



House of Assembly

Parliamentary Service of the House of Assembly

CORPORATE PLAN 2015 – 2017

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 2015 – 2017

Recognising its responsibilities, the Parliamentary Service of the House of Assembly has adopted the following goals for 2015 -2017:

Procedure and Practice

- Continue to develop efficiencies in the production, dissemination, access and retention of procedural records by the utilisation of Assembly and Parliament wide Information Communication Technology (ICT) systems, business applications and record management systems.
- Support further procedural reform to ensure the practices of the Assembly remain true to the parliamentary process and effective and relevant to Members and the community.
- Develop strategies for the development, attraction and retention of procedural expertise in support of Chamber and committee operations.

Administrative Support

- Continue to support the delivery of high quality administrative services to Members and Committees.
- Continue to advocate for modernisation of the Parliament's organisational structure to support the efficient delivery of existing whole of Parliament services, new services and functions, maintaining business continuity and a secure work environment.

Engagement and Educative Programs

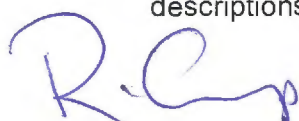
- Support development and delivery of programs for Members in relation to their obligations for compliance with standards of conduct required as a result of the adoption of a Code of Conduct for Members.
- Develop and implement new and evaluate existing school and community engagement programs and twinning assistance.
- Utilise existing ICT systems and new technologies and opportunities in social media for the provision of parliamentary information to Members and clients and educative programs to the community.

Information Management

- Support the innovation in across division and whole of Parliament information and communication technology applications so as to enhance operations.
- Develop in-house skills in the management of information technology business systems.
- Support the development of organisation wide systems and standards for records management and the development of supporting policy and training programs.

Professional Development and Conduct

- Review Staff of the House of Assembly Code of Conduct and provide staff training in relation to the effect of and staff obligations as a result of the adoption of a Code of Conduct for Members.
- Maintain and update a training regime that supports records management policies and procedures.
- Consider implementation of competency frameworks to define each position's work standards, management and leadership requirements as part of any review of position information descriptions (PID's).



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Clerk

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