



# Strategic Plan and 2019-20 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 and 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 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.*

<i>Functional Areas</i>	EXECUTIVE SERVICES	PROCEDURAL SERVICES	COMMITTEE SERVICES	ADMINISTRATIVE SERVICES
<b>Strategic Plan</b>	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, report writing, 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>Primary Goals</i>				
<i>Key Strategies</i>	<ol style="list-style-type: none"> <li>1. Strategically manage the operations of the Department in consultation with the President and Members of the Legislative Council, Departmental staff and other stakeholders.</li> <li>2. Recruit, develop and support staff to deliver professional services to the Legislative Council, its committees and Members.</li> <li>3. Provide executive support to the President and the Clerk.</li> <li>4. Manage the finances of the Department in accordance with statutory and Departmental requirements.</li> <li>5. Maintain risk management and business continuity planning to facilitate the ongoing operation of the House and its committees.</li> <li>6. Develop and implement strategies to maximise public awareness of the activities of the Legislative Council and its committees.</li> <li>7. Foster and maintain good relationships with external bodies and stakeholders.</li> </ol>	<ol style="list-style-type: none"> <li>1. Maintain a high level of Departmental expertise in relation to parliamentary procedure, practice and privilege.</li> <li>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.</li> <li>3. Deliver and facilitate training to Members of the Legislative Council, Departmental staff and other stakeholders on parliamentary procedure, practice and privilege.</li> <li>4. Facilitate the provision of feedback concerning Departmental service delivery and parliamentary training requirements from Members of the Legislative Council.</li> <li>5. Facilitate the provision of legislative drafting services for Members and committees.</li> <li>6. Undertake research and produce reports for the President, House and Clerk.</li> </ol>	<ol style="list-style-type: none"> <li>1. Maintain and provide a high level of research and analytical capacity to support committees.</li> <li>2. Maintain a high level of Departmental expertise in relation to committee inquiry procedures and investigative methodologies.</li> <li>3. Provide pro-active advice, including legal advice, to committees.</li> <li>4. Deliver and facilitate training to Members of the Legislative Council on committee procedures and practices.</li> <li>5. Provide efficient and pro-active administrative support to committees.</li> <li>6. Produce informative, highly readable reports.</li> <li>7. Promote Committee engagement with relevant stakeholder groups.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide efficient and pro-active administrative support to the Legislative Council during sittings of the House.</li> <li>2. Ensure effective and professional publication of information by the Department.</li> <li>3. Maintain the records of the Department in accordance with statutory and Departmental requirements.</li> <li>4. Provide and maintain appropriate accommodation and facilities for the Legislative Council, its Members and committees.</li> <li>5. Preserve the heritage and historical assets of the Legislative Council and its precincts.</li> <li>6. Organise and conduct special events.</li> <li>7. Provide a secure environment for the activities of the Legislative Council and its committees.</li> </ol>

<i>Functional Areas</i>	EXECUTIVE SERVICES	PROCEDURAL SERVICES	COMMITTEE SERVICES	ADMINISTRATIVE SERVICES
<b>2019-20 Business Plan Objectives</b>	<ol style="list-style-type: none"> <li>1. Maintain sitting week procedural debriefs with Table officers and relevant staff.</li> <li>2. Monitor staff satisfaction by way of a survey at the end of each calendar year.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide professional development opportunities for Members through training seminars, publication of Procedural Notes and other materials.</li> <li>2. Provide public education and awareness of the role of the Council through the POWA website, social media and education initiatives.</li> <li>3. Provide professional development opportunities for departmental staff in Procedure Office duties.</li> <li>4. Provide opportunities for staff exchanges between Chamber support and Committee Office staff.</li> </ol>	<ol style="list-style-type: none"> <li>1. Facilitate regular whole of Department professional development opportunities.</li> <li>2. Ongoing professional development of Members through training seminars.</li> <li>3. Investigate strategies for increasing engagement with relevant stakeholder groups.</li> </ol>	<ol style="list-style-type: none"> <li>1. Monitor Member satisfaction by way of a survey at the end of each financial year.</li> <li>2. Carry out a rotation of duties within the Administration Office.</li> <li>3. Review and update the Administration Office's manuals and procedures.</li> </ol>