



HOUSE OF ASSEMBLY

PARLIAMENTARY SERVICE OF THE HOUSE OF ASSEMBLY

CORPORATE PLAN 2010-2012

Mission Statement

The Parliamentary Service of the House of Assembly provides professional and impartial procedural and administrative support to enable the Assembly, its Members and committees to fulfil their roles and does so in a manner that seeks to uphold the integrity, democratic processes and standing of the Assembly.

Values

The Parliamentary Service of the House of Assembly upholds the values underpinning the ethics and standards of conduct of employees of the House of Assembly with;

- integrity, by adhering to the Code of Conduct of the Staff of the House of Assembly;
- respect, by treating all people with courtesy and honouring the institution and traditions of the Parliament;
- accountability, by acting with propriety in the conduct of our duties and using the resources of the organisation in an efficient and responsible manner.

The Staff of the House of Assembly

The Parliamentary Service of the House of Assembly is committed to providing employees with access to on-going professional development that advances individual skills and knowledge so that they can perform at optimum levels in a safe and healthy work environment to better meet the operational needs of the Assembly.

Responsibilities

The Parliamentary Service of the House of Assembly fulfils its responsibilities to the Assembly, its Members and its clients in compliance with good parliamentary practice and contemporary standards of accountability by –

- providing impartial consistent procedural advice;
- providing effective and efficient administrative support;
- compiling and maintaining accurate parliamentary and administrative records;
- developing and delivering educative programs and relevant information.

GOALS FOR 2010 - 2012

Recognising its responsibilities the Parliamentary Service of the House of Assembly has adopted the following goals for 2010 - 2012

Procedure and Practice

- Achieve greater efficiencies in the production of procedural documents and in the dissemination of information by the utilisation of IT systems and business applications for the recording and retrieval of procedural information.
- Support procedural reform to ensure the practices of the Assembly remain effective and relevant to Members and the community.
- Implement strategies for the development and retention of procedural expertise.

Administrative Support

- Support the most efficient delivery of high quality administrative services to Members and committees consistent with the exclusive cognisance of the Parliament, the independence of the House of Assembly and the rights of Private Members.
- Implement strategies for the development and retention of administrative expertise and the provision of temporary administrative support.
- Review role and function of Attendant workgroup.

Engagement and Educative Programs

- Develop, implement and evaluate a Community Engagement Strategy.
- Utilisation of ICT systems (IPTV, video conferencing, the website and audio streaming) in the dissemination of information to Members and the community.

Information Management

- Implement a records management policy for the receipt, creation, retention and disposal of all records.
- Identify resources for the development of in-house skills in records management and the management of information technology business systems.
- Support the development of innovative across agency and whole of Parliament information and communication technology applications that enhance operations.

Professional Development and Conduct

- Review Code of Conduct to ensure consistency with Public Sector Code of Ethics.
- Review professional development and training and performance management policies.
- Develop the management skills of all managers and supervisors.



Malcolm Lehman
Clerk

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