



Department of the Legislative Council
Parliament of Western Australia

STRATEGIC PLAN

and

2008 BUSINESS PLAN

Our Mission and Values

Our mission and value statements are:

Our Mission

To pursue excellence in supporting the Legislative Council.

Our Values

Independence

To provide services in an objective, diligent and impartial manner.

Integrity

To be accountable and act in a professional, honest, ethical and equitable manner.

Improvement

To improve the quality of services by exploring new ideas and opportunities.

Respect

To promote a fair workplace that encourages contributions and values diversity.

Co-operation

To co-operate with, support and assist colleagues.

Introduction

This document details the Department of the Legislative Council's Strategic Plan and 2008 Business Plan.

The Strategic Plan outlines the Department's goals and the key strategies to achieve these goals. The Business Plan details the main objectives, with specific projects and tasks that are scheduled for completion during 2008, in accordance with the Strategic Plan.

The Department of the Legislative Council (the Department) is one of three departments which serve the Parliament of Western Australia, and is accountable under the provisions of the *Financial Management Act 2006*. The Department is not a department or agency of the Crown under the *Public Sector Management Act 1994*. This is reflective of the long established and necessary independence of Parliament from the Executive.

The Department is not the same as the Legislative Council. The latter refers to the elected Members of that body. The role of the Department is to provide services to the 34 elected Members of the Legislative Council to assist them in performing their legislative and constituency responsibilities irrespective of their political affiliation. In doing so, it supports a broad, high level goal that reflects a governance role for all Western Australians.

Given the Department is supporting the Legislative Council and its committees, a significant proportion of work undertaken is demand-driven and unpredictable, and therefore cannot be anticipated in specific detail or similarly planned in advance. To this end, the Department's Business Plan will require ongoing review during the course of the year, and significant changes in business operations and requirements instigated by the House may also influence the Strategic Plan.



Services of the Department

The operations of the Department can be categorised into four functions. These are -

- EXECUTIVE SERVICES**
- PROCEDURAL AND MEMBERS' SERVICES**
- COMMITTEE SERVICES**
- ADMINISTRATIVE SERVICES**

EXECUTIVE SERVICES

- **Strategic and Operational Management**
- **Human Resources Management**
- **Public and Media Awareness**
- **External Relationships**

At an executive level, the **Strategic and Operational Management** of the Department is undertaken and coordinated by the Clerk and the members of the Executive Management Team (EMT)¹. The compilation and review of the Strategic Plan and the Business Plan is an important component of this task.

Human Resources Management is a critical aspect to the effective and efficient operation of the Department. The Department cannot achieve the service outcomes required without the contribution of professional staff throughout the organisation, and the recruitment, development and supporting of these staff is recognised as crucial to maximising the Department's performance.

It is essential that the public is informed of the operations of their Parliament, and that information pertaining to the progress of matters before the House and its committees is readily available and easily accessible. **Public and Media Awareness** of the operations of the Legislative Council is a significant priority for the Department.

The Legislative Council is one House of a bicameral parliament, and has an important role in the delivery of good government for Western Australia. The Department's interaction and good relationships with the Department of the Legislative Assembly of W.A., with other stakeholders to the Parliament, and with persons and organisation from other Parliaments is vital to its role. The management of **External Relationships** is another executive management priority, ensuring that cooperative and professional relationships are developed and maintained with the Department of the Legislative Assembly of W.A., the Parliamentary Services Department of the W.A. Parliament, foreign dignitaries and members of Parliament from other jurisdictions, officers of the Parliament, and W.A. government department and agencies.

¹ see page 7

PROCEDURAL AND MEMBERS' SERVICES

- **Advice and Research on Parliamentary Procedure, Practice and Privilege for the House and its Committees**
- **Maintenance of Procedural Databases and Reference Library**
- **Support for the Procedure and Privileges Committee**
- **Members' Training**
- **Members' Surveys and Returns**
- **Completion of Parliamentary Questionnaires, Surveys and Responses**
- **Security**
- **Ceremonial Functions**
- **Production of Chamber Documents**

A key component of the Department's services is the provision of high quality and timely advice to members in relation to their parliamentary work. The provision of professional **Advice and Research on Parliamentary Procedure, Practice and Privilege for the House and its Committees** is a critical aspect of the Department's performance. The **Maintenance of Procedural Databases and Reference Library** is one part of this essential function.

The Procedure and Privileges Committee (PPC) comprises the President, the Deputy President and Chairman of Committees, and the Deputy Chairmen of Committees. "The committee is [required] to keep under review the law and custom of Parliament, the rules of procedure of the House and its committees, and recommend to the House such alterations in that law, custom, or rules that, in its opinion, will assist or improve the proper and orderly transaction of the business of the House or its committees."² This committee plays an important role in the operations of the House and its committees, and the procedural and administrative **Support for the Procedure and Privileges Committee** is a vital component of the Department's procedural and members' services.

Most members of the Legislative Council do not have any significant exposure to the operations of the House and its committees prior to their election to the House. Given this, a comprehensive programme of **Members' Training** in parliamentary procedure, practice and privilege is crucial to support members to undertake their parliamentary duties. To tailor this training and ensure effective service delivery, it is also important that feedback from members is sought and received. The provision of assistance to members in fulfilling their obligations under the *Members of Parliament (Financial Interests) Act 1992* is also an important service. To this end, the Department's facilitation and support for **Members' Surveys and Returns** is an essential component of its service delivery.

One aspect of the maintenance of External Relationships (Executive Services) is the exchange of information with other parliaments. The **Completion of Parliamentary Questionnaires, Surveys and Responses** is an important element in this endeavour, and also facilitates the Department maintaining an understanding of procedural developments in other jurisdictions.

Security is an increasingly important area of departmental activity, reflecting the heightened security concerns of the modern world environment. Whilst many of the security services of the Parliament are delivered by the Parliamentary Services Department on behalf of the two Houses, the Usher of the Black Rod (UBR) is the constable of the House, discharges certain

² Legislative Council Standing Orders, Schedule 1, section 6.4

functions under the Standing Orders³, and is the Legislative Council officer primarily involved with security matters relating to the House and its committees. The UBR is the Legislative Council member on the Parliament's Presiding Officers Security Advisory Committee.

There are a number of important **Ceremonial Functions** performed by the department. These include opening of Parliaments and other receptions and events for dignitaries and guests.

The **Production of Chamber Documents** is essential to the functioning of the House. On every occasion when the House sits, there are a number of documents that must be produced, including the Notice Paper, Minutes, tabled papers record and questions on notice booklet. The timely and accurate publication of these documents is a vital aspect of the Department's role.

COMMITTEE SERVICES

- **Research and Analysis**
- **Inquiry Procedure**
- **Investigative Functions**
- **Advice (Legal and General)**
- **Legislative Drafting**
- **Report Production**
- **Administrative Support**

The role performed by the parliamentary committees of the Legislative Council is critical to the operations of the House, and is central to the Legislative Council performing its role as a "House of Review". On behalf of the House, the Legislative Council's committees inquire into and report to the House on important matters of public policy, review draft legislation, and ensure the government and its departments/agencies are accountable for their actions.

The Department discharges a number of key functions in supporting the work of the House's committees. A significant component of this work is **Research and Analysis** - gathering data pertinent to current and potential inquiries, recommending sources from which the committee might gain further relevant information, and analysing the material received. Departmental staff play an integral role in the establishment of **Inquiry Procedure**, drafting inquiry frameworks and timelines, and recommending courses of action to progress inquiries. Further to this, the **Investigative Functions** undertaken by committees is supported by Departmental staff recommending and implementing investigative methodologies in relation to inquiries, including drafting correspondence for inquiry stakeholders and questions for persons appearing before the committee in accordance with the inquiry framework.

The provision of **Advice (Legal and General)** to committees is another vital component of the support provided to committees. During the course of many inquiries, Departmental staff are required to provide advice regarding the application of current laws and general matters. With particular reference to committees reviewing legislation, the Department seeks to provide **Legislative Drafting** assistance, a service that the Department is attempting to expand and extend to include drafting support for the House.

³ see Legislative Council Standing Orders, Chapter IX

The Department commits significant resources to the **Report Production** process for committee inquiries, and in other areas of essential **Administrative Support**, such as investigative travel arrangements.

ADMINISTRATIVE SERVICES

- **Departmental Publishing**
- **Records Management**
- **Financial Management**
- **Accommodation and Facilities**
- **Heritage and Historical Assets**
- **Administrative Support for the Chamber**
- **Special Events**
- **Disaster Management and Business Continuity Planning**

Beyond media statements, various ‘public awareness’ brochures, chamber publications and reports emanating from the parliamentary committees, the Department creates and disseminates a range of other documents. **Departmental Publishing** includes the preparation and publication of the department’s annual report, and the range of material published on the Legislative Council’s section of the parliamentary website - both of which are critical in reporting the Department’s activities and accounting for public funds expended, and providing publicly accessible material regarding the history of the Legislative Council, details of current and former members, and particulars relating to the current operations of the House and its committees.

Professional **Records Management** is an essential function for the Department, which is bound by the requirements of the *State Records Act 2000*. In accordance with this Act, the Department tabled its latest Record Keeping Plan in the Legislative Council on 4 December 2007. Similarly, appropriate **Financial Management** - keeping proper accounts and maintaining adequate systems of internal control, preparing financial statements and ensuring compliance with the *Financial Management Act 2006*, is a fundamental part of the good governance of the Department.

Provision and maintenance of appropriate **Accommodation and Facilities** for members and staff is essential to the operations of the House and its committees. Planning for additional requirements, such as additional members and staff, and delivery of appropriate accommodation and facilities is critical. These tasks are undertaken with the support of the Building Services Unit in the Parliamentary Services Department.

Planning for accommodation and facilities within Parliament House also must incorporate heritage considerations. It is similarly vital that the historical assets of the Department are protected and conserved. The appropriate management of **Heritage and Historical Assets** of the Legislative Council is an essential component of the Department’s role as custodian of these assets on behalf of the public of Western Australia.

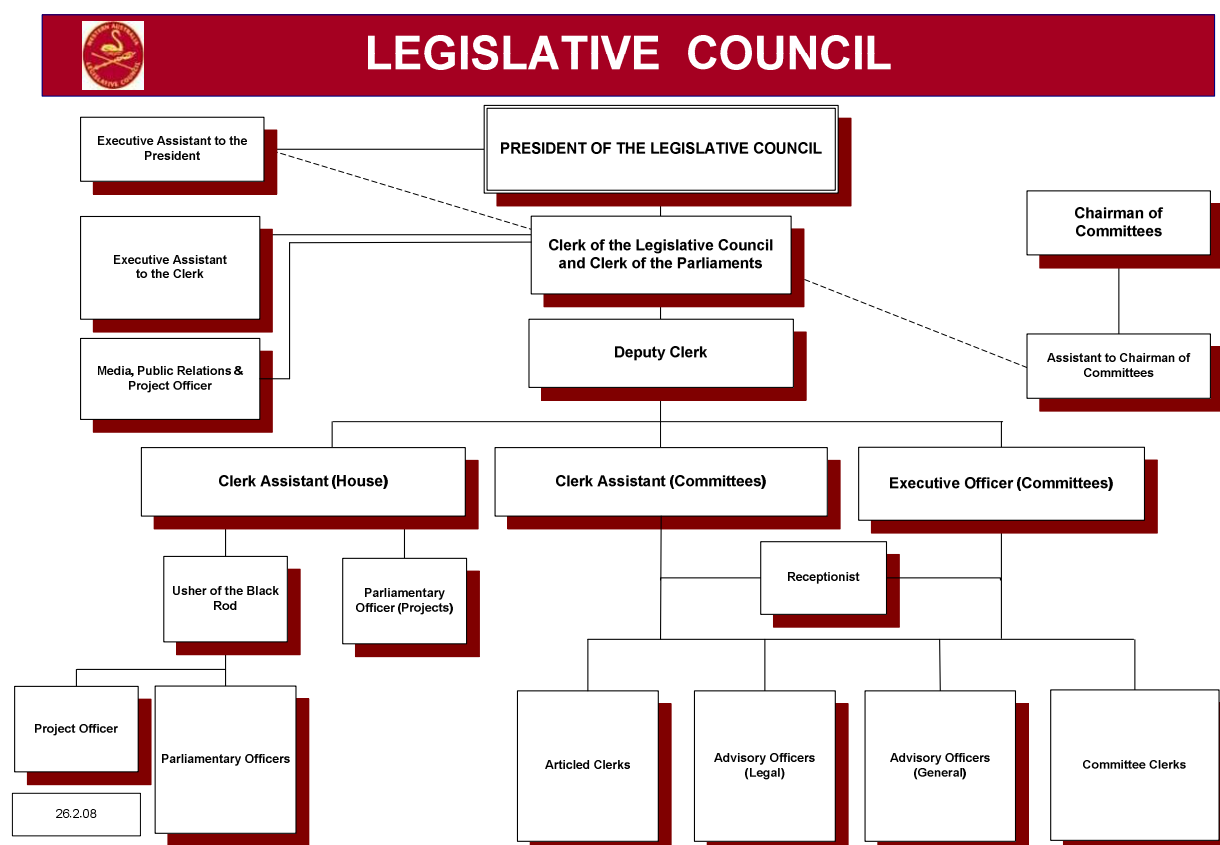
The operation of the House on sitting days requires the effective and efficient provision of a range of administrative support, including processing of questions on notice and answers, processing tabled papers, organising of bills and preparation of the Chamber. High quality **Administrative Support for the Chamber** is a fundamental role of the Department in supporting the operations of the Legislative Council.

The conduct of **Special Events** is a significant, if somewhat irregular, aspect of the Department's service delivery. The Department is periodically required to host/conduct conferences, such as the Presiding Officers and Clerks Conference or Commonwealth Parliamentary Association conferences, which are critical to the House's interaction with other parliaments and organisations. Beyond these events, other significant occasional events or programmes, such as the various events organised in 2007 for the 175th Anniversary of the Legislative Council, also form an important component of the Department's functions.

It is essential for the good governance of the State that the operations of the Legislative Council continue in the event of a disaster or similar disruption to business operations. To this end, **Disaster Management and Business Continuity Planning** forms a crucial element of the Department's management planning.



Legislative Council Organisational Structure



Management Teams

Parliament

The management of each House of the W.A. Parliament - its Chamber, staff and immediate surrounds - is ultimately the responsibility of the Presiding Officer and the Clerk of that House. The joint services of the Parliament and common parliamentary facilities are managed jointly by the Presiding Officers. To assist in the management of the Parliament, the Management Executive Committee meets on a regular basis.

Management Executive Committee (MEC)

The President and the Clerk are members of the MEC. The other MEC members are the Speaker and Clerk of the Legislative Assembly, and the Executive Manager of the Parliamentary Services Department.

The role of the MEC is to ensure consistency and effective management of the broader parliamentary operations.

Legislative Council

There are two management teams that support the President and the Clerk in the management of the Department. These are the Executive Management Team and the Financial Risk Management Team.

Executive Management Team (EMT)

The role of the Executive Management Team is to:

- provide leadership and ensure effective management, co-ordination and performance of the Department;
- provide corporate governance by overseeing the development and implementation of the corporate management plan, strategic and business plans;
- oversee the development of departmental and parliamentary policies and procedures; and
- oversee and approve compliance reporting.

The membership of the EMT is: the Clerk, the Deputy Clerk, the Clerks Assistant, the Executive Manager (Committees) and the Usher of the Black Rod.

Financial Risk Management Team (FRMT)

The role of the Financial and Risk Management Team is to:

- monitor financial performance and the budget review process;
- monitor and review the internal audit function;
- liaise with the Auditor General's Office regarding external audit activities;
- co-ordinate and promote a risk management culture; and
- establish mechanisms to ensure compliance with statutory obligations.

The membership of the FRMT is: the Clerk, the Deputy Clerk, the Clerks Assistant, the Executive Manager (Committees), the Executive Assistant to the President and the Finance Manager, Parliamentary Services Department.

STRATEGIC PLAN

Goals and Key Strategies

FUNCTION 1: EXECUTIVE SERVICES

PRIMARY GOAL: 1 To provide high quality executive leadership and strategic management to the Department of the Legislative Council.

- KEY STRATEGIES:
- 1.1 Strategically manage the operations of the Department in consultation with the President and members of the Legislative Council, Departmental staff and other stakeholders.
 - 1.2 Recruit, develop and support staff to deliver professional services to the Legislative Council, its committees and members.
 - 1.3 Develop and implement strategies to maximise public awareness of the activities of the Legislative Council and its committees.
 - 1.4 Foster and maintain good relationships with external bodies and stakeholders.

STRATEGIC PLAN

Goals and Key Strategies

FUNCTION 2: PROCEDURAL AND MEMBERS' SERVICES

- PRIMARY GOAL:** 2 To deliver comprehensive, accurate and timely advice, training and support in relation to parliamentary procedure, practice and privilege to the Legislative Council, its members and committees.
- KEY STRATEGIES:**
- 2.1 Maintain a high level of Departmental expertise in relation to parliamentary procedure, practice and privilege.
 - 2.2 Maintain relevant reference information and an awareness of procedural developments in other jurisdictions, to ensure delivery of high quality support in relation to parliamentary procedure, practice and privilege.
 - 2.3 Deliver and facilitate training to members of the Legislative Council and Departmental staff on parliamentary procedure, practice and privilege.
 - 2.4 Facilitate the provision of feedback concerning Departmental service delivery and parliamentary training requirements from members of the Legislative Council.
 - 2.5 Provide a secure environment for the activities of the Legislative Council and its committees.

STRATEGIC PLAN

Goals and Key Strategies

FUNCTION 3: COMMITTEE SERVICES

PRIMARY GOAL: 3 To provide high quality and pro-active advice, research, administrative and executive services to parliamentary committees which are served by the Department of the Legislative Council.

- KEY STRATEGIES:**
- 3.1 Maintain and provide a high level of research and analytical capacity to support committees.
 - 3.2 Maintain a high level of Departmental expertise in relation to committee inquiry procedures and investigative methodologies.
 - 3.3 Provide pro-active advice, both legal and general, to committees.
 - 3.4 Provide Legislative Drafting services for committees and members.

STRATEGIC PLAN

Goals and Key Strategies

FUNCTION 4: ADMINISTRATIVE SERVICES

PRIMARY GOAL: 4 To provide efficient, structured and systematic administrative services to support the operations of the Department of the Legislative Council and the Legislative Council, its committees and members.

- KEY STRATEGIES:
- 4.1 Ensure information published by the Department in reports and on the internet conforms with best practice.
 - 4.2 Maintain records in accordance with the Department's Record Keeping Plan.
 - 4.3 Manage the finances of the Department in accordance with the *Financial Management Act 2006*.
 - 4.4 Provide and maintain appropriate accommodation and facilities for the Legislative Council, its members and committees.
 - 4.5 Preserve the heritage and historical assets of the Legislative Council and its precincts.
 - 4.6 Provide efficient and pro-active administrative support to the Legislative Council during sittings of the House.
 - 4.7 Organise and conduct special events.
 - 4.8 Maintain disaster management and business continuity planning to facilitate the ongoing operation of the House and its committees.

BUSINESS PLAN 2008

EXECUTIVE SERVICES

Objective 1: Departmental Strategic Plan and Business Plan

Develop, implement, monitor and revise the Strategic Plan and Business Plan for the Department

The development and implementation of a Departmental Strategic Plan and annual Business Plan is a critical aspect of management planning for 2008. The EMT is committed to ensuring these plans are finalised and implemented during the first half of 2008.

Both plans will then require ongoing review (particularly the Business Plan), to cater for any changes in the requirements of the Legislative Council and its committees, and the operating environment of the Department.

Objective 2: Departmental Policies and Procedures

Further implement, revise and update policies and procedures

The Department has a number of policies and procedures in place, but the EMT recognises the requirement for a range of additional policies to provide a framework for other areas of Departmental activity. Further to this, the EMT is also keen to work with the other parliamentary departments, the Department of the Legislative Assembly and the Parliamentary Services Department, to develop whole-of-parliament policies in relation to common concerns, such as human resources matters.

The further implementation, revision and updating of these policies and procedures will continue throughout 2008 in consultation with Departmental staff.

Objective 3: Functional Review of the Department

Finalise the functional review of the Department

A functional review of the Department was commenced in 2007. An external consultant, CXC Consulting Pty Ltd, was engaged to undertake this review. Their brief was to review the Department in three stages. The first stage of the review was to provide recommendations to assist the EMT in determining -

- the effectiveness of core functions in achieving key corporate goals and strategic objectives;
- the efficiency and effectiveness of current management and staff structures in meeting corporate goals and strategies; and
- the degree to which the current core business processes, corporate governance arrangements, corporate policies and systems enable efficient and effective delivery of service and reduce risks.

BUSINESS PLAN 2008

Stage two of the review was to provide recommendations in relation to classification of positions. Stage three was to provide a summary report outlining key resources and requirements, including indicative costs, to be used as part of a supplementary funding submission to Treasury (if required).

The Department received the consultant's stage one report in August 2007. During the course of 2008, the EMT will continue its review and implementation of this report, and be working with Departmental staff and the consultants to complete the second and third stages of the functional review.

Objective 4: Staff Training and Development

Establish a training and development plan for Departmental staff

Staff training and development is vital to the operations of the Department. The Parliament uses a system involving Training Needs Analysis and Performance Development Reviews, in conjunction with specified competencies detailed in Job Description Forms, to review performance and plan training for individual staff members.

Incorporating the outcomes of the functional review process, the EMT will work throughout 2008 to revise and finalise JDFs and position competencies, and structure a competency-based training matrix to provide a framework in which staff training activity is undertaken.

Objective 5: Media and Public Awareness

Establish a strategy for promoting the work of the Legislative Council and its committees

For a number of years, the Department has recognised the need to increase its profile in the community and better promulgate information concerning the work being undertaken by the House and its committees to the Legislative Council's primary clients, the citizens of Western Australia. To this end, recurrent funding was previously secured for the establishment of the position of Media, Public Relations and Project Officer.

This position was formally created late last year, and subsequently filled in December 2007. During 2008, the EMT will work towards creating a strategy for promoting the work of the Legislative Council and its committees.

BUSINESS PLAN 2008

PROCEDURAL AND MEMBERS'S SERVICES

Objective 1: Select Committee of Privilege

Provide support to the House, the President, and Procedure and Privileges Committee in relation to the recommendations and outcomes of the Select Committee of Privilege on a Matter Arising in the Standing Committee on Estimates and Financial Operations

The Select Committee of Privilege on a Matter Arising in the Standing Committee on Estimates and Financial Operations (the Select Committee) reported to the House in November 2007. The Select Committee made a number of recommendations arising from its inquiry, that were endorsed (in some cases in an amended form) by the House in December 2007. These resolutions of the House will require further work to be undertaken by the Department, particularly in support of the Procedure and Privileges Committee (PPC), to which a number of matters were referred by the House.

Departmental officers will be engaged throughout 2008 in providing advice and research support to the House, the President and the PPC as these matters are progressed throughout the year.

Objective 2: Training for Members

Establish a training program for new and existing members of the Legislative Council in relation to parliamentary procedure, practice and privilege

The Select Committee's report included recommendations in relation to members training, and in particular the need for all members to have access to training in relation to parliamentary procedure, practice and privilege. Members' training requirements include induction training for new members, which has particular focus as a new parliament will commence in either late 2008 or early 2009.

The Department will establish and roll-out training for members throughout the course of 2008, and ensure a comprehensive induction programme for new members is established and ready for delivery prior to the next State general election.

BUSINESS PLAN 2008

Objective 3: Departmental Surveys

Revise and conduct a survey of members to determine satisfaction level amongst the Department's primary customers in relation to Departmental services, and to expand this survey process to Electorate Officers and other stakeholders

Members of the Legislative Council have been surveyed periodically in recent years to determine their satisfaction level in relation to services provided to them by the Department. In part, this process has been undertaken to determine Departmental performance in relation to its performance indicators.

The Department will revise these surveys and continue this process during 2008, and work to expand the survey to include members' electorate officers and other persons who receive services from the Department.

BUSINESS PLAN 2008

COMMITTEE SERVICES

Objective 1: Committee Members' Guide

Finalise and publish the Committee Members' Guide

The Department's support for parliamentary committees is a critical and significant aspect of its service delivery. Provision of instructional material to members in relation to committee practices and procedures is an integral aspect of members training, and is a responsibility of the Department's committee office staff.

During the course of 2008, these staff will complete the revision and publication of the Committee Members' Guide.

Objective 2: Legislative Drafting

Establish a Drafting Unit, to provide legislative drafting services to the House and its committees

Legislative drafting is a specialised service. A number of committees require legislative drafting assistance during the conduct of their inquiries. This requirement is principally present when bills are referred to committees by the House, and the committee is tasked with reviewing the proposed legislation and making recommendations, including proposed amendments, to the House. Further to these committee requirements, members of the Legislative Council also require drafting assistance in their role as legislators in the House, particularly in framing proposed amendments to legislation during the Committee of the Whole stage in the House.

To date, these services have been provided in a limited fashion by Departmental officers, or (for members in the House) by a legal company under a contract with the Department of the Premier and Cabinet. The Department is firmly of the view that these current arrangements are inadequate, and that an internal Departmental unit is required to deliver these services with the timeliness and accuracy that the members and committees require. To this end, the Department has applied for funding to establish a legislative drafting unit, and will pursue this funding throughout 2008.

BUSINESS PLAN 2008

Objective 3: Committee Chair forums

Establish and facilitate a forum for the Chairs of the Committees served by the Department

The establishment and conduct of a forum (and regular meetings) of the Chairs of the Committees served by the Department was recommended by the Cash Report of 2005⁴. This proposal is supported by the Department as an important means by which Committee Chairs can expand their knowledge of committee operations, and share relevant information regarding current committee activities. The Department will pursue this matter with Committee Chairs during the course of 2008, with the aim of establishing and facilitating this forum.

Objective 4: Specialist Assistance for Committees

Investigate the use of specialist and consultant contract advisers for committees

Committees inquire into a range of matters regarding public policy, legislation and the operations of government. Whilst the Department's committee staff have a considerable degree of expertise in relation to the broad spectrum of committee activity, there are occasions when additional, specialist resources are required to service committee requirements. On these occasions, direct access to the expertise of persons from the public or private sector would be extremely useful to support the committee.

Whilst some arrangements have been made previously for committees in these circumstances, in 2008 the Department will further investigate the use of specialist and contract advisers for the committees served by the Department.

Objective 5: Select Committee Resourcing

Provide resources for the support of select committees created by the House

Another significant challenge for committee support services is the support required for select committees, which are created by the House with little or no notice. These committees exist for a finite period, and undertake a specific inquiry on behalf of the House. Provision of staffing support for these committees is problematic, as the lack of notice of the creation of these committees means that staff resource allocation cannot be anticipated and planned prior to the House resolving to establish the committee.

The Department has applied for additional funding to cover this contingency, and will pursue this funding application during the course of 2008.

⁴ *Reflections on the Legislative Council Committee System and its Operations During the Thirty-Sixth Parliament: Discussions with the Chairs and Deputy Chairs of Parliamentary Committees: Report by Hon George Cash MLC, Chairman of Committees, Legislative Council of Western Australia, May 2005*

BUSINESS PLAN 2008

ADMINISTRATIVE SERVICES

Objective 1: Departmental Accommodation Improvements

Finalise the new accommodation for the Committee Office, plan for a refurbishment of the Legislative Council Chamber, and improve accommodation for Departmental officers located in Parliament House

Planning and funding for the relocation of the Department's Committee Office from 1110 Hay Street, West Perth to new premises at 18-32 Parliament Place, West Perth was completed prior to 2008, and substantial progress made towards achieving this objective prior to the commencement of the year. The Department will finalise this transition in the first half of 2008.

The changes to the State electoral system, under which an additional two members of the Legislative Council will be elected at the next general election, will require additional seating and facilities in the House. At the same time, the general condition of the furniture, fixtures and fittings in the Chamber has deteriorated over the ensuing years since any significant work was undertaken in this area, to a point where the Department's responsibility to maintain the heritage aspects of its precincts is not being met. The Department will work with the Parliamentary Services Department and Treasury to secure funding and plan for the refurbishment of the Chamber prior to the commencement of parliamentary sittings in 2009.

Accommodation within the Department's precincts in Parliament House remains inadequate, and the Department will continue to pursue funding and further planning for an increase and improvement in accommodation. During 2008, the Department will refurbish two offices to produce more functional work areas for several Departmental staff.

Objective 2: Enhanced Records Management

Implement the undertakings of the Department's Record Keeping Plan, and progress the implementation of a Electronic Document and Record Management System

In accordance with the *State Records Act 2000*, the Department finalised its current Record Keeping Plan (RKP) in 2007. The plan was tabled in the Legislative Council by the President on 4 December 2007. The Department will work to implement the commitments made within the RKP during the course of 2008.

In particular, the Department is committed to implementing an Electronic Document and Record Management System, and will progress the planning and implementation of this system throughout 2008.

The Department will also finalise and implement the Keyword AAA thesaurus and filing system during the first half of 2008, and develop and implement a Style Guide for Departmental documents.

BUSINESS PLAN 2008

Objective 3: Finance

Finalise budget submissions for Business Plan objectives, and pursue financial equity in relation to the Legislative Assembly

A number of Departmental objectives have funding implications for the Department, and will require submissions to Treasury in support of these objectives. The Department will work with Treasury officials during 2008 to progress a range of funding applications, particularly in relation to -

- the establishment of a Legislative Drafting Unit;
- refurbishment of the Legislative Council chamber;
- implementation of an Electronic Documents and Records Management System;
- funding for select committee operations; and
- funding for positions arising from the Department's Functional Review.

The budget of the Department of the Legislative Council remains substantially less than the Department of the Legislative Assembly, and continues to inhibit comparative service delivery to Legislative Council members in contrast to their lower house counterparts. The Department will continue to pursue financial parity between the two House departments during the course of 2008.
