

**From:** [REDACTED]  
**Sent:** Tuesday, 7 October 2025 10:55 AM  
**To:** Health Pride Network  
**Subject:** RE: Inviting expressions of interest for shaping supports for trans and gender diverse colleagues [SEC=OFFICIAL]

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**Categories:** [REDACTED]

Hi [REDACTED]

I am definitely interested in this initiative.

Before Health I was at Defence. I was part of a small core group of people who wrote, and got endorsed by Chief and Minister the first Defence Inclusion Manual including chapters and guidelines for TGD. If you need a more formal EOI response please let me know.

Thankyou  
[REDACTED]

[REDACTED] (pronouns: they/them, no title)

Assistant Director | [REDACTED]

Please note: I work remotely in QLD. My work hours might be different to yours. There is no obligation to action this, if you are receiving this message outside of your work hours.

Reform Implementation Division | Ageing and Aged Care Group  
Australian Government Department of Health, Disability and Ageing  
E: [REDACTED]  
E: [REDACTED]



Neurodiversity  
Network



*The Department of Health, Disability and Ageing acknowledges the Traditional Custodians of Australia and their continued connection to land, sea and community. We pay our respects to all Elders past and present.*

**From:** Health Pride Network [REDACTED]  
**Sent:** Thursday, 2 October 2025 4:08 PM  
**To:** Health Pride Network [REDACTED]  
**Subject:** Inviting expressions of interest for shaping supports for trans and gender diverse colleagues [SEC=OFFICIAL]

OFFICIAL

Hi Health Pride Network,

I hope you are well! I am reaching out to invite expressions of interest from staff who would like to be involved in shaping supports for trans and gender diverse (TGD) colleagues within the Department.

This initiative aims to co-design meaningful and inclusive approaches that reflect the needs and experiences of our staff TGD community. We're still in the early stages and are keen to hear from all interested parties: both TGD-identifying and allies passionate about fostering a more inclusive workplace for TGD staff. We recognise that strong allyship is integral to the success of this work, and we welcome all genuinely interested voices.

The first step for this group will be to determine the scope of the work and to help identify what staff are looking for in this space. This could be as simple as setting up an informal MS Teams chat, or it could evolve into something more structured, like a regular working group.

This work will be led by [REDACTED] [REDACTED] (they/them) and will be supported by myself.

**For action by COB 17 October:** If you're interested in being part of this conversation, or would like to know more, please reach out to Charlie or myself directly.

Looking forward to hearing from you.

With pride,

[REDACTED] [REDACTED] (they/them)

Health Pride Network Executive



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OFFICIAL





[Intranet home](#) > [Technology](#) > [Technology support](#) > [Microsoft 365](#) > Microsoft Teams

# Microsoft Teams

On this page

[MS Teams site owners group](#)

[MS Teams user guides](#)

[Privacy notice](#)

[Inclusion and accessibility](#)

[MS Teams support and training](#)

Microsoft (MS) Teams is one of the many apps in the Microsoft 365 (M365) bundle. It's our official platform for communication and collaboration.

Teams makes it easy to communicate through chat (instant text messages), voice or video calls. It enables scheduled or ad-hoc meetings or large virtual group events. You can access it from your departmental laptop, mobile device or meeting room console. You can customise it through Team Spaces, Channels, and apps like Stream, Word, Excel, PowerPoint, Planner, Whiteboard and more.

## MS Teams site owners group

The MS Teams site owners group provides news, information and tips to MS Teams site owners and enthusiasts. The group is managed by the Collaboration Service Section in the IT Division.

Join the [MS Teams site owners group](#).

## Privacy notice

For guidance on managing personal information in Teams, see the [Privacy notice for MS Teams recordings and transcripts | Australian Government Department of Health, Disability and Ageing](#).

Information and content in MS Teams, including chats, may be subject to a freedom of information (FOI) request. See the [ICT acceptable use policy](#).

## Inclusion and accessibility

Inclusive, accessible collaboration is made easy with MS Teams features such as captions, transcripts and recordings. See:

- [Keyboard shortcuts in MS Teams](#)
- [Accessibility features in MS Teams](#)
- [Using Immersive Reader in MS Teams](#)

You can add [your pronouns to your profile](#). They'll be visible to everyone in the department and flow across your Microsoft Office applications, including Outlook and SharePoint. You can edit or remove them any time and they're not visible to people outside the department.

You can also change your [virtual background](#) to show your support on days of significance.

See [accessibility](#) for more.

Content owner

IT Service Desk

Last reviewed

30 September 2025

Enquiries

[IT Service Desk](#)

Phone



|   |                                                                |
|---|----------------------------------------------------------------|
| 1 | Teams User Guide<br>Updating your profile, status and location |
| 2 | Your profile                                                   |
| 3 | Update your profile                                            |
| 4 | Set your status                                                |
| 5 | Out of Office Message                                          |

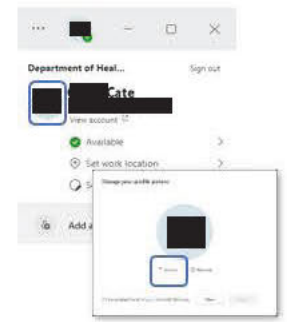
## Update your profile

Some parts of your profile card are automatically generated, such as your name, email address and location. You can personalise and update other elements of your profile such as your picture and pronouns at any time.

Please remember that any changes you make to your MS Teams profile are also reflected in in other Microsoft 365 apps, such as SharePoint and Outlook.

### Update your profile picture

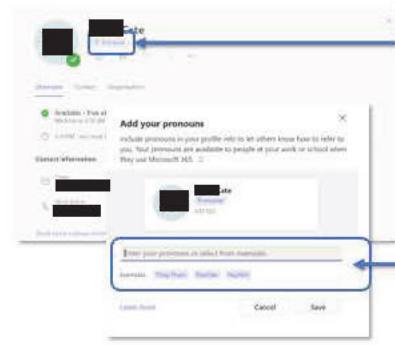
1. From your status information, click on your initials
2. Select **Upload** to search for and select a photo
3. Select **Save** to update your profile or **Cancel** if you don't want to keep your changes



**NOTE:** Whether or not to share or publicly display pronouns is always up to you. Your profile info is visible on your **profile card** in Teams and Outlook. Find out more about pronouns in [Microsoft 365](#).

### Update your pronouns

1. Select your profile picture and then select your name to open your profile card.
2. On your profile card, select **+ Pronouns**
3. To add or change your pronouns, select from the examples provided, or enter your own
4. Select **Save** to update your profile or **Cancel** if you don't want to keep your changes.
5. Select **Got it** to close the confirmation screen.



Select or enter your pronouns

s47F, s47E(c)



FOI 26 3302

Document 26

22/25

She/Her

Departmental Officer - RCMP PB Inclusion SN



## Tip of the week

### Add your pronouns to Microsoft Teams

You can [include pronouns in your profile](#) so others know how to refer to you. Your pronouns will be visible to all staff using Microsoft Teams.

To add them to your Microsoft Teams profile:

1. Select your profile picture and then select your name to open your profile card.
2. On your profile card, select Pronouns
3. To add or change your pronouns, select from the examples provided, or enter your own
4. Select Save to update your profile or Cancel if you don't want to keep your changes
5. Select Got it to close the confirmation screen.

We also encourage you to add your pronouns to your [email signature](#).

Learn [Why Pronouns Matter](#) in our [SuccessFactors](#) course.

You can contact [REDACTED] if you have any feedback or would like to include a topic.

### 2 Comments

S47F

Add a comment. Type @ to mention someone

Post



14 July 2025

Beautiful colours!!

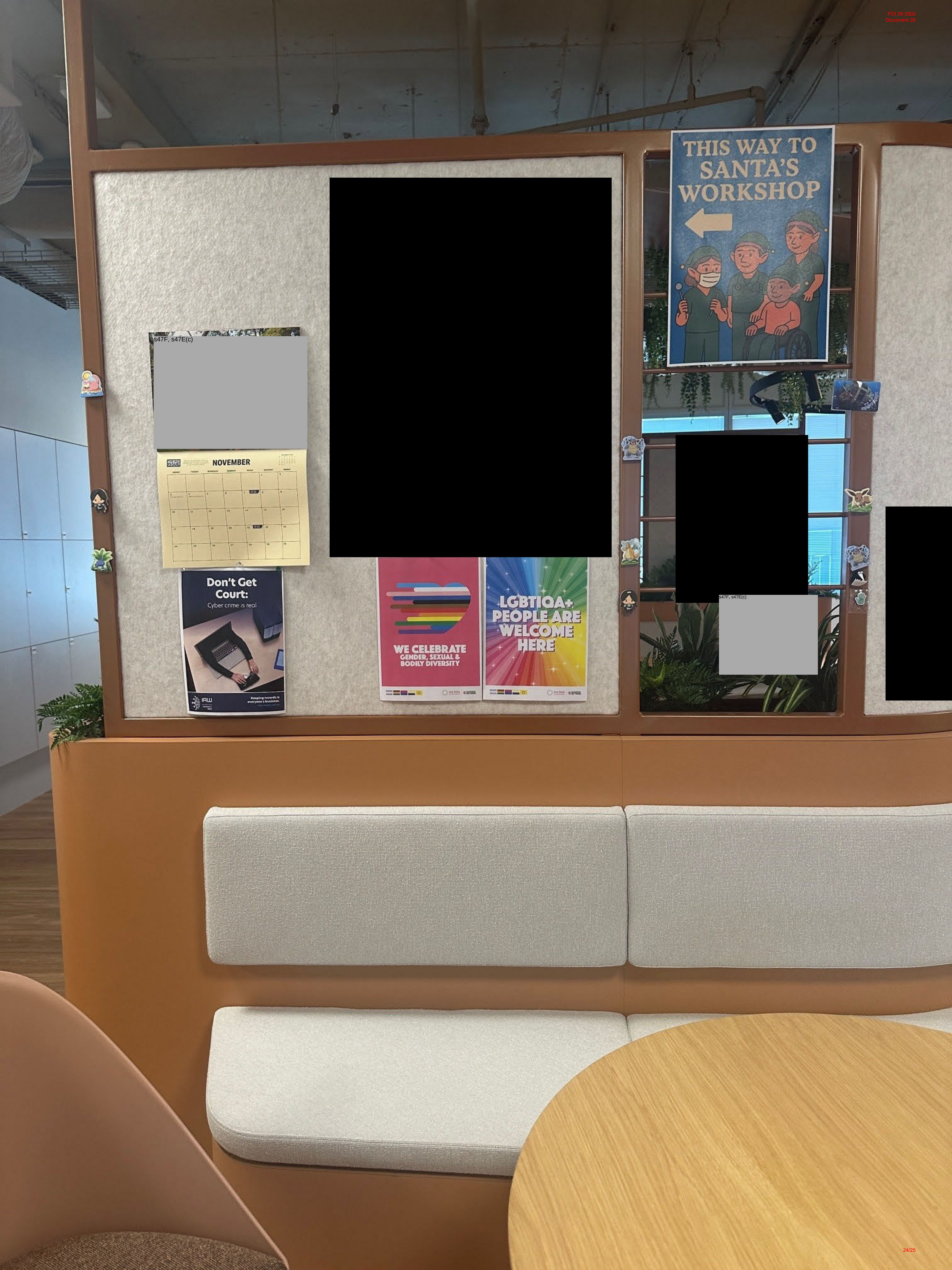
Reply Like



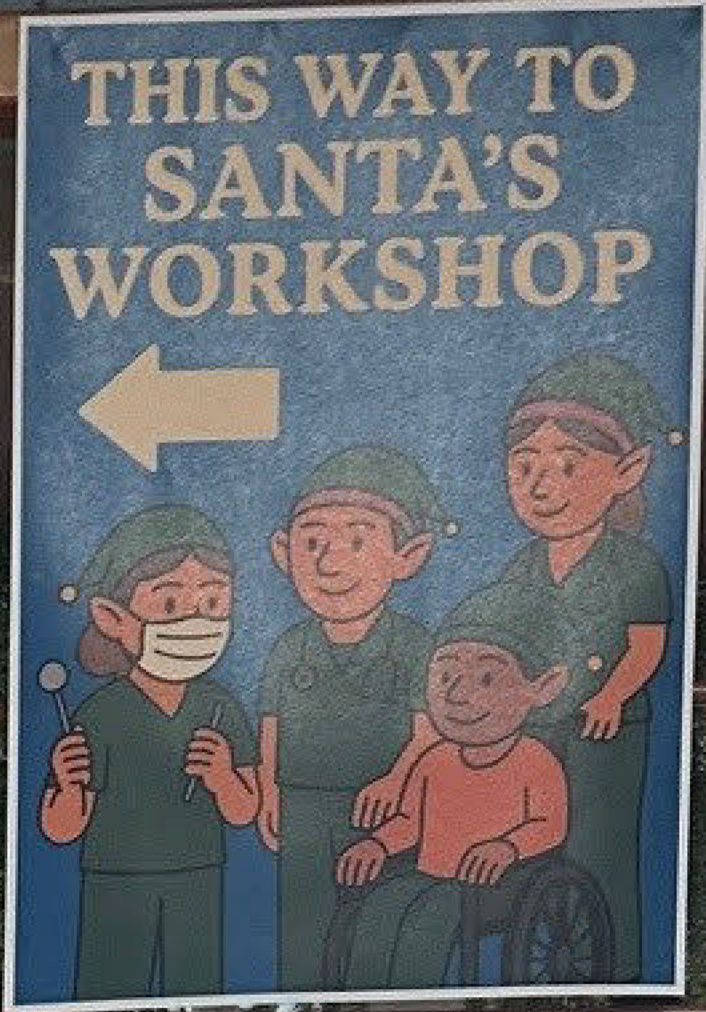
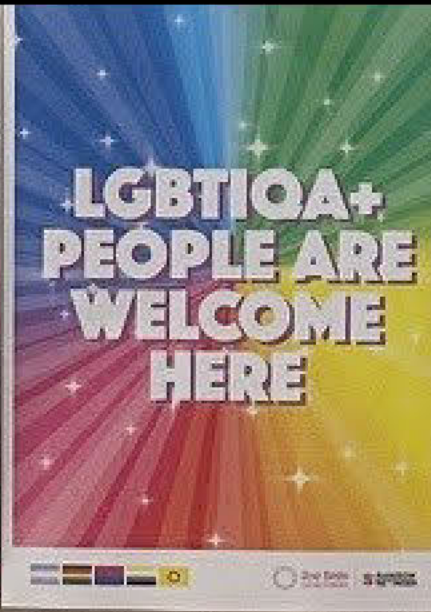
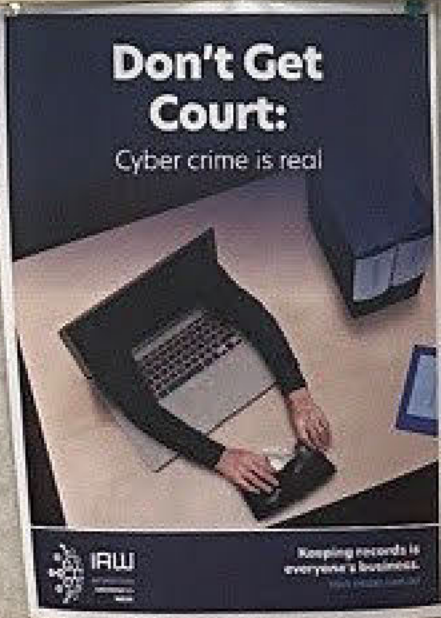
14 July 2025

Great photo Simon!

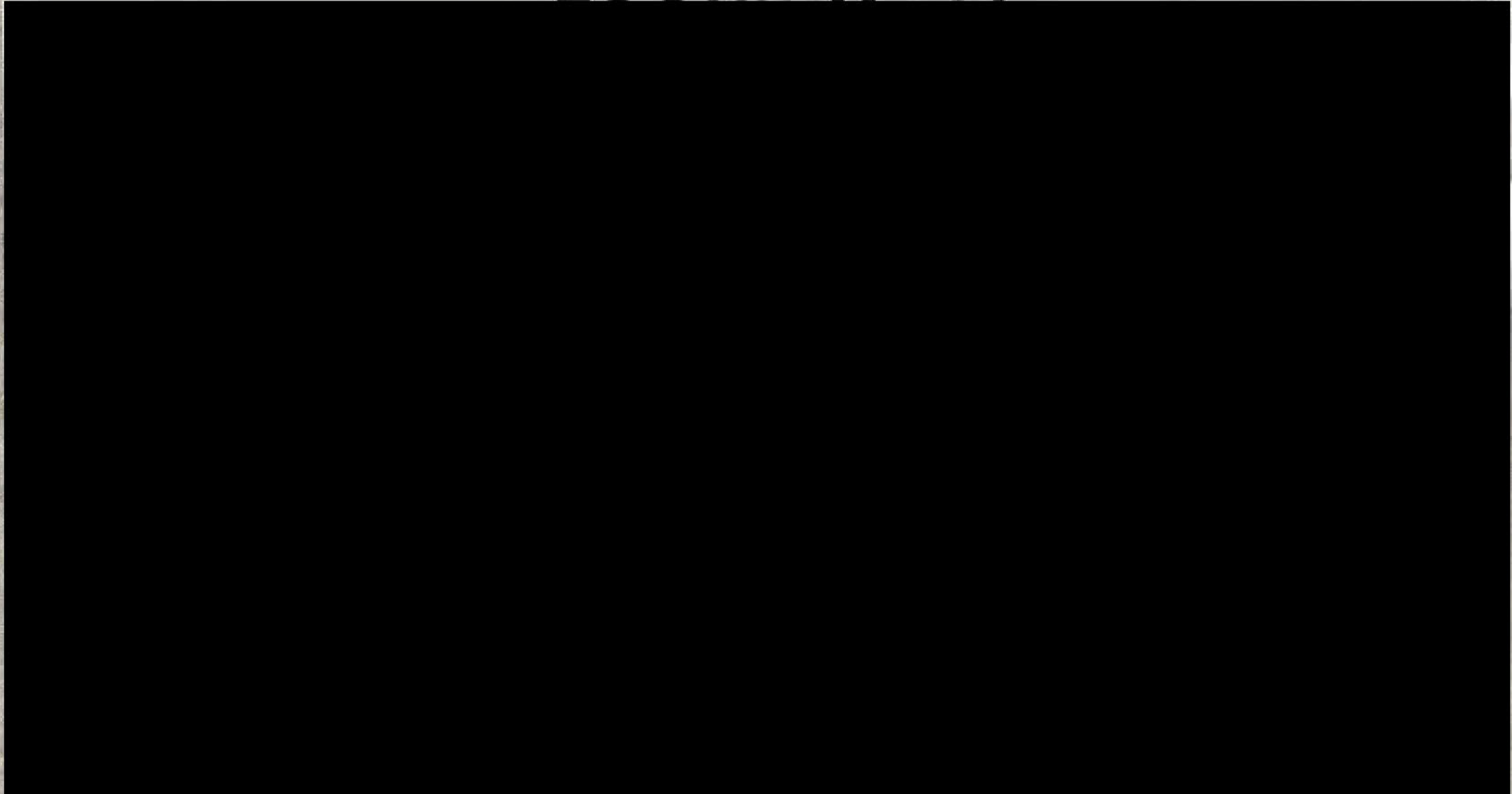
Reply Like 1 person liked this



s47F, s47E(c)



s47F, s47E(c)



NAIDOC Spirit Award winner

██████ is a proud Aboriginal woman and long-standing member of the National Aboriginal and Torres Strait Islander Staff Network (NATSISN) committee. ██████ contributed to an inclusive workplace culture through initiatives such as coordinating book swaps to support the Indigenous Literacy Foundation, leading her branch's blood drive, and organising NATSISN trivia events to build cultural awareness.

### NAIDOC Spirit Award highly commended

██████████ contributed to the development of the National Action Plan for the Health and Wellbeing of LGBTIQ+ People 2025–2035. ██████████ input strengthened the plan by drawing on the lived experiences of LGBTIQ+ First Nations people and supporting stronger connections between community and government.

NAIDOC Spirit Award team winner First Nations Health Workforce Section

Recognised for transitioning the Leaders in Indigenous Medical Education program to the Australian Indigenous Doctors' Association. This was only the second program to transition and is

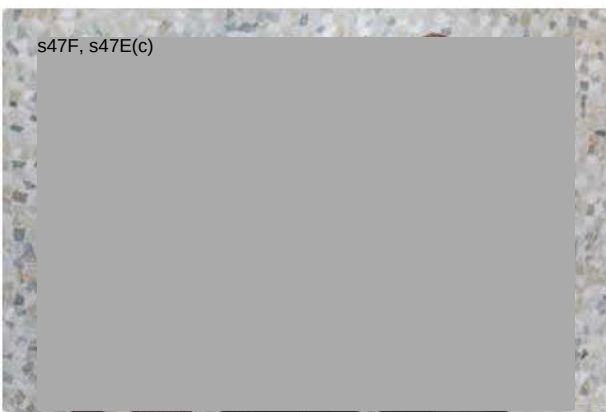
As part of this year's NAIDOC Week celebrations, we recognised individuals and teams who are helping improve services and outcomes with and for Aboriginal and Torres Strait Islander people.

The 2025 NAIDOC Awards ceremony, held on Monday 7 July, celebrated their contributions across four categories: Spirit, Respect, Reconciliation and Opportunities.

Congratulations to all winners and nominees.

NAIDOC Spirit Award

Individual



NAIDOC Spirit Award winner

Winner: Financial Management Division

is a proud Aboriginal woman and long-standing member of the National Aboriginal and Torres Strait Islander Staff Network (NATSISN) committee contributed to an inclusive workplace culture through initiatives such as coordinating book swaps to support the Indigenous Literacy Foundation, leading her branch's blood drive, and organising NATSISN trivia events to build cultural awareness.



NAIDOC Spirit Award highly commended

Highly Commended: LGBTIQ+ Health Team

You may also be interested in

News hub

About this page

Published

31 July 2025



Do you know a colleague or team making an outstanding contribution to improving services and outcomes for Aboriginal and Torres Strait Islander people? If so, [nominate them for the department's 2025 NAIDOC Awards](#).

At the department, we have a range of programs and initiatives that aim to Close the Gap and improve health and wellbeing outcomes for First Nations people. Our inclusive and diverse workplace embraces and values Aboriginal and Torres Strait Islander peoples and culture.

Our NAIDOC Awards are a time to reflect on the achievements of our staff and acknowledge their commitment and contribution.

Visit the department's [NAIDOC Awards page](#) to read the award criteria and find out how to submit a nomination.

Nominations close at **5pm (AEST) on Friday 23 May 2025**.

Winners will be announced during NAIDOC Week (6–13 July 2025) at the Awards ceremony.

You may also be interested in

> News hub

About this page

Published  
12 May 2025

Enquiries

6 people liked this Comment 354 Views Save for later

Comments

Add a comment. Type @ to mention someone

Post

**From:** [REDACTED]  
**To:** [REDACTED] s47E(d)  
**Subject:** RE: Assistance promoting upcoming Pride In Diversity courses [SEC=OFFICIAL]  
**Date:** Monday, 20 October 2025 11:11:23 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Good morning,

Hoping you could help with another push for this course, it is happening on Wednesday and our numbers are lower than we'd like:

Ready to be an ally? Join **Pride in Diversity** for the **LGBTQ Awareness and Empowering Allies** session!

Wednesday 22<sup>nd</sup> October 2pm-3:30pm AEDST [LGBTQ Awareness and Empowering Allies](#)

- Discover more about the LGBTQ community and workplace inclusion in a safe, interactive environment where your questions are welcome.
- Hurry—spots are limited! Register via SuccessFactors: [LGBTQ Awareness and Empowering Allies](#)

Thank you, it is most appreciated.

[REDACTED] [REDACTED] [\[She/Her\]](#)  
[REDACTED] | Indigenous, Diversity and Inclusion

---

People Branch | People, Communication and Parliamentary Division | Corporate Operations Group  
Australian Government Department of Health, Disability and Ageing

This email comes to you from Gadigal Country  
Location: Level 10, 260 Elizabeth Street, Surry Hills NSW 2010  
GPO Box 9848, Sydney NSW 2001, Australia



*The Department of Health and Aged Care acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

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**From:** [REDACTED]  
**Sent:** Wednesday, 15 October 2025 7:13 AM  
**To:** EA Network [REDACTED]; Inclusion [REDACTED]  
**Subject:** RE: Assistance promoting upcoming Pride In Diversity courses [SEC=OFFICIAL]

Good morning,

We have a small update on the Inclusive Management course, please note the new date:

- December 4th (Thursday) from 12pm-2pm AEST (2pm-4pm AEDST) for [Inclusive Management](#)

Thank you,

 [She/Her]  
| Indigenous, Diversity and Inclusion

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People Branch | People, Communication and Parliamentary Division | Corporate Operations Group  
Australian Government Department of Health, Disability and Ageing  
T:  | E: 

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**From:**   
**Sent:** Tuesday, 14 October 2025 4:11 PM  
**To:** EA Network  Inclusion   
**Subject:** Assistance promoting upcoming Pride In Diversity courses [SEC=OFFICIAL]

Good afternoon EA's,

Hoping to get your assistance in promoting the following courses:

- October 22 (Wednesday), 1pm-2:30pm AEST (2pm-3:30pm AEDT) for [LGBTQ Awareness and Empowering Allies](#)
- November 14 (Friday), 1pm-2:30pm AEST (2pm-3:30pm AEDT) for [TGD Awareness \(in line with Trans Awareness Week\)](#)
- November 17 (Monday) 1pm-2:30pm AEST (2pm-3:30pm AEDT) for [Inclusive Language \(in line with Trans Awareness Week\)](#)
- December 3 (Wednesday) from 1:30pm-3pm AEST (2pm-3:30pm AEDT) for [Inclusive Management](#)

A post in your branch chat would be amazing, here is an example of one I just posted in the People Branch chat:

Ready to be an ally? Join **Pride in Diversity** for the **LGBTQ Awareness and Empowering Allies** session!

October 22 (Wednesday), 1pm-2:30pm AEST (2pm-3:30pm AEDST) [LGBTQ Awareness and Empowering Allies](#)

- Discover more about the LGBTQ community and workplace inclusion in a safe, interactive environment where your questions are welcome.
- Hurry—spots are limited! Register via SuccessFactors: [LGBTQ Awareness and Empowering Allies](#)

Thank you for your help!

 [She/Her]  
| Indigenous, Diversity and Inclusion

---

People Branch | People, Communication and Parliamentary Division | Corporate Operations Group  
Australian Government Department of Health, Disability and Ageing  
T:  E: 

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**From:** [REDACTED]  
**To:** [REDACTED] s47E(d)  
**Subject:** For Information/Registration: Upcoming Pride in Diversity Training [SEC=OFFICIAL]  
**Date:** Wednesday, 26 November 2025 12:03:18 PM  
**Attachments:** [image003.png](#)  
[image004.png](#)

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OFFICIAL

Good afternoon everyone,

For your awareness, the People Branch are running two pride in diversity training courses next week – if you are available and interested, don't miss out and register through Success Factors now!

**Sessions:**

- [Inclusive Management Training: Engaging and Supporting LGBTQ+ Staff](#) – Thursday 4<sup>th</sup> December 2:00pm to 4:00pm
- [LGBTQ - Inclusive Language Considerations](#) – Friday 5<sup>th</sup> December 2:00pm – 3:30pm

Kind regards,

[REDACTED]

[REDACTED] [REDACTED]

Executive Assistant to Amy [REDACTED]

Corporate Operations Group | Department of Health, Disability and Ageing

GPO Box 9848, Canberra ACT 2601, Australia



OFFICIAL

**From:** s47E(d)  
**To:** [REDACTED]  
**Subject:** Upcoming Pride in Diversity training  
**Date:** Wednesday, 26 November 2025 11:33:00 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Hi [REDACTED]

Hoping you can help with a final push for two training courses we are running next week:

[Inclusive Management Training: Engaging and Supporting LGBTQ+ Staff](#) – Thursday

4<sup>th</sup> December 2pm – 4pm

[LGBTQ - Inclusive Language Considerations](#) – Friday 5<sup>th</sup> December 2pm-3:30pm

[REDACTED] [REDACTED] [\[She/Her\]](#)

| Indigenous, Diversity and Inclusion

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People Branch | People, Communication and Parliamentary Division | Corporate Operations Group  
Australian Government Department of Health, Disability and Ageing

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s47F, s47E(c)

s47F, s47E(c)

This week Blair talks about our proposed department restructure.

He reminds us we're making changes to allow us to better align our effort with priorities and adapt our delivery approach as people leave the department over time.

He also encourages everyone to have their say. Speak to your SES, or complete the [anonymous survey](#) before COB Friday 5 December.

Find out more on the [organisation redesign](#) intranet page.

s47F, s47E(c)

## Secretary's Awards 2025 nominations

Celebrate the outstanding contributions of your staff by nominating them for a [Secretary's Awards 2025](#). Submit your nominations by 15 December and help recognise those who demonstrate exceptional performance.

## Strengthen your AI knowledge and confidence

Our new AI fundamentals course is now available. This course builds your understanding of AI and how to use it in your work. If you have completed the previous DTA AI course, your progress will be carried over.

Access [AI fundamentals](#) in SuccessFactors.

## End-of-year ministerial cut-off dates

Ministerial and Parliamentary Services has released the end-of-year ministerial products, as well as office closures and cut-off dates.

Read our [announcement](#) to learn more and view the full list of cut-off dates.

## Get involved

### International Day of People with Disability

Wednesday 3 December is [International Day of People with Disability \(IDPwD\)](#), a day to recognise, understand and respect the 5.5 million Australians with disability. We support the national IDPwD program which promotes awareness, inclusion and acceptance aligned with [Australia's Disability Strategy](#). Learn how you can get involved in our [news article](#).

Explore ways to include people

### Inclusive Management Training: Engaging and supporting LGBTQ+ staff

The next [Inclusive Management Training: Engaging and supporting LGBTQ+ staff](#) session is on Thursday 4 December. Learn to drive LGBTQ+ inclusion, understand our [Gender Affirmation Policy and Guidelines](#), and build confidence to address non-inclusive behaviours.

s47F, s47E(c)

This week Blair celebrates [National Carers Week](#) and the carers among us. He acknowledges [Allied Health Professionals Day](#) and encourages us all to share our thoughts in the [Culture Pulse survey](#).

## Our strategic priorities in action

### Integrating allied health into policies and programs

Allied health is Australia's second largest health workforce, often serving as the first contact for prevention, diagnosis and treatment across health, disability and ageing. Our new [Chief Allied Health Officer SharePoint site](#) has information to help you integrate allied health into your policies and programs. You'll find details on allied health professions and current initiatives to improve health outcomes nationwide.

## From the Chief Operating Officer

s47F, s47E(c)

### Cyber Security Awareness Month content

Join us for our second all-staff webinar: [A Byte with](#) Wednesday 22 October. This session will cover how outdated technology, and emerging challenges such as the webinar, the [recording](#) is now available. You can also take the [Cyber Awareness Quiz](#).

### Assessing risks

Week 2 of [Safe Work Month](#) highlights the importance of assessing risks and test your knowledge with our interactive [risk assessment](#).

### Support our commitment to Net Zero

This October is Buy Nothing New Month — a chance to make more sustainable choices. Find out about [our commitment](#) and how you can also start a reuse challenge with your team or join the challenge.

## Get involved

### Pride in Diversity – LGBTQ Awareness course

Interested in learning more about the LGBTQ community and workplace inclusion? Sign up for this session where questions are encouraged, and discussions are held in a respectful and safe environment.

Free online course | Wednesday 22 October

[Register now in SuccessFactors](#).

### Our annual public report on gender equality

We have lodged [our annual public report with the Workplace Gender Equality Agency](#) (WGEA). The report helps compare employers and identify key areas for improving gender equality. We encourage you to view and comment on the report. **9/22**

Email any comments or questions to [\[redacted\]](#) or to [WGEA](#).

FileMessageHelpAcrobatTell me what you want to do

Delete

Archive

Move

Reply

Reply All

Forward

Share to Teams

All Apps

Sil

Mark Unread

Find

Zoom

Reply with Scheduling Poll

LGBTQ training - Comms for advertising [SEC=OFFICIAL]

Inclusion

To: Internal Comms

Cc: [redacted] S47F, s47E(c)

Reply

Reply All

Forward

Tue 8/04/2025 6:01 PM

Follow up. Completed on Wednesday, 23 April 2025.

Hello Internal Comms team

We are holding three LGBTQ sessions in the months of April, May and June and we would really appreciate your support to promote these trainings through one of your internal comms platforms. There is nothing I can tie into ATM such as IDAHOBIT to promote these trainings so was hoping to get a one liner in exec connect or this week at health about these upcoming sessions. Once IDAHOBIT comms plan is in play in May we will also do a plug there, but we will miss the opportunity for the first two sessions if we don't promote earlier.

The sessions details are below.

- **Pride In Diversity - LGBTQ Awareness and Empowering Allies** (28 April 1-2:30pm)
- **Inclusive Management Training : Engaging and Supporting LGBTQ+ Staff** (21 May 11-1pm)
- **LGBTQ INCLUSIVE LANGUAGE CONSIDERATIONS** (19 June 10:30-12pm)

We will also look to promote these through the diversity networks and EA/EO networks.

Please let me know if this is supported to be added in to one of your internal comms platforms and if you need anything else from me.

Manv thanks

[redacted] (she,her) [Why Pronouns Matter](#)

**Inclusion Liaison**  
People, Communications and Parliamentary Division | Corporate Operations Group  
Australian Government Department of Health and Aged Care

100 AMH ST, BRISBANE QLD 4000  
Turrbal Country



The Department of Health and Aged Care acknowledges the Traditional Owners and Custodians of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to Elders both past and present.

**From:** [REDACTED]  
**To:** [Health Pride Network](#); [REDACTED]  
**Cc:** s47E(d)  
**Subject:** Pride in Diversity - LGBTQ Awareness and Empowering Allies [SEC=OFFICIAL]  
**Date:** Monday, 20 October 2025 11:14:06 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Good morning HPN,

Hoping you can help with a push for this course, it is this Wednesday and numbers are lower than we'd like:

Ready to be an ally? Join **Pride in Diversity** for the **LGBTQ Awareness and Empowering Allies** session!

Wednesday 22<sup>nd</sup> October 2pm-3:30pm AEDST [LGBTQ Awareness and Empowering Allies](#)

- Discover more about the LGBTQ community and workplace inclusion in a safe, interactive environment where your questions are welcome.
- Hurry—spots are limited! Register via SuccessFactors: [LGBTQ Awareness and Empowering Allies](#)

Thank you,

[REDACTED] [REDACTED] [\[She/Her\]](#)  
[REDACTED] Indigenous, Diversity and Inclusion

---

People Branch | People, Communication and Parliamentary Division | Corporate Operations Group  
Australian Government Department of Health, Disability and Ageing

This email comes to you from Gadigal Country  
Location: Level 10, 260 Elizabeth Street, Surry Hills NSW 2010  
GPO Box 9848, Sydney NSW 2001, Australia

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## Inclusive Management Training: Engaging and Supporting LGBTQ+ Staff

Bookmark



**Target Audience:** Staff who manage or supervise teams.

### Description

The session aims to equip and empower managers to drive LGBTQ inclusion, provide guidance on the Department's Gender Affirmation Policy and Guidelines to support our diverse workforce, and build confidence to address non inclusive behaviours in the workplace.

## Upcoming Classes

No classes available

### Create Class Request

### Course Information

Course Goals:

By the end of the session participants will:

- Understand the business case for LGBTQ inclusion and explain why it is important in a workplace context
- Understand the importance of visible and active allies, particularly within leadership positions
- Understand some inclusive leadership behaviours
- Have awareness of the local Gender Affirmation Policy and Guidelines, and the role of a manager in their application
- Be able to respond or intervene in non-inclusive situations
- Respond to some of the common views that question the need for inclusion initiatives

Source:  
External

## People and Teams

Questions?

**From:** s47E(d)  
**To:** [REDACTED]  
**Cc:** s47E(d)  
**Subject:** RE: Learning Calendar [SEC=OFFICIAL]  
**Date:** Tuesday, 21 October 2025 9:47:38 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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OFFICIAL

Hi [REDACTED]

Thanks for your email. I have added the events to the [learning calendar](#).

Kind regards,

[REDACTED] (she/they)

**Corporate Communication Branch**

People, Communication & Parliamentary Division | Corporate Operations Group

Australian Government Department of Health, Disability and Ageing

Canberra ACT 2606, Australia

This email comes to you from Ngunnawal country

*The Department of Health, Disability and Ageing acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

[Guide to publishing on the intranet.](#)

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**From:** [REDACTED]  
**Sent:** Monday, 20 October 2025 3:34 PM  
**To:** Intranet [REDACTED]  
**Cc:** Inclusion [REDACTED]  
**Subject:** Learning Calendar [SEC=OFFICIAL]

OFFICIAL

Good afternoon,

Could the following courses please be added to the Learning Calendar:

- Wednesday October 22<sup>nd</sup> 2pm-3:30pm AEDST for [LGBTQ Awareness and](#)

### Empowering Allies

- Friday November 14<sup>th</sup> 2pm-3:30pm AEDST for [TGD Awareness](#)
- Monday November 17<sup>th</sup> 2pm-3:30pm AEDST for [Inclusive Language](#)
- Thursday December 4<sup>th</sup> 2pm-4pm AEDST for [Inclusive Management](#)

Thank you,

 [She/Her]  
| Indigenous, Diversity and Inclusion

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People Branch | People, Communication and Parliamentary Division | Corporate Operations Group  
Australian Government Department of Health, Disability and Ageing

This email comes to you from Gadigal Country  
Location: Level 10, 260 Elizabeth Street, Surry Hills NSW 2010  
GPO Box 9848, Sydney NSW 2001, Australia



*The Department of Health and Aged Care acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

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FOI 26 3302 Document 28

SharePoint

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Learn about the importance of our Pride Network

Get involved

Employees across our portfolio can join the network. You don't need to disclose your sexuality or gender identity to be eligible to join the network.

To get involved, [join the Health Pride Network](#).

Participate

Participating in network events shows your support and enables you to engage with LGBTIQ+ employees and allies.

Stay in the loop of upcoming network events, be an active participant and grow your networks.

Be informed

Complete the [LGBTIQ+ course](#) in the [SBS Inclusion Program](#).

Talk to your LGBTIQ+ family, friends and colleagues, with consent, to better understand their experiences, views and concerns.

Be mindful

Language is incredibly powerful. Try not to assume everyone is heterosexual, or conforms to binary gender norms or pronouns. Question your own assumptions, start to notice and be mindful of your language patterns.

Avoid using LGBTIQ+ terminology in a derogatory way, e.g. using the word 'gay' in a negative way. You should not use words you've heard being used to put down or attack LGBTIQ+ people. For more advice on LGBTIQ+ inclusive and negative language, please refer to [this inclusive language guide](#) and the [#WordsAtWork LGBTIQ+ fact sheet](#).

Small changes can make a big difference. Using terms like 'partner' in your everyday conversations might make it a little bit easier for someone else.

Ask what pronouns a person uses. Sharing your own pronouns first is a way to help someone feel more comfortable. Learn more about [Why Pronouns Matter](#) to promote an inclusive atmosphere within our organisation.

Use the Government Style Manual when developing documents or materials. It provides advice on [inclusive language and terms](#).

Speak up

As an ally you can be a powerful advocate for equality. Be part of LGBTIQ+ inclusion initiatives within our organisation and talk about these openly with your teams and colleagues. Stand up against inequality or exclusion when you see it. Think about your language choices, and make those small, inclusive changes.

Be visible

One of the greatest things you can do to support the network is to be visible as an ally. Show your support by:

- Wearing a network pin or lanyard.
- Displaying a network sticker on your laptop.

Last reviewed

17 December 2025

16/22

4:52:48 PM 19/12/2025

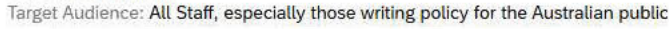
## Pride In Diversity - LGBTQ Awareness and Empowering Allies

Bookmark



4:47:16 PM  
19/12/2025

Bookmark



4:48:42 PM  
19/12/2025

# SBS Inclusion Program: LGBTIQ+ course

[Start Course](#)[Recommend](#)[Assign to Me](#)[➔ Assign to Others](#)[Bookmark](#)

## Course Information

Type: Online

Duration: 1.25 hours

Target Audience: All staff

## Average Rating



(4.75 out of 5 stars from 51 ratings)

[Overview](#)[Course Details](#)[Online Content](#)

## Description

The LGBTIQ+ course is about building a safe and productive environment for all individuals, regardless of their sexuality, gender identity, or bodily diversity. Developed in collaboration with ACON Pride in Diversity and University of Queensland's Workforce Diversity and Inclusion team, this course explores topics such as 'coming out', 'everyday conversations' and 'allies and role models'.

### Learning objectives:

- Explain the meaning of the letters/characters in the initialism LGBTIQ+.
- Give examples of the benefits LGBTIQ+ inclusion brings to organisations, societies and individuals.
- Use inclusive language that embraces the LGBTIQ+ community.
- Explain what is meant by 'coming out'.
- Define 'gender identity'.
- Describe the term 'intersex'.
- Explain the process of 'transitioning'.
- Identify unhelpful and harmful language that may be offensive to people from the LGBTIQ+ community.
- Outline the importance and possibilities of allies.
- Describe some of the positive effects of LGBTIQ+ symbols within a workplace.
- Appreciate the significance of LGBTIQ+ role models and the impacts they can have on the community.

[more...](#)

## Related Topics

[Diversity and Inclusion](#)[Engagement and Partnership](#)

## Questions?



## ▾ Course Information

Course ID:  
89007

Source:  
External

Find Learning

SBS Inclusion

✕ 🔍

 **Filters**

[Reset](#) [Hide](#)

▾ Learning Type

☐ External-Course

128

☐ Online

23

☐ Instructor-Led

6

☐ Instructor-Led with Online Content

4

☐ Other

1

☐ Program

1

▾ Delivery Method

☐ Online

25

☐ Face to face/online

5

☐ Face to face

1

▾ Categories

163 results

Sort By

Relevance ▾

- 

SBS Inclusion Program

 Program

The **SBSInclusion** Program is designed to give all workers core skills and knowledge around **inclusion** in general, and also specifically around different diversity dimensions - gender, age, disability, LGBTIQ+, Aboriginal and Torres Strait Islander and cultural diversity. Full transcripts of the courses are provided in Word format. Click on the Introduction lesson within the course to access.

ID Diversity & Inclusion Program

 
- 

SBS Inclusion Program: Core Inclusion course

 Online

4.6      (107)

The Core **Inclusion** course builds foundation skills and knowledge, helping organisations be more inclusive of a range of diverse communities. Topics covered in this course include: the 'why' of **inclusion**, benefits of diversity and **inclusion**, and 'intersectionality'. Learning objectives: Describe 'diversity' and '**inclusion**'. Describe the 4 key elements, found from DCA's research, that need to be experienced by individuals in order to achieve **inclusion** in the workplace.

ID Online Learning Module 89009 • ⌚ 1h 45m

 
- 

SBS Inclusion Program: LGBTIQ+ course

 Online

4.8      (51)

Give at least 3 examples of workplace initiatives that actively support LGBTIQ+ **inclusion**. Please note: An accessible Word transcript is available in the Introduction lesson within the course.

ID Online Learning Module 89007 • ⌚ 1h 15m

21/22

Windows Search

Taskbar icons: File Explorer, Google Chrome, Microsoft Word, PowerPoint, Outlook, Teams, OneDrive, Edge, Task View, System Tray (Clock, Network, Volume, Battery)

4:49:42 PM 19/12/2025

# Why Pronouns Matter

Start Course

Recommend

Assign to Me

[Assign to Others](#)

Bookmark



## Course Information

Type: Online

Duration: 0.10 hours

Target Audience: All Staff

## Average Rating



(4.50 out of 5 stars from 98 ratings)

[Course Details](#)[Online Content](#)

## Description

The Department of Health and Aged Care is an inclusive workplace

We know when people are empowered to bring their whole selves to work, they are **happier**, more **productive** and more **engaged**.

This course aims to help you understand why pronouns matter to members of the LGBTIQ+ community.

### ▾ Course Information

Course ID:  
279002

Source:  
Internal

## Related Topics

[Diversity and Inclusion](#)[Engagement and Partnership](#)

## Questions?



**From:** s47E(d)  
**To:** [REDACTED]  
**Cc:** s47E(d)  
**Subject:** Resources for Inclusive Management Training [SEC=OFFICIAL]  
**Date:** Monday, 15 December 2025 3:05:15 PM  
**Attachments:** [image001.png](#)  
[image002.jpg](#)  
[image003.jpg](#)  
[Activity- Willingness to address negative behaviour.pdf](#)  
[Inclusive Management Training - Engaging and Supporting LGBTQ Staff.pdf](#)  
[Intersection-At-Work\\_DCA\\_PID\\_Report\\_2020\\_Final\\_Accessible\\_compressed \(1\).zip](#)  
[Publications - Managers \(2\).zip](#)

OFFICIAL

Good afternoon!

Thank you for attending the Inclusive Management training on Thursday, 4 December.

Below and attached are additional resources.

- Slide deck attached from the session (this has had the AWEI data updated since last training with our results from the 2024 Survey having been compiled) .
- Ted talks discussed when exploring what inclusion is
  - [Verna \[REDACTED\]: How to overcome our biases? Walk boldly toward them - YouTube](#)
  - [Diversity is Being Invited to the Party: Inclusion is Being Asked to Dance - YouTube](#)
- Resource for helping people understand global history of Gender diversity : [A Map of Gender-Diverse Cultures | Independent Lens | PBS](#) – Map showing some of the diverse gender groups from our global history from right across the world. All from 100,000 years of global history and showcasing that gender diversity isn't new, its just having words and space outside our heteronormative model have let us connect with.
- Two video resource just helping people build empathy and understanding of LGBTQ+ peoples experiences within the healthcare system :
  - [LGBTIQ+ People Talk About Their Experiences Accessing Health Care \(youtube.com\)](#)
  - [Healthcare Experiences of People with a Diverse Gender or Sexuality | ACON Pride Training – YouTube](#)
- s47F [REDACTED] has also pulled the activity out of the deck, and would encourage attendees to use it to have a think about how they would respond if they were witness to these behaviours- if any of the staff want to share their thoughts or approaches or go over some other potential ways, they are welcome to email s47F [REDACTED] to discuss as well. (email: s47F [REDACTED])

Some publications that are part of the Pride in Diversity Membership resources and may be of interest to attendees are also below:

- Cracking the Rainbow Glass Ceiling – *Attached*
- A Manager's Guide to LGBTI Workplace Inclusion – *Attached*
- Intersections at WorkCover of publication, rainbow wheel and title intersections at work- Understanding the experiences of culturally diverse LGBTQ talent– *Attached*

*If using assistive software, the message ends here. Email signature below.*

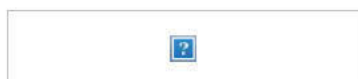
Warmly,

[REDACTED] [\(they/them\)](#) [Why Pronouns Matter](#)  
[REDACTED] Indigenous, Diversity & Inclusion Team

People Branch|People Communication and Parliamentary Division|Corporate Operations Group  
Australian Government Department of Health, Disability and Ageing  
E: [REDACTED] | P: [REDACTED]  
23 Furzer Street, Phillip ACT 2606, Australia  
Ngunnawal Country

I work part-time, Monday to Thursday.

M T W T





*The Department of Health, Disability and Ageing acknowledges the Traditional Owners and Custodians of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to Elders both past and present.*

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# Content advisory

Please note there are some confronting topics and data discussed in this session.  
Some content covers mental health, anxiety, suicide and suicide ideation.

If the content of this training session raises any concerns, support is available.

- Your organisation's EAP Provider
- Suicide call back service: 1300 659 467 (24-hours)
- Lifeline (crisis support and suicide prevention): 13 11 14 or [www.lifeline.org.au](http://www.lifeline.org.au) (24/7)
- QLife (LGBTI peer support and referral service): 1800 184 527 or [www.qlife.org.au](http://www qlife.org.au) (3pm to midnight)
- Beyond Blue: 1300 22 4636 (24-hours)
- Rainbow Door: 1800 729 367 (10am-5pm 7 days)

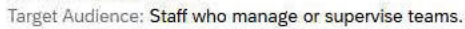


Bring  
your whole self  
to work

**pridein**  
**diversity**

## Inclusive Management Training: Engaging and Supporting LGBTQ+ Staff

Bookmark



Search 4:50:47 PM 19/12/2025

**From:** s47E(  
**To:** [REDACTED]  
**Cc:** s47E(d)  
**Subject:** RE: Learning Calendar [SEC=OFFICIAL]  
**Date:** Tuesday, 21 October 2025 9:47:38 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

OFFICIAL

Hi [REDACTED]

Thanks for your email. I have added the events to the [learning calendar](#).

Kind regards,

[REDACTED] (she/they)

**Corporate Communication Branch**

People, Communication & Parliamentary Division | Corporate Operations Group

Australian Government Department of Health, Disability and Ageing

Canberra ACT 2606, Australia

This email comes to you from Ngunnawal country

*The Department of Health, Disability and Ageing acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

[Guide to publishing on the intranet.](#)

---

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**From:** [REDACTED]  
**Sent:** Monday, 20 October 2025 3:34 PM  
**To:** Intranet [REDACTED]  
**Cc:** Inclusion [REDACTED]  
**Subject:** Learning Calendar [SEC=OFFICIAL]

OFFICIAL

Good afternoon,

Could the following courses please be added to the Learning Calendar:

- Wednesday October 22<sup>nd</sup> 2pm-3:30pm AEDST for [LGBTQ Awareness and](#)

### Empowering Allies

- Friday November 14<sup>th</sup> 2pm-3:30pm AEDST for [TGD Awareness](#)
- Monday November 17<sup>th</sup> 2pm-3:30pm AEDST for [Inclusive Language](#)
- Thursday December 4<sup>th</sup> 2pm-4pm AEDST for [Inclusive Management](#)

Thank you,

 [She/Her]  
| Indigenous, Diversity and Inclusion

---

People Branch | People, Communication and Parliamentary Division | Corporate Operations Group  
Australian Government Department of Health, Disability and Ageing

This email comes to you from Gadigal Country  
Location: Level 10, 260 Elizabeth Street, Surry Hills NSW 2010  
GPO Box 9848, Sydney NSW 2001, Australia



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## Inclusive Management Training: Engaging and Supporting LGBTQ+ Staff

 **Thursday, 4 December**

 **2:00 PM – 4:00 PM AEDT**

### **Ready to lead with pride?**

Join us for a dynamic session designed to empower managers to create truly inclusive workplaces. Learn practical strategies to engage, support, and champion LGBTQ+ team members—because inclusion isn't just a policy, it's a practice.

### **Why attend?**

- Build confidence in inclusive leadership
- Understand the unique challenges LGBTQ+ staff face
- Gain actionable tools for creating a supportive environment

### **Who should join?**

Managers, team leads, and anyone committed to fostering equality and belonging.

**Don't miss out—make inclusion your superpower!**

64/70



**From:** [REDACTED]  
**To:** [REDACTED] s47E(d)  
**Subject:** For Information/Registration: Upcoming Pride in Diversity Training [SEC=OFFICIAL]  
**Date:** Wednesday, 26 November 2025 12:03:18 PM  
**Attachments:** [image003.png](#)  
[image004.png](#)

---

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Good afternoon everyone,

For your awareness, the People Branch are running two pride in diversity training courses next week – if you are available and interested, don't miss out and register through Success Factors now!

**Sessions:**

- [Inclusive Management Training: Engaging and Supporting LGBTQ+ Staff](#) – Thursday 4<sup>th</sup> December 2:00pm to 4:00pm
- [LGBTQ - Inclusive Language Considerations](#) – Friday 5<sup>th</sup> December 2:00pm – 3:30pm

Kind regards,

[REDACTED]

[REDACTED] [REDACTED]

Executive Assistant to Amy [REDACTED], [REDACTED]

Corporate Operations Group | Department of Health, Disability and Ageing

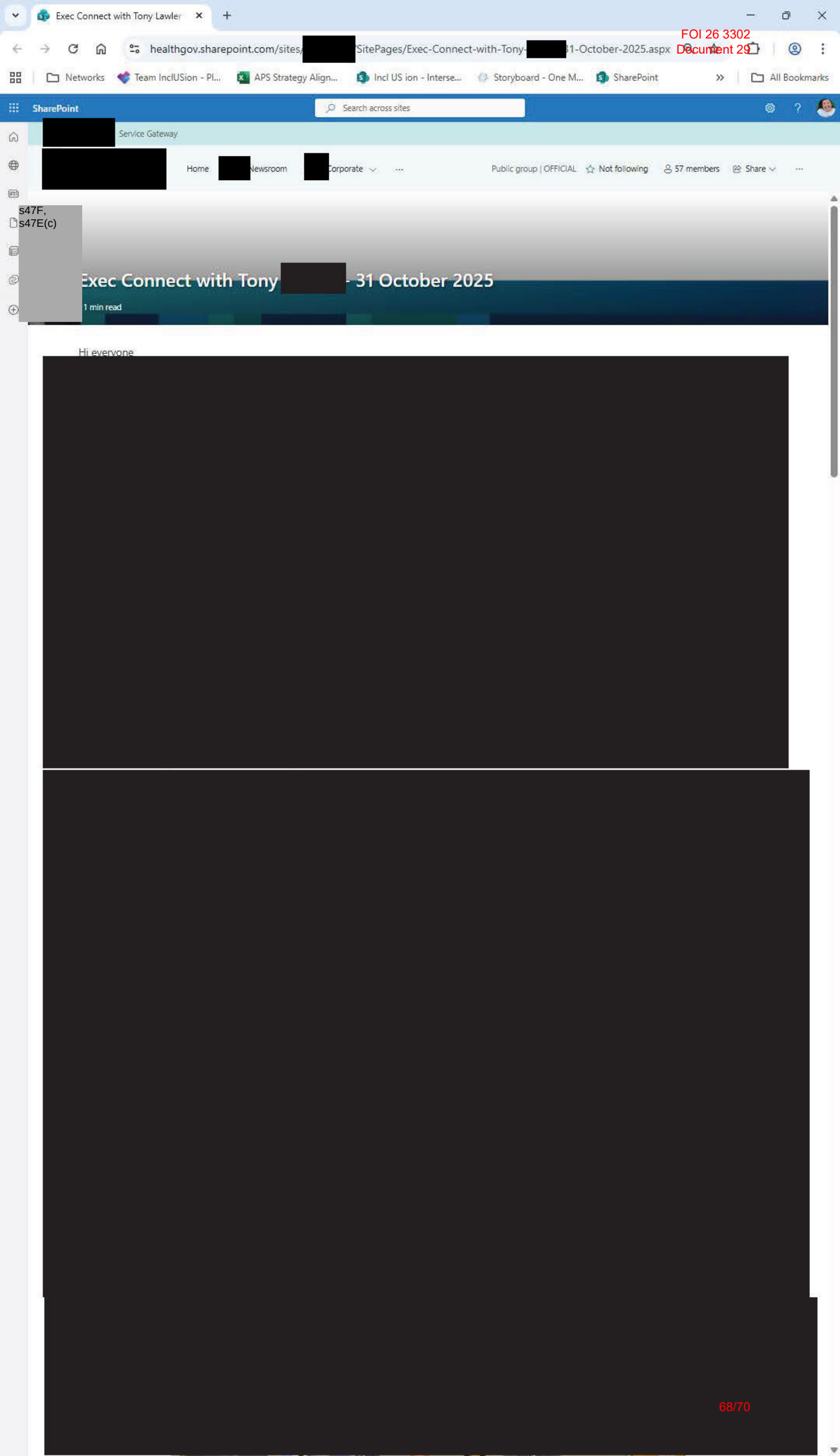
GPO Box 9848, Canberra ACT 2601, Australia

[REDACTED]

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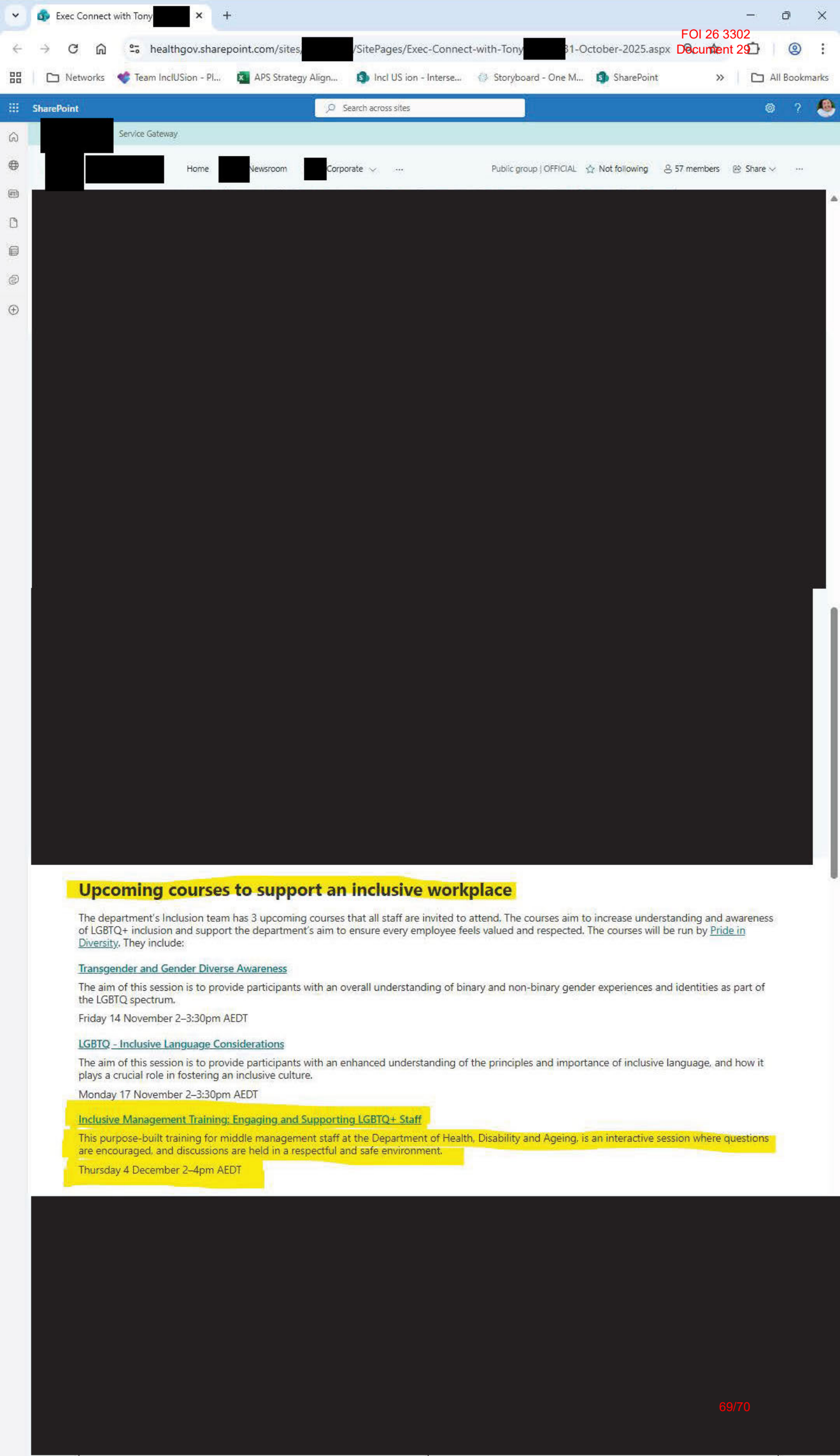






## Exec Connect with Tony [redacted] - 31 October 2025

Hi everyone



## Upcoming courses to support an inclusive workplace

The department's Inclusion team has 3 upcoming courses that all staff are invited to attend. The courses aim to increase understanding and awareness of LGBTQ+ inclusion and support the department's aim to ensure every employee feels valued and respected. The courses will be run by [Pride in Diversity](#). They include:

### [Transgender and Gender Diverse Awareness](#)

The aim of this session is to provide participants with an overall understanding of binary and non-binary gender experiences and identities as part of the LGBTQ spectrum.

Friday 14 November 2–3:30pm AEDT

### [LGBTQ - Inclusive Language Considerations](#)

The aim of this session is to provide participants with an enhanced understanding of the principles and importance of inclusive language, and how it plays a crucial role in fostering an inclusive culture.

Monday 17 November 2–3:30pm AEDT

### [Inclusive Management Training: Engaging and Supporting LGBTQ+ Staff](#)

This purpose-built training for middle management staff at the Department of Health, Disability and Ageing, is an interactive session where questions are encouraged, and discussions are held in a respectful and safe environment.

Thursday 4 December 2–4pm AEDT





# Inclusion Officer Guide

(internal use only)

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# Inclusion Officer responsibilities

## Inclusion Officers

Inclusion Officers in People Branch have relevant training to provide general advice to all staff and assist employees with affirming their gender in the workplace.

As affirming gender is a personal matter, employees can choose how they seek support from the Inclusion Officers. Employees can:

- contact the Inclusion Officers directly. Information and contact details for Inclusion Officers can be found on the [LGBTIQA+ Workforce intranet page](#).
- contact the Director of Indigenous, Diversity and Inclusion Section directly. Information and contact details can be found on the [People Branch SharePoint page](#).
- ask a trusted colleague, friend, or family member to call on their behalf (complete the Gender Affirmation nominated support person consent form in [Gender Affirmation Guidelines](#)).

## Privacy and Legal Requirements

All information collected via the consent of the employee affirming their gender (provided via the Gender Affirmation nominated support person consent form) is sensitive in nature and must only be used for the purpose set out in this form to support the employee through the gender affirmation process.

- the **collection** of the employee's personal and sensitive information by the manager for the purpose of supporting their employee through the gender affirmation process would be lawful on the basis that the employee would have impliedly consented to the collection.
- the **use** of the employee's personal and sensitive information by the manager for the purpose of supporting their employee through the gender affirmation process would be lawful. This is because the manager would be using the information for the primary purpose for which it was collected (being the facilitation of internal discussions between the manager and relevant areas of the department about the employee's gender affirmation process to enable the department to assist the employee with this process).
- the **collection** of the employee's personal and sensitive information by HR or other client service areas for the purpose of supporting their employee through the gender affirmation process would be lawful on the basis that the employee would have impliedly consented to the collection.
- the **use** of the employee's personal and sensitive information by HR or other client service areas for the purpose of supporting their employee through the gender affirmation process would be lawful. This is because the relevant client service area would be using the information for the primary purpose for which it was collected (being the facilitation of internal discussions between the manager and relevant areas of the department about the employee's gender affirmation process to enable the department to assist the employee with this process).

Regulation 9.2 of the Public Service Regulations 1999 (use and disclosure of personal and sensitive information in the course of employee powers) could potentially authorise the use of personal and sensitive information about an employee in the context of a manager assisting the employee with the gender affirmation process (sharing the employee's personal and sensitive information with other areas of the department for those areas to use). However, Regulation 9.2 is only delegated to a limited number of officers within the department, this means that the power can only be used by the officers to whom this power has been delegated and not by all officers, more specifically managers, in the department.

**The purpose of the Inclusion Officer role is to provide employees who are seeking to affirm their gender in the Department with a point of support and information.**

**Responsibilities are to:**

## **Provide support**

1. Provide support, information and referrals to employees who are affirming their gender, their colleagues and their managers.
2. Have honest, safe and confidential conversations with employees who are affirming their gender, to best support resolving their needs.
3. Be a point of contact for employees who are affirming their gender and managers at any stage of the employment lifecycle, to navigate systems and policies, programs and information.
4. Connect staff to supports and resources related to accessibility, workplace participation and inclusion of employees who are affirming their gender.

## **Raise awareness and promote inclusion**

5. Raise awareness of the gender affirmation process across the department
6. Provide resource recommendations, or direct people to organisational resources including policies.
7. Provide feedback on agency policies and procedures to systematically enhance inclusion of employees who are affirming their gender.

## **Support leave entitlements and communications**

8. Provide information about applying for leave. Note: employees can access up to five days of paid leave and up to 12 months of unpaid leave to support gender affirmation.
9. Assist with communications to teams of employees who are affirming their gender.
10. In conjunction with the WHS team, assist with understanding of how to make reasonable workplace adjustments.

## **Support for the Inclusion Officer**

- All members of the Inclusion team will be required to complete the SBS Inclusion Program and PiD - Ally awareness training so that they are equipped to assist employees who are affirming their gender.
- Additional training may be requested as and where required, including participation in relevant seminar and conference events.
- Inclusion Officers can discuss case management and debrief with the Director, Indigenous, Diversity and Inclusion.
- EAP is available for all staff.

**Note, Inclusion Officer role is not:**

- a counselling service
- a replacement for manager responsibilities or routine support for employees who are affirming their gender
- a replacement for existing services such as EAP.

## Supporting Resources:

| Resource                    | Name                                                                                                                                                                                                                                             | Description                                                                                                                                                            |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy and Guidelines       | <a href="#">Gender Affirmation Policy</a><br><a href="#">Gender Affirmation Guidelines</a>                                                                                                                                                       |                                                                                                                                                                        |
| Learning Programs           | SBS Inclusion Program (particularly the Core Inclusion module and LGBTIQ+ module)<br><br>Ally Awareness training (Pride in Diversity)<br><br>Supporting Trans and Gender Diverse Staff (A Gender Agenda)<br><br>Accidental Counsellor (Lifeline) | Available in <a href="#">SuccessFactors</a>                                                                                                                            |
| A Gender Agender (AGA)      | A Gender Agender                                                                                                                                                                                                                                 | <a href="#">FAQs on a gender agenda</a>                                                                                                                                |
| Corporate Memberships       | ACON Pride in Diversity & Health and Wellbeing                                                                                                                                                                                                   | Relationship Manager: [REDACTED]<br>[REDACTED]<br>[REDACTED]<br><br>Log in details on <a href="#">intranet</a>                                                         |
| Strategies and Action Plans | Visit the <a href="#">Inclusion at Health - Resources</a> page.                                                                                                                                                                                  | Health's inclusion strategies and action plans set out how we work together to build and strengthen a culturally safe, diverse, and inclusive workplace for all staff. |
| Health Pride Network        | <a href="#">Health Pride Network - Home (sharepoint.com)</a>                                                                                                                                                                                     | Health Pride Network page, where the network shares information and stories to engage and support a LGBTIQA+ Inclusive workforce.                                      |

## Record Keeping Requirements

Inclusion Officers are required to keep a record of all enquiries and correspondence in relation to gender affirmation. This information is sensitive in nature and is kept at **Content Manager: E22-312623: STAFF DEVELOPMENT - Advice - Gender Affirmation Documents**, locked down to staff on a need-to-know basis. Information kept in this folder must not be shared with any other staff member other than where appropriately documented and for the purpose of supporting the person affirming their gender.

Full Gender Affirmation information is located at **Content Manager: PH22/4827 - Gender Affirmation Policy**.

## Enquiry Register

This register is used to record all enquiries whether it be by phone, email or face to face in relation to someone affirming their gender. This can come from either the person affirming their gender or a support person i.e. manager/supervisor/colleague.

All information pertaining to this enquiry is entered into the GAP register on the Enquiry tab, located in Content Manager: D22-3574461 – Gender Affirmation Enquiry\_Assistance\_Register.

## Assistance Register

This register is used once someone identifies that they require assistance in affirming their gender. All information is to be documented on this register to ensure the best possible support and to ensure that information is correctly captured for transparency and referral. Information pertaining to someone affirming their gender is to be captured on the Assisted Process tab on the GAP register document located in **Content Manager: D22-3574461 – Gender Affirmation Enquiry\_Assistance\_Register**.

All email correspondence and Gender Affirmation nominated support person consent forms are to be saved under **Content Manager: E22-312623 - STAFF DEVELOPMENT - Advice - Gender Affirmation Documents**. Please create a new subfolder in this folder with the naming convention of person affirming their gender: **Lastname\_firstname\_GA\_date**. Ensure all corresponding documents/emails are saved in the respective folder

## Key Contacts

It is important that Inclusion Officers have access to support and know the appropriate ways to escalate issues and who to contact. The following list provides the contact details for support in the department.

### Key Contacts

| Topics                                                | Contact name                                         | Best contact                                |
|-------------------------------------------------------|------------------------------------------------------|---------------------------------------------|
| Human Resources                                       |                                                      |                                             |
| Staff conditions and entitlements                     | Workplace and EA Bargaining                          |                                             |
| Inclusion team                                        |                                                      |                                             |
| Bullying, harassment and discrimination               | People Management                                    | <a href="#">Harassment Contact Officers</a> |
| Work Health and Safety                                | WHS                                                  |                                             |
| Network                                               | Champions                                            |                                             |
| <a href="#">Disability &amp; Carers Network (DCN)</a> | Paul<br>Louise<br>Alice<br>Eliza<br>Robyn<br>Kelly   |                                             |
| <a href="#">Gender &amp; Equality Network (GEN)</a>   | Mary<br>Robert<br>Chris<br>Amy<br>Ross<br>Sarah      |                                             |
| <a href="#">Health Pride Network (HPN)</a>            | Tony<br>Matt<br>Bridget<br>Chris<br>Karlie<br>Miriam |                                             |

|                                                                                        |                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Culturally and Linguistically Diverse (CaLD)</a>                           | Carita [REDACTED]<br>Natasha [REDACTED]<br>Avinash [REDACTED]<br>Avi [REDACTED]<br>Brian [REDACTED]                                                                                                          |
| <a href="#">National Aboriginal and Torres Strait Islander Staff Network (NATSISN)</a> | Mary [REDACTED]<br>Melinda [REDACTED]<br>Andrea [REDACTED]<br>Jonathan [REDACTED]<br>Mark [REDACTED]<br>Anthony [REDACTED]                                                                                   |
| <a href="#">Neurodiversity Network (NDN)</a>                                           | Greg [REDACTED]<br>Joshua [REDACTED]<br>Genevieve [REDACTED]<br>Kristen [REDACTED]<br>Pat [REDACTED]<br>Eleanor [REDACTED]                                                                                   |
| Departmental Inclusion and Diversity                                                   | Ross [REDACTED]<br>Sarah [REDACTED]<br>Hongxia [REDACTED]                                                                                                                                                    |
| <b>Further Support/Resources</b>                                                       |                                                                                                                                                                                                              |
| <a href="#">Pride in Diversity (PID)</a>                                               | The Department became a member of PID in 2010. PID is a not-for-profit workplace program that exists to specifically assist Australian employers with the inclusion of LGBTIQ+ employees in the workforce.   |
| <a href="#">A Gender Agenda</a>                                                        | Supporting intersex, trans & gender diverse people in Canberra and the surrounding regions.<br>This organisation provides a wealth of information and training to help support individuals and workforces.   |
| <a href="#">Australian Public Service Commission (APSC)</a>                            | The APSC leads the way in Inclusion and Diversity for the APS and has resources to assist agencies to provide Inclusivity in the workplace                                                                   |
| <a href="#">Diversity Council Australia</a>                                            | An independent not-for-profit peak body for workplace diversity and inclusion. DCA works across 11 different Diversity Dimensions to offer wide-ranging information on diversity and inclusion in Australia. |

## Talking points

The following questions have been compiled to assist the Inclusion Officer when performing Inclusion Liaison duties in relation to gender affirmation.

### Individuals:

- How are you feeling?
- How far along on your journey are you?
- What level of support at this stage do you require from us?
- Have you discussed the affirmation process with your manager?
  - What support do you need?
- Do you have any concerns?

### Managers:

- Why have you contacted us?
- What support do you need?
- What do you already know about this process? Are you aware of resources?
- Do you have any concerns?

s47F,  
s47E(c)

██████████ (she/her) is a passionate Ally and is committed to supporting inclusion initiatives within the department.

She has completed various training and development to increase her awareness and capability to support others, these include:

- Inclusion Program (SBS)
- Ally Awareness training (Pride in Diversity)
- Trans & Gender Diverse Awareness training (Pride in Diversity)
- Inclusive Management training: Engaging & Supporting LGBTIQ+ Staff (Pride in Diversity)
- Attended the 2023 Public Sector Allyship and Inclusive Leadership Summit
- Case Study Conversation: Gender and Sexual Diversity at SSI (Diversity Council of Australia).

██████████ has an in-depth knowledge of the department's Gender Affirmation Policy and Guidelines and has assisted line areas with awareness raising and support in accessing relevant information.

██████████ continues to increase her knowledge through participation in LGBTIQ+ webinars, conferences and learning opportunities, and by partnering with LGBTIQ+ staff to foster an inclusive environment.

s47F,  
s47E(c)

Director

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●●●▶▶ Diversity and inclusion

**In this section** 

OFFICIAL

Non-binary refers to any person who does not exclusively identify as either female or male, that is, a person of a non-binary gender. People who fall into this category may use a variety of terms to self-identify. The non-binary category is specifically for people who do not identify as female or male.

## Sharing your pronouns

We believe in fostering an inclusive and respectful environment for everyone. One impactful way to do this is by sharing and asking about pronouns. When introducing yourself, consider saying 'Hi, my name is (your name) and I use (your pronouns). What pronouns do you use?'

This practice helps create a welcoming space where everyone feels comfortable sharing their identities.

Understanding and using the correct pronouns is a small step that makes a big difference in promoting inclusivity and respect within our organisation.

- Learn more about [Why Pronouns Matter](#) to promote an inclusive atmosphere within our organisation.
- All staff are encouraged to add their pronouns to their MS Teams profile and email signature block. Follow the instructions to [add your pronouns to your MS Teams profile](#) and [email signature block](#).

## Strategies and action plans

Visit our [diversity and inclusion](#) page for targeted strategies, action plans and resources to support an inclusive workplace. You can also find information on creating resources that are accessible and that use inclusive language.

Our [Inclusion Framework 2025–30](#) demonstrates our commitment to fostering a diverse and inclusive workforce that reflects the community we serve.

## Resources

## Policy

- The [Gender Affirmation Policy](#) and [Gender Affirmation Guidelines](#) support our commitment to ensuring our people feel safe and empowered to be their true selves at work.

## Learning programs

- [SBS Inclusion Program](#) – particularly the [Core Inclusion course](#) and the [LGBTIQ+ course](#).
- [Why Pronouns Matter](#) – promote an inclusive atmosphere within our organisation.

National benchmark on LGBTIQ+ workplace inclusion survey

Each year we participate in the Australian Workplace Equality Index (AWEI) Employee Survey. It's the national benchmark on LGBTIQ+ workplace inclusion.

Read the [executive summary](#) from the 2025 results.

## Guides

- [Pride in Diversity – Ally Guide](#). These Count-Me-In Mini Ally Guides provide useful tips on how to be an effective LGBTIQ+ workplace ally. This is a printed resource. [Contact the Inclusion team](#) for copies of the guides.
- [#WordsAtWork LGBTIQ+ Fact sheet](#). This fact sheet by Diversity Council Australia (DCA) provides a starting point for learning about inclusive language and communication. For more information, DCA recommends contacting organisations who make up and represent LGBTIQ+ Australians, such as [LGBTIQ+ Health Australia](#) and [Pride in Diversity](#).
- [Australian Government Guidelines on the Recognition of Sex and Gender](#). The guidelines apply to all Australian Government departments and

About this page

Content owner

## Indigenous, Diversity and Inclusion

Last reviewed

7 October 2025

In this section 

OFFICIAL

Inclusion officers are trained in LGBTIQ+ inclusion and can provide advice and support, particularly to staff affirming their gender in the workplace. You may contact the Inclusion officers directly using the contact details below if you would like to have a personal and confidential conversation.

s47F,  
s47E(c)

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s47E(c)

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Today



19 June 2025

FOI 26 5802  
Document 30

Calendar - [REDACTED]



Thursday

19



8 AM

9 AM

10 AM

11 AM

**LGBTQ Inclusive  
Language**

Microsoft Teams Meeti  
Inclusion

12 PM

1 PM

2 PM

3 PM

4 PM

**From:** Health Pride Network [REDACTED]  
**Sent:** Monday, 21 July 2025 5:14 PM  
**Cc:** Health Pride Network  
**Subject:** Call to Action: Mentoring at Health - Become a Mentor or Mentee [SEC=OFFICIAL]

Hi Health Pride Network,

We are writing to let you know that applications for the 2025 [Mentoring at Health Program](#) closes **COB tomorrow, Tuesday 22 July**. The 10-month program connects staff looking for guidance with more experienced colleagues who can help their professional development.

We strongly encourage any interested staff, both allies and LGBTIQ+ identifying, to apply to either be a mentee or a mentor to receive:

- guidance on personal and professional development in the APS, from someone with a wealth of experience.
- an opportunity to explore issues and concerns in a confidential and supportive relationship.
- satisfaction from contributing back to the APS and making a difference to someone else.
- a chance to enrich interpersonal and leadership skills.

If you would like to be linked to others in the LGBTIQ+ community, please see the following instructions:

- **For LGBTIQ+ identifying mentees:** If you would like to work with an LGBTIQ+ identifying mentor, please note this in Q12, or through the free text option in Q14.
- **For LGBTIQ+ identifying mentors:** If you would like to mentor an LGBTIQ+ identifying mentee, please note this in Q12, or through the free text option in Q14.

Thanks very much, and please reach out if you have any questions.

With Pride,  
Health Pride Network Executive Committee



*The Department of Health, Disability and Ageing acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

Change Management

☐

Listening

☐

Managing relationships \

☐

Managing time/self man

☐

Negotiation

☐

Planning and organising

☐

Problem analysis and prc

☐

Project management

☐

Resolving conflicts

☐

Self motivation

☐

Team building

☐

Teamwork

☐

Understanding personal

☐

Understanding organisat

☐

Using personal networks

☒

Working toward developi

☐

Coaching skills

☐

Communication/present:

☐

Dealing with difficult per

☐

Decision making

☐

Developing career plans

☐

Developing self confiden

☐

Financial literacy

☐

Influencing

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Leadership

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Listening

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Managing relationships \

☐

Managing time/self man

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Negotiation

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Planning and organising

☐

Problem analysis and prc

☐

Project management

☐

Resolving conflicts

☐

Self motivation

☐

Team building

☐

Teamwork

☐

Understanding personal

☐

Understanding organisat

☐

12. Do you identify with any of the following diversity groups and wish for this to be considered during the matching process? While we will do our best to accommodate your preferences, please note that specific requests cannot be guaranteed and may affect the likelihood of a successful match. Your information will be treated with respect and confidentiality.

☐

N/A

☐

Aboriginal and/or Torres Strait Islander

☐

LGBTIQA+

Using personal networks

Working toward develop

Culturally and Linguistically Diverse (CALD)

Living with disability

Neurodivergent

13. What work or travel patterns might affect how you work with a mentee?

VISIBLE

Info text

Please enter text

14. Is there anything else you think might be useful for us to know in order to match you?

Info text

Please enter text

15. What gender do you identify as?

Woman

Man

Non-binary/gender diverse

Prefer not to say

My gender isn't listed, I identify as:

16. How did you hear about this mentoring program?

My Manager

12. Do you identify with any of the following diversity groups and wish for this to be considered during the matching process? While we will do our best to accommodate your preferences, please note that specific requests cannot be guaranteed and may affect the likelihood of a successful match.

N/A

Aboriginal and/or Torres Strait Islander

Culturally and Linguistically Diverse (CALD)

LGBTIQA+

Living with disability

Neurodivergent

13. What work or travel patterns might affect how you work with a mentor?

VISIBLE

Info text

Please enter text

14. Is there anything else you think might be useful for us to know in order to match you?

Info text



**From:** [REDACTED]  
**Sent:** Thursday, 4 September 2025 5:02 PM  
**To:** Health Pride Network; [REDACTED]  
**Subject:** Pride in Practice Conference - EOI [SEC=OFFICIAL]

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

OFFICIAL

Hi HPN Exec,

I am writing to express my interest in attending the upcoming Pride in Practice Conference.

[REDACTED] - I note both [REDACTED] and I have put in an EOI. I will step away from helping to decide who would be best placed to go to this one.

Can you please take lead on gathering the EOIs and sharing them with the other exec to help make a decision please? They are due back to us COB tomorrow. Happy to chat if needed.

--

As Co-Chair of the Health Pride Network, I am deeply committed to advancing LGBTIQ+ inclusion within our workplace.

This conference presents a valuable opportunity to engage with leaders across sectors and explore best-practice approaches. I would use this opportunity to bring back insights to inform the HPN's future, including events, communications, and policy advocacy. I am particularly interested in deepening my understanding of intersectional inclusion strategies and translating these into tangible outcomes for our network and broader department.

Separately, I have been collaborating with our Allyship Working Group on our conference presentation focused on active allyship and leadership. As part of this, I will be facilitating a conversation with our HPN Champions on inclusive leadership within the public sector.

While I may be able to attend for one day as a presenter, attending the full two days would allow me to fully immerse myself in the conference environment, engage meaningfully with other attendees, and maximise the value of the experience for the HPN. This would ensure I can bring back a comprehensive understanding of current practices and emerging ideas to strengthen our work.

I have supervisor endorsement and do not require travel or accommodation support.

--

Thank you!

[REDACTED]

[REDACTED]

(they/them)

[REDACTED]

Health Equity Branch | Population Health Division  
Australian Government Department of Health, Disability and Ageing  
T: [REDACTED] | E: [REDACTED]  
Location: 595 Collins Street, Vic

*The Department of Health acknowledges the Traditional Custodians of Australia and their continued connection to land, sea and community. We pay our respects to all Elders past and present*