



Strategic Plan and 2012 Business Plan

The Department of the Legislative Council

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 SERVICES	COMMITTEE SERVICES	ADMINISTRATIVE SERVICES
Strategic Plan				
<i>Primary Goals</i>	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 Members and committees.
<i>Key Strategies</i>	<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>Recruit, develop and support staff to deliver professional services to the Legislative Council, its committees and Members.</p> <p>Provide executive support to the President and the Clerk.</p> <p>Maintain risk management and business continuity planning to facilitate the ongoing operation of the House and its committees.</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, Departmental staff and other stakeholders 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>Facilitate the provision of legislative drafting services for Members and 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>Deliver and facilitate training to Members of the Legislative Council on committee procedures and practices.</p> <p>Provide efficient and pro-active administrative support to committees.</p>	<p>Provide efficient and pro-active administrative support to the Legislative Council during sittings of the House.</p> <p>Ensure effective and professional publication of information by the Department.</p> <p>Maintain the records of the Department in accordance with statutory and Departmental requirements.</p> <p>Manage the finances of the Department in accordance with statutory and Departmental requirements.</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>Organise and conduct special events.</p> <p>Provide a secure environment for the activities of the Legislative Council and its committees.</p>
2012 Business Plan Objectives	<p>Coordinate the updating/compilation of operational manuals.</p> <p>Continue the development of a competency-based staff training and development plan.</p> <p>Finalise risk management register and plans.</p>	<p>Produce a Guide to the Practice and Procedures of the Legislative Council based upon the new Standing Orders.</p> <p>Commence planning and preparation for induction of new Members of the Legislative Council following the 2013 General Election.</p> <p>Finalise the Council procedural library.</p>		<p>Review and update the Legislative Council Record Keeping Plan in accordance with the <i>State Records Act 2000</i>.</p> <p>Commence planning and preparation for the Opening of Parliament in 2013.</p> <p>Review and reorganise historical displays.</p> <p>Review and update the Legislative Council website content.</p> <p>Produce guidelines for use of the Council chamber and security in liaison with the Parliamentary Services Department.</p>