



Parliament of Tasmania

JOINT SESSIONAL COMMITTEE

WORKPLACE CULTURE OVERSIGHT

## Motion for Respect Report Implementation Tracker – May/June 2025

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

*Please note: The IPM resigned in January 2025 and Mr Andrew Young was appointed shortly after to act as a consultant to the Committee and work alongside the Motion for Respect Team (January 2025)*

Key – Implementation responsibility:		Independent Project Team ➤ Members		Clerks ➤ Parliamentary Services Staff		Manager, PAMs (DPAC) ➤ MPS unit	
See <a href="#">sharing of responsibilities table for implementation of Motion for Respect Recommendations</a> for further information							
<b>Acknowledge the need for change and initial steps for action</b> Recommendations 1*, 2*, 3 * Recommendations 1&2 complete – see <a href="#">Motion for Respect Report Completed Recommendations Tracker</a> 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 <a href="#">WRA Report</a> is available on the Committee’s <a href="#">webpage</a>.</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>		
			Further discussion and consideration regarding alignment of House of Assembly and Legislative Council Electorate Office conditions to be given, following receipt of correspondence from the Committee regarding this matter.	Discussions continuing.	To be confirmed.



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<b>Steps to create long-term change</b> Recommendations 4, 5, 6, 7, 8, 9, 10					
<b>Recommendation</b>		<b>Time frame</b>	<b>Status</b>	<b>Next steps</b>	<b>Expected completion</b>
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 in DPAC HR to support MPS providing HR support for Government, Labor, Greens and Independent Members and their staff. 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. See separate recommendation updates.	Established. Support will be ongoing. COMPLETE.



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<b>Steps to create long-term change (continued)</b> Recommendations 4, 5, 6, 7, 8, 9, 10					
<b>Recommendation</b>		<b>Time frame</b>	<b>Status</b>	<b>Next steps</b>	<b>Expected completion</b>
<b>5</b>	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	Draft in progress.  MRPT has met with the Clerks of the Parliament to discuss the draft Independent Complaints Commissioner (ICC) process.  Also, MRPT has met with the Integrity Commission and discussed aspects of the <i>Integrity Commission Act 2009</i> and its effect on the draft ICC process.  The Committee endorsed MRPT to consult with key stakeholders on a draft ICC flowchart and report back to the Committee.  The Committee received a briefing from Clerks of the Parliament and Executive Director, Legislature-General in relation to the draft ICC, resourcing needs and training. The Committee requested	MRPT to commence briefings with WSCOs to get feedback on flowchart version of the ICC process.	To be advised.



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			<p>written advice be provided to the Committee on their views.</p> <p>The Committee agreed to write to the Integrity Commission seeking their views on the draft ICC process.</p> <p>The Integrity Commission provided a briefing on the draft ICC process.</p>		
			<p>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.</p> <p>Training was completed in workshop #1 – Purpose, Vision, Mission and Core Values.</p> <p>The Australian Human Rights Commission eLearning Workplace Behaviour Course for all staff has been approved and funded.</p>		To be advised.
			<p>Complaints framework for Government MPS staff completed and available. DPAC has provided a draft framework for non-government MPS offices. This will stand as the current version noting that DPAC welcome feedback from offices and will update accordingly.</p>	<p>The training will be rolled out to all staff. The expectation is that all staff will complete the training in their own time before the end of September 2025.</p> <p>The framework is now available on the MPS intranet for Government MPS staff. DPAC will email non-government MPS offices to confirm the draft framework will be used in the interim while offices consider if feedback is required.</p>	<p>Complete for Government MPS staff.</p> <p>Email to be sent to non-government MPS offices in late May to confirm draft</p>



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					will stand as framework but feedback is welcome.  Framework will then be updated as feedback is provided from each office.
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	<p>The Committee considered a further draft Code of Conduct for Members and provided feedback. (6.1)</p> <p>The Committee received a briefing from Clerks of the Parliament and Executive Director, Legislature-General in relation to the draft Code of Conduct for Members, Alcohol and Other Drugs Members' Statement and resourcing and training needs required. The Committee requested written advice be provided to the Committee on their views. (6.1 &amp; 6.5).</p> <p>Code of Conduct delivered with organisational values providing an overarching position for ways of working. (6.1)</p> <p>The Code of Conduct offers inclusivity and diversity elements. The Parliament are members of the Diversity Council</p>	<p>MRPT to present a further draft Code of Conduct for the Committee at the next meeting.</p> <p>A Diversity and Inclusion Strategy is planned for delivery by 30 June 2025. (6.2)</p> <p>Performance management framework – The Parliament has no individual goals or a</p>	<p>To be advised.</p> <p>To be advised.</p>



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		<p>Australia (DCA) which has been communicated to staff. Management team (Band 8 and above) requested to 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 &amp; Procedure. (6.3)</p> <p>Policy framework for managing performance and discipline in place. (6.4)</p> <p>Drug and Alcohol Policy &amp; Procedure launched in August 2024. (6.5)</p>	<p>performance score card for our employees.</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 (CoC) for Government MPS staff completed. For non-government MPS staff this draft has been shared as a starting point and consultation is underway noting that broad elements relating to conduct are included in employment contracts.</p> <p>Diversity and Inclusion strategy will be largely based around the Workplace Equality and Respect Standards (WERS); Work still to progress on this. (6.2)</p> <p>Family friendly workplace strategy will progress with MPS in 2025. (6.3)</p>	<p>Development of these strategies and frameworks is continuing.</p>	<p>To be advised.</p>



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			<p>Performance management framework will progress with MPS in 2025. (6.4)</p> <p>The Government MPS Consumption of Alcohol policy has been drafted and will be finalised in the near future. The policy will then be offered to non-government offices, noting an approach will take into consideration the work of the Clerks of the Parliament and the Motion for Respect team.</p> <p>Policies, procedures and guidelines for Government MPS staff are accessible on the newly updated iMIN intranet. DPAC has been working to develop a similar environment for each non-government office. This work is nearing completion and individual intranets for each office will be available shortly. (6.5)</p>		
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	Pending. Recommendations 7 and 8 are being considered together. Research information from MRPT has been provided to the Committee.	The Committee to consider research information at next meeting and provide guidance to MRPT.	To be advised.
			<p>Onboarding checklists created.</p> <p>Exit templates created.</p>	A WHS Framework that encompasses elements of recommendation 7 is currently being developed by IPM Consulting Services.	To be advised.





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			<p>Policies and procedures for complaints went live on 1 June 2024.</p> <p>Contact Officers have completed the required training. There are currently four WSCOs within Parliament of Tasmania staff. The People and Culture team have had an initial meeting with the WSCOs to discuss training needs and general support requirements.</p>	<p>WSCOs are undergoing training in the accredited Mental Health First Aid Training (MHFA). Three out of the four WSCOs have completed the training.</p> <p>A communication to all staff regarding the WSCOs is planned to identify those WSCOs that have completed MHFA training.</p>	
			<p>The Government MPS induction processes are complete, and the exit processes are in place and available on the intranet. Induction also includes a basic Workplace Health and Safety module. A basic induction program is also available for non-MPS staff. The HR unit is currently working to deliver this via the DPAC ilearn system. Exit procedures are already in place. Departing staff have the opportunity to complete an anonymous survey or to meet with a senior person to discuss their feedback. Exit surveys are sent to HR who will discuss any trends or patterns with the relevant MPS office.</p>	<p>Deliver the induction program through DPAC's ilearn system to enable structured delivery and the collation and analysis of data such as progress and course completion.</p>	<p>Some elements complete.</p> <p>Induction program into ilearn being progressed in June and July 2025.</p>
8	Mandatory external in-person workplace conduct training to be undertaken by all current Ministerial and Parliamentary	18 mths	<p>Pending. Recommendations 7 and 8 are being considered together. Research information from MRPT has been provided to the Committee.</p>	<p>The Committee to consider research information at next meeting and provide guidance to MRPT.</p>	<p>To be advised.</p>



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	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.		Workplace Behaviour Policy and Procedures have been launched (visible on intranet). These include a Code of Conduct, with a policy framework for bullying, sexual harassment and discrimination, as well as complaint and grievance procedures. (8.1)	Workshop 2 – Bullying, Sexual Harassment and Discrimination – to connect with an external provider (potentially OurWatch) to facilitate this workshop. OurWatch have provided a quote for gender based violence awareness training and policy review. (8.1).	To be advised.
			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)	A proposal seeking approval to use the Australian Human Rights Commission eLearning Workplace Behaviour Course has been approved and funded and will be rolled out to all staff. The expectation is that all staff will complete the training in their own time before the end of September 2025. (8.1)	
			More than 80% of MPS Government staff have undertaken mandatory workplace bullying and cultural training – with the	Mandatory external in-person workplace conduct training to be undertaken by all current parliamentary services staff. (8.3)	
				A structured training plan to be developed and resourced. (8.3)	
			Further training to occur in May/July for MPS Government staff with details of the trainer to		Underway.



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			<p>remainder of staff to be finalised in May and July. Following completion this training will be rolled out quarterly to ensure all new staff are captured. The trainer's details will be provided to non-government offices to see if they wish to take up the training. Mental Health First Aid training is also being organised for Government MPS staff. Options for people management training are being sourced and will be provided in the first instance to Chiefs of Staff and members. Once piloted, the program will be offered to other offices.</p>	<p>be provided to non-government MPS offices.</p> <p>People management training to be piloted by Government MPS in the first instance.</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 provide initial support.</p>		Complete.
			<p>WSCOs have completed required training. Currently, there are four WSCOs within Parliament of Tasmania staff.</p> <p>The People and Culture team have had an initial meeting with the WSCOs to discuss training needs and general support requirements.</p> <p>WSCOs are undergoing training in the accredited Mental Health First Aid Training (MHFA). Three out of the four</p>	<p>A communication to all staff regarding the WSCOs is planned for those WSCOs that have completed the MHFA training.</p>	To be advised.



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			WSCOs have currently completed the training.		
			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	<p>In progress — engage with Our Watch to determine requirements for participation.</p> <p>Governance and Compliance aligned Child and Youth Safe Organisations framework and implementation of Our Watch are planned for implementation by 30 June 2026.</p> <p>Keeping Children Safe Policies and Procedures in line with the <i>Child and Youth Safe Organisations Act 2023</i> have been approved and made live effective 16 May 2025.</p> <p>The Workplace Equality and Respect Standards (WERS) 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. WERS is referred to in the MPS induction program and is also used to inform the various policies that MPS staff are required to adhere to (eg: family violence leave, grievance and</p>		30 June 2026.
				The MPS People, Culture and Change team are currently developing a simple reporting mechanism for MPS to report through annually for the Premier. The standards will also be posted up on the iMIN system for government MPS staff and on the non-government MPS intranets when they become available.	Underway.



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			complaints policy). The standards align with the government MPS code of conduct.		
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<b>Measuring change</b> Recommendations 11*, 12, 13, 14 * Recommendation 11 complete – see <a href="#">Motion for Respect Report Completed Recommendations Tracker</a> for further information.				
Recommendation	Time frame	Status	Next steps	Expected completion
<b>12</b> 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	Draft survey is being prepared and survey consultant engaged.	The Committee to consider further.	To be advised.
		Three engagement surveys have been completed with Parliament of Tasmania staff. The surveys have indicated positive to stable shifts in all areas.  First survey completed between 28 Nov 2022 and 11 Dec 2022. Total participation result of 55%, 72% of permanent/fixed term employees completed the survey, 55% engagement score.  2023 engagement survey live from 5/2/24 to 19/2/24. Total participation result of 61%, 78% of permanent/fixed term employees completed the survey, 63% engagement score.	Agree to allow survey to be conducted by external provider, facilitated by MRPT.  Utilisation of surveys to measure psychosocial hazards.	To be advised.



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			2024 engagement survey live from 4/11/24 to 18/11/24. Total participation result of 60%, 78% of permanent/fixed term employees completed the survey. 62% engagement score.		
			Agreement has been reached regarding funding of the previously used survey.	This will be coordinated by the MRPT/DPAC.	To be advised.
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.
			Publication of the 24 month report is a matter for the Committee. Relevant information will be provided to the Committee as required.		June 2025.
			Publication of the 24 month report is a matter for the Committee. Relevant information will be provided to the Committee as required.		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-annually	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.



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			<p>Implementation of a MPS Workplace Culture Survey is a matter for the Committee.</p> <p>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.</p>		To be advised.
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