



Parliament of Tasmania

JOINT SESSIONAL COMMITTEE

WORKPLACE CULTURE OVERSIGHT

Bolt Report Implementation Tracker - August 2023

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

Acknowledge the need for change and initial steps for action

Recommendations 1*, 2*, 3

* Recommendations 1 & 2 have been implemented - see [webpage](#) - *Bolt Report Completed Recommendations* 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 8 August 2023, a Minute seeking access to funding to engage a consultant project was approved. A procurement process is now underway to engage a suitable consultant to undertake the review.</p> <p>A recruitment process is underway to engage project support staff.</p>	<p>Assess quotes and engage consultant by the end of August 2023.</p> <p>Finalise recruitment process. Engagement of project team to take place.</p>	<p>Early 2024</p> <p>End August 2023</p>



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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		Preliminary consideration as part of structure review	
5	Implementation of a complaints and reporting framework for MPS People, Culture and Change to operate within including: <ul style="list-style-type: none"> » The power to investigate complaints about discrimination, sexual harassment and bullying, including allegations against Members of Parliament » Setting internal processes for dealing with conduct matters both informally and formally » Setting investigation procedures, protections against victimisation, sanctions, and policies containing information about external complaint bodies. 	12 mths			



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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
6	Create and implement (in consultation with staff) the following: » Ministerial and Parliamentary Services Code of Conduct for: - Parliamentarians - MPS personnel » Diversity and inclusion strategy » A family friendly workforce strategy » Performance management framework » Consumption of alcohol policy	12 mths			
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			



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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
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			
9	A minimum of 12 Workplace Support Contact Officers be appointed, maintained and appropriately trained across Ministerial and Parliamentary Services.	18 mths			
10	Completion of Our Watch's Workplace Equality and Respect Standards across Ministerial and Parliamentary Services.	24 mths			



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Measuring change Recommendations 11, 12, 13, 14					
Recommendation		Time frame	Status	Next steps	Expected completion
11	A report of the progression of the implementation of the recommendations is to be published on the Tasmanian Parliament website homepage.	At 12 mths			
12	MPS personnel are surveyed to measure: <ul style="list-style-type: none"> » 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			



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Measuring change Recommendations 11, 12, 13, 14					
Recommendation		Time frame	Status	Next steps	Expected completion
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			
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-annually			