

## **Workplace Respect Project**

### ***Facilitator - Aboriginal and Torres Strait Islander Lived Experience Advisory Group***

## **REQUEST FOR QUOTE**

### **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 is the lead agency delivering the Workplace Respect Project in Western Australia. The Workplace Respect Project, housed within Circle Green's workplace team, provides services for people who have been targeted by workplace sexual harassment and discrimination.

### **About the proposed Aboriginal and Torres Strait Islander Advisory Panel**

The Workplace Respect Project seeks to represent the lived experience and voices of those workers who are targeted by higher rates of workplace sexual harassment and face additional barriers in seeking and accessing adequate support, both legal and non-legal.

The Australian Human Rights Commission's most recent national survey on workplace sexual harassment revealed that Aboriginal and Torres Strait Islander people of all genders experience disproportionate rates of lifetime sexual harassment and were far more likely to be targeted by sexual harassment in the workplace than people who do not identify as Aboriginal and Torres Strait Islander.

In response, The Workplace Respect Project are seeking to form a small Advisory Group of Aboriginal and Torres Strait Islander people to consult with on an ongoing basis, with a focus on representing the voices of:

- Aboriginal and Torres Strait Islander people who have previously been part of the workforce or are currently part of the workforce; and/or;
- Aboriginal and Torres Strait Islander people who have experience accessing or attempting to access legal assistance services; and/or;
- Aboriginal and Torres Strait Islander people who have been targeted by workplace sexual harassment.

The overarching purpose of this group is to ensure that Circle Green and the Workplace Respect Project are working to capture the voices and views of Aboriginal and Torres Strait Islander people, and working towards ensuring that our services and are inclusive of, culturally appropriate for, and accessible to Aboriginal and Torres Strait Islander people.

A key objective of this group will be to provide advice and guidance on the development of a series of resources targeted to Aboriginal and Torres Strait Islander people experiencing workplace sexual harassment.

### **Brief for expression of interest**

We invite Aboriginal identified contractors to provide an expression of interest to facilitate the Aboriginal Advisory Group. Expressions of interest should include methodology, timeline and cost to meet deliverables, timeframe and budget. Expressions of interest should be addressed to Heidi Guldbaek, Project Manager: [Heidi.guldbaek@circlegreen.org.au](mailto:Heidi.guldbaek@circlegreen.org.au)

### **Role Description**

The Workplace Respect Project is seeking a consultant to facilitate meetings with the Advisory Group and undertake required pre-meeting preparation and compilation of post-meeting findings.

The role of the consultant facilitator is to work alongside the Workplace Respect Project team to recruit participants, expertly facilitate the advisory group to ensure that everyone feels safe, and heard, and to report findings back to the Project team. We are seeking a facilitator with significant experience leading and facilitating consultations with Aboriginal and Torres Strait Islander people.

Role responsibilities include:

- Assisting with the recruitment of the Advisory Group.
- Undertaking any required preparation for advisory group meetings, including meeting with the Workplace Respect Project team and reading relevant updates/communications.
- Facilitation of the advisory group meetings – creating a safe, welcoming space for group members, and guiding the group in line with meeting agenda and goals to freely share their feedback, ideas, and experiences in a culturally safe manner.
- Undertaking any post-meeting work necessary, such as meeting with the Project team or presenting written minutes summarising meeting findings.
- Proposing draft resource content in accordance with feedback provided by the advisory group as requested by the Project team.

## Deliverables

Description	Deliverables
<b>Accountability</b>	<p><b>Reporting</b> The Contractor is to report directly to the the Project Manager.</p> <p><b>Recruitment</b> The contractor is required to assist with recruitment of the Group.</p> <p><b>Preparation</b> The Contractor is to undertake all required pre-meeting preparation with the support of the Workplace Respect Project team where required.</p> <p><b>Meetings</b> The Contractor shall meet with the Project Manager regularly to provide post-meeting updates and/or deliver typed post-meeting minutes at the Manager’s discretion, as well as occasional proposed drafting of proposed resource content reflective the advisory group’s contributions as required.</p>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>• Undertake required pre-meeting preparation and communication with the advisory group as required.</li> <li>• Meet regularly with the group, utilising well-developed communication skills to facilitate in a safe, inclusive, culturally appropriate manner.</li> <li>• Develop written communications and meet regularly with the Workplace Respect Project team to appropriately capture and share the lived experience knowledge of the advisory group, with discussion topics and agenda items guided by the priorities of the Workplace Respect Project.</li> </ul>

## Timeline and Outcomes

	Milestone	Due Date
	Appointment of contractor	January 2024
	Recruitment of Advisory Group	February 2024
	Undertaking meetings with the Aboriginal and Torres Strait Islander advisory group	4-6 times per year (as established in collaboration the

	Workplace Respect Project team), <b>ongoing</b>
Delivery of post-meeting findings via written minutes and/or meeting with the Workplace Respect Project Manager (and other team members)	4-6 times (as established in collaboration the Workplace Respect Project team), <b>ongoing</b>
End of contract	December 2024

## Budget

Milestone	Payment	Due Date
<b>Appointment of Contractor and approval of project plan</b>	\$800	January 2024
<b>Recruitment of advisory Group</b>	\$1,500	February 2024
<b>Meeting preparation, facilitation, and post-meeting report</b>	\$1,500	Approx March 2024
<b>Meeting preparation, facilitation, and post-meeting report</b>	\$1,500	Approx May2024
<b>Meeting preparation, facilitation, and post-meeting report</b>	\$1,500	Approx July 2024
<b>Meeting preparation, facilitation, and post-meeting report</b>	\$1,500	Approx September 2024
<b>Meeting preparation, facilitation, and post-meeting report</b>	\$1,500	Approx November 2024
<b>TOTAL</b>	<b>\$9,800</b>	