

Equal Opportunity Tasmania

Independent Review into Parliamentary practices and procedures to support workplace culture (the Review)

Participant Information Pack

The Participant Information Pack contains information about participating in the Independent Review into Parliamentary practices and procedures to support workplace culture (the Review), applicable Consent Forms, information about participation for people under the age of 17 years old, anonymous submissions, withdrawing submissions, as well as a list of support services.

If you would like any further information or have any questions concerning this Review, please contact the MPS Workplace Review Team at MPSReview@equalopportunity.tas.gov.au or on (03) 6165 7515

The following information is contained in this Pack:

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Equal Opportunity Tasmania

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Participant Information Sheet and Consent Forms

What is this Review about?

Review participants are invited to participate in the [Independent Review into Parliamentary practices and procedures to support workplace culture](#) (the Review) that the Anti-Discrimination Commissioner (the Commissioner) is conducting of the Tasmanian Ministerial and Parliamentary Services (MPS) workplace.

The Review involves gaining an understanding of:

- the nature and extent of workplace discrimination, sexual harassment and bullying within the Tasmanian Ministerial and Parliamentary Services workplace
- perceptions of workplace culture
- the impact of such behaviour on workers
- existing policies and complaint and report mechanisms available to workers

At the completion of the Review, the Commissioner will publish a report making recommendations about any changes that should be made to ensure a workplace free from discrimination, sexual harassment and bullying, and best practice policies and procedures to enable a safe and respectful workplace.

Who is conducting this Review?

The Review is being conducted by Tasmania's Anti-Discrimination Commissioner, Sarah Bolt. The Commissioner is an independent statutory officer. The work on the Review is being undertaken by the Tasmanian Ministerial and Parliamentary Services (MPS) Workplace Review team, working under the Commissioner's direction.

Who is able to participate in the Review?

Anybody who has worked in the Tasmanian Ministerial and Parliamentary Services workplace from 1 July 2019 to present.

This includes current and former:

- members of Tasmanian Parliament;
- people working in or for Parliament House;
- people working in or for electorate offices and Ministers' offices;
- contracted services including security, catering and cleaning staff; and
- volunteers, interns and students.

If you are not sure whether you are eligible to participate, contact the MPS Workplace Review Team on (03) 6165 7515 or MPSReview@equalopportunity.tas.gov.au.

Involvement in the Review is **voluntary** and there are options for Review participants who want to contribute their information **anonymously**.

If you choose to participate and later decide you want to withdraw your consent, please see the information on pages [7](#) and [12](#) about how you can do this. Please note if you participate anonymously you may not be able to withdraw your information if it cannot be later identified.

There are also restrictions regarding the way that people under the age of 17 years old can participate ([see below](#)).

What should I do if I have accessibility requirements?

If you need any help or changes made so you can participate in the Review, contact the MPS Workplace Review Team on (03) 6165 7515 or MPSReview@equalopportunity.tas.gov.au.

How can I participate in the Review?

You can participate in the Review by:

- making a [written submission](#) or [verbal submission](#), or
- participating in an online or in-person [interview](#).

Submissions close **Friday 13 May 2022**.

Some Review participants may be contacted directly and invited to participate in a [focus group](#).

Regardless of whether or not you participated in the **Survey into Workplace Culture in the Tasmanian Ministerial and Parliamentary Services Workplace**, you can participate in this part of the Review.

It would be helpful if submissions could address some or all of the following:

- the nature and extent of workplace discrimination, sexual harassment and bullying within the Tasmanian Ministerial and Parliamentary Services workplace
- perceptions of workplace culture
- the impact of such behaviour on workers
- existing policies and complaint and report mechanisms available to workers

Participation of people under the age of 17 years old

It is possible that people under the age of 17 years of age have worked or are currently working within the MPS workplace. The [Terms of Reference](#) of the Review include people working in Parliament House, in whatever capacity. This includes work experience, internships, or paid work.

How can people under the age of 17 participate in the Review?

People under the age of 17 years old can participate in the Review in three ways:

- Written submission
- Verbal submission (with parent/guardian present)
- Interview (with parent/guardian present)

For a person under the age of 17 years to participate, their parent/guardian **must** provide the [Consent Form: Parent/Guardian of Review participants under the age of 17 years old](#).

This can be done by providing the form:

- as an attachment to a written submission; and/or
- before the commencement of a verbal submission/interview.

People under the age of 17 years old **cannot participate anonymously**, due to consent from their parents/guardians being required.

Notwithstanding this, their information will remain confidential and no identifying details will be published in reports, or any other publication related to the Review.

Written submissions

You can use the [written submission information form](#) to help write your submission. This document has a number of guiding questions about your experience in the MPS workplace.

If you do not want to use the form, you do not have to. You can write a submission in your own words. A written submission can be an email letter, photos, videos, copies of documents etc. It can also be provided jointly with other Review participants.

You can make your submission in any language. If it is not in English, we will be able to translate it.

You can choose to provide a written submission **anonymously**.

You do not need to provide written consent to participate by providing a written submission (unless you are under 17 years old). Implied consent is taken to have occurred by your intentional and voluntary provision of information. In any case, we ask that you review the consent form on page 11 to understand more about how your information will be used.

For information about how to withdraw a submission, please see [page 7](#).

You can send your submission via email or post:

Email:

MPSReview@equalopportunity.tas.gov.au

Post:

Equal Opportunity Tasmania (MPS Review)

GPO Box 197

HOBART TAS 7001

Verbal submissions

If you do not want to or are unable to write your submission or participate in an interview, you can choose to provide a verbal submission.

In a verbal submission, you tell us what you want to say and the Commissioner and a member of the MPS Workplace Review Team may follow up with some questions about your experience. A verbal submission involves you telling your story to the Commissioner and a member of the MPS Workplace Review team.

Your verbal submission will be recorded. We will transcribe your submission recording to ensure the record of the submission is accurate. All transcripts will be kept confidential. If you want one, you will be provided with a copy of the transcript.

If it can be facilitated, you can provide a verbal submission **anonymously**. You are welcome to have a support person present while you make a verbal submission.

To participate in the Review by giving a verbal submission you will need to give your consent before you commence giving your submission. For the consent form, see [page 10](#).

For information about how to withdraw a submission, please see [page 7](#).

If you want to set up a time to provide your verbal submission contact the MPS Workplace Review Team on (03) 6165 7515 or MPSReview@equalopportunity.tas.gov.au.

If you prefer to provide a verbal submission outside of business hours, this can be arranged.

Interviews

An interview is a structured way of providing a verbal submission.

An interview will involve the Commissioner and a member of the MPS Workplace Review Team asking you a number of prepared questions within the scope of the [Terms of Reference for the Review](#) and relevant to your workplace experience.

An interview will take approximately 40 – 60 minutes.

Your interview will be recorded. We will transcribe your interview recording to ensure the record of the interview is accurate. All transcripts will be kept confidential. If you want one, you will be provided with a copy of the transcript.

Due to the nature of interviews, they cannot be undertaken anonymously. You are welcome to have a support person present while you undertake an interview.

To participate in the Review by engaging in an interview you will need to give your consent before you commence giving your submission. For the consent form, see [page 11](#).

For information about how to withdraw information, please see [page 7](#).

We acknowledge that discussing workplace discrimination, sexual harassment and/or bullying can cause distress and discomfort. You can choose not to answer certain questions, skip questions, or stop participating in an interview at any time.

If you want to set up a time to undertake your interview contact the MPS Workplace Review Team on (03) 6165 7515 or MPSReview@equalopportunity.tas.gov.au.

If you prefer to be interviewed outside of business hours, this can be arranged.

What is the purpose of interviews?

The information obtained by the Commissioner during interviews will assist the Commissioner to understand the MPS workplace culture from an individual and systemic

position. The information will be used to develop recommendations to ensure the MPS workplace is safe and respectful.

Focus Groups

A focus group is another way of providing a verbal submission.

If focus groups are formulated and scheduled, you will receive information inviting you to participate.

You do not have to participate. It is up to you whether you choose to do so. Participation in any element of the Review is voluntary.

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

Participation in the Review is voluntary. After participation, you have the option to change your mind and withdraw your information. The latest date you can do this is **1 July 2022**.

If you have **not** participated anonymously and you change your mind, you can withdraw your consent by filling in the Withdrawal Form ([page 15](#)) and providing that completed Withdrawal Form to the MPS Workplace Review Team at MPSReview@equalopportunity.tas.gov.au.

Anonymous submissions

If you have participated in the Review anonymously, please contact the MPS Workplace Review team to discuss withdrawing.

Please note that if you make your written submission anonymously, there is no guarantee that the information will later be able to be identified and withdrawn, due to the necessity of keeping other anonymous submissions secure and confidential.

All possible steps will be taken to confirm the information you provided, so that the information can be removed. Your ability to withdraw if you have participated anonymously is limited by the MPS Workplace Review Team's capacity to identify the information you provided, while ensuring confidentiality and security.

What happens to my withdrawn information?

When your withdrawal from the Review is confirmed, the MPS Workplace Review Team will remove any information provided by you.

Withdrawal will not affect your relationship with the MPS Workplace Review Team, the Anti-Discrimination Commissioner or Equal Opportunity Tasmania.

How will you keep my information confidential? How will my privacy be managed?

By giving your consent, you agree to the collection and use of your information for the purposes of the Review.

No identifying details will be published in reports, or any other publication related to the Review.

At the completion of the Review, a report will be produced. This report will contain findings and recommendations in line with the [Terms of Reference for the Review](#). Any documents and materials published on Equal Opportunity Tasmania's website are done so under a Creative Commons licence where the contents are able to be accessed freely and used for other purposes.

Equal Opportunity Tasmania will keep your name and personal information confidential. Your personal information will only be used to allow us to contact you in relation to your participation in the Review.

Only a small number of staff working on the Review have access to names and contact details of individuals participating in the Review.

We will collect and store all personal information in accordance with the personal information protection principles in the [Personal Information Protection Act 2004 \(Tas\)](#), and the [Archives Act 1983 \(Tas\)](#).

Once the Review is finished, documents we receive from you and documents that we create for the Review will be archived. These documents will not be accessible by the public for 75 years.

The Anti-Discrimination Commissioner, in conducting the Review, is not subject to the [Right to Information Act 2009 \(Tas\)](#). People will not be able to access information you provide by making a right to information application.

Reporting obligations

The Commissioner and MPS Workplace Review Team are not mandatory reporters. This means there is no requirement under the [Children Young Persons and Their Families Act 1997 \(Tas\)](#) (CYPFA) for them to report suspected cases of child abuse and neglect to a government authority.

However, if in the course of receiving submissions or conducting interviews, the Commissioner or member of the MPS Workplace Review Team receives information that makes them believe or suspect on reasonable grounds that a child is suffering, has suffered or is likely to suffer abuse or neglect, they have a responsibility to take steps to prevent the occurrence or further occurrence of the abuse or neglect (see s 13 of CYPFA). These steps may involve a report being made to relevant authorities.

Can I also make a formal complaint?

Participating in the Review does not constitute making a formal complaint under the [Anti-Discrimination Act 1998 \(Tas\)](#). The Review will not make any findings about your personal experience of discrimination, sexual harassment and/or bullying.

If you want to make a formal complaint, this is separate to the Review. [Equal Opportunity Tasmania](#) can provide you with information about how to make a formal complaint.

If you make a formal complaint, the information you provide in relation to that will not be used for the Review. Any information you provide for the Review will not be used as evidence if you make a formal complaint.

To find out how to make a formal complaint, contact Equal Opportunity Tasmania on (03) 6165 7515 or complaints@equalopportunity.tas.gov.au, or visit www.equalopportunity.tas.gov.au/complaints.

Independent Review into Parliamentary practices and procedures to support workplace culture

Verbal Submission Consent Form

I consent to participate in the Review by way of a verbal submission:

- I understand I am being asked to provide consent to participate in this Review.
- I understand I am free to withdraw my participation at any stage and my withdrawal will not affect my relationship with the MPS Workplace Review Team, the Anti-Discrimination Commissioner or Equal Opportunity Tasmania.
- I have read the included information, or someone has read it to me in a language that I understand.
- I understand that the MPS Workplace Review Team and/or Anti-Discrimination Commissioner (the Commissioner) are receiving information from me as part of the verbal submission.
- I understand that the information collected about me will be used for purposes relating to this Review only.
- I understand that what I say during a verbal submission may be referred to, quoted or used by the Commissioner 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 Commissioner 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 MPS Workplace Review team will record the verbal submission and I agree to be recorded for this purpose.
- I understand that I can at any point request that the MPS Workplace Review team not record the verbal submission.
- I have had an opportunity to ask questions and I am satisfied with the answers I have received.
- I understand that the results of the Review will be available on Equal Opportunity Tasmania's website.

Name: _____

Signature: _____

Date and Time: ____ / ____ / ____ : ____

Phone: _____

Email: _____

Independent Review into Parliamentary practices and procedures to support workplace culture

Interview Consent Form

I consent to participate in the Review by way of an interview:

- I understand I am being asked to provide consent to participate in this Review.
- I understand I am free to withdraw my participation at any stage and my withdrawal will not affect my relationship with the MPS Workplace Review Team, the Anti-Discrimination Commissioner or Equal Opportunity Tasmania.
- I have read the included information, or someone has read it to me in a language that I understand.
- I understand that the MPS Workplace Review Team and/or Anti-Discrimination Commissioner (the Commissioner) 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 Commissioner 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 Commissioner 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 MPS Workplace 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 MPS Workplace 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 understand that the results of the Review will be made available on Equal Opportunity Tasmania's website.

Name: _____

Signature: _____

Date and Time: ____/____/____ ____:____

Phone: _____

Email: _____

Independent Review into Parliamentary practices and procedures to support workplace culture

Withdrawal Form

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 my information to be used as part of the Review.

I understand that withdrawing my consent to participate in the Review will not affect my relationship with the MPS Workplace Review Team, the Anti-Discrimination Commissioner or Equal Opportunity Tasmania.

My signature: _____

Date: _____

In order for your information to be withdrawn, you must submit this completed form by 1 July 2022.

Please send this form to the MPS Workplace Review Team at MPSReview@equalopportunity.tas.gov.au.

Independent Review into Parliamentary practices and procedures to support workplace culture

Consent Form: Parent/Guardian of Review participants under the age of 17 years old

Review participants who are under the age of 17 years old **must** provide this completed consent form by their parent/guardian in order to participate in the Review.

I have legal responsibility for _____ and I am legally competent to give consent to their participation in the Review. I consent to them participating in the Review by:

- Written submission
- Verbal submission
- Interview

I consent to _____ participating in the Review:

- I understand I am free to withdraw my child's participation at any stage and my withdrawal will not affect my, or my child's, relationship with the MPS Workplace Review Team, the Anti-Discrimination Commissioner or Equal Opportunity Tasmania.
- I have read the included information, or someone has read it to me in a language that I understand.
- I have discussed participation in the Review with my child and they are willing to participate.
- I understand that the MPS Workplace Review Team and/or Anti-Discrimination Commissioner (the Commissioner) are receiving information from my child as part of their written/verbal submission and/or interview.
- I understand that the information collected about my child will be used for purposes relating to this Review only.
- I understand that what my child says during the course of providing a written or verbal submission and/or interview may be referred to, quoted or used by the Commissioner for the purposes of the Review, but that information will not be attributed to my child, or identify my child. If information shared by my child is included in public resources developed by the Commissioner 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.

- (If applicable) I understand that the MPS Workplace Review team will record the verbal submission/interview and I agree for my child to be recorded for this purpose.
- I understand that I can at any point request that the MPS Workplace Review team not record the verbal submission/interview.
- I understand that if my child gives information that indicates that another child may be at risk at harm, the Commissioner may choose to report this information to the relevant authorities.
- I have had an opportunity to ask questions and I am satisfied with the answers I have received.
- I understand that the results of the Review will be available on Equal Opportunity Tasmania's website.

Name: _____

Signature: _____

Date and Time: ____/____/____ ____:____

Phone: _____

Email: _____

Independent Review into Parliamentary practices and procedures to support workplace culture

Withdrawal Form for Parent/Guardian of Review participants under the age of 17 years old

I do not want my child to take part any more

I am signing this form because I have changed my mind. I do not want my child to take part in the Review anymore and I do not want my child's information to be used as part of the Review.

I understand that withdrawing my consent for my child to participate in the Review will not affect my, or my child's, relationship with the MPS Workplace Review Team, the Anti-Discrimination Commissioner or Equal Opportunity Tasmania.

My signature: _____

Date: _____

In order for your child's information to be withdrawn, you must submit this completed form by 1 July 2022.

Please send this form to the MPS Workplace Review Team at MPSReview@equalopportunity.tas.gov.au.

Support Services

If you feel unsafe now, phone 000.

You can contact [Tasmania Police](#) if you experience any discrimination, sexual harassment or bullying that involves criminal conduct.

If you think the conduct you have experienced breaches the *Anti-Discrimination Act 1998* (Tas) you may be able to make a complaint to Equal Opportunity Tasmania. For more information visit: www.equalopportunity.tas.gov.au/complaints

Sexual assault support services:

If you have experienced sexual assault or sexual harassment and feel you would like to speak to someone for support or information, 1800RESPECT (Phone: 1800 737 732) can provide counselling 24-hours a day, 7 days a week.

Website: <https://www.1800respect.org.au/>

Sexual Assault Support Service (SASS)

Free and confidential support service.

1800 697 877

www.sass.org.au

Laurel House

Ph: (24/7): 1800 697 877

Website: www.laurelhouse.org.au

Mental health support services:

Lifeline

24-hour crisis support and suicide prevention.

Ph: 13 11 14

Website: <https://www.lifeline.org.au/>

Beyondblue

Mental health support.

Ph: 1300 224 636

Website: <http://www.beyondblue.org.au/>

Headspace

Supports young people aged between 12 and 25 years of age.

Ph: 1800 650890

Website: <https://headspace.org.au/>

Kid's Helpline

Counselling service for those aged between 5 and 25 years of age.

Ph: 1800 55 1800

Website: <https://kidshelpline.com.au/>

Suicide Call Back Service

Ph: 1300 659 467

Website: <https://www.suicidecallbackservice.org.au/>

Bullying support services and information:

Human Resources (for Department of Premier and Cabinet staff)

(03) 6232 7895

HR@dpac.tas.gov.au

Converge International - Employee Assistance Provider (for State Service employees)

The EAP provider will strictly adhere to confidentiality at all times.

1300 687 327

eap@convergeintl.com.au

Fair Work Commission

Information and services that can assist with bullying at work if incident is not covered by the national anti-bullying laws.

Ph: 1300 799 675

Website: <https://www.fwc.gov.au/disputes-at-work/anti-bullying/where-to-get-help-about-bullying>

Fair Work Ombudsman

Information about bullying and harassment in the workplace and where to seek help.

Website: <https://www.fairwork.gov.au/employee-entitlements/bullying-and-harassment>

Office of the eSafety Commissioner

Information regarding cyberbullying and online abuse.

Website: <https://www.esafety.gov.au/key-issues/cyberbullying>

ReportCyber

Information about cybercrime including online image-based abuse, threats and intimidation.

Ph: 1300 292 371

Website: <https://www.cyber.gov.au/acsc/report>

Workplace health and safety authorities:

Safe Work Australia

Support and advice on workplace bullying.

Website: <https://www.safeworkaustralia.gov.au/bullying>

Comcare

The national work health and safety, and workers' compensation authority.

Ph: 1300 366 979

Website: <https://www.comcare.gov.au/safe-healthy-work/prevent-harm/psychosocial-hazards>

WorkSafe Tasmania

WHS regulator in Tasmania.

Ph: 1300 366 322

Email: wstinfo@justice.tas.gov.au

Website: <https://worksafe.tas.gov.au/topics/Health-and-Safety/health-and-wellbeing/wellbeing-a-z/bullying>