

DFAT post support for LGBTI Inclusion and Human Rights

Pretoria

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

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

Johannesburg

Post Details

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

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




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 Boost this post for R290 to reach up to 9,700 people.

1,258 People reached 200 Engagements [Boost Post](#)


32 3 Comments 3 shares

Like Comment Share

Post Details

Australian High Commission in South Africa is in Mfuleni, Western Cape, South Africa.
 Published by s22(1)(a)(ii) 18 May 2019

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



11,478 People reached 1,801 Engagements [Boost again](#)

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

People reached 9.7K Post engagement 1.6K [View results](#)

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

Like Comment Share

Khumbalani Pride, Langa, Cape Town
 IDAHOT Day 2019
 s47F(1)

Pohnpei

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

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

Australian High Commission in Canada

For IDAHOBIT:

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

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

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

For Capital Pride:

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

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

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

s47F(1)

Seoul

s47F(1)



Australian Embassy Seoul

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

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

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

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

Tokyo

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

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

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

s47F(1)

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

s47F(1)

s47F(1)

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

s47F(1)

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



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

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

s47E(d) and s47F(1)

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

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s47E(d) and s47F(1)

Croatia

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

s47F(1)

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

s47F(1)

Lisbon
s47F(1)

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

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

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

s47F(1)

Washington DC

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

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



Australia in the US @AusintheUS - May 17

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



s47F(1)

The Inclusion Playbook and 2 others

2 6 21

Australia in the United States
Published by Seemore Australia (1) · May 17 at 3:13 PM

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

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

2,847 People Reached **321** Engagements Boost Post

35 Shares

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

s47E(d)

s47E(d)

Houston

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



Pride Activities – United Kingdom

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

Pride Panel

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

Pride Reception

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

Pride Photo Exhibition

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

Post Activities

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

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

Stockholm

Pride March 2019

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

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

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



Port of Spain

Pride Parade

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

IDAHOBIT

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

Australia in the Caribbean
Published by s22(1)(a)(ii) 29 July 2019

Staff of the Australian High Commission joined Pride TT's second annual Pride Parade in Port of Spain yesterday 🇵🇸




843 People reached 114 Engagements [Boost Post](#)

21 2 comments 1 share

Australia in the Caribbean
Published by s22(1)(a)(ii) 17 May 2019

Staff of the Australian High Commission were delighted to join members of the British High Commission, German Embassy, Hyatt Regency Trinidad and Global Shapers Community to celebrate love and equality on International Day Against Homophobia, Biphobia and Transphobia in Port of Spain 🇵🇸





UK in Trinidad and Tobago - British High Commission, Port of Spain
17 May 2019 [Like Page](#)

Today, on International Day Against Homophobia, Biphobia & Transphobia (IDAHOBIT) members & allies of the LGBT+ community in T&T came together for a celebra...
[See more](#)

The Hague

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

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

Chennai

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

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

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Belgrade

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

UN Mission New York

UN LGBTI Core Group

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

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

New York Pride

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

Rugby Australia

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

Asia Pacific Region

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

Other key conferences and events

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



OutRight Retweeted



Natalie Cohen
@nataliecohenNY

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



s47F(1)

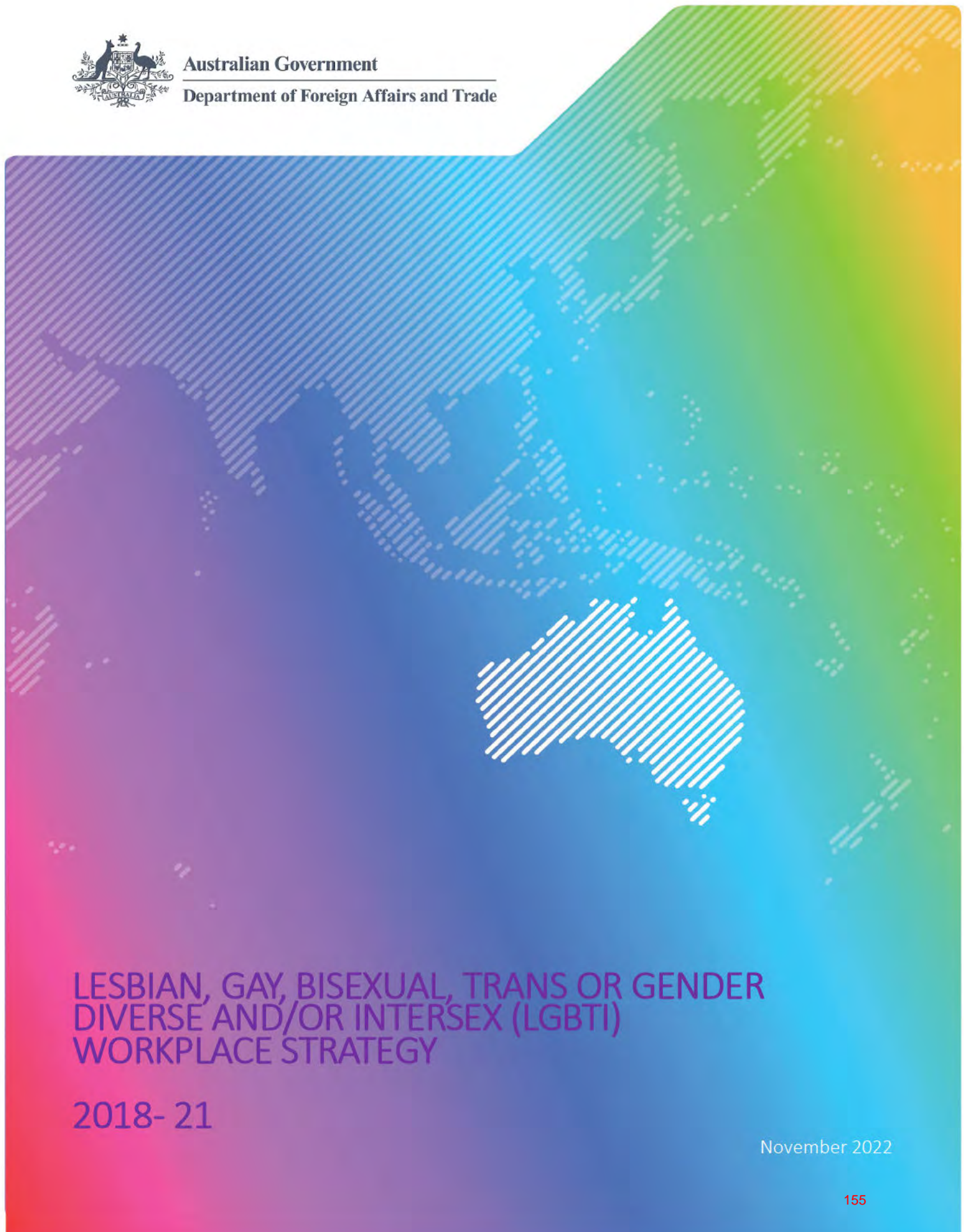
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s47F(1)



Australian Government
Department of Foreign Affairs and Trade



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

2018- 21

November 2022

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INTRODUCTION: OUR COMMITMENT

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

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

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

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

Terminology and language

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

MESSAGE FROM THE SECRETARY



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

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

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

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

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

I commend this LGBTI Workplace strategy to you.

Frances Adamson

SECRETARY

MESSAGE FROM THE LGBTI CHAMPION

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

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

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

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



Clare Walsh

LGBTI Champion

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

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

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

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

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



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

ABOUT DFAT'S LGBTI NETWORK

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

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

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

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

The DFAT LGBTI Network aims to:

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

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

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

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



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

WORK TO DATE

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

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

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

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

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

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

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

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

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

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

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

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

PILLARS OF THE LGBTI WORKPLACE STRATEGY

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

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



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

I – INCLUSIVE HUMAN RESOURCE POLICY AND PRACTICE

Actions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

II - LGBTI TRAINING AND EDUCATION

Actions:

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

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

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

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

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

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

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

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

III – STAFF NETWORK, CHAMPIONS AND ALLIES

Actions:

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

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

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

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

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

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

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

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

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

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

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

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

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

IV – VISIBILITY AND INCLUSION

Actions:

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

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

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

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

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

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

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

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

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

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

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

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

V – COMMUNITY ENGAGEMENT AND EXTERNAL ADVOCACY

Actions:

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

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

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

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

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

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



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

Credit: Suzy Wilson-Uillelea

IMPLEMENTING THIS STRATEGY AND HOLDING OURSELVES ACCOUNTABLE

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

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

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

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

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

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

APPENDIX: IMPLEMENTATION TABLE

I – Inclusive Human Resource Policy and Practice

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

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

II - Providing LGBTI training and education to all staff

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

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

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

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

IV - Enhancing LGBTI visibility and inclusion

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

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

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

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

DFAT LGBTI terms of reference

1. Purpose

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

2. Role of the LGBTI Network

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

3. Non-exhaustive terms of reference

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

The DFAT LGBTI Network aims to:

Promote an inclusive culture and LGBTI visibility at DFAT

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

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

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

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

Create opportunities for staff training and support

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

Increase DFAT's community engagement

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

4. Membership of the Network

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

5. Network Committee

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

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

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

Mutual respect for personal information

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

5. SES Champion and SES Allies.

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

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

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

6. Communications

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

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

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

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

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

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

s47F(1) has shared a link to the following folder:

[DFAT AWEI 2020](#)

Dear Pride in Diversity

Please find attached the link to the Department of Foreign Affairs and Trade's AWEI submission for 2020. Should you have any questions please direct them to workplacediversity@dfat.gov.au

Kind regards

s22(1)(a)(ii)

Diversity Team Leader/Indigenous Human Resource Adviser
DFAT

s22(1)(a)(ii)

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Australian Government
Department of Foreign Affairs and Trade

STYLE GUIDE

ENGLISH USAGE CONVENTIONS FOR DFAT

UPDATED JANUARY 2022

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Writing for DFAT – overview

This guide is to help staff draft internal and external communications, including ministerial correspondence, briefings, parliamentary and media materials, departmental reports and publications, intranet, web and social media content and other corporate communications. The [Australian Government Style Manual](#) is the definitive resource for government content and provides digital-first guidance when creating content. The DFAT Style Guide provides supplementary guidance specific to the department's communications and its audiences.

Keep it simple

Use plain, simple and inclusive language. Don't use bureaucratic phrases, jargon or sexist language: 'humankind' not 'mankind', 'chair' not 'chairwoman/man/person'. Avoid clichés, trendy words or terminology and acronyms not in common public use. Avoid using Latin and other foreign words.

Adapt the tone to suit the audience. Engage with the reader by using personal pronouns such as 'I', 'we' and 'you' if appropriate. Build empathy. When compiling contributions from other areas, make sure the tone, style and terminology remain consistent and check that paragraphs flow logically.

Use simple sentence construction. Get to the point quickly. Edit rigorously. Use 'thank you for' not 'I am writing to express my thanks for'. Avoid double negatives.

Don't be repetitive. Avoid starting too many sentences with the word 'I'. Vary how you refer to a subject or issue so that the same phrases or words are not repeated.

Be consistent. If you hyphenate a word, then always hyphenate it. Don't change tense halfway through a sentence. Use consistent terminology.

Use active voice. Avoid passive voice. 'I raised human rights concerns' not 'human rights concerns were raised' and 'DFAT will send a delegation' not 'a delegation will be sent by DFAT'. Use active verbs. Say 'explain' rather than 'provide an explanation' and 'apply' rather than 'make an application'.

Support your message

Address the issue. Do your research and use specific, relevant information if possible, rather than formulaic responses. Make it clear you are across the issue and tailor your writing to it.

Answer the question and stick to the subject. If several matters or issues are raised, address each in logical order. If we aren't able to comply or achieve a goal, explain why.

Use the templates

Use the correct [templates](#) and get the [branding](#) right. See the templates on the [Secretary's page](#) on the intranet and follow the instructions for letters and minutes for the Secretary.

Templates for ministerial correspondence are in PDMS and automatically populate when a PDMS record is created. **Do not change the templates.**

Each minister – and each type of communication – has different requirements for tone, page layout, font and formatting. Refer to guidance in the templates and the [Quick Guide to Ministerial Preferences](#) on the Intranet.

Use your judgement

Rules for grammar, spelling and usage change. Sometimes they should be adapted to make a specific point, or to improve clarity or visual presentation. Use your judgement. When writing for the spoken word, strict adherence to grammar is not always necessary. Closely consider the speaker's personal way of speaking when drafting.

Check for hidden data

Use [document inspector](#) to find and remove hidden data such as track changes and personal information before you release an electronic copy of a document, presentation or workbook outside the department, such as an email attachment or posting on the intranet. The Document Inspector feature in Word, Excel, PowerPoint, or Visio can help you find and remove hidden data and personal information in documents that you plan to share.

Make your content accessible

People can experience ongoing, temporary or situational barriers to accessing information. Meet accessibility guidelines to design content for equal access. Check the guidance at stylemanual.gov.au to ensure your content is accessible.

DFAT alphabetic house style

This list is based on accepted usage contained in the [Australian Government Style Manual](#) and the [Macquarie Dictionary](#). It also includes style conventions specific to DFAT and the personal preferences of our ministers. Please contact [s47E\(d\)](#) in Executive Division with queries or suggestions.

A

Aboriginal and Torres Strait Islander Peoples – ‘First Australians’, ‘First Nations peoples’ or ‘Aboriginal and Torres Strait Islander Peoples’ (note the plural), not ‘Aboriginals’ or ‘Aborigines’. ‘Aboriginal peoples’ and ‘Torres Strait Islander peoples’ can be used on their own. Do not use the acronym ‘ATSI’; spell out in full. ‘First Australian’ is not used to refer to an individual. While it is Australian government practice to use ‘Indigenous Australians’ this is not preferred by many First Australians. ‘Indigenous’ is capitalised.

Acronyms – minimise use of acronyms. If you need to use an acronym and it will be included more than once, spell out in full in the first reference with the acronym in brackets; for subsequent references, use only the acronym. See also NZ, US, UN, WTO.

Acts of Parliament – full name in italics, then referred to as ‘the Act’, no italics: *Privacy Act 1988* (Privacy Act).

Addresses – if writing correspondence, double check title, spelling and address. If in doubt, check websites such as www.gov.au or www.aph.gov.au.

Admit – admitted, admitting double ‘t’.

Adviser – not advisor. But advisory, travel advisory.

Aid – avoid using, instead use ‘international development’, ‘development assistance’ or ‘development cooperation’ (see development).

Ambassador – (see also high commissioners).

- Capitalise when referring to a specific ambassador: ‘the Ambassador of Japan’; but not when used generically: ‘many ambassadors have non-resident accreditations’.
- Bilateral ambassadors are ‘to’ or ‘of’ their country: ‘the Australian Ambassador to Japan’; ‘the Ambassador of France’.
- Thematic ambassadors are ‘for’: ‘the Ambassador for Arms Control and Counter-Proliferation’.

Among – not amongst.

And/but – beginning a sentence with ‘and’ or ‘but’ should be avoided in most official writing, although it can be appropriate in less formal writing, talking points and sometimes speeches.

Apostrophes –

- Apostrophes are used to
 - denote possession: Mary’s book, the government’s agenda
 - denote a contraction: I’ve for ‘I have’, it’s for ‘it is’ (although avoid contractions in official writing).
- When denoting possession of plural nouns, the apostrophe is after the ‘s’: ‘all the horses’ riders wore blue’.
- Do **not** use an apostrophe:
 - for plurals: CDs, URLs, MPs, avocados
 - for ‘its’ as a possessive noun: ‘presents its compliments’, ‘met its match’
 - for plural expressions of time: two weeks time; three months wages

- but do use an apostrophe for singular: the year's end, in one week's time
- for numbers and dates, unless the century is omitted: the storm of '86; the 1990s, in her 60s, she flew 747s; the mid-40s.

Appendix – plural is appendixes.

Attachments – ensure attachments are actually attached. Use consistent formatting to refer to attachments, for example by bolding: **Attachment A**. Do not use underlining. Letters have enclosures, not attachments.

B

Benefit, benefited, benefiting – single 't'.

Brackets – use round brackets () in most situations.

- Use square brackets [] for inserting explanatory text, such as pronunciation guides or instructions. 'The information can be found on the website [insert hyperlink] and is regularly updated.'
- Don't use brackets to indicate a singular or plural option, simply use the plural to cover both circumstances: 'Check which documents you need', not 'check which document(s) you need'.

Book, publication and report titles – should appear in italics, without quote marks.

Briefs – see [Ministerial Briefing Guidelines](#) from Executive Division.

Budget, budgeted, budgeting – single 't'.

Bullets – If each point in the list is an incomplete sentence or phrase, the lead-in phrase is followed by a colon, and each bullet point:

- starts with a lower-case letter
- has no punctuation at the end of each point
- has a full stop at the end of the last point.

If each point in the list is a complete sentence or paragraph, the lead-in phrase is followed by a colon. You must:

- Make sure each point is followed by a full stop.
- Start each new point with a capital letter.

C

Cables – reporting in cables should follow usual DFAT writing conventions and prose style. When reporting speech (for example from a meeting), use the appropriate tenses for 'reported speech'. Further [cable writing guidance](#) is available on the intranet.

Capital letters – do not capitalise the 'd' in department, unless referring to the full title of Department of Foreign Affairs and Trade: 'the department will accept applications until Tuesday'.

- Capitalise the 'g' in government when referring to the government as part of a formal or specific title: 'the Australian Government is responsible for'. In some instances, the full title is implied but shortened to 'the Government': 'the department implemented the Government's policy'.
- Use a lower case 'g' when reduced to the generic element or as an adjective, 'this government policy will', 'the governments of South Australia and Tasmania'.
- Capitalise when referring to a specific minister: 'Minister for Foreign Affairs'; but 'we have five portfolio ministers'. This rule also applies to:
 - parliament

- department
 - division
 - embassy
 - high commission
 - consulate-general
 - federal
 - states and territories.
- Capitalise Cabinet, Commonwealth, and Budget when referring to the federal Budget. In these cases, capitalisation avoids confusion.

Chair – not Chairman, Chairwoman or Chairperson.

Colocation – not co-location.

Commas –

- No commas in address blocks or salutations. For apartments use: 2/35 Smith Street.
- Use commas on either side of a clause separating two phrases about the same subject: ‘John Rogers, the General Manager, will attend’; ‘The minister arrived and, after lunch, spoke to the media’. Hint: if the clause within the commas was removed, the sentence should still make sense.
- For use of commas before ‘and’ or ‘or’ in a series or list (the ‘Oxford comma’) see ‘lists’.

Concern about – not concern with/over/on.

Consulate-General/Consul-General – always hyphenate. Use capital letters for each word when referring to a specific entity: ‘the Consul-General visited the ministry’ but not when used generically: ‘A consulate-general generally has fewer staff than an embassy’.

- Pluralise the noun, not the adjective: consuls-general; consulates-general.

Consult – not consult with: ‘we should consult the Minister’.

Cooperate – no hyphen.

Coordinate – no hyphen.

Corps – diplomatic corps; not core or corpse.

Countermeasures – no hyphen.

Counter-terrorism – hyphenate.

COVID-19 – not Covid-19 or COVID-19; COVID-related; COVIDsafe.

Currency – see ‘numbers’.

D

Dashes – (see also ‘hyphens’)

- Use a hyphen for compound adjectives when preceding a noun: right-hand corner, all-staff email (but email to all staff).
- Use a hyphen for most compound nouns: ‘we have strong interests in the Indo-Pacific’, ‘there was no follow-up after the meeting’.
- Use an en dash (twice the width of a hyphen) when joining two things which otherwise retain a separate identity ‘Australia–New Zealand partnership’.
- Use an en dash with no spaces for spans of numbers: 18–202; 2021–22.

- Use an en dash with spaces when used for parenthesis or instead of a colon: ‘sometimes – not just because of COVID-19 – this was challenging’.

Database – not data base.

Dates –

- 2011–12 (unspaced en dash) not 2011/12 or 2011–2012
- 1999–2011 when spanning more than a decade
- 5 August 2016, not 5th of August 2016 or 05 August 2016
- Saturday, 12 April 2017 (comma after the name of the day) 1–3 January (no spaces with en dash).

Dates on ministerial correspondence – do not date letters for ministers’ signature; they will be dated when signed.

Department of Foreign Affairs and Trade (DFAT) – then DFAT thereafter.

- Do not capitalise department when using in a generic sense: ‘the department manages the overseas network’.
- For ministerial correspondence, check the minister’s preference for referring to the department in [Quick Guide to Ministerial Preferences](#).

Dependant/dependent – a person is a dependant (noun); dependent is an adjective.

Development – avoid using the word ‘Aid’ and instead use ‘international development’, ‘development assistance’ or ‘development cooperation’.

Disability – use person-first language, that is the person first and the disability second: ‘person with disability’, ‘people with disability’, ‘person who is deaf’.

Double negatives – avoid double negatives: for example ‘not unlikely’ and ‘not inconsistent’.

E

e.g. – spell out: ‘for example’.

Embassy – do not capitalise embassy when used generically: ‘the department manages 85 embassies’.

Equal, equalled, equalling – double ‘l’.

F

Female – refers to biological sex, while woman/women refers to gender. Using woman/women is more inclusive.

Fewer and less – use ‘fewer’ for things which can be counted: ‘I have fewer than nine left’. Use ‘less’ for non-countable things: ‘there is less air now’.

Focused – not focussed.

Follow up – when used as a verb: ‘I will follow up’; but ‘follow-up’ when a noun: ‘there was no follow-up’.

Format – formatting templates for official communications are on the DFAT intranet, including on the Secretary’s page for the Secretary’s letters and minutes. Templates for ministerial correspondence and submissions, Cabinet briefing and Senate Estimates briefings and QoNS are in PDMS.

Forums – not fora.

Full stops –

- In correspondence and submissions for ministers’ signature, refer to the minister’s preference for how many spaces follow a full stop.

- In all other cases, use a single space after a full stop.
- In salutations – no full stop after ‘Mr’, ‘Mrs’, ‘Ms’, ‘Dr’ etc.
- No full stops in acronyms or abbreviations – WTO, US, ASEAN, ACT, NSW.
- No full stops or spaces between initials in names – RG Casey, AA Milne.
- No full stops at the end of a cc line in ministerial correspondence.

Fulsome – check the meaning is appropriate to your context. Fulsome primarily means offensive to good taste, especially as being excessive; gushing; insincere.

G

Gender – use terms that recognise gender equality. Respect individuals’ choice of pronoun, whether they use he/him; she/her; or they/them. ‘They’ can be used as a singular, not gender-specific pronoun.

Geography and regions –

- Check the [Heads of Government \(HOG\) database](#).
- Indo-Pacific, Southeast Asia, North Asia, South Asia, West Asia, Middle East, Timor-Leste.
- Mumbai not Bombay; Chennai not Madras; Myanmar/Yangon not Burma/Rangoon; The Republic of North Macedonia (North Macedonia), not Macedonia; Kyiv not Kiev, Ukraine not The Ukraine.
- The United Kingdom comprises Great Britain (England, Scotland, Wales) and Northern Ireland. Great Britain does not include Northern Ireland.

H

High commission – do not capitalise high commission when it is used in a generic sense: ‘Australia has high commissions in Commonwealth countries’.

High commissioner – do not capitalise when used in a generic sense.

- Note that high commissioners are ‘for’ the country they represent (whereas ambassadors are ‘of’): ‘the High Commissioner for Cyprus is one of many high commissioners in Canberra.’

Hyphens –

- Australian Government style is for minimal use of hyphens. If in doubt, refer to the [Macquarie Dictionary](#) or the [Australian Style Manual](#) and ensure consistency throughout the document.
- Avoid formatting that breaks a hyphenated word at the end of a line. Use <Shift + Enter> at the start of the hyphenated word to keep them together.
- Hyphenate compound adjectives when preceding a noun:
 - I sent an email to all staff; it was an all-staff email.
 - In principle I agree; I gave in-principle agreement.
- Adverb–adjective compounds are not hyphenated where the adverb ends in a ‘y’: locally engaged staff, not locally-engaged staff.

I

I – limit the use of the pronoun ‘I’, particularly in correspondence; avoid starting consecutive sentences or paragraphs with ‘I’.

i.e. – spell out: ‘that is’.

Indigenous – always with a capital ‘I’ when referring to Indigenous peoples or culture. See also ‘Aboriginal and Torres Strait Islander Peoples’.

-ise – not -ize: organise, specialise, realise.

Interdepartmental – no hyphen.

Inter-agency – hyphenate.

Italics – use italics for titles of reports, books and publications and legislation. Do not use italics for emphasis.

J

Jargon – avoid using specialised language or vocabulary, which can exclude or alienate non-experts.

L

-l/-ll – use double ‘l’ in most cases: travelled/travelling; totalled/totalling; equalled/equalling.

Last/past – last is correct to mean ‘final’: ‘the last three weeks of the war’. For time just gone, use past: ‘the past three years’.

Legislation – should first appear in full, in italics: *Australian Passports Act 2005*, and then be referred to as the Act or, in this case, the Passports Act (no italics).

Like-minded – hyphenate and use as an adjective, not a noun: ‘we consulted like-minded countries’; not ‘we consulted likemindeds’.

Lists – if each separate point is short, can follow a colon: then have a comma following each point and a full stop after the final point. Longer phrases in lists can follow a colon: with each point separated by a semi-colon; and final point followed by a full stop.

- Do not use a comma before ‘and’ or ‘or’ leading into the last item (the ‘Oxford comma’) unless it is required to reduce ambiguity.
- Avoid using bulleted or numbered lists in the main body of a letter. See also ‘bullets’.

Locally engaged – no hyphen or LES.

Long term – no hyphen as a noun: ‘We will plan for the long term’; but hyphenate as an adjective: ‘the long-term plan.’

M

Market, marketed, marketing – use one ‘t’.

Media release – see media guidelines on the [intranet](#) for guidance.

Meet the minister – not meet with the minister.

Minister – capitalise when referring to a specific minister but not when generic: the Minister for Foreign Affairs visited Italy; the foreign affairs and trade portfolio has five ministers.

Ministerial preferences – individual ministers have preferences for style points in correspondence prepared for their signature. Use the relevant template in PDMS. Check the [quick guide to ministerial preferences](#).

Money – see ‘numbers’.

N

New Zealand – spell out in full when used as a noun: ‘We visited New Zealand’; abbreviate when used as an adjective: ‘the NZ delegation’. Not N.Z.

Numbers –

- \$15 not AUD15, unless other foreign currencies also being mentioned USD45 million, not US\$45 million.
- \$5 million, not \$5m, rounded where appropriate for example: ‘more than \$200 million’.
- 60,000, not 60000 or 60 000.
- Avoid starting a sentence with a number. If unavoidable spell out number in full and hyphenate: ‘Fifty-seven people attended’.
- Spell out numbers less than 10. Use the same rule for ordinal numbers: second, 15th
- Use numerals in lists: ‘their ages are 5, 7 and 9’.
- 2014–15, not 2014/15; include the century in the second date only 1999–2011 when spanning more than a decade.
- Fractions – spell out and use a hyphen: three-quarters, one third, a third.
- Decimals – 0.75 not .75
- Use a ‘hard space’ (ctrl+shift+space) to keep numbers together.

O

Ongoing – no hyphen.

Organisation – not organization, unless it is part of a title (World Trade Organization, World Health Organization).

P

Past/last – past is correct to mean time just gone: ‘the past three years’; last is correct to mean ‘final’: ‘the last three weeks of the war’.

Peacekeepers – no hyphen.

Per cent – not percent or % (unless using the symbol in a graph or infographic).

Personal pronouns – only use reflexive personal pronouns (myself, himself, herself etc) when the subject and the object of the sentence are the same: ‘He hurt himself’. Avoid using them simply for emphasis: ‘The Minister herself will attend’. Say ‘The Minister will attend’.

- Staff may also choose to indicate their preferred pronouns as part of their signature block, as recommended in the department’s [LGBTIQ Workplace Strategy](#).

Postnominals – check the PM&C [It’s an honour website](#) and add.

Principle – in principle, not in principal and hyphenate when preceding a noun ‘we gave in-principle agreement’.

Principal – main or leading; Dr Brennan is DFAT’s Principal Medical Adviser.

Program – not programme, unless it is part of a title (World Food Programme) or part of a legislative title.

Publicly – not publically.

Q

Quotations – use ‘single quotation marks’, not “double”.

R

Records of conversation – see instructions on writing [records of conversation](#).

Regret, regretted, regretting – use double ‘t’.

Rollout – no hyphen. Single word as a noun; two words as a verb. We will roll out vaccines, in a global rollout.

S

Setback – no hyphen.

Short term – no hyphen as a noun: ‘We will plan for the short term’; but hyphenate as an adjective: ‘the short-term plan’.

Singular nouns – Organisations and countries are always singular impersonal nouns: ‘Defence is attending’ not ‘Defence are attending’; ‘BHP has agreed’, ‘Australia expressed its dissent’.

Spelling – use Australian English spelling ([Macquarie Dictionary](#)) unless as spelt by the organisation itself: World Health Organization; US Department of Defense.

Split infinitives – the infinitive can be split if it assists clarity or improves readability. For example: ‘he failed completely to follow the instructions’ (not splitting the infinitive) has a different meaning to ‘he failed to completely follow the instructions’ (where ‘to’ is split from ‘follow’). Compare ‘He really wanted to talk to her’ with the clumsier ‘He wanted really to talk to her’. In general choose the construction which avoids awkward wording, preserves the rhythm and achieves the intended emphasis and meaning.

States and territories – do not capitalise unless part of a title: ‘DFAT’s State and Territory Offices are located in every state and territory’.

T

-t/-tt – use single ‘t’ for budgeted/budgeting; targeted/targeting; benefited/benefiting; marketed/marketing. Use double ‘t’ for words with the stress on the last syllable: admitted, regretted.

Talking Points – see media guidelines on the [intranet](#) for guidance.

Target, targeted, targeting – single ‘t’ (see: ‘T’).

Tautology – avoid two synonymous terms: ‘pre-planning’, ‘advance warning’, ‘mutual cooperation’, ‘revert back’.

Terrorist organisations – check appropriate naming conventions with the relevant branch when referring to terrorist organisations.

That – the word ‘that’ is frequently overused. Edit rigorously. Do not use ‘that’ if the sentence makes sense when ‘that’ is omitted.

Time – 2 pm not 2pm, 2 p.m. or 1400; 2.15 pm not 2.15pm or 14.15.

Titles and names – double check every title and name. Check the relevant website if necessary.

Titles – use italics for titles of books, publications and reports.

Total, totalled, totalling – use double ‘l’.

Travel, travelled, travelling – use double ‘l’.

U

UN and other commonly used acronyms do not need to be spelt out. Do not use full stops.

UK not U.K.

- The United Kingdom comprises Great Britain (England, Scotland, Wales) and Northern Ireland. Great Britain does not include Northern Ireland.

Underlining – avoid underlining text as this is usually understood to be a hyperlink.

United States or United States of America when used as a noun: ‘Visit the United States’; US when used as an adjective: ‘the US delegation’. This rule also applies to UK, NZ and PNG.

URL addresses – in most instances include the name of the website, hyperlinked to the site, rather than the full URL address: ‘further information is available on the DFAT website’. This is more readable. If you need to include the full URL address, it should be blue and underlined (which MS Word automatically does) to meet accessibility requirements. For ministerial correspondence, please check the relevant minister’s preferences.

US not U.S.

W

Writing for the web – see [Digital Literacy - Writing for the Web](#) guidelines from the Digital Production Section.

Whole-of-government – hyphenate and lower case: ‘whole-of-government’; abbreviate as WofG.

Widows and orphans – avoid formatting that leaves words dangling:

- a ‘widow’ is a lone word that appears at the bottom of a paragraph, column or page
- an ‘orphan’ is a lone word that appears at the top of a page.

Avoid formatting that splits words over two lines including names, countries, titles, dates, numbers or hyphenated words; except for legislation, the title of an agreement or publication, or a URL. Use <Shift + Enter> at the start of the hyphenated word to keep them together.

With regard to – not with regards to.

While – not whilst.

Woman/women – female refers to biological sex; woman/women refers to gender. Using woman/women is more inclusive.

WTO and other commonly used acronyms do not need to be spelled out; no full stops.

Y

Year –

- ‘the past year’ not ‘the last year’, unless it was the final year: ‘the last year of the war’
- use an en dash for spans of years 2011–12, not 2011/12
- include the century when spanning more than a decade: 1999–2011.

References

- [Macquarie Dictionary](#)
- [Australian Government Style Manual](#)
- [Words at Work](#): Diversity Council of Australia guidance

Guides for specific writing styles

- [Cable writing guidance](#)
- [Digital Literacy - Writing for the Web](#)
- [Media guidelines](#)
- [Publishing on DFAT's social media accounts](#)
- [Records of conversation](#)

Appendix 1 – Correspondence address conventions

Prime Minister	Dear Prime Minister
Deputy Prime Minister	Dear Deputy Prime Minister
Treasurer	Dear Treasurer
Attorney-General	Dear Attorney-General
Other ministers	Dear Minister
Assistant ministers	Dear Assistant Minister
Speaker	Dear Mr/Madam Speaker
President of the Senate	Dear Mr/Madam President
Members and Senators (non-ministers) See Parliament of Australia – Senators and Members	Dear Dr/Mr/Mrs/Ms [last name] Dear Senator [no last name]
Ambassadors/High Commissioners	Your Excellency
Ministers or Assistant Ministers Note: Where a minister has written in their capacity as local MP or senator, use their electoral office address, not their Parliament House address (eg The Hon John Smith MP, Member for Tangney OR Senator the Hon John Smith, Senator for Victoria)	The Hon John Smith MP OR Senator the Hon John Smith Minister for Health and Ageing Parliament House [address]
<u>Former</u> ministers, prime ministers, former parliamentary secretaries and some former speakers retain the title 'The Honourable' See House of Representatives Practice (6 th Edition)	The Hon Julia Gillard
Governor-General	Your Excellency
Foreign heads of government and ministers [For correct details, including salutations, check the Heads of Government (HOG) list]	Name and honorifics Title/position [FULL NAME OF COUNTRY] in capital letters No postal address if delivered by mission.
Where the addressee holds two titles	Use the more senior title only, or the ministerial title relevant to the subject matter.
Honorifics and postnominals such as 'QC', 'AO' or 'AM'	Placed after surname and before 'MP': The Hon Mark Smith QC MP; for senators, after surname: Senator the Hon Sally Jones QC.
Professional titles such as Professor or Doctor	This should be used in the address block and salutation: The Hon Dr Andrew Leigh MP/Dear Dr Leigh.

Appendix 2 – Correspondence standard responses

STANDARD RESPONSES	
Standard responses, including to constituents	Thank you for your letter of [date], regarding [subject]. Check minister's templates for individual preference.
Responses to parliamentarians making representations on behalf of a constituent should set out the relevant details in the opening sentence.	Thank you for your letter of [date] on behalf of your constituent [name], regarding [subject]. Check minister's templates for individual preferences. There is no need to prepare a separate letter to the constituent unless specifically requested by the minister's office.
Referral from another minister for ministerial reply	I refer to your letter of [date] to [minister's title and name], regarding [subject]. As the matter is within my portfolio responsibilities, your letter has been passed to me for reply.
Responses by advisers or the chief of staff – Minister for Foreign Affairs	Thank you for your letter of [date] to [minister's title and name], regarding [subject]. The Minister has asked me to respond on her/his behalf.
Responses by advisers or the chief of staff	Thank you for your recent [letter/email] to the [minister's title and name] regarding [subject]. The Minister has asked me to reply on [his/her] behalf. Delete 'recent' if over four weeks old and use '...your [letter/email] of [date]'.
Responses by departmental officers	Thank you for your letter of [date], regarding [subject]. I am replying on behalf of the Prime Minister/Minister for [insert portfolio].
References to other ministers within the body of a letter	References should be cited in full in the first reference: The Minister for Finance, Senator the Hon Simon Birmingham, then refer to Minister Birmingham, Minister Payne and so on.
Where correspondence is to be copied to other people	[As a closing sentence] Check ministerial preferences.
When providing a future course of action, be proactive. Avoid simply offering contact details.	I have asked the Ambassador to [country], [name of ambassador], to contact your office to discuss this matter in more detail. OR Please contact my [Executive Assistant/DLO/etc.], [name], [email or phone number] to [insert appropriate action].
Advice on closing sentences: keep short and simple	Check ministerial preferences. I trust this information is of assistance. I look forward to [meeting you in December]. Thank you for raising this issue.