



Parliament of Tasmania

JOINT SESSIONAL COMMITTEE

WORKPLACE CULTURE OVERSIGHT

Motion for Respect Report Implementation Tracker – 17 July 2024

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

Acknowledge the need for change and initial steps for action				
Recommendations 1*, 2*, 3				
* Recommendations 1 & 2 have been implemented - see webpage – Motion for Respect Report Completed Recommendations for further information				
Recommendation	Time frame	Status	Next steps	Expected completion
3	6 mths	<p>In progress.</p> <p>On 8 August 2023, a Minute seeking access to funding to engage a consultant project was approved. A procurement process has now taken place to engage a suitable consultant to undertake the review.</p> <p>Workplace Research Associates (WRA) have been selected by the Motion for Respect - Independent Project Manager (IPM) to undertake the review. Work commenced on 18 September 2023. WRA met with stakeholders on 18 and 19 September 2023.</p> <p>Three Motion for Respect project support staff commenced in September 2023.</p>	The Committee to further consider.	<p>On 28 June 2024, WRA Report provided to the Committee. Recommendation 3 completed by Motion for Respect Project Team (MRPT).</p> <p>The Committee to further consider.</p>



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		<p>MRPT are located in office space outside of both the parliamentary precinct and DPAC offices.</p> <p>On 19 September 2023, the Committee met with WRA and received a briefing outlining WRAs processes and priorities moving forward – for more detailed information see Meeting Communiqué – 19 September 2023.</p> <p>WRA has met with all of the main stakeholder groups and has received information about a range of structural matters. It is currently analysing this information and continues to liaise with the MRPT to clarify and seek further information as necessary.</p> <p>A meeting was held with the Project Reference Group (PRG) on 12 October to clarify details provided earlier to WRA.</p> <p>There has been a change to PRG which now comprises of</p>		
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		<p>parliamentary entities' representatives only. The reason for this is that the project has progressed significantly and discussions are now related specifically to each workplace. It was agreed the Manager Premier and Ministerial Services would stand down and engage separately, noting there will be occasions in the future when both workplaces may need to meet together.</p> <p>To assist with the organisational structure review, the MRPT has considered Members' surveys conducted in other parliaments. Given the purpose and timeline for the review, MRPT designed a brief satisfaction survey to gauge simply whether Members are satisfied with services provided across various areas within Parliament, with options to provide comments. The Committee resolved to endorse this approach. A more comprehensive survey designed to elicit nuanced information will be considered later in the project when implementing Motion for Respect</p>		
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		<p>recommendations related to measuring change.</p> <p>On 1 November 2023, a Members’ satisfaction survey was conducted at Parliament. The survey results suggested overall satisfaction with services, but with some areas requiring attention. Results were provided to the Clerks and Presiding Officers, with comments provided only to WRA to assist with preparation ahead of consultation meetings in November.</p> <p>During November, WRA consulted with parliamentary staff including the Legislature-General managers to learn more about these teams and the role they play in supporting the Parliament. Consultation meetings also took place with Clerks and Presiding Officers.</p> <p>MRPT continues to liase with WRA to ensure WRA has all necessary information to progress the review in accordance with the project timelines, as well as research and</p>		
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		<p>other tasks related to this recommendation.</p> <p>On 13th and 14th December 2023, WRA held a co-design workshop with the PRG, Sergeant-at-Arms and the Usher of the Black Rod.</p> <p>In November, two MRPT officers resigned their roles. The IPM advertised shortly after and no applicants applied for these roles. The IPM will take steps early next year to backfill these positions and is also considering what other options may be available to ensure sufficient resources are available to deliver implementation of the project in accordance with the timelines.</p> <p>On 14 February 2024, Proclamations were issued by Her Excellency the Governor proroguing the Fiftieth Parliament and dissolving the House of Assembly. Thus, the Committee was unable to meet.</p> <p>The Committee was re-established by joint resolution in the Fifty-First</p>		
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		<p>Parliament and held its first meeting on 20 June 2024 to formally re-establish the Committee.</p> <p>At this meeting, the Committee met briefly with the IPM and was advised that the WRA Report had been finalised in February 2024. However, due to the prorogation of the Parliament, the Committee could not receive a copy.</p> <p>The Committee met on 28 June 2024 and received a copy of the WRA Report - Workplace Research — <i>Report on the structure of the Tasmanian Parliamentary Services</i> — February 2024.</p> <p>On 4 July 2024, the Committee met and received a briefing on the WRA Report from Principal, Dr Julie West, WRA. The Committee also received briefings from the Clerks of the Parliament and Secretary and Acting Deputy Secretary, DPAC in relation to progress against Motion for Respect Recommendations.</p>		
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			On 17 July 2024, the Committee resolved to write to the Clerks to request a written response in relation to the WRA report.		
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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	<p>In progress.</p> <p>On 17 July 2024, MRPT provided briefing/project update report on this recommendation for the Committee's consideration.</p> <p>The Committee notes the work undertaken by the Parliament of Tasmania in relation to this recommendation.</p> <p>1. Creation of the Legislature General People and Culture Unit (August 2022) ahead of the release of the Motion for</p>	<p>The Committee to further consider.</p> <p>Completion by MRPT.</p> <p>The Committee to further consider.</p>



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		<p>Respect Report. Await the outcome of recommendation 3 structure review for further action.</p> <p>The Committee notes the work undertaken by DPAC¹ in relation to this recommendation as follows:</p> <ol style="list-style-type: none"> 1. In June 2024, the IPM recommended that a small team within DPAC’s HR Branch be established to provide dedicated and independent support to MPS staff for HR related matters. DPAC has supported this recommendation and commenced work for its expedient establishment. 2. The unit will be titled MPS People, Culture and Change and will provide dedicated support to all staff within MPS. 3. Recruitment has commenced for two new positions and the 		
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¹ DPAC’s Human Resource Branch has supported a Working Group established by the Premier’s Office to progress key policies and guidelines outlined within the recommendations of the report. With regard to terminology, please note references to Ministerial and Parliamentary Services (MPS) refers to Ministerial and Electorate Office and non-government opposition staff (eg: Labor, Greens, Jacqui Lambie Network and Independents) in the House of Assembly.



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			<p>drafting of a Service Level Agreement to outline roles and responsibilities of the new team and their relationship with MPS.</p> <p>4. This work is expected to be finalised in August 2024.</p>		
5	<p>Implementation of a complaints and reporting framework for MPS People, Culture and Change to operate within including:</p> <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	<p>In progress.</p> <p>The MRPT has noted this is a complex recommendation and is likely to require legislation to enable formal measures for dealing with complaints about Members, including the power to investigate and impose sanctions. Preliminary work is being undertaken; results of recommendations 3 and 4 will impact approach.</p> <p>The Committee notes the Parliament of Tasmania has developed a comprehensive policy framework (approximately 40 policies in total as well as procedures and forms). Extensive consultation was undertaken with staff and the union through the development stage. The</p>	Await the outcome of recommendations 3 and 4.	To be advised.



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			policies, procedures and forms went live on 1 June 2024 on the Parliament of Tasmania intranet.		
6	<p>Create and implement (in consultation with staff) the following:</p> <ul style="list-style-type: none"> » Ministerial and Parliamentary Services Code of Conduct for: <ul style="list-style-type: none"> - Parliamentarians - MPS personnel » Diversity and inclusion strategy » A family friendly workforce strategy » Performance management framework » Consumption of alcohol policy 	12 mths	<p>In progress.</p> <p>On 17 July 2024, MRPT provided briefing/project update report on this recommendation for the Committee’s consideration advising progress is being made on each of the five separate elements. The MRPT has progressed Recommendation 6 to the extent they are able to at this time.</p> <p>The Committee notes the work undertaken by the Parliament of Tasmania’s in relation to this recommendation as follows:</p> <ol style="list-style-type: none"> 1. A Code of Conduct and core Values adopted. 2. A Purpose, Vision and Mission created for each entity (delivered February 2023). 3. Alcohol and flexible work policy launched as part of policy roll out in June 2024. Further 	The MRPT will continue to engage with the stakeholders on issues including performance management frameworks and alcohol policies.	To be advised.



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			<p>consideration and consultation underway.</p> <p>4. A Performance Management Framework is under development and will align with current work and development around strategic goals and KPIs.</p> <p>5. Diversity and Inclusivity included in the Code of Conduct with a full strategy due by June 2025.</p> <p>The Committee notes the work undertaken by DPAC² in relation to this recommendation, aligned in part with development of a formal performance management framework for MPS as follows:</p> <p>1. Initial discussions were held with the Working Group by DPAC’s HR Branch when it was formed.</p> <p>2. Further discussions were held with the newly convened</p>		
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² DPAC’s Human Resource Branch has supported a Working Group established by the Premier’s Office to progress key policies and guidelines outlined within the recommendations of the report. With regard to terminology, please note references to Ministerial and Parliamentary Services (MPS) refers to Ministerial and Electorate Office and non-government opposition staff (eg: Labor, Greens, Jacqui Lambie Network and Independents) in the House of Assembly.



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			<p>Working Group on 3 July 2024 who discussed scope and requirements. DPAC will continue to provide advice and support to the Working Group as required.</p> <p>3. The Working Group is also progressing activities detailed in Recommendation 6 and DPAC’s HR Branch will provide support and advice regarding these activities as required: as follows:</p> <ul style="list-style-type: none"> • A Code of Conduct for Government MPS Staff; • Diversity and Inclusion Strategy; • Family Friendly workforce strategy; • Consumption of alcohol policy; and • Exit processes. 		
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	<p>In progress.</p> <p>The Committee notes the work undertaken by the Parliament of Tasmania’s in relation to this recommendation as follows:</p>		To be advised.



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		<ol style="list-style-type: none"> 1. Onboarding checklists created (delivered April 2024). 2. Exit Templates created (delivered April 2024). 3. Workplace Support Contact Officers have been nominated for training. Training in relation to values and policies is being rolled out. <p>The Committee notes the work undertaken by DPAC³ in relation to this recommendation, aligned in part with development of a formal complaint and grievance handling process as follows:</p> <ol style="list-style-type: none"> 1. The drafting of this work was completed in December 2022 and was endorsed by the former Chief of Staff to the Premier and former Secretary DPAC September 2023. 2. The policy and framework will be reviewed by the newly convened 		
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			<p>Working Group and sent for consultation with an expected endorsement date of end mid-August 2024.</p> <p>The Committee notes the work undertaken by DPAC⁴ in relation to this recommendation, aligned in part with design and implementation of an induction program to onboard new staff as follows:</p> <ol style="list-style-type: none"> 1. Draft induction procedures were developed for consultation in mid-2023. 2. The Working Group will finalise these documents by the end of July 2024 and will commence using them from that date. 		
8	Mandatory external in-person workplace conduct training to be undertaken by all current Ministerial and Parliamentary Services personnel, including Members	18 mths	<p>In progress.</p> <p>The Committee notes the work undertaken by the Parliament of</p>		To be advised.

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	<p>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.</p>	<p>Tasmania’s in relation to this recommendation as follows:</p> <ol style="list-style-type: none"> 1. Purpose, Vision, Mission and Core Values Workshop underway. Complaints Policy and Procedure launched on 1 June 2024. 2. Workplace Bullying, Sexual Harassment, Discrimination and Workshop will be delivered in phase 2 of training. <p>The Committee notes the work undertaken by DPAC⁵ in relation to this recommendation, aligned in part with development of specific management and leadership training modules for senior MPS staff and Ministers that address issues identified in the Motion for Respect Report as follows:</p> <ol style="list-style-type: none"> 1. The design phase commenced in 2023 and HR has engaged with 		
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			<p>several providers to determine an appropriate consultant to take carriage of this work.</p> <p>2. The Working Group discussed this on 3 July 2024 and identified that a tailored program to MPS staff incorporating the new Code of Conduct and associated behaviours would be valuable. The Code of Conduct for Government MPS staff is in draft and will be finalised by mid-August 2024. This will be offered to Labor, Greens, Independents and JLN for their use.</p>		
9	A minimum of 12 Workplace Support Contact Officers be appointed, maintained and appropriately trained across Ministerial and Parliamentary Services.	18 mths	<p>In progress.</p> <p>The MRPT reported an offer has been accepted by Manager, PAMS and Clerks of the Parliament to organise the WSCO course with Equal Opportunity Tasmania to train and establish these roles. Offer has been accepted.</p> <p>The Committee notes the work undertaken by the Parliament of</p>		To be advised.



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		<p>Tasmania’s in relation to this recommendation as follows:</p> <ol style="list-style-type: none"> 1. Conduct Officers nominated for training. <p>The Committee notes the work undertaken by DPAC⁶ in relation to this recommendation as follows:</p> <ol style="list-style-type: none"> 1. Equal Opportunity Tasmania was originally engaged by HR to deliver WCO training to identified MPS employees. 2. MPS has released two separate Expressions of Interest (EOI) for nominations to attend, but these did not receive any applications. 3. Subsequently, the IPM has advised that she is pursuing an EOI process for WCO and has liaised with Equal Opportunity Tasmania regarding training for both MPS and Parliamentary 		
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			staff. The EOI is scheduled to be sent to MPS staff by the week commencing 8 July 2024.		
10	Completion of Our Watch’s Workplace Equality and Respect Standards across Ministerial and Parliamentary Services.	24 mths	<p>In progress.</p> <p>The Committee notes the work undertaken by the Parliament of Tasmania’s in relation to this recommendation as follows:</p> <ol style="list-style-type: none"> 1. Governance and Compliance aligned Child and Youth Safe Organisations framework and implementation of OurWatch scheduled for delivery subject to funding requests. 		<p>Completion by MRPT.</p> <p>To be advised.</p>



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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	In progress. The MRPT advised delivery of report by 31 August 2025. The Committee AGREED to publish MRPT reports on implementation of Motion for Respect Recommendations to the Committee’s webpage and that a link titled ‘Workplace Culture’ be published on the Parliament of Tasmania website and Department of Premier and Cabinet (DPAC) website directing traffic to the Committee’s webpage.	31 August 2024
12	MPS personnel are surveyed to measure: » Perceptions of the implementation of the recommendations arising from the Review	At 18 mths	In progress. The Committee notes the work undertaken by the Parliament of	To be advised.



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	<ul style="list-style-type: none"> » 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 		<p>Tasmania’s in relation to this recommendation as follows:</p> <ol style="list-style-type: none"> 1. 2022 and 2023 engagement surveys conducted. 2. The surveys have indicated positive shifts in all areas. 		
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	The Committee AGREED to publish MRPT reports on implementation of Motion for Respect Recommendations to the Committee’s webpage and that a link titled ‘Workplace Culture’ be published on the Parliament of Tasmania website and Department of Premier and Cabinet (DPAC) website directing traffic to the Committee’s webpage.		To be advised.
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	<p>In progress.</p> <p>The Committee notes the work undertaken by the Parliament of Tasmania’s in relation to this recommendation as follows:</p>		



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			<ol style="list-style-type: none"> 1. 2022 and 2023 engagement surveys conducted. 2. The surveys have indicated positive shifts in all areas. 3. Annual Engagement Surveys recommended to track progress. 		
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