



# Strategic Plan and 2015-16 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
<b>Strategic Plan</b>				
<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</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</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</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>

**2015-16  
Business  
Plan  
Objectives**

<p>committees. Foster and maintain good relationships with external bodies and stakeholders.</p>	<p>Legislative Council. Facilitate the provision of legislative drafting services for Members and committees.</p>	<p>committees.</p>	<p>Provide a secure environment for the activities of the Legislative Council and its committees.</p>
<p>Coordinate the updating/completion of operational manuals. Recruit key personnel as a result of the loss of the Deputy Clerk and Usher of the Black Rod.</p>	<p>Ongoing professional development of Members through publication of regular Procedural Notes. Increase public education/awareness of role of the Council through social media and education/displays. Training of additional Table officers.</p>	<p>Update and consolidate the Committee Office Manual and procedures. Introduce facilities for in-house instantaneous electronic committee meetings/hearings. Introduce facilities for in-house live video streaming of committee meetings/hearings. Increase training opportunities and professional/personal interaction between Committee staff and staff from other functional areas.</p>	<p>Review and update the Legislative Council Record Keeping Plan. Finalise risk management register.</p>