

# **Workplace Sexual Harassment and Discrimination Project**

## ***Researching the prevalence and nature of workplace sexual harassment and discrimination***

### **REQUEST FOR QUOTE**

#### **Project Background**

In its May 2021 Budget, the Commonwealth announced it would be providing \$5.514 million in funding to Western Australia over a four-year period (2021-22 to 2024-2025) for the provision of legal assistance services for people experiencing workplace sexual harassment or discrimination. Specifically, in response to Recommendation 53 of the Australian Human Rights Commission's Respect@Work: National Inquiry into Sexual Harassment in Australian Workplaces.

*Recommendation 53: All Australian governments provide increased and recurrent funding to community legal centres, Aboriginal and Torres Strait Islander Legal Services, and legal aid commissions to provide legal advice and assistance to vulnerable workers who experience sexual harassment, considering the needs of workers facing intersectional discrimination.*

Circle Green Community Legal is the lead agency delivering the Workplace Sexual Harassment and Discrimination Legal Services Project (**Project**) in Western Australia.

The first stage of implementing this Project is to identify the nature and prevalence of workplace sexual harassment and discrimination in Western Australia. Identifying the current or emerging legal need and how to prioritise the provision of legal assistance services to achieve the greatest social impact.

We seek to engage a research consultant to conduct and deliver this research.

#### **About Circle Green**

Circle Green Community Legal (**Circle Green**) is a community legal centre providing workplace, humanitarian, tenancy and family and domestic violence legal advice, further assistance, representation, advocacy, community legal education, referrals, outreach, and support.

Circle Green services include a state-wide telephone service, face to face client interviews, casework, clinics and outreach legal advice, education sessions, legal resources, law reform submissions, and collaborative partnerships with legal and non-legal organisations.

Circle Green Community Legal was formed by a merger of three established and reputable specialist community legal centres in Western Australia; the Employment Law Centre of WA, The Humanitarian Group, and Tenancy WA on 1 October 2020.

#### **Brief for Expression of Interest**

We invite contractors to provide an expression of interest to conduct research on the nature and prevalence of workplace sexual harassment and discrimination in Western Australia including outlining the methodology, timeline, and cost to meet Project Deliverables,

timeframe and budget. Please address expressions of interest to Heidi Guldbaek, Project Manager: Heidi.guldbaek@circlegreen.org.au

## Project Deliverables

| Description                          | Deliverables  |
|--------------------------------------|---|
| <p><b>Project Accountability</b></p> | <p><b>Communication</b><br/>The Contractor is to report directly to the the Project Manager.</p> <p><b>Meetings</b><br/>The Contractor shall meet with the Project Manager regularly to progress the project.<br/>The Contractor may be requested to attend Operational Steering Group meetings.<br/>The Contractor may be required to travel to regional areas of WA.</p> <p><b>Reporting</b><br/>Interim report to be provided with initial findings and trends<br/>Final report to include Project Outcomes and Recommendations</p>  |
| <p><b>Project Outcomes</b></p>       | <ol style="list-style-type: none"> <li>1. Develop a statistical narrative of the prevalence and nature of workplace sexual harassment and discrimination in WA, which considers: <ul style="list-style-type: none"> <li>○ geographical locations / regions in WA;</li> <li>○ industries and occupations; and</li> <li>○ demographic, social, and cultural factors (including intersecting factors / vulnerabilities).</li> </ul> </li> <li>2. Identify any trends in including in relation to frequency, nature, reporting, action, barriers for people who have experienced and/or experiencing workplace sexual harassment and discrimination.</li> <li>3. Identify and consider current and emerging need for legal assistance services from vulnerable workers in relation to workplace sexual harassment and discrimination in WA, as it relates to: <ul style="list-style-type: none"> <li>○ geographical locations / regions in WA;</li> <li>○ industries and occupations; and</li> <li>○ demographic, social and cultural factors (including intersecting factors / vulnerabilities).</li> </ul> </li> <li>4. Identify priorities / recommendations for the delivery of legal assistance services in relation to workplace sexual harassment and discrimination to address current or emerging unmet need.</li> </ol> |

5. Identify and consider structural and other barriers to vulnerable workers accessing legal assistance services in relation to workplace sexual harassment and discrimination, as they relate to:
  - geographical locations / regions in WA;
  - industries and occupations; and
  - demographic, social, and cultural factors (including intersecting factors / vulnerabilities).
6. Identify priorities / recommendations for reducing any structural and other barriers to vulnerable workers accessing legal assistance services in relation to workplace sexual harassment and discrimination.
7. Identify and consider structural, legal and other barriers to vulnerable workers pursuing their legal rights in relation to workplace sexual harassment and discrimination, as they relate to:
  - geographical locations / regions in WA;
  - industries and occupations; and
  - demographic, social, and cultural factors (including intersecting factors / vulnerabilities).
8. Identify priorities / recommendations for reducing any structural, legal, or other barriers to vulnerable workers pursuing their legal rights in relation to workplace sexual harassment and discrimination.
9. Consider the likely consequences of not addressing unmet legal need in relation to workplace sexual harassment and discrimination.
10. Consider any other matters relevant or related to the project outcomes above, as appropriate.
11. Delivery of research report in relation to the project outcomes above which:
  - Collates and interprets available data from community legal centres, Legal Aid WA, Aboriginal Legal Service of WA, Aboriginal Family Violence Legal Service, Fair Work Commission, WA Industrial Relations Commission, Department of Mining, Industry Regulation and Safety (including Labour Relations and Worksafe WA), Department of Communities; Department of Justice; Australian Human Rights Commission; Equal Opportunity Commission, Australian Bureau of Statistics, WA Police, or any other government or non-government organisations; and
  - Engages people with lived experience of workplace sexual harassment and discrimination, including those already identified and supported by community legal centres.

## Project Timeline and Milestones

The proposed timeline for activities and due dates is between approximately June 2022 and 31 December 2022

| Milestone                                 | Due Date          |
|---|-------------------|
| Appointment of research contractor        | 17 June 2022      |
| Approval of the Project Plan              | 15 July 2022      |
| Meeting with Operational Steering Group   | 29 July 2022      |
| Presentation of initial findings          | 29 September 2022 |
| Interim Report                            | 9 November 2022   |
| Feedback from Operational Steering Group  | 24 November 2022  |
| Delivery and presentation of Final Report | 20 December 2022  |

## Project Budget

| Milestone   | Payment  | Due Date         |
|---|----------|------------------|
| <b>Appointment of Contractor and approval of the project plan</b> | \$20,000 | 20 June 2022     |
| <b>Initial findings</b>   | \$7,500  | 7 October 2022   |
| <b>Interim Report</b>   | \$7,500  | 14 November 2022 |
| <b>Final Report and Presentation</b>                              | \$5,000  | 30 December 2022 |