



## Strategic Plan – Legislative Assembly 2014-2017

### Mission

To provide effective, efficient and professional support to the Legislative Assembly, its committees and individual members, and to inform the wider community about the Legislative Assembly.

### Objectives

- Maintain, and where possible improve, levels of service to the House, its committees and Members.
- Further develop our knowledge and skills and apply those to ensure a high standard of timely and accurate advice, research and administrative support.
- Contribute to the provision of effective educative programmes about the Parliament and its place in our system of government, and public access to parliamentary processes.

### Values

In providing advice and services we will show:

- Mutual Respect: treating all persons with respect and courtesy.
- Integrity: demonstrating high ethical standards.
- Professionalism: exhibiting a high degree of professionalism in all work activities.
- Independence & Impartiality: being independent, impartial and non-partisan at all times.
- Service: delivering high quality services to the Members, the public and others.

### Strategic Areas

Executive	Members' Services	Employee Relations	Administration
<ul style="list-style-type: none"><li>• Effectively manage the operations of the department</li><li>• Provide leadership and guidance to staff and members</li><li>• Provide assistance to other legislatures</li></ul>	<ul style="list-style-type: none"><li>• The provision of high level procedural and other support to members in the House and its committees</li></ul>	<ul style="list-style-type: none"><li>• Maintain effective communication between staff and the executive</li><li>• Provide opportunities for training and development</li></ul>	Maintain business systems, including: <ul style="list-style-type: none"><li>• Chamber documents and manuals</li><li>• Document management systems</li><li>• Finance and administration practices</li></ul>