

Strategic Plan – Legislative Assembly 2022-2025

MISSION

To provide effective, efficient and professional support to the Legislative Assembly, its committees and individual members, and to support parliamentary democracy.

OBJECTIVES

- Supporting sittings of the House and members.
- Supporting committees and committee members.
- Promoting the work of the Parliament and its role in democratic governance in Western Australia.
- Building the capability of employees and members.

VALUES

In providing advice and services we will show:

MUTUAL RESPECT

Promoting a workplace that treats people with courtesy and respect, valuing a variety of opinions and embracing diversity and fairness.

INTEGRITY

Conducting business in an ethical, honest and accountable manner, adhering to clear work practices applied in a consistent, fair and equitable way.

PROFESSIONALISM

Providing the highest standards of professionalism and encouraging a culture of continuous improvement in our people and our services.

INDEPENDENCE & IMPARTIALITY

Providing non-partisan and impartial services, adhering to the broad principles of Westminster-style parliamentary democracies.

SERVICE

Delivering high quality services to members, the public and other stakeholders and encouraging a collaborative and constructive approach to our work.

FUNCTIONAL AREAS

EXECUTIVE SERVICES

1. Strategically manage the operations of the Department in consultation with the Presiding Officer and key stakeholders.
2. Manage the finances of the Department in accordance with principles of good governance and statutory requirements.
3. Recruit, develop and support staff to deliver professional services to the Legislative Assembly, its members and committees.
4. Promote public awareness of the activities of the Legislative Assembly and the Parliament.
5. Foster positive relationships with members, staff and key stakeholders.

PROCEDURAL SERVICES

1. Facilitate the efficient conduct of parliamentary proceedings in the House and committees.
2. Provide authoritative, accurate and timely advice in relation to parliamentary procedure, practice and privilege.
3. Maintain a high standard of expertise in relation to contemporary parliamentary practice.
4. Facilitate professional development opportunities and guidance on procedure and practice for members of Parliament and staff of the Department.

COMMITTEE SERVICES

1. Provide a high standard of advice, research and analytical capacity to support the work of committees.
2. Develop member and staff expertise in committee inquiry procedures and investigative methodologies.
3. Produce informative and highly readable committee reports.
4. Promote committee engagement with relevant stakeholder groups.

ADMINISTRATIVE SERVICES

1. Provide professional administrative support to the Legislative Assembly, its members and committees.
2. Provide timely and accurate publications for sittings of the House.
3. Maintain the records of the Department in accordance with statutory and departmental requirements.
4. Provide professional representation for the Department on departmental and whole-of Parliament initiatives.