



Strategic Plan and 2009 Business Plan OVERVIEW



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

Functional Areas	EXECUTIVE SERVICES	PROCEDURAL AND MEMBERS' SERVICES	COMMITTEE SERVICES	ADMINISTRATIVE SERVICES
Strategic Plan				
Primary Goals	To provide high quality executive leadership and strategic management to the Department of the Legislative Council.	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.	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.	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	<p>Strategically manage the operations of the Department in consultation with the President and members of the Legislative Council, Departmental staff and other stakeholders.</p> <p>Provide executive support to the President.</p> <p>Recruit, develop and support staff to deliver professional services to the Legislative Council, its committees and members.</p> <p>Develop and implement strategies to maximise public awareness of the activities of the Legislative Council and its committees.</p> <p>Foster and maintain good relationships with external bodies and stakeholders.</p>	<p>Maintain a high level of Departmental expertise in relation to parliamentary procedure, practice and privilege.</p> <p>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.</p> <p>Deliver and facilitate training to members of the Legislative Council and Departmental staff on parliamentary procedure, practice and privilege.</p> <p>Facilitate the provision of feedback concerning Departmental service delivery and parliamentary training requirements from members of the Legislative Council.</p> <p>Provide a secure environment for the activities of the Legislative Council and its committees.</p>	<p>Maintain and provide a high level of research and analytical capacity to support committees.</p> <p>Maintain a high level of Departmental expertise in relation to committee inquiry procedures and investigative methodologies.</p> <p>Provide pro-active advice, including legal advice, to committees.</p> <p>Provide Legislative Drafting services for committees and members.</p>	<p>Ensure information published by the Department in reports and on the internet conforms with best practice.</p> <p>Maintain records in accordance with the Department's Record Keeping Plan.</p> <p>Manage the finances of the Department in accordance with the <i>Financial Management Act 2006</i>.</p> <p>Provide and maintain appropriate accommodation and facilities for the Legislative Council, its members and committees.</p> <p>Preserve the heritage and historical assets of the Legislative Council and its precincts.</p> <p>Provide efficient and pro-active administrative support to the Legislative Council during sittings of the House.</p> <p>Organise and conduct special events.</p> <p>Maintain risk management and business continuity planning to facilitate the ongoing operation of the House and its committees.</p>
2009 Business Plan Objectives	<p>Further implement, revise and update policies and procedures.</p> <p>Further refine and develop internal operational manuals and databases.</p> <p>Continue the development of a competency-based staff training and development plan.</p> <p>Finalise the strategy for promoting the work of the Legislative Council and its committees.</p>	<p>Finalise induction material for new members of the Legislative Council.</p> <p>Further develop training programmes for current members of the Legislative Council in relation to parliamentary procedure, practice and privilege.</p> <p>Pursue financial resources to provide procedural research support for members of the Legislative Council comparative to service levels provided to members of the Legislative Assembly.</p> <p>Continue development of departmental surveys.</p>	<p>Finalise and publish the Committee Members' Guide.</p> <p>Establish and facilitate a forum for the Chairs of the Committees served by the Department.</p> <p>Pursue financial resources to provide committee research support for committees of the Legislative Council comparative to service levels provided to committees of the Legislative Assembly.</p>	<p>Plan for the refurbishment of the Legislative Council chamber and galleries in the summer recess 2009/2010.</p> <p>Implement the Keyword AAA filing system.</p> <p>Continue to pursue funding for and plan to implement an Electronic Document and Record Management System.</p> <p>Develop a retention and disposal schedule for records management. In conjunction with other Parliamentary departments, develop a risk register and continue development of a business continuity plan.</p>