



House of Assembly

Parliamentary Service of the House of Assembly

CORPORATE PLAN 2018 – 2021

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 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, efficient and impartial administrative support;
- compiling and maintaining accurate parliamentary and administrative records;
- providing educative programs and resources to schools and the community;
- providing community access to the Parliament, its proceedings, committees and Members.

Strategic Priorities 2018- 2021

Recognising its responsibilities, the Parliamentary Service of the House of Assembly has adopted the following strategic priorities for 2018 - 2021:

Procedure and Practice

- 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 procedural reform to ensure the practices of the Assembly remain true to the parliamentary process and effective and relevant to Members and the community.
- Promote the development, attraction and retention of procedural expertise in support of Chamber and committee operations.

Administrative Support

- Support the delivery of high quality administrative services to Members and Committees.
- Advocate for the 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.
- Enhance strategic planning and reporting.

Engagement and Educative Programs


- Develop and deliver programs for Members in relation to their obligations as a result of the adoption of a Statement of Principles for Members of Parliament.
- Develop and implement new and evaluate existing school and community engagement programs and twinning assistance.
- Utilise existing and new technologies for the provision of parliamentary information to Members and clients and to promote educative programs to the community.
- Promote and review effective communication with stakeholders.

Information Management

- Support the innovation of 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.
- Develop organisational wide systems and standards for records management and corporate knowledge capture including the development of supporting policies and training programs.

People and Culture

- Review and develop policies and procedures that guide and regulate the professional behaviour for staff.
- Develop and maintain training resources specific to all positions supported by the House of Assembly.
- Provide opportunities for career development to ensure that staff reach their full potential.
- Continually monitor the knowledge, skills and experience of the workforce ensuring that the composition of roles support the operations of the House of Assembly.
- Develop a work culture that makes the House of Assembly an employer of choice.



Rick Crump
Clerk

16/2/2018

Date of Issue: 16/2/2018
Review: 1/10/2021