

Participant Information Sheet and Consent Form – General

Independent Review into Commonwealth Parliamentary Workplaces

What is this Review about?

You are invited to take part in an Independent Review (Review) that the Australian Human Rights Commission (Commission) is conducting into Commonwealth parliamentary workplaces.

The Review aims to build an understanding of the workplace culture, experiences and expectations of a safe and respectful work environment, and barriers to reporting bullying, sexual harassment and sexual assault experienced at work within Commonwealth parliamentary workplaces. The Commission will publish a report setting out its findings and recommendations on these topics at the end of the Review.

This Participant Information Sheet and Consent Form is for people aged 18 years and over. (If you are under 18 years of age and would like to participate in the Review, please refer to the *Participant Information Sheet and Consent Form – Parent/Guardian - For all participants under the age of 18 years*).

Who is conducting this Review?

The Review is being conducted by the Australian Human Rights Commission and will be led by the Review Team and supported by other qualified Commission staff.

Who can be involved?

To be involved in the Review, you must fall within at least one of the following categories:

- current and former Commonwealth parliamentarians (Members and Senators)

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- 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](#)).

Note, the term ‘worker’ is broad and is intended to include individuals engaging in paid and unpaid work, such as employees, contractors and subcontractors (and employees of contractors and subcontractors), labour hire workers, apprentices and trainees, students, interns and volunteers.

To be involved in the Review, you will need to give your consent (which is discussed further below at page 11).

Do I have to be involved?

Participation in this Review is voluntary. If you do not want to take part, you do not have to.

What should I do if I have accessibility requirements?

If you would like to be involved in the Review and want to discuss how the Commission can support your involvement by providing appropriate supports and/or adjustments, please contact the Review Team at CPWReview@humanrights.gov.au or by calling (02) 9284 9799.

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What does taking part involve?

You can contribute to the Review by:

- [Making a written submission](#), and/or
- Participating in an online or in-person interview. If you would like to participate in an interview, please use the [online booking form](#).

Written submissions

A submission is a written contribution to the Review. For details on how to make a written submission please go to the [Online Submission Form](#).

You can let us know whether you want your submission to be:

- **Anonymous** – This option is only available to individuals making a submission. We will not collect your name or contact details and you make the submission anonymously. You may still elect to have your submission published on the Commission website.
- **Confidential** – We will not publish your submission on the Commission website and will treat your name and personal information confidentially.
- **Published (name withheld)** – We may publish your submission on the Commission website but will not include your name. We will treat your name and personal information confidentially.
- **Published (with name)** – We may publish your submission on the Commission website. We will treat your personal information confidentially.

The Commission reserves the right not to publish a submission or to publish it in a redacted form. For example: where individuals are identifiable, or publication may be contrary to law. More information on how your information will be used is provided below.

Interviews

An interview will involve two Commission staff asking you questions relevant to the Terms of Reference for the Review. The Commission anticipates interviews will take approximately 45–60 minutes. Interviews will be offered to individuals at their request.

Format, recording and purpose of interviews

The information gathered in interviews will be used to gain a deeper understanding of the workplace culture and individual experiences of workers in

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Commonwealth parliamentary workplaces. It will be used to develop recommendations that will contribute to building safe and respectful workplaces.

Interviews will:

- Be recorded with the permission of participants. If you do not wish to be recorded but you would like to participate you may advise the research team and written notes will be taken.
- Take place in person in a capital city around Australia or take place via video or telephone conferencing facilities, depending on the preference of the individual.

The Commission will transcribe your interview recording so that it has an accurate account of the information you share. All transcripts will be kept confidential. Please let the Commission know before the interview if you do not want the interview to be recorded and transcribed. The Commission will use your information to shape the findings and recommendations of this Review, including the final report.

The Commission will request your verbal consent to be interviewed before your interview begins.

What will I be asked as a participant in the Review?

If you choose to contribute to the Review by making a submission or participating in an interview, the Commission will ask you questions based on the Terms of Reference for the Review, including about:

- the workplace culture of Commonwealth parliamentary workplaces;
- the risk factors contributing to bullying, sexual harassment and sexual assault for workers in Commonwealth parliamentary workplaces; and
- your awareness of relevant policies, practices and processes.

The Commission acknowledges that discussing bullying, sexual harassment and sexual assault can cause distress and discomfort. If you experience distress or discomfort while participating in this Review, you can choose not to answer certain questions, skip questions, or stop participating at any time. You may also choose to have someone you trust be present with you during your interview.

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With your permission, the Review Team will be able to arrange for referrals to counselling or other appropriate support. You can also access support from the Support Services listed at the end of this form.

What will happen to information about me?

Personal Information

By giving your consent to the Review Team, you agree to the Commission collecting and using the information you provide for the purposes of the Review.

The Commission will produce a report on the findings and recommendations of the Review. The Commission will also produce a progress update and other materials in connection with the Review. These documents and materials will be published on the Commission's website under a Creative Commons licence with the contents available to be used freely for other purposes.

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. If you consent to your submission and name being published on the Commission website, while your name may be published in the report and any other Commission publications, your personal information will be treated confidentially.

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 is committed to keeping secure data that you provide to us and we will take all reasonable precautions to protect your personal information from loss, misuse, or alteration. Personal information held by us is protected by several physical and electronic safeguards including restricted access to storage areas and computer databases.

The [Archives and Other Legislation Amendment Act 2021](#) (Cth) provides additional protections to ensure confidentiality. This Act provides participants in the Review with assurance that any submissions they make to the Review will be exempt

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from the *Freedom of Information Act 1982* (Cth) and will not come into an open access period under the *Archives Act 1983* (Cth) for 99 years.

Information (including personal information) collected during the course of the Review will be stored in accordance with the *Archives Act 1983* (Cth), the *Privacy Act 1988* (Cth) and the *Australian Human Rights Commission Act 1986* (Cth).

Further information regarding the personal information handling practices of the Commission is available on the Commission’s website, specifically in the [Privacy Policy](#).

Reporting Obligations

While the Commission does not expect many young people to contribute to the Review, in certain circumstances Commission staff and others involved in this Review may be obligated under relevant State and Territory laws to report to the relevant authorities an act that involves abuse to a child, or an act that is a ‘serious indictable offence’. This is known as ‘mandatory reporting’. Mandatory reporting obligations may also arise in cases of suspected risk of future abuse or harm or incidents of historic child sex abuse. Whether mandatory reporting obligations are triggered in the course of this Review will be assessed on a case-by-case basis.

If the Commission is not required by law to report an act, it may still make a voluntary report to the relevant authorities, in circumstances where it is concerned that serious harm has occurred, or is occurring, or may occur in the future, in accordance with the Commission’s Child Safety and Wellbeing Policy.

The Commission may also be required to report to relevant authorities in other circumstances.

What do I need to do to participate in the Review?

Written submissions

If you would like to make a written submission to the Review, please use the online submission form on the Commission’s website.

Once you have read and understood the information included in this consent form, you will need to indicate that you agree to it online at the time that you make your submission.

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Interviews

If you would like to participate in an interview, please book an interview time using the online booking form on the Commission’s website.

Once you have read and understood the information included in this consent form, you will need to indicate that you agree to it online at the time that you book your interview.

You can withdraw your consent at any stage of the Review process.

How and when will I find out the results of the Review?

The Commission intends to publish a report on the findings and recommendations of the Review in November 2021. The Commission also intends to publish a progress update in July 2021. These documents will be publicly available on the Commission’s website.

How is the Review being funded?

The Federal Government is funding the Commission, on a cost recovery basis, to undertake the Review. The Commission is an independent Commonwealth statutory authority, which ensures the integrity of the Review and provides the participants with confidence in the process, no matter the source of funding.

What if I change my mind and want to withdraw from the Review after I have participated?

You may decide not to participate in the Review at any time. If you have consented to being involved in the Review and you change your mind, you can withdraw your consent at any time. You can do so by filling in the Withdrawal Form (below at page 10) and providing that completed Withdrawal Form to the Review Team at CPWReview@humanrights.gov.au.

Upon receiving your completed Withdrawal Form, and as long as more than two weeks remain until the finalisation of the report, the Review Team will remove any information provided by you that is specific to your experience (for example, any unique issues raised by you and no other participant, or any illustrative

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quotes that you provide). Withdrawal will not affect your relationship with the Commission, the Review Team or the Parliament of Australia.

Who can I speak to if I have questions?

If you would like any further information or have any questions concerning this Review, please contact the Review Team via email at CPWReview@humanrights.gov.au.

The Review is being conducted under UNSW Human Research Ethics Committee approval (HC Reference Number HC21064). If you have any concerns about the ethical considerations of this Review, you can contact the UNSW Human Research Ethics Coordinator on (02) 9385 6222 or via email at humanethics@unsw.edu.au, or you can raise your concerns with the Review Team.

Support services

If you feel unsafe now, phone 000.

If at any stage during this Review you become distressed or require additional support from someone not involved in the Review please call:

Organisation	Commonwealth Parliamentary Workplace telephone support line
Telephone	1800 274 778

Organisation	1800RESPECT: National sexual assault, domestic and family violence counselling service
Telephone	1800 737 732

Organisation	Beyond Blue: Anxiety, depression, and suicide prevention support service
Telephone	1300 224 636

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Organisation	Lifeline: Crisis support and suicide prevention
Telephone	13 11 14

Organisation	Headspace: Supports young people aged between 12 and 25 years of age
Telephone	1800 650 890

Name/Organisation	Kid's Helpline: Counselling service for those aged between 5 and 25 years of age
Telephone	1800 55 1800

You can also access a list of state and territory-based sexual assault support services here: <https://humanrights.gov.au/our-work/sex-discrimination/list-sexual-assault-services>

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Consent form for the Independent Review into Commonwealth Parliamentary Workplaces

I consent to participate in the Review by way of:

- an interview
 - providing a written submission
-
- I understand I am being asked to provide consent to participate in this Review.
 - I have read the included information, or someone has read it to me in a language that I understand.
 - I understand that Commission staff are conducting the interviews
 - I understand that the information collected about me will be used for purposes relating to this Review only.
 - I understand that what I write or say during an interview may be referred to, quoted or used by the Commission for the purposes of the Review, but that information will not be attributed to me or identify me. If information shared by me is included in public resources developed by the Commission in connection with the Review, these will be published under a Creative Commons license and the contents of the public resources will be able to be used for other purposes.
 - I understand that the Review team will record the interviews and I agree to be recorded for this purpose.
 - I understand that I can at any point request that the Review team not record the interview.
 - I have had an opportunity to ask questions and I am satisfied with the answers I have received.
 - I freely agree to participate in this Review as described and understand that I am free to withdraw at any time during the Review and withdrawal will not affect my relationship with the Commission, Commission staff members or the Parliament of Australia.
 - I understand that the results of the Review will be made available on the Australian Human Rights Commission's website.

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Withdrawal form for the Independent Review into Commonwealth Parliamentary Workplaces

I do not want to take part any more

I am signing this form because I have changed my mind. I do not want to take part in the Review anymore and I do not want you to use any information about me.

I understand that withdrawing my consent to participate in the Review will not affect my relationship with the Commission, Commission staff members or the Parliament of Australia.

My signature: _____

Date: _____

Witness signature: _____

Date: _____

A witness is someone who saw you sign this form.

**Please send this form to the Review Team at
CPWReview@humanrights.gov.au**