



Parliament of Tasmania

JOINT SESSIONAL COMMITTEE

WORKPLACE CULTURE OVERSIGHT

Motion for Respect Report Implementation Tracker – 21 January 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 | Independent Review (WRA Report) On 20 September 2024, the Clerks communicated WRA Report to staff at Town Hall and by email. The WRA Report is available on the Committee’s webpage . | Independent Review WRA recommendations have been accepted in principle by the Clerks. The Clerks have advised a RAF for change management resources is required and the Committee has supported this action. Implementation of the revised structure will require additional funding which will be requested in the 2025-26 budget process and Clerks will seek the Committee’s support. DPAC Secretary and Clerks to have further consultation in relation to Electorate Officers consolidating within Legislature-General (see recommendation 6 of WRA Report). | 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>Recruitment has been initiated and successfully completed for multiple positions.</p> <p>Survey, 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> | Continual review and improvement of recruitment processes. | |
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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 has been created within the Legislature-General and currently operates in support of the Legislative Council, the House of Assembly and the Legislature-General. | Await outcome of Recommendation 3. | To be advised. | |
| | | | 12 mths | In progress. DPAC to implement practical measures to meet intent of this recommendation. DPAC has recruited two new HR Officers. | Establish relationships with all MPS offices. Feedback provided will inform workplan for unit which will be completed in early 2025. The team are also responding to queries from individual MPS staff and offices. SLA is still in development with an estimated delivery of end of January 2025. | 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 | In progress. 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 included 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. | To finalise complaints framework for MPS offices early 2025. | Due end of first quarter 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 | In progress. 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 progress and provide updates. | To be advised. |
| | | | Code of Conduct delivered.(6.1) 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) have completed four online Diversity and Inclusion | A Diversity and Inclusion Strategy is planned for delivery by 30 June 2025. (6.2) A performance management framework including performance development and review has been drafted. Implementation is contingent upon completion of the audit of Instruments of | To be advised. |



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| | | | <p>training modules (suggested by IPM). (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>Appointment/review of Statements of Duties (recommendation 3). (6.4)</p> | |
| | | | <p>Code of Conduct for Government MPS staff completed. Ministerial Code of Conduct can be accessed here. (6.1)</p> | <p>For non-government MPS staff Code of Conduct work still to be progressed. (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>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 | In progress. 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. | Committee to consider.. | To be advised. |
| | | | Onboarding checklists created. Exit Templates created. Policies and Procedures for Complaints went live on 1 June 2024. | Contact Officer Training consists of two sessions. Parliament of Tasmania have four Contact Officers. Two have completed both training sessions, whilst two officers are waiting to complete their second module, facilitated by Equal Opportunity Tasmania. | To be advised. |
| | | | The Government MPS induction processes are complete. | The Government MPS exit processes still to progress. The remaining MPS officers will commence in 2025. | June 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 | |
| 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 | In progress. Recommendations 7 and 8 are being considered together. Information provided containing options; an overview; and comprehensive assessments of workplace conduct training for MPs. | Committee to consider. | 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 complaint and grievance procedures. 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) | Workshop 2 – Bullying, Sexual Harassment and Discrimination – to connect with an external provider (potentially OurWatch) to facilitate this workshop. Mandatory external in-person workplace conduct training to be undertaken by all current parliamentary services staff. (8.1) People management training to be undertaken by all personnel who have staff reporting to them. (8.2) | To be advised. | |



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| | | | | A structured training plan to be developed. (8.3) | |
| | | | This is still to commence for MPS with the aim to align with the Code of Conduct. | To progress. | To be advised. |
| 9 | A minimum of 12 Workplace Support Contact Officers be appointed, maintained and appropriately trained across Ministerial and Parliamentary Services. | 18 mths | WSCO training complete. The WSCO network have had their first meeting with second scheduled for February.. MRPT attended to provided initial support. | N/A | Complete. |
| | | | WSCO training consists of two sessions. Parliament of Tasmania have four Contact Officers. | Two officers have completed both training sessions, whilst two officers are waiting to complete their second module, facilitated by Equal Opportunity Tasmania. WSCOs to be maintained and appropriately trained. | To be advised. |
| | | | 19 WSCOs have completed training across MPS and now available to support staff. | WSCOs to be maintained and appropriately trained. | Complete. |



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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 | | |
| 10 | Completion of Our Watch’s Workplace Equality and Respect Standards across Ministerial and Parliamentary Services. | 24 mths | Engage with Our Watch to determine requirements for participation. Governance and Compliance aligned Child and Youth Safe Organisations framework and implementation of Ourwatch are planned for implementation by 30 June 2026. Budget bid 2025/26 – PELT has agreed to seek funding. | Subject to funding. | To be advised. | | |
| | | | 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. | To progress in 2025. | To be advised. | | |



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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 (subject to funding). | Early 2025. |
| | | | Three engagement surveys have been completed with Parliament of Tasmania staff. The surveys have indicated positive to stable shifts in all areas. | Engage with project in relation to the proposed MFR survey implementation. | Early 2025. |
| | | | This will be coordinated by the Motion for Respect Independent Project Team (MRPT)/DPAC. | DPAC will work with the MRPT to progress this item including the identification of funding and/or the use of existing DPAC survey management licences. | Early 2025. |



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| Measuring change (continued) 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 |
| 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-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. |
| | | See Recommendation 12. | Report on Survey findings. Action planning sessions progressing. See Recommendation 12. A Ministerial and Parliamentary Services Workplace Culture Survey once every two years with | To be advised. |



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| | | | | results published on the Tasmanian Parliament. | |
| | | | 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. |