



Strategic Plan and 2008 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				
<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 committees and members.
<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>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, both legal and general, 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 disaster management and business continuity planning to facilitate the ongoing operation of the House and its committees.</p>
2008 Business Plan Objectives	<p>Develop, implement, monitor and revise the Strategic Plan and Business Plan for the Department</p> <p>Further implement, revise and update policies and procedures</p> <p>Finalise the functional review of the Department</p> <p>Establish a training and development plan for Departmental staff</p> <p>Establish a strategy for promoting the work of the Legislative Council and its committees</p>	<p>Provide support to the House, the President, and Procedure and Privileges Committee in relation to the recommendations and outcomes of the Select Committee of Privilege on a Matter Arising in the Standing Committee on Estimates and Financial Operations</p> <p>Establish a training program for new and existing members of the Legislative Council in relation to parliamentary procedure, practice and privilege</p> <p>Revise and conduct a survey of members to determine satisfaction level amongst the Department's primary customers in relation to Departmental services, and to expand this survey process to Electorate Officers and other stakeholders</p>	<p>Finalise and publish the Committee Members' Guide</p> <p>Establish a Drafting Unit, to provide legislative drafting services to the House and its committees</p> <p>Establish and facilitate a forum for the Chairs of the Committees served by the Department</p> <p>Investigate the use of specialist and consultant contract advisers for committees</p> <p>Provide resources for the support of select committees created by the House</p>	<p>Finalise the new accommodation for the Committee Office, plan for a refurbishment of the Legislative Council Chamber, and improve accommodation for Departmental officers located in Parliament House</p> <p>Implement the undertakings of the Department's Record Keeping Plan, and progress the implementation of a Electronic Document and Record Management System</p> <p>Finalise budget submissions for Business Plan objectives, and pursue financial equity in relation to the Legislative Assembly</p>