about and showing respect for all members of our workplace.

Transparent



Supporting staff to express their gender identity in the workplace creates a more diverse workforce and combats stereotyping.

Cisgender

Also known as 'cis', this term is used to describe people who identify comfortably with the gender they were assigned at birth.

Transgender

Also called 'trans', this term is used to describe people whose gender identities don't match the gender they were assigned at birth.

Non-binary/Genderfluid

Terms that refer to a person who identifies as neither strictly a woman nor a man.

Gender binary

A system that only allows for the existence of two genders (ie man/woman).

Misgender

Refers to the use of language to identify someone that does not accurately reflect their gender identity, either intentionally or unintentionally.

More information is available from the [Gender Centre](#), and [A Gender Agenda](#) and [Out & Equal](#).

Understanding gender

Sex refers to biology while gender is about our sense of ourselves. At birth, we're assigned a sex of male, female or intersex. From that designation, assumptions are made about our gender identity. For example, it's assumed that a child assigned female at birth will be female, however this isn't always the case.

Some people feel they are male or female while others don't identify strongly with either male or female. They may identify as non-binary, genderfluid, agender or any number of other terms that mean gender diverse.

Some people's sense of their gender is different from the sex they were assigned. These people may identify as transgender. Some people may want to change their gender expression to match their sense of self. This is gender affirmation, sometimes referred to as gender transition.

Not all TGD people will affirm their gender identity. This can be for many reasons including their line of work, family, cultural or religious reasons, social stigmas and even financial circumstances. Some may feel no need to outwardly affirm their gender at all.

Intersex is **not** a gender identity. People born with intersex variations have many different gender identities.

You can access more information about [LGBTI+ terminology](#), or access the [The Gender Unicorn](#) to further explore gender and sexuality.

Gender identity affirmation

Gender identity affirmation (or transition) is when a person changes the way they present their gender, to better align to their gender identity.

There are many ways to do this. Many people will affirm their gender by changing their name, pronouns and the way they dress. Others may undertake a range of treatments.

The decision to transition is very personal and everyone's experience will be different and unique. It's important that staff who affirm their gender have a positive experience, without fear or harassment.



Access more information about creating an inclusive workplace on the [LGBTI+ Staff and manager support](#) page.

Inclusion and awareness

There are many ways to create a supportive workplace culture for gender diverse people.

Wardrobe and facilities

People who are affirming their gender in the workplace may choose different clothing, hair and makeup styles from what they have worn previously. It might not align to what's considered traditional to the gender binary. It is important to respect these choices.

The agency supports TGD (including non-binary) staff in wearing business clothes that suit their gender identity. All staff can order garments from the whole range of the corporate wardrobe.

Gendered bathrooms mean that non-binary people must make decisions that don't reflect their sense of themselves. It's important to respect the choice TGD staff make about the bathrooms they use.

Inclusive language

Language is a powerful tool for building inclusion at work. You can:

- use gender neutral language (hi everyone, instead of hi guys)
- use 'they' pronouns until you know what pronouns people use and then use the correct pronouns
- display your pronouns in your signature block
- use people's correct name
- use respectful terms such as transgender, gender diverse, non-binary and avoid outdated and disrespectful terms
- ask someone if you're unsure about what words to use
- correct yourself when you use names and pronouns incorrectly.

It is never acceptable to ask a transgender person about treatments or surgeries that they may or may not have undertaken. A good way to assess what is acceptable, is to consider whether it would be appropriate to ask a cisgender person the same question.

Be an LGBTI+ ally

LGBTI+ Allies are people who actively support and advocate for LGBTI+ rights and inclusion.

Access more information on the [LGBTI+ Allies intranet page](#).

Preventing discrimination

Preventing discrimination is essential in creating a safe inclusive workplace. Treating people less favourably because of their gender identity is against the law.

Not respecting TGD people's choices may also be considered discriminatory behaviour. Examples of this include:

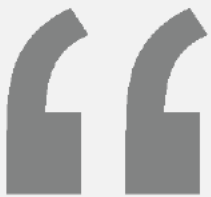
- the bathrooms people use
- the clothes people wear
- the names and pronouns people use.

The [Conduct and Behaviour Policy](#) and the [Managing Complaints Policy](#) have more information.

Workplace bullying and sexual harassment

TGD people may experience specific forms of workplace bullying and sexual harassment. Negative behaviours including attempts to isolate or make a person uncomfortable and refusing to use their correct name, gender or pronouns are unacceptable. Managers must take practical steps to prevent this happening. The [Workplace bullying and LGBTI+ information sheet](#) has more information. There are many support options available for preventing and resolving workplace bullying. Refer to the [Circle of Support](#) for more information.

Learn more about [supporting transgender and gender diverse people at work](#).



*“Preventing
discrimination is
essential in creating
a safe inclusive
workplace”*



Gender identity affirmation at work

Some staff will want to change the way they express their gender at work. This may be to a masculine, feminine or non-binary expression.

Staff intending to affirm their gender are encouraged to talk to their manager about how best to support them. They can contact the relevant People Delivery Centre or the [Inclusion and Diversity](#) Team if they want support in doing this. An example email is available at [Appendix 2](#).

Staff who are affirming their gender need to be supported in accordance with their social and health needs. It's important to respond promptly to staff who indicate they are intending to affirm their gender identity at work. Respectful communication is key.

The manager and staff member may consider creating a support team. This can include people from:

- HR Support
- the Inclusion and Diversity Team
- Rehabilitation Case Manager
- Pride in Diversity.

Other people agreed to by the manager and staff member may be included.

As each gender affirmation is unique, managers need to listen and be open to understanding the individual's workplace support needs, which may include accessing paid or unpaid miscellaneous leave.

A manager needs to have enough information to support the staff member. However, it's important a manager doesn't ask for personal details, for example, medical information unrelated to workplace support. Medical treatment is a matter between the staff member and their treatment team.

Developing a plan

It's recommended that the support team develop a [Gender Identity Affirmation Plan](#). The plan will set out a proposed timetable and actions including:

- expected timeframes for the gender affirmation process
- proposed leave plans if required
- who will be in the support team
- how the change will be communicated to staff
- what training will be recommended for, or delivered to staff
- details of an event, if applicable, for the staff member to meet with their team in their affirmed gender
- dates when changes of gender and name etc. will be made in ESSentials
- dates when a new Identification and building access card will be ordered
- date the staff member will present in the workplace in their affirmed gender identity.



It's essential that the staff member is comfortable with the plan, which should be regularly reviewed and updated.

A template to accommodate individual circumstances and workplaces is at [Appendix 1](#).

You can access more information in the [Gender Affirmation Information](#) sheet.

Accessing leave

Leave may be available to support the staff member to:

- arrange name changes
- adopt the presentation of the affirmed gender
- take any other steps relevant to affirm their gender.

Staff can apply to access discretionary miscellaneous leave with or without pay. As a guideline, the delegate may approve:

- up to 5 days paid miscellaneous leave, which counts as service
- up to 12 months unpaid miscellaneous leave, which does not count as service.

Staff may apply to access this leave as individual days or a longer period, as needed, and are not required to provide evidence for the purpose of this leave. Refer to the [Gender Affirmation Information Sheet](#) for more information.

Staff can also access their accrued leave entitlements, including annual leave, personal leave, and long service leave, where appropriate. Refer to the [Other Leave Policy](#) for more information.

Letting people know

Communication can assist in reducing the likelihood of misunderstandings and rumours.

It's a good idea to let people know before the staff member presents in the workplace in their affirmed gender. Ensure that the staff member is included in drafting and comfortable with any communications, and whom these are issued to, before they are sent. The staff member may choose to write the messages themselves.

The staff member must be supported to make decisions about what information is given to each group. The privacy of the individual's personal information is to be balanced with the need for colleagues to understand the change and the expectations about their behaviour.

While it's natural for colleagues to be curious, it's important that communications are respectful of the staff member and their privacy.

The support team and staff member will also decide how to communicate messages. Options may include face-to-face meetings, training sessions and emails.

The support team and staff member will agree who needs to be advised. This may include:

- immediate and broader team
- other teams at the site
- local leadership team
- external stakeholders.



The manager and staff member may wish to organise a morning tea or similar event to introduce the staff member in their affirmed gender prior to their return to work. An example email is available at [Appendix 2](#).

Awareness raising and training

Many staff may not be well informed about gender affirmation and the challenges TGD staff may face, and this can lead to misunderstandings, concerns and tension in the workplace.

It's recommended that colleagues be provided with access to TGD awareness training, educational resources and the name of someone they can contact with their questions.

Consideration may also be given to extending these opportunities to the local leadership teams and other co-located staff.

Learning options include:

- [Gender Guidelines: Overview eLearning product POR00546](#)
- [LGBTI Inclusion \(POR00471\)](#)
- [Gender Guidelines: Supporting our Customers POR00547](#)

Pride in Diversity may also be engaged to provide awareness training for colleagues of TGD staff. The [Inclusion and Diversity](#) Team can be contacted for assistance. A list of relevant resources is provided under the Resources heading on the [LGBTI+ Hub](#).

Safe, inclusive workplace

Once the staff member presents in the workplace in their affirmed gender identity, they can use the facilities of their affirmed gender identity. In no circumstance should the person who has transitioned be asked to use facilities that are not aligned to their gender expression or are non-gendered (unless that's their choice). Individual staff can choose to use a non-gendered bathroom if one is available.

In the early days of transition, staff may inadvertently use the wrong name or pronouns. If this happens, they should correct themselves, apologise and move on. Deliberate and repeated misgendering is not acceptable behaviour. More information on [Workplace Bullying and Sexual Harassment](#) is available on the intranet.



“In no circumstance should the person who has transitioned be asked to use facilities that are not aligned to their gender expression or are non-gendered (unless that’s their choice).”

Supporting yourself with family and friends who are transitioning outside of work

When a family member or friend tells you they are transitioning, it can bring up mixed emotions. It's important that you look after your own wellbeing while you provide support. There are a number of organisations that provide information and support to family and friends of LGBTI+ people, and the agency's [Employee Assistance Program](#) is a confidential coaching, counselling and wellbeing service designed to support staff and immediate family members.

The [Resources and more help](#) section has more information.

Staff who care for a member of their immediate family, or someone else for whom they have caring responsibilities may be able to access personal leave. Managers are expected to monitor and manage the performance, and health and wellbeing of their team, which includes discussing leave options for staff. Read more in the [Personal and Carers Leave Policy](#).

More information for managers

There are a number of options to provide further support and guidance for managers including, but not limited to:

Manager support – EAP

The agency's Employee Assistance Provider has a number of support services for Managers. Visit the [Manager Support](#) page to learn more.

HR Support

[HR Support Branches](#) are a manager's point of contact for complex people matters. They work closely with the [Inclusion and Diversity](#) team, who develop and implement strategies to support workplace diversity and inclusion. The [Inclusion and Diversity](#) team can also help arrange awareness training for colleagues of TGD staff.

Visit the [LGBTI+ Staff and manager support](#) page.

Family and Domestic Violence guidance for managers

Family and Domestic Violence (FDV) can affect people in all types of relationships, regardless of gender, gender identity or sexuality. TGD people may face different challenges when faced with FDV concerns, which may increase when affirming their gender. Read more at [FDV- Helping Staff](#).

Processing changes in ESSentials

Managers are responsible for sighting the evidence of legal changes to the staff member's personnel record, processing the changes in ESSentials and emailing a copy of the evidence to [RMU.Personnel](#). Managers of contractors and labour hire staff will need to submit the changes on behalf of their staff.

View [Essentials task cards](#) to assist with processing changes. Contact [RMU.Personnel](#) for more information about maintaining personnel records.

Resources and more help

You can contact the [People Advisory Centre](#) (PAC), [HR Support](#) or the [Inclusion and Diversity](#) team for assistance.

LGBTI+ Hub The [LGBTI+ Hub](#) provides information on inclusive language and terminology and links to a range of resources including the Pride in Diversity publication [Let's talk gender](#).

LGBTI+ Staff Network, the Rainbow Connection Hosted on Yammer, the [Rainbow Connection](#) provides a confidential environment for LGBTI+ staff to connect and support each other.

Employee Assistance Program [The Employee Assistance Program](#) is a confidential coaching, counselling and wellbeing service designed to support staff and immediate family members.

A Gender Agenda [A Gender Agenda](#) is a community organisation, which works with the intersex and gender diverse community and are engaged in raising awareness of sex and gender diversity issues.

Out and Equal Out and Equal provides [Best Practices for Non-Binary Inclusion in the Workplace](#)

Anti-Discrimination Commission Queensland The [Anti-Discrimination Commission Queensland](#) takes a leadership role in Queensland including protection from unfair discrimination against LGBTI+ people and has produced the [Trans@Work guide](#).

PFLAG [PFLAG](#) is a non-profit voluntary organisation who give help, support and information to families and friends of LGBTI+ people.

Strong Family Alliance [Strong Family Alliance](#) is a non-profit organisation focused on supporting parents of children in the LGBTI+ community.

Appendix 1

Gender identity affirmation plan

Managers have a responsibility to maintain inclusive workplaces that are free from discrimination, harassment and bullying.

Staff who decide to affirm their gender should be managed in accordance with their social and health needs. Refer to [Appendix 3](#) for more information about how to make changes and how long they will take.

**Staff member's name, title,
pronouns and gender:**

**Staff member contact
details:**

**Manager name and contact
details:**

HR Support Consultant:

**Rehabilitation Case
Manager (if required):**

**Other members of support
team:**

EAP phone number: 1300 360 364

**Date the staff member will
present in the affirmed
gender:**

**Name and contact details of
training provider:**

Gender identity affirmation timeline

Actions	Responsibility	Proposed Date	Completed Date
<p><input type="checkbox"/> Initial meeting of support team. Topics to cover:</p> <ul style="list-style-type: none"> • Staff member is: <ul style="list-style-type: none"> ○ assured that they will be supported to undertake their gender affirmation with dignity and without harassment or discrimination ○ provided with EAP contact number ○ advised about LGBTI+ network Yammer group and HCOs. • Proposed timing (can be changed) • Affirmed name and pronouns. 			
<p><input type="checkbox"/> Draft Gender Affirmation Plan</p>			
<p><input type="checkbox"/> Support team meeting dates</p>			
<p><input type="checkbox"/> Staff member's leave (if requested)</p>			
<p><input type="checkbox"/> Draft Communication Strategy- medium, content (including what information is not to be communicated), dates</p>			
<p><input type="checkbox"/> Deliver Training sessions</p>			
<p><input type="checkbox"/> Update Outlook account</p>			
<p><input type="checkbox"/> Update Telstra profile</p>			

Actions	Responsibility	Proposed Date	Completed Date
<input type="checkbox"/> Order Corporate wardrobe (if required) <input type="checkbox"/> Change 'known as' name and title in ESSentials <input type="checkbox"/> Order New identity card (will use 'known as' name and take 2 weeks). <input type="checkbox"/> Order name tag and desk plate ordered			
<input type="checkbox"/> Advise Security if required due to security clearance			
<input type="checkbox"/> Event to introduce staff member in their affirmed gender			
<input type="checkbox"/> Staff member presents in the workplace in their affirmed gender			
<input type="checkbox"/> Update local documents such as leave, spreadsheets, rosters, team contact lists <input type="checkbox"/> Update signature block, add self to distribution lists, update voicemail message, update email for Yammer account, travel booking accounts etc. <input type="checkbox"/> Change legal name in ESSentials			
<input type="checkbox"/> Send documentary evidence to support legal changes to ^{s47F(1)}	Manager		

Appendix 2

Example communication

Example email for staff undertaking gender identity affirmation to initiate a discussion with their manager.

Hi <Name>,

I would like to talk to you regarding some important information that will require your support and understanding.

I'm <non-binary/trans/gender diverse> and want to affirm my gender in the workplace. An important part of this is being able to make changes in the way that I present my gender, including being referred to as <affirmed name> and using < pronouns> pronouns.

I have read the agency's 'Supporting gender diversity and affirmation guide' and I would like to meet to discuss this and a make plan to move forward.

Can you please confirm a suitable time to meet privately to discuss.

Example email to advise the team that a colleague is undertaking gender identity affirmation.

Hi everyone,

Services Australia is committed to fostering a culture of respect and inclusion so that each staff member feels able to be their whole self at work.

These words are particularly significant to one of our colleagues who has chosen to take a very important life step of affirming their gender identity. This is a long-term process, but from <date> forward, <affirmed name> (previously known as <Name>) will be using the pronouns <she/hers, they/theirs, he/his>.

<Affirmed name> is entitled to use the bathrooms and other facilities of the gender of their choice in accordance with the *Sex Discrimination Act 1984*.

<Affirmed name> is a valuable member of our team and we are pleased to be able to support <pronoun> through this process. I rely on you all to ensure the workplace is respectful and inclusive of all gender identities and

Example email to advise the team that a colleague is undertaking gender identity affirmation continued ...

expressions. We can show our support for our gender diverse colleagues by sharing our personal pronouns in our signature block and by using gender inclusive language (for example, hi everyone, not hi guys).

I encourage you all to actively learn about gender identity affirmation. The [LGBTI+ Hub](#) intranet page contains useful information and links. If you haven't already, complete the 'Gender Guidelines: Overview' (POR00546) eLearning module and the more detailed LGBTI+ Inclusion eLearning course (POR00471).

Optional paragraph

To help us all learn more about gender identity affirmation, an awareness raising session, delivered by a Pride in Diversity facilitator with expertise in this area, will be held on <date> I encourage you all to attend this valuable opportunity.

I hope you will join me in welcoming <affirmed name> to our workplace at a special afternoon tea <time> and <date>.

Please contact XXXX if you have any questions.

Regards,

Signature block

Appendix 3

Practical considerations

Task	Outline
Name Change in ESSentials	<p>You can change your legal, preferred name and title by updating the Personal Details screen in ESSentials. Go to My Details > Personal > Personal Details > Create. Your manager will need to view evidence if you're changing your legal name and then approve the changes. No evidence is required for a preferred name change. The How to update your personal email address mySupport article explains how.</p> <p>Managers of contractors and labour hire staff need submit the changes on behalf of their staff.</p>
Email address	<p>Once you've changed your name in ESSentials the system will automatically update your email address</p> <p>Outlook will continue to show your old email address at the top of the screen even though your actual email address has been updated.</p> <p>To display the new email address you can Reset Outlook Profile through mySupport.</p>
Gender change in ESSentials	<p>Change your gender on the Personal Details page in ESSentials (as above). The options are M (Male), F (Female) and X (Indeterminate). Your manager will need to view the evidence and approve the change. Any one of the following is sufficient evidence for someone to change their gender on their personal record:</p> <ul style="list-style-type: none"> • a statement from a registered medical practitioner or registered psychologist which specifies the gender • a valid Australian Government travel document such as a valid passport, which specifies the gender • a state or territory birth certificate or a document from a state or territory Registrar of Births, Deaths and Marriages recognising a change of sex or gender including one which displays no gender.
Bank account details	<p>If you have changed your bank account details, this will also need to be updated in ESSentials. Go to My Details > Pay > Banking.</p>
Phone profile	<p>The mySupport Telstra – New Phone Profile Feature and Profile Name Changes article explains how to change the name on your phone profile.</p>

Task	Outline
Other accounts	<p>The email address in Yammer will also need to be updated. Don't forget to update your profile in the agency's recruitment portal when applying for vacancies.</p> <p>You may also need to update your information in leave spreadsheets, on call registers and team contact and distribution lists.</p>
Name tag and desk plate	<p>You can find out how to order new business cards, name badges, desk plates and employee contact cards on the intranet.</p>
Identification and building access cards	<p>New cards are requested through identification and building access cards intranet page.</p>
Security clearance	<p>If you have an Australian Government security clearance you need to report changes in personal circumstances to Personnel Security and AGSVA of any significant changes in personal circumstances.</p>
Legal name and gender changes	<p>Change your name and gender through your state's Registry of Births, Deaths and Marriages (RBDM). Once you have legally changed your name you are required to update your name on all your other identity documents such as your driver's licence, passport, Medicare card, bank accounts, superannuation and insurance.</p>
Australian Passport	<p>The Australian Passport Office will issue passports in your affirmed gender.</p> <p>Their current gender markers are M (male), F (female) and X (non-binary/indeterminate/intersex/other). Read more about evidence requirements by visiting their Sex and gender diverse passport applicants webpage. If you've also changed your name, you'll need to provide relevant name change documents.</p>

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s22

1/04 7:41 am

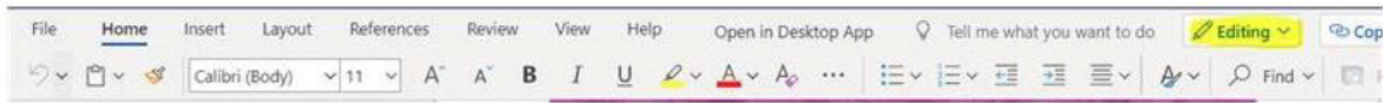
👍 2 ❤️ 6

Hi everyone,

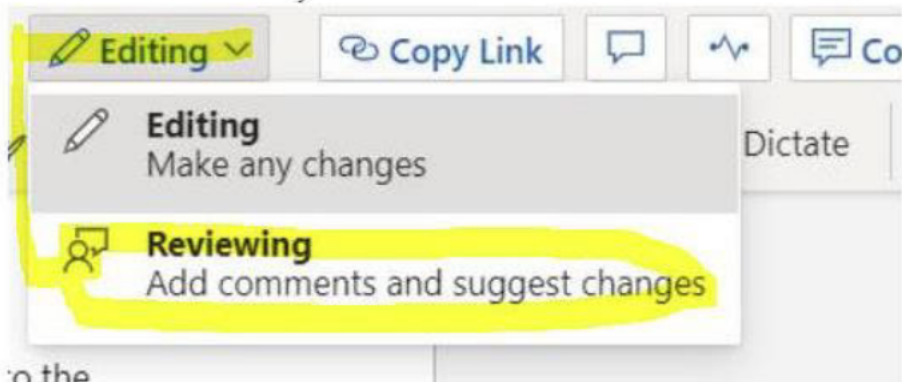
Thanks for offering to review the draft, and share your comments. We're hoping to have all feedback captured **by 16 April**, so that we can review, and incorporate suggested changes.

The document's has been added to the file tab in this group, so everyone can review and add feedback seamlessly.

Click on the document to open, and select the editing button in the top ribbon.



Followed by the reviewing button.



to the

In addition to the content, we're keen to know your thoughts about the draft title, and the headings the content has been grouped under. If commenting about a heading, please add it on the page with the heading, and not in the contents table. We'll be able to update the table later.

We would also like to know your thoughts about including other images to the document.

See less

9 replies from you, [redacted] and 2 others

← Reply

1/04 9:38 am

 1  2

Radical. Thanks so much for this opportunity ^{s22} + team

7/04 3:09 pm

Thank you for the chance to be involved in suggesting changes.

I made some changes in the document and some other changes I addressed in comments so hope this is okay.

Can I also ask if this document is going to be promoted more within the Agency?

Personally this would have been an amazing resource for myself and the management in my area when I first came out as many of the recommendations in there were not followed at all. At the time I was fairly new in my role and had no idea what I could and couldn't request, if there were support networks / contact persons I could talk to and if there was a team that could back me. Because of this I was directed to use the female toilets for a significant period of time after coming out, was outed to another team on a floor I moved to without my permission and many other comments and issues arose that could have easily been avoided.

[See less](#)

7/04 4:05 pm

 1

Hi ^{s22} Yes, the plan is for the final version of this document to replace our current 'supporting gender affirmation - Managers guide', and it will **definitely** be promoted across the agency. I don't think i can adequately express what i felt reading about your experiences, so i will just say I truly hope that the updated guide will help support staff affirming their gender at work, and prevent the negative behaviours from being repeated.

7/04 4:12 pm

Thank you ^{s22} Helping the next person that comes along is enough for me to feel better about it.

15/04 8:25 am

 4

Thanks so much for asking for our input ^{s22} the draft is so much improved from the previous guide in it's language, intent and principles. There are some places where it can be strengthened away from assuming binary transitions, and everyone's comments support this.

9/04 12:06 pm

 3

Hi Everyone, Thank you so much for taking the time and sharing your knowledge and expertise to improve this draft. ^{s22} and I will get on and incorporate the changes. Let us know if you think of something else.

19/04 12:08 pm

Hey ^{s22} can you please keep us posted when the updates are made live?

s22

11/06 2:55 pm

 1  1

Hello, The new Supporting gender diversity and affirmation guide has been published. There is a PDF version and an accessible DOCX version. I can't thank you enough for all your input. I think we have an excellent final product.

[https://intranet.internal.dept.local/Resources/section/Supporting-gender-](https://intranet.internal.dept.local/Resources/section/Supporting-gender-affirmation.docx)

[affirmation.docx](https://intranet.internal.dept.local/Resources/section/Supporting-gender-affirmation.docx) <https://intranet.internal.dept.local/Resources/section/Supporting-gender-affirmation.docx>

LGBTI+ Census Action Plan 2021

September 2021

Staff identifying as LGBTI+

- 6% identified as LGBTI+ in 2021
- 5% identified as LGBTI+ in 2020
- 2.8% identified as LGBTI+ in ESSentials as at 31 July 2021

Note: The APS Census used the acronym LGBTIQA+. This report uses the agency acronym LGBTI+.

APS Census Index Scores

- LGBTI+ staff reported slightly lower levels of engagement, wellbeing and innovation than other staff

Key questions

- LGBTI+ staff report similar experiences of respect and inclusion as other staff
- LGBTI+ staff feel less safe (64%) calling out issues than other staff (68%)

Health and Wellbeing

- LGBTI+ staff are less satisfied (about 5%) with health and wellbeing initiatives
- LGBTI+ staff experience 10% lower levels of health than other staff



Non-binary and those that use a different term

- 100 agency staff identified as non-binary and 60 selected they use a different term
- Non-binary and those that use a different term have significantly and consistently less favourable results than other staff
- Many less think the agency actively promotes an inclusive workplace (82% V 63%)
- Experience significantly higher rates of discrimination and bullying / harassment
- Are much less satisfied with the agency's approach to health and wellbeing than other staff
- Non-binary staff reported improved engagement, wellbeing and innovation results over the last 3 years







Discussion - *What the research tell us*

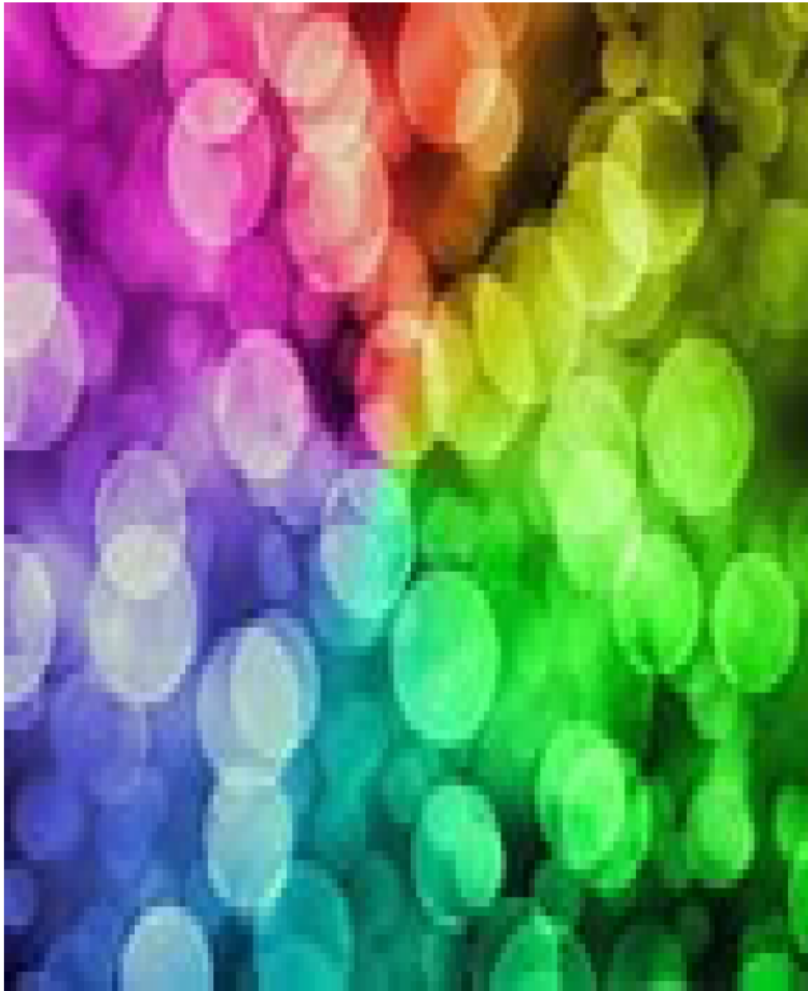
There is a connection for LGBTI+ people between being out at work and feeling well, engaged and satisfied at work. Staff who are not out to everyone at work are twice as likely to feel downhearted and 45% less likely to be satisfied with their job as staff who are out. Conversely, when people can be out at work they are significantly more likely to innovate, provide excellent customer service and recommend their organisation as a good place to work.(1) LGBTI+ people are at a higher risk of experiencing workplace bullying and harassment than other staff. (2)

LGBTI+ people in highly inclusive cultures are three times as likely to be out to everyone at work.(1) A positive work culture also reduces the risk of workplace bullying, sexual harassment and discrimination. (2)

Less than half (39%) of LGBTI+ staff who participated in the 2021 LGBTI+ survey are out to everyone at work. This suggest that the agency could provide a more inclusive culture where it feels safe for LGBTI+ staff to be themselves.

(1) Diversity Council Australia (Brown, C., O'Leary, J., Trau, R., Legg, A.) *Out At Work: From Prejudice to Pride*, Sydney, Diversity Council Australia, 2018.

(2) Work Safe Australia, *Dealing with Workplace Bullying: A Worker's Guide*, May 2016



Topic	Actions
Culture	Continue to: <ul style="list-style-type: none"> ❖ build a respectful, inclusive workplace culture ❖ implement strategies guided by the best practice in the Australian Workplace Equality Awards and other evidence based strategies ❖ monitor the experiences of staff using the LGBTI+ staff survey
Leadership	<ul style="list-style-type: none"> ❖ Support and raise the visibility of the Senior Executive LGBTI+ Ally ❖ Raise the visibility of out senior leaders ❖ Support senior managers to create LGBTI+ inclusive cultures by provision of targeted information
Policies	<ul style="list-style-type: none"> ❖ Increase awareness that HR policies are inclusive of LGBTI+ people ❖ Continue to ensure HR policies address the specific needs of LGBTI+ staff
Bullying, harassment and discrimination	<ul style="list-style-type: none"> ❖ Continue to promote a safe workplace where bullying and harassment aren't tolerated ❖ Promote awareness of the specific forms that bullying may take for LGBTI+ people ❖ Monitor, and contribute to the current review of the complaints management process and possible creation of a safe space for staff to report negative behaviours ❖ Promote calling out negative behaviours
Data	<ul style="list-style-type: none"> ❖ Update ESSentials to Include Mx as a title ❖ Update gender options in ESSentials from indeterminate to non-binary
Health and wellbeing	<ul style="list-style-type: none"> ❖ Promote resources that support health and wellbeing for LGBTI+ staff ❖ Use health and wellbeing days of significance to promote targeted information for LGBTI+ staff
Non-binary	<ul style="list-style-type: none"> ❖ Continue to promote the use of pronouns ❖ Promote the stories and images of non-binary staff ❖ Promote resources to promote understanding of non-binary people ❖ Update ESSentials to be more inclusive of non-binary staff

LGBTIQ+

Gender and Sexuality in Social Work Practice

Professional Development Plan

Social work practice with LGBTIQ+ people can be seen as a form of cultural competency. Effective social work practice with LGBTIQ+ people requires a thorough understanding of the complex micro and macro factors that contribute to, and impact, on an individual's wellbeing and level of service engagement. The LGBTIQ+ Professional Development Plan outlines the Social Work Service's strategy for continuing to improve our professional practice in line with the LGBTIQ+ Responsive Practice Commitments by:

- Improving social worker confidence discussing gender and sexuality with LGBTIQ+ customers through training, development, professional consultation and supervision in order to enhance customer outcomes.
- Supporting ongoing strategies developed by, or in consultation with, the LGBTIQ+ Community of Practice to measure and improve outcomes for LGBTIQ+ people within our priority groups.
- Increasing departmental awareness about the presentation and impacts of transphobic, biphobic and homophobic violence (as forms of family, domestic, community and institutional violence) on vulnerable customers.

The Social Work Service recognises that LGBTIQ+ people and communities are overrepresented in all of our priority groups and may have unique service delivery challenges, strengths, vulnerabilities and needs that require tailored professional intervention and support. Continuously improving the quality of our professional practice with LGBTIQ+ people and communities is the responsibility of every social worker.

Learning Objectives

1. Understand the relevant issues faced by LGBTIQ+ people and communities in the context of historical, social, cultural and structural discrimination.
2. Address unconscious bias and heterosexist privilege by examining our values, beliefs and experiences in relation to gender and sexuality.
3. Increase awareness of identity and intersectionality by exploring key practice implications for LGBTIQ+ people in key demographics, including Indigenous and multicultural LGBTIQ+ people.
4. Address specific service delivery needs for LGBTIQ+ customers within our priority groups.
5. Provide information, tools and resources to improve legislative assessments, interventions, referrals, documentation and decision making.
6. Use supervision resources and professional learning tools to support responsive practice.

CONTENT AND STRUCTURE

Module 1 <i>Self directed.</i>	1.1	Pre-requisite. Participants are required to complete the Agency's LGBTI Inclusion package (POR00471) prior to this training.	ESS	30 min
	1.2	Likert Scale. Participants will be sent a link to a short anonymous questionnaire, completed digitally, which will highlight unconscious bias and heterosexism. The group's responses will be highlighted in the workshop.	Menti	10 min
	1.3	Reading. How to get the most out of this digital workshop. A short introduction to digital etiquette, housekeeping and professional responsibilities.	PDF sent with invitation.	15 min
Module 2 <i>Facilitated.</i>	2.1	Workshop. The first of three large group workshops. Participants will: Explore heteronormativity as a framework for navigating gender and sexuality. Investigate how heteronormativity affects policy, service delivery and social work practice. Examine the historical and contemporary context for LGBTIQ+ prejudice, discrimination and trauma. Experiment with ideas to reduce heterosexism and bias in practice. <i>Includes narrated video learning.</i>	Large group workshop delivered via Teams.	120 min
Module 3 <i>Self directed.</i>	3.1	Reading. <i>Power and privilege.</i> Participants will examine the impact of unconscious bias on interactions and professional practice with LGBTIQ+ people and communities.	PDF	15 min
	3.2	Practice Health Check. Participants are required to participate in a supervision conversation (with their manager or a peer), using the LGBTIQ+ supervision cultural humility framework, to examine their practice in line with the Responsive Practice Commitments.	Supervision session	45 min
Module 4 <i>Facilitated.</i>	4.1	Workshop. The second of three large group workshops. Participants will: Explore intersectionality as a framework for decolonising LGBTIQ+ and navigating disadvantage and oppression. Investigate how intersectionality affects LGBTIQ+ people and communities. Learn how to support LGBTIQ+ people with intersectional issues to navigate systems and services. Examine the implications of LGBTIQ+ intersectionality for social work practice. <i>Includes narrated video learning.</i>	Large group workshop delivered via Teams.	120 min
Module 5 <i>Self-directed.</i>	5.1	Reading. LGBTIQ+ people are overrepresented in all our social work priority groups. Participants will undertake a short reading that highlights responsive practice with these specific groups.	PDF	15 min
	5.2	Video. Panel Discussion: Services Australia – past and present. This short panel discussion will highlight Services Australia history in relation to LGBTIQ+ people, discussing where we have come from, challenges, discriminatory policies, contemporary issues, progress, and supports.	VOD	45 min
Module 6 <i>Facilitated.</i>	6.1	Workshop. The third of three large workshops. Participants will: Apply our understanding of heteronormativity and intersectionality to our social work practice with LGBTIQ+ people in our priority groups. Identify how to create a safe environment for disclosure and inclusive discussion about gender and sexuality. Assess the risks and impacts of familial, communal and structural homophobia/transphobia within our assessment and decision-making processes. Enhance customer outcomes through community engagement, sensitive referrals and social casework. Apply methods for continuous improvement through documentation, data collection and service delivery feedback.	Large group workshop delivered via Teams.	120 min.

Total facilitated learning time: 6 hours.

Total self-directed learning time: 3 hours.

File AS 43 Pilot -

Microsoft Word ribbon: File, Meeting, Insert, Format Text, Review, Tell me what you want to do...

Meeting Title: LGBTQ+ Gender and Sexuality Module 4: Group Workshop – Intersectionality and Social Work Practice [SEC=OFFICIAL] - Meeting

Accepted on 8/11/2021 11:33 AM.
This meeting has been adjusted to reflect your current time zone. It was initially created in the following time zone: (UTC+08:00) Perth.

Organizer: SW.PD Sent: Fri 5/11/2021 1:52 PM

Subject: LGBTQ+ Gender and Sexuality Module 4: Group Workshop – Intersectionality and Social Work Practice [SEC=OFFICIAL]

Location: MS Teams

Start time: Tue 23/11/2021 1:00 PM All day event

End time: Tue 23/11/2021 3:00 PM

Action Items: + Get more apps

Module 4: Group Workshop – Intersectionality and Social Work Practice

Please read the following information carefully.

Please accept this invitation to the second of your three *LGBTIQ+ Gender and Sexuality in Social Work Practice* group workshops.

Session Date/Time: 23 Nov 1:00pm – 3:00pm

Facilitators: [Redacted] s22 and [Redacted] s22

This is the fourth of six learning modules. **Please ensure you have completed the individual learning requirements of Module 3 prior to this workshop.** These were emailed to you by your facilitators.

In this session, we will:

- Explore intersectionality as a framework for decolonising LGBTQ+ and navigating disadvantage and oppression.
- Investigate how intersectionality affects LGBTQ+ people and communities.
- Learn how to support LGBTQ+ people with intersectional issues to navigate systems and services.
- Examine the implications of LGBTQ+ intersectionality for social work practice.

Please contact SW.PD if you have any questions or concerns.

In Shared Folder: Calendar s22 [Redacted] s22

> SERVICES AUSTRALIA | Gold Employer

We are extremely proud to have been recognised as a Gold Employer for LGBTI+ inclusion in the Australian Workplace Equality Index.

As a large Federal Government agency that delivers services to almost every Australian, we take our responsibility to provide safe and inclusive workplaces very seriously.

We want our workforce to be as diverse as the Australian community we serve and for people of all sexual orientations and gender identities to thrive at work.

We believe everyone, regardless of ethnicity, religion, gender, sexual orientation, age or disability should feel equally accepted. It's important for the wellbeing of our people and it enhances our business performance and customer service.

Many people and teams have contributed to this outcome through their focus on understanding the unique experiences of the LGBTI+ community. I would particularly like to mention our vibrant staff network, the Rainbow Connection, for their tireless support and guidance. We look forward to finding new ways to enhance inclusion in our workplaces.

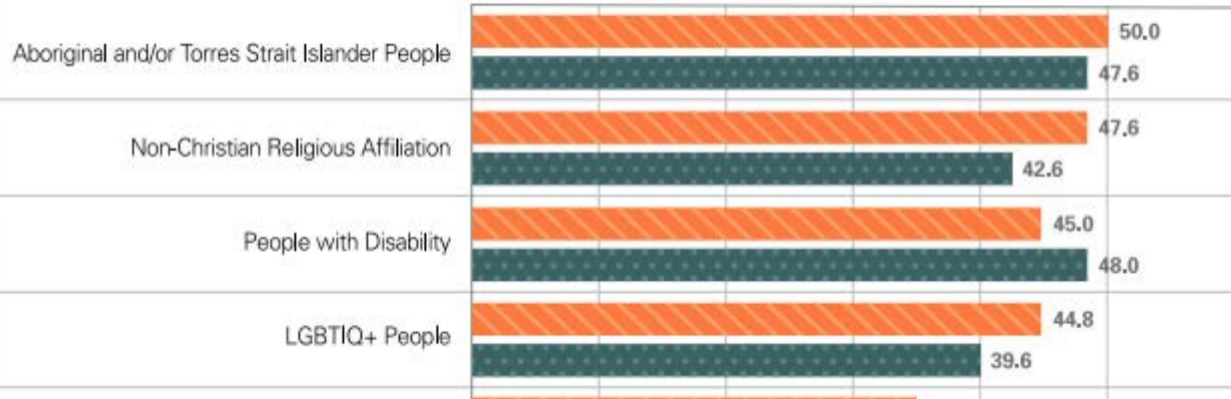


Rebecca Skinner PSM

CEO

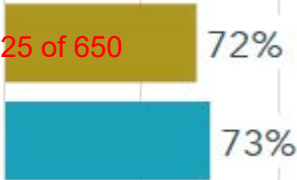
Figure 21: Proportion Who have Experienced Discrimination and/or Harassment in Past Year

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PROGRESS: I have the same opportunities as anyone else of my ability/experience, regardless of my age, culture/ethnicity, disability, gender, Indigenous background, or sexual orientation (% Strongly...

LEX 69109 - Documents - Page 225 of 650





.LGBTI+ Rainbow Roundtable¶

.Meeting agenda¶

TITLE:	→	Meeting agenda for Rainbow Roundtable¶	
VENUE:	→	Microsoft Teams ¶	
EVENT DATE:	→	9 November 2021¶	START: 11:00am (AEDT)¶
			FINISH: 11:30am (AEDT)¶
			10:00am (AEST)¶
		10:30am (ACST)¶	10:30am (AEST)¶
			11:00am (ACST)¶
EXTRA DETAILS:	→	Microsoft Teams¶	

AGENDA ITEM¶	TIME (AEST)¶	TOPIC¶	PRESENTER¶
1¶	3:00 to 3:05¶	Acknowledgement of Country¶ Welcome to new members [REDACTED] and [REDACTED] [REDACTED]	[REDACTED]
2¶	3:05 to 3:15¶	• → Report on AWEI progress¶	[REDACTED]
3¶	3:15 to 3:20¶	• → Debrief on LGBTI+ APS Census results¶	[REDACTED]