



Parliament of Tasmania

JOINT SESSIONAL COMMITTEE

WORKPLACE CULTURE OVERSIGHT

Motion for Respect Report Implementation Tracker – 13 February 2025

Expected completion dates start from the appointment of the Independent Project Manager: Motion for Respect (13 June 2023)

Key – Implementation responsibility:	Independent Project Team ➤ Members	Clerks ➤ Parliamentary Services Staff	Manager, PAMs (DPAC) ➤ MPS unit		
See sharing of responsibilities table for implementation of Motion for Respect Recommendations for further information					
Acknowledge the need for change and initial steps for action Recommendations 1*, 2*, 3 * Recommendations 1&2 complete – see Motion for Respect Report Completed Recommendations Tracker for further information.					
Recommendation		Time frame	Status	Next steps	Expected completion
3	The Committee is to commission an independent review of Ministerial and Parliamentary Services organisational and governance structure, including an audit of instruments of appointment, employment conditions, recruitment processes and pay structures.	6 mths	<p>On 20 September 2024, the Clerks communicated WRA Report to staff at a Town Hall and by email. The WRA Report is available on the Committee’s webpage.</p> <p>A funding request has been submitted, with significant progress of organisation structure recommendations dependent upon the provision of additional funding.</p> <p>The organisational structure recommendations are being incorporated into recruitment strategies where applicable.</p> <p>Risk and Audit Committee have undertaken two reviews of governance within the Parliament. Implementation of the recommendations from these reviews is largely complete.</p>	<p>Implementation of organisational structure recommendations (dependent upon funding).</p> <p>Continual review and improvement of recruitment process.</p>	To be advised.



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			<p>Letter of Offer Templates for all forms of employment have been created and undergo consistent review in line with the continuous improvement cycle.</p> <p>Employee Value statements have been drafted and are featured in positions descriptions, job ads.</p> <p>Psychometric testing is required for all recruitment campaigns (excluding casual positions and those roles where only one internal applicant wins the role or is selected from a merit list). Results have been highly valuable.</p> <p>Surveys, discussion with managers and staff, as well as performance of new employees are being monitored.</p> <p>Policy, procedure and associated forms/guides/templates launched.</p>		
			Initial discussions are being held about recommendation 6 of the WRA Report regarding Electorate Offices.	Discussions continuing.	To be advised.



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Steps to create long-term change Recommendations 4, 5, 6, 7, 8, 9, 10					
Recommendation		Time frame	Status	Next steps	Expected completion
4	Establishment of a centralised and independent human resources unit, accessible for all Ministerial and Parliamentary Services personnel, called ‘MPS People, Culture and Change’.	12 mths	A People and Culture Unit (2 FTE) has been created within the Legislature-General and currently operates in support of the Legislative Council, the House of Assembly and the Legislature-General.	Awaiting the implementation of the structural review – recommendation 3. Additional People and Culture resources will be engaged as a component of the change management process and to support ongoing operations.	To be advised.
		12 mths	Two new staff have been appointed. Meetings will be held with key stakeholders. The team are also responding to queries from individual MPS staff and offices.	Liaison with MPS offices regarding draft policies are continuing.	Established. Support will be ongoing.



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Steps to create long-term change (continued) Recommendations 4, 5, 6, 7, 8, 9, 10							
Recommendation			Time frame	Status	Next steps	Expected completion	
5	Implementation of a complaints and reporting framework for MPS People, Culture and Change to operate within including: » The power to investigate complaints about discrimination, sexual harassment and bullying, including allegations against Members of Parliament (5.1) » Setting internal processes for dealing with conduct matters both informally and formally (5.2) » Setting investigation procedures, protections against victimisation, sanctions, and policies containing information about external complaint bodies. (5.3)		12 mths	Information provided: containing options; an overview; and comprehensive assessment of a range of jurisdictions across the Commonwealth.	Committee to consider.	To be advised.	
				On 1 June 2024 a suite of policies, procedures and forms were launched. These include a Code of Conduct, with policies on bullying, sexual harassment and discrimination, as well as complaint and grievance procedures. Training was completed in workshop #1 – Purpose, Vision, Mission and Core Values.	Investigation of outsourcing of training for further workshops on workplace behaviour.	To be advised.	
				Complaints framework for Government MPS staff completed and available. This has been provided to other MPS offices with a follow up discussion. It is currently with those offices for consultation, finalising their versions in early 2025.	Continued liaison with MPS offices to endorse and publish framework.	Expected completion end of quarter 1, 2025.	



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Steps to create long-term change (continued) Recommendations 4, 5, 6, 7, 8, 9, 10				
Recommendation	Time frame	Status	Next steps	Expected completion
6 Create and implement (in consultation with staff) the following: » Ministerial and Parliamentary Services Code of Conduct for: - Parliamentarians - MPS personnel (6.1) » Diversity and inclusion strategy (6.2) » A family friendly workforce strategy (6.3) » Performance management framework (6.4) » Consumption of alcohol policy (6.5)	12 mths	The Committee resolved — IPM and Integrity Commission develop a draft Members Code of Conduct and engage with Parliamentarians on this piece of work for the Committee to consider. (6.1) The Committee endorses the adoption of policy principles in line with the Commonwealth Parliament along with the development of a draft guideline for dealing with intoxicated person(s). IPM to develop and implement and to work with relevant stakeholder(s). (6.5)	MRPT to consult MPs and report progress to the Committee.	To be advised.
		Code of Conduct delivered with organisational values providing an overarching position for ways of working. (6.1) The Code of Conduct offers inclusivity and diversity elements. The Parliament are members of the Diversity Council Australia (DCA) which has been communicated to staff. Management team (Band 8 and above) requested to	A Diversity and Inclusion Strategy is planned for delivery by 30 June 2025. (6.2) Performance management framework – The Parliament has no individual goals or a performance score card for our employees.	To be advised.



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			<p>complete four online training modules (suggested by IPM). 100% completion rate (16/16) as of 3 February 2025. (6.2)</p> <p>Family friendly elements contained within the Flexible Work Policy & Procedure. (6.3)</p> <p>Policy framework for managing performance and discipline in place. (6.4)</p> <p>Drug and Alcohol Policy & Procedure launched in August 2024. (6.5)</p>	<p>A performance management framework including performance development and review is yet to be developed. Implementation will be dependent upon the comprehensive review of Statement of Duties, to be undertaken as part of the change management program (funding dependent). (6.4)</p>	
			<p>The Code of Conduct for Government MPS staff completed. Ministerial Code of Conduct can be accessed here. For non-government MPS staff consultation is underway. (6.1)</p> <p>Diversity and Inclusion strategy will be largely based around the Workplace Equality and Respect Standards (WERS); work will be underway in early 2025 with an aim to complete by the end of the first quarter in 2025. (6.2)</p> <p>Family friendly workplace strategy will progress with MPS in 2025. (6.3)</p> <p>Performance management framework will progress with MPS in 2025. (6.4)</p>	<p>Consultation for these strategies and policies is continuing.</p>	<p>To be advised.</p>



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			The Government MPS Consumption of Alcohol policy has been drafted and will be used as a basis for discussion with non—Government MPS offices in 2025. (6.5)		
7	Implementation of formal induction and exit processes which include training on acceptable workplace conduct, complaint processes, external reporting mechanisms and Workplace Support Contact Officers.	18 mths	Recommendations 7 and 8 are being considered together. Information provided options; an overview; and a comprehensive assessment of induction, exit processes and training containing options.	MRPT to consult MPs and report progress to the Committee.	To be advised.
			Onboarding checklists created. Exit templates created. Policies and procedures for complaints went live on 1 June 2024.	.	To be advised.
			The Government MPS induction processes are complete, and the exit processes are in place. Consultation with the remaining MPS offices will commence in quarter 1, 2025.	Consultation on drafts to be progressed with non-Government MPS offices in quarter 1, 2025 with training to follow once processes are endorsed.	June 2025.
8	Mandatory external in-person workplace conduct training to be undertaken by all current Ministerial and Parliamentary Services personnel, including Members of Parliament; people management training to be undertaken by all Ministerial and Parliamentary Services personnel who have staff reporting to them; and a structured training plan be developed.	18 mths	Recommendations 7 and 8 are being considered together. Information provided containing options; an overview; and comprehensive assessments of workplace conduct training for MPs.	MRPT to consult MPs and report progress to the Committee.	To be advised.
			Workplace Behaviour Policy and Procedures have been launched. These include a Code of Conduct, with a policy framework for bullying, sexual harassment and discrimination, as well as	Workshop 2 – Bullying, Sexual Harassment and Discrimination – to connect with an external provider (potentially OurWatch) to facilitate this workshop. OurWatch have provided a quote	To be advised.



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			<p>complaint and grievance procedures. (8.1)</p> <p>A roadmap to creating an inspiring culture includes building awareness and commitment for employees with workplace behaviour workshops. Training was completed in workshop #1 – Purpose, Vision, Mission and Core Values. (8.1)</p>	<p>for gender based violence awareness training and policy review.</p> <p>Mandatory external in-person workplace conduct training to be undertaken by all current parliamentary services staff. (8.3)</p> <p>A structured training plan to be developed. (8.3)</p>	
			<p>This is still to commence for MPS with the aim to align with the Code of Conduct.</p>	<p>Further work still to commence.</p>	<p>To be advised.</p>
9	A minimum of 12 Workplace Support Contact Officers be appointed, maintained and appropriately trained across Ministerial and Parliamentary Services.	18 mths	<p>WSCO training complete. The WSCO network have had their first meeting with second scheduled for February. MRPT attended to provided initial support.</p>		<p>Complete.</p>
			<p>WSCO training consists of two sessions. The Parliament has four WSCOs.</p>	<p>Two WSCOs have completed both training sessions, whilst two WSCOs are waiting to complete their second module, facilitated by Equal Opportunity Tasmania.</p> <p>WSCOs to be maintained and appropriately trained.</p> <p>A meeting has been scheduled with the WSCO network to discuss WSCO training and support needs to prevent vicarious trauma.</p>	<p>To be advised.</p>



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			22 in total with 19 throughout MPS WSCOs have been trained and are now available to support staff. This has been coordinated by the IPM.	We continue to work with WSCOs to ensure they are receiving ongoing support and training as required.	Complete.
10	Completion of Our Watch's Workplace Equality and Respect Standards across Ministerial and Parliamentary Services.	24 mths	In progress — engage with Our Watch to determine requirements for participation.		30 June 2026.
			Governance and Compliance aligned Child and Youth Safe Organisations framework and implementation of Our Watch are planned for implementation by 30 June 2026.		
			The Workplace Equality and Respect Standards will be used as a basis for the Diversity and Inclusion strategy. Further work regarding embedding the standards across MPS offices will be required in 2025.	The MPS People, Culture and Change team are currently developing a simple reporting mechanism for MPS to report through annually for the Premier. Following on from this the draft will go out to stakeholders for consultation. Draft expected to be completed by end of quarter 1, 2025.	End of quarter 1, 2025.



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Measuring change Recommendations 11*, 12, 13, 14 * Recommendation 11 complete – see Motion for Respect Report Completed Recommendations Tracker for further information.				
Recommendation	Time frame	Status	Next steps	Expected completion
12 MPS personnel are surveyed to measure: » Perceptions of the implementation of the recommendations arising from the Review » Experiences of workplace discrimination, sexual harassment and bullying since the Review » Changes to workplace culture » Improvements to employment conditions » Participation in training and perceptions thereof » View of and access to complaint and reporting processes » Problematic issues and perceptions that remain.	At 18 mths	Committee resolved to endorse IPM to utilise independent consultant and wrote to DPAC Secretary also advising of endorsement and support for funding.	Development of Recommendation 12 survey.	To be advised.
		Three engagement surveys have been completed with Parliament staff. The surveys have indicated positive to stable shifts in all areas.	Agree to allow survey to be conducted by external provider, facilitated by MRPT. Utilisation of surveys to measure psychosocial hazards.	To be advised.
		Agreement has been reached regarding funding of the previously used survey.	This will be coordinated by the MRPT/DPAC.	To be advised.



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13	A report outlining the implemented recommendations, any subsequent survey findings (Recommendation 12), steps remaining and any adjustments needed to ensure the purpose of the recommendations is achieved, is published on the Tasmanian Parliament website homepage.	At 24 mths	To progress. The Report will be published to the Committee's webpage.		June 2025.
			To progress. The Report will be published to the Committee's webpage.		June 2025.
			To progress. The Report will be published to the Committee's webpage.		June 2025.
14	A Ministerial and Parliamentary Services Workplace Culture Survey is to be created and administered by MPS People, Culture and Change, to all personnel on at least a bi-annual basis, with results published on the Tasmanian Parliament website.	Bi-annual y	To facilitate creation of survey through an external provider for use by the Parliamentary entities and MPS unit reporting directly to the Committee on results.		To be advised.
			Implementation of a MPS Workplace Culture Survey is a matter for the Committee. The Parliament will continue to undertake its annual engagement survey.		To be advised.
			Implementation of a MPS Workplace Culture Survey is a matter for the Committee. The Orima survey framework is available for completion by all Tasmanian State Service staff annually. This will require a budget submission with the cost likely to be in the vicinity of approximately \$15,000.		To be advised.