



Parliament of Tasmania

JOINT SESSIONAL COMMITTEE

WORKPLACE CULTURE OVERSIGHT

Motion for Respect Report Implementation Tracker – 19 November 2024

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
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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>In progress.</p> <p>In June 2023, People and Culture Unit delivered:</p> <ul style="list-style-type: none"> ➤ Letter of Offer Templates ➤ Recruitment Strategies ➤ Job Advertisement Support ➤ Psychometric Testing <p>On 20 September 2024, Clerks communicated recommendations of WRA Report to staff at Town Hall and by email The WRA Report is available on the Committee’s webpage.</p>	<p>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.</p> <p>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.</p> <p>DPAC Secretary and Clerks to have further consultation in relation to Electorate Officers consolidating within Legislature-General (see recommendation 6 of WRA Report).</p>	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	Implement practical measures to meet intent of this recommendation – HR unit established; Rec 3 WRA report delivered with organisational recommendations.	Await outcome of Rec 3.	To be advised.
		12 mths	In progress. DPAC Secretary to implement practical measures to meet intent of this recommendation – addition of independent HR officers within DPAC and appropriate governance established. DPAC is recruiting two new HR officers who will independently support the MPS unit.	DPAC to provide update.	To be advised.



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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 5.1 and 5.2.	IPM to provide update.	To be advised.
		Completed 5.2 and 5.3. ➤ Policies, Procedures and Forms went live 1 June 2024. ➤ Training was completed late 2024 – Purpose, Vision, Mission and Core Values.	N/A	Complete.
		DPAC to set internal processes in relation to 5.2 and 5.3 (see 17 July 2024 Implementation Tracker for last update to Committee).	DPAC to provide update.	To be advised.



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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)	IPM to provide updates to Committee.	To be advised.
		In progress. ➤ A Code of Conduct and Core Values delivered February 2023. (6.1) ➤ Diversity and Inclusivity included in the Code of Conduct. Alcohol and flexible work policy launched 1 June 2024. (6.2, 6.3 and 6.5)	A Performance Management Framework to be drafted. (6.4)	To be advised.
		In progress (see 17 July 2024 Implementation Tracker for last update to Committee).	DPAC to provide update.	To be advised.



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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
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.	IPM to provide update.	To be advised.
			Complete. ➤ Onboarding checklists created (delivered April 2023). ➤ Exit Templates created (delivered April 2023). ➤ Two of four Workplace Support Contact Officers have been trained. ➤ Reporting Policies went live 1 June 2024.	N/A	Complete.
			In progress (see 17 July 2024 Implementation Tracker for last update to Committee).	DPAC to provide update.	To be advised.



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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	18 mths	In progress external in-person workplace conduct training for Parliamentarians.	IPM to provide update.	To be advised.
		In progress. ➤ Purpose, Vision, Mission and Core Values Workshop facilitated. ➤ Complaints Policy and Procedure launched 1 June 2024. ➤ Workplace Bullying, Sexual Harassment, Discrimination Workshop created and ready for rollout.	Clerks to provide update.	To be advised.
		In progress (see 17 July 2024 Implementation Tracker for last update to Committee).	DPAC to provide update.	To be advised.



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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	
9	A minimum of 12 Workplace Support Contact Officers be appointed, maintained and appropriately trained across Ministerial and Parliamentary Services.	18 mths	In progress. Launceston scheduled for 15 November. OADC agreed to find a date for a makeup session before end of the year for Hobart based staff who missed the last one due to Estimates.	IPM to set up WSCO Network.	End of 2024.
			Complete.	N/A	Complete.
			In progress (see 17 July 2024 Implementation Tracker for last update to Committee).	DPAC to provide update.	To be advised.



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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	In progress.	Clerks to seek funding in budget 2025/26.	30 June 2026.
			DPAC to provide update.		To be advised.



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<p>Measuring change Recommendations 11*, 12, 13, 14 * Recommendation 11 complete – see Motion for Respect Report Completed Recommendations Tracker for further information.</p>					
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 the IPM to utilise independent consultant.	Development of Recommendation 12 survey.	Early February 2025.
			Agree to allow survey to be conducted by external provider, facilitated by the MFR project.		
			Noting: 2022 and 2023 engagement surveys conducted. The surveys have indicated positive shifts in all areas. Annual Engagement Surveys locked in.		
			Agree to allow survey to be conducted by external provider, facilitated by the MFR project.		



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<p>Measuring change (continued) Recommendations 11*, 12, 13, 14 * Recommendation 11 complete – see Motion for Respect Report Completed Recommendations Tracker for further information.</p>			
Recommendation	Time frame	Status	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	Report will be published to the Committee’s webpage.	June 2025.
		Report will be published to the Committee’s webpage.	June 2025.
		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	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.
		A Ministerial and Parliamentary Services Workplace Culture Survey once every two years with results published on the Tasmanian Parliament Website. Noting: 2022 and 2023 engagement surveys conducted. The surveys have indicated positive shifts in all areas. Annual Engagement Surveys locked in.	To be advised.



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14			A Ministerial and Parliamentary Services Workplace Culture Survey once every two years with results published on the Tasmanian Parliament Website.		To be advised.
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