**Individual submission form**

**Independent Review into Commonwealth Parliamentary Workplaces**

***\**** *Questions and statements containing a red asterisk must be answered. Please highlight your selected option.*

**Are you making this submission:** **\***

* As an individual
* On behalf of an organisation or as an expert *[This submission form is for individuals. Please complete the ‘Organisation or expert submission form .docx’]*

**Are you under 18? \***

 Yes
*We are sorry. If you are under the age of 18, a parent/guardian must make a submission on your behalf. Parents and Guardians must read the Participant Information Sheet and Consent Form – Parent/Guardian. Thank you for your interest in making a submission.*

 No

**Are you making this submission on behalf of someone who is under the age of 18? \***

* Yes
* No

*[If yes]*

**In making this submission I agree that**:

* The child on whose behalf I am making this submission is aware of how this information will be used and has consented to me making this submission on their behalf. **\***

**I also agree that:**

* I have read and discussed the Participant Information Sheet and Consent Form – Parent/Guardian with my child and understand the purposes of the Review and how the information provided in this submission may be used. **\***

Your submission will be confidential unless you indicate below that you want it to be publicly available on the Commission’s website.

*[If no]*

**In making this submission, I agree that:**

* I have read the Participation Information Sheet and Consent Form – General and understand the purposes of the Review and how the information provided in this submission may be used. **\***

**If this submission has been made on behalf of another person, I also agree that:**

* The person on whose behalf I am making this submission is aware of how this information will be used and has consented to me making this submission on their behalf. **\***

Your individual submission will be confidential unless you indicate below that you want it to be publicly available on the Commission’s website.

**Part A- Contact Details**

**Would you like to make an anonymous submission? \***

 Yes

 No

*(If answer is yes, please ignore. If answer is no, please fill out):*

**Please enter your name and contact details:**

**Full name: \***

**Preferred name: \***

**Email address:**

**Phone number**:

**What is the best way to contact you?**

* Phone
* Email

**Is there any other information you would like us to know about your communication needs or how you would like us to contact you?**
*[Free text]*

**Part B- Your Role in Commonwealth Parliamentary Workplaces**

**In what way(s) have you been involved with Commonwealth parliamentary workplace(s)? For example (highlight all that apply): \***

* current and former Commonwealth parliamentarians (Members and Senators)
* people who work or have previously worked for Commonwealth parliamentarians (Members and Senators), including but not limited to:
	+ people employed under the *Members of Parliament (Staff) Act 1984* (Cth)
	+ workers in electorate offices
* other current and former workers in Commonwealth parliamentary workplaces, including but not limited to:
	+ people employed under the *Public Service Act 1999* (Cth) and the *Parliamentary Services Act 1999* (Cth)
	+ hospitality, retail, cleaning, security and other service provider workers within the Parliament of Australia
	+ journalists and other media workers
* volunteers, interns and students in Commonwealth parliamentary workplaces
* organisations and experts that have direct experience or expertise in the areas under Review (as outlined in the Terms of Reference for the Review which are [available here](https://humanrights.gov.au/sites/default/files/2021-03/Independent%20Review%20into%20workplaces%20of%20Parliamentarians%20and%20their%20Staff%20-%20Terms%20of%20Reference.pdf)).

**Please give further information about your role(s) in Commonwealth Parliamentary workplaces, particularly if you ticked more than one box:**

*[Free text box]*

**Part C- Questions (Optional)**

*The following questions are focussed on your experiences and expectations of Commonwealth parliamentary workplaces.*

*These questions are a guide and you do not have to answer these questions. You can answer some or all of the questions. You can also make a submission by emailing your submission to the Review Team at* *CPWReview@humanrights.gov.au**.*

1. **How would you describe the workplace culture(s) of the Commonwealth parliamentary workplace(s) where you work/have worked? Please outline specific strengths and/or weaknesses in terms of workplace culture(s), based on your experiences, as appropriate.**

*[Free text box]*

1. **Based on your experiences, what are the factors that already do, or could contribute to a safe and respectful environment in Commonwealth parliamentary workplaces?**

*[Free text box]*

1. **Based on your experiences, what are the factors that may contribute to workplace bullying, sexual harassment or sexual assault in Commonwealth parliamentary workplaces?**

*[Free text box]*

**Are you familiar with any Commonwealth parliamentary workplace policies, processes and/or practices in relation to staff and worker safety and wellbeing, workplace bullying, sexual harassment or sexual assault? If so, please outline your understanding of how these policies, processes and/or practices operate.***[Free text box]*

**During your time working in a Commonwealth parliamentary workplace(s), have/did you receive any education or training in relation to worker safety and wellbeing, and/or how to prevent or respond to workplace bullying, sexual harassment or sexual assault? If yes, please outline your experience of the training and whether it was useful in increasing your knowledge and/or skills in relation to preventing and responding to workplace bullying, sexual harassment or sexual assault.***[Free text box]*

**Are you aware of how you and/or other people working in Commonwealth parliamentary workplaces can report workplace bullying, sexual harassment or sexual assault (either formally or informally)? If yes, please specify what reporting options exist, and outline your experience with accessing and/or using those reporting options if applicable.***[Free text box]*

**Are you aware of any supports available in Commonwealth parliamentary workplaces to people who experience workplace bullying, sexual harassment or sexual assault? If yes, please specify what supports exist, and outline your experience with accessing and/or using those supports if applicable.***[Free text box]*

**Based on your experiences, do you have any suggestions or recommendations on how to improve the prevention of and responses to workplace bullying, sexual harassment and sexual assault in Commonwealth parliamentary workplaces?***[Free text box]*

1. **Is there anything else you would like to tell the Commission?**

*[Free text box]*

**Part D- Further Demographic Information (Optional)**

*Completing the following additional demographic questions is optional. However, answering these questions will provide the Review Team with more information about your experiences in Commonwealth parliamentary workplaces.*

1. **In your most recent role, where do you/did you primarily work?**
* Parliament House, Canberra
* Electorate office
* Other (please specify)
* Prefer not to say
1. **In your most recent role, what is/was the status of your employment?**
* Full-time
* Part-time
* Casual
* Unpaid/volunteer/intern
* Other (please specify)
* Prefer not to say
1. **What period of time does your submission cover?**

*If you have worked in Commonwealth parliamentary workplaces on multiple occasions, please provide details here.*

*[Free text box]*

* Prefer not to say
1. **What is your age?**
* Under 18
* 18 – 29
* 30 – 39
* 40 – 59
* 60+
* Prefer not to say
1. **How do you describe your gender?**
* Woman/female
* Man/male
* Transgender
* Non-binary
* Other (please specify)
* Prefer not to say
1. **Do you identify as an Aboriginal and/or Torres Strait Islander person?**
* Aboriginal
* Torres Strait Islander
* Aboriginal and Torres Strait Islander
* Neither
* Prefer not to say
1. **What is your ethnicity and/or cultural background?**

*[Free text box]*

* Prefer not to say
1. **Do you use a language other than English at home?**

*If you use more than one language, please write the one that is used most often.*

*Include the use of sign languages (for example, AUSLAN) in the ‘Other’ box.*

* No, English only
* Yes, Mandarin
* Yes, Italian
* Yes, Arabic
* Yes, Cantonese
* Yes, Greek
* Yes, Vietnamese
* Yes, Other (Please specify)
* Prefer not to say
1. **How do you describe your sexual orientation?**
* Straight (heterosexual)
* Gay or lesbian
* Bisexual
* I use a different term (please specify)
* Don't know
* Prefer not to say
1. **Do you have a disability?**
* Yes
* No
* Prefer not to say

**PART E: Confidentiality and Publication of Submission**

Your submission will be confidential unless you indicate that you wish for it to be publicly available. Please highlight one of the following boxes: **\***

*Anonymous*

* I **do not give** permission for my **anonymous submission** to be published on the Commission’s website.
* I **do give** permission for my **anonymous submission** to be published on the Commission’s website.

*Confidential*

* I **do not give** permission for my **submission** to be published on the Commission’s website.

*Published (name withheld)*

* I **do give** permission for my submission to be published on the Commission’s website with my **name withheld**.

*Published (with name)*

* I **do give** permission for my **submission and name** to be published on the Commission’s website.

*Note: The Commission will treat your name and personal information confidentially. Your name and other personal or identifying information will not be published in the report, or in any other Commission publication. The information you provide may be drawn upon, quoted or referred to in the public report and other resources produced by the Commission in connection with the Review, but will not be attributed to you, and will not be used if its use could identify you or others. The Commission reserves the right not to publish submissions, or to publish them in a redacted form. If you consent to your submission and name being published on the Commission’s website, then the Commission may use your name (but not your personal information) in the report and any other Commission publication.*

Thank you for your submission to the Independent Review into Commonwealth parliamentary workplaces. Your contribution will help inform the Review and ensure all Commonwealth parliamentary workplaces are safe and respectful for everyone.

The Commission intends to publish a report on the findings and recommendations of the Review in November 2021. Please check the Review website for updates.

Writing about bullying, sexual harassment or sexual assault can be distressing.

If you become distressed either during or after completing your submission, please [**click here**](https://humanrights.gov.au/our-work/sex-discrimination/list-sexual-assault-services)to find a list of national support services that provide counselling and other forms of support.