



Strategic Plan and 2016-17 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.
We are and are seen to be an apolitical professional administration providing high quality services to support Members and other stakeholders in the parliamentary process.*

Integrity

*To be accountable and act in a professional, honest, ethical and equitable manner.
We act with integrity in undertaking our work and are adhere to clear work practices applied in a fair and equitable way.*

Improvement

*To improve the quality of services by exploring new ideas and opportunities.
We have a culture of continuous improvement with individual responsibility for professional development.*

Respect

*To promote a fair workplace that encourages contributions and values diversity.
We have a fair workplace that encourages contributions and values diversity and where staff have respect for one another.*

Co-operation

*To co-operate with, support and assist colleagues.
We have a focus on working together as a team and communicating the information that people need to do their jobs effectively, in a relevant, targeted, clear and timely manner.*

Functional Areas	EXECUTIVE SERVICES	PROCEDURAL 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 Members and committees.
Key Strategies	Strategically manage the operations of the Department in consultation with the President and Members of the Legislative Council, Departmental staff and other stakeholders. Recruit, develop and support staff to deliver professional services to the Legislative Council, its committees and Members. Provide executive support to the President	Maintain a high level of Departmental expertise in relation to parliamentary procedure, practice and privilege. 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. Deliver and facilitate training to	Maintain and provide a high level of research and analytical capacity to support committees. Maintain a high level of Departmental expertise in relation to committee inquiry procedures and investigative methodologies. Provide pro-active advice, including legal advice, to	Provide efficient and pro-active administrative support to the Legislative Council during sittings of the House. Ensure effective and professional publication of information by the Department. Maintain the records of the Department in accordance with statutory and Departmental requirements. Manage the finances of the Department in accordance with statutory and Departmental

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<p>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>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>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>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>
<p>Implementation of “2015/16 Departmental Health Check” goals.</p> <p>Induction of new Members for the 40th Parliament.</p> <p>Maintain sitting week procedural debriefs with Table officers.</p> <p>Facilitate regular whole of Department professional development opportunities.</p> <p>Issue and act upon a staff satisfaction survey at the end of each calendar year.</p>	<p>Ongoing professional development of Members through publication of regular Procedural Notes.</p> <p>Increase public education/awareness of role of the Council through social media and education/displays.</p> <p>Training of additional Table officers.</p> <p>Encourage and facilitate the exchange of staff between the Chamber and Committee Office.</p>	<p>Update and consolidate all Committee Office procedural documentation.</p> <p>Increase training opportunities and professional/personal interaction between Committee staff and staff from other functional areas.</p>	<p>Coordinate the arrangements for the Opening of the 40th Parliament.</p> <p>Update and finalise procedure manuals for the Opening of Parliament and the conduct of Joint Sittings.</p> <p>Encourage and facilitate the exchange of staff between the Chamber and Committee Office.</p>