



JOINT PARLIAMENTARY SERVICE COMMITTEE

The Joint Parliamentary Service Committee (JPSC) is established pursuant to the *Parliament (Joint Services) Act 1985* (the Act) and is comprised of the President of the Legislative Council, the Speaker of the House of Assembly (the Presiding Officers), two Members of the Legislative Council appointed by the Legislative Council and two Members of the House of Assembly appointed by the House of Assembly. The Members appointed by each House must include one from the Government and one from the Opposition.

Alternate Members for each Member of the Committee are also appointed and may act in the absence of the member for whom they are appointed.

The Committee is chaired by one or other of the Presiding Officers. The Chair is alternated each calendar year. The Committee holds meetings, both in and out of session on the fourth Monday of each month. The Secretary to the Committee is the Clerk of the House whose Presiding Officer is currently Chairman of the Committee.

ROLE OF THE JPSC

The JPSC is responsible for the administration of the Joint Parliamentary Service which comprises the Parliamentary Reporting Division (Hansard), the Parliamentary Library Division, the Catering Division and the Joint Services Division.

Each Division is administered by a Chief Officer who is responsible to the JPSC for its efficient management. The Chief Officers together constitute a Management Panel for the purposes of a consistent and efficient approach to the management of the Joint Parliamentary Service. The Panel reports to the JPSC on aspects of the management and operation of the Joint Parliamentary Service.

The Chief Officers together with the Clerk of the Legislative Council and the Clerk of the House of Assembly also consider matters in regard to the management and working conditions of the staff of the entire Parliament and can make recommendations to the JPSC, the President or the Speaker.

STAFF

The Act enables the employment of staff for the purposes of providing services to the Parliament necessary for its operation. It describes procedures for the appointment and classification of all staff, other than those directly employed by the two Houses, and the application of other legislation in relation to their conditions of employment.

THE DIVISIONS

PARLIAMENTARY REPORTING DIVISION (HANSARD)

Hansard provides reporting services to both Houses and its Committees and edits and distributes copy in both printed and electronic form. Hansard's Chief Officer is the Leader of Hansard.

PARLIAMENTARY LIBRARY DIVISION

The Parliamentary Library provides for the delivery of information to Members and their staff

through the maintenance of an extensive collection of monographs and electronic sources. The Library provides a confidential and impartial information and research service to the Parliament. The Chief Officer of the Parliamentary Library is the Parliamentary Librarian.

CATERING DIVISION

The Catering Division provides a catering service to the Parliamentary Dining Rooms as well as other venues in Parliament House including the staff canteen, the 'Blue Room'. The Catering Division provides catering services for all Parliament House functions and committee meetings. The Chief Officer of the Catering Division is the Catering Manager.

JOINT SERVICES DIVISION

The Joint Services Division consists of the Finance Section and Building Services.

The Finance Section under the supervision of the Chief Finance Officer provides a complete financial and accounting service to all divisions of the Joint Parliamentary Service and the two Houses.

Building Services under the supervision of the Building Services Manager provides the Parliament House PABX switchboard service; monitors building security, cleaning services; receipt of goods; minor capital works; car parking and grounds maintenance.

JPSC RULES

The JPSC has a detailed set of rules governing the use of various parliamentary facilities and services. The rules can be found on the Parliament's website under Joint Services/JPS Committee.

MEMBERSHIP OF THE JPSC

See the House of Assembly Notice Paper for the current membership of the JPSC.

FOR FURTHER INFORMATION:

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