



## DEPARTMENT OF THE LEGISLATIVE ASSEMBLY STRATEGIC PLAN 2016–2020

**Our Purpose:** A Legislative Assembly representing all Northern Territory electors served by a Department which exists to support the Members and the democratic institution.

**Goals:** Accountability, scrutiny and beneficial relationships to ensure strong democracy.

**Achieving our goals and realising our purpose:** Through the leadership of the Executive Team comprised of the Clerk, Deputy Clerk and First Clerk Assistant, the Department employs a range of tools and is organised into strategic divisions to deliver on outcomes.

### Tools

- Clerk's Performance Agreement with Speaker and Chief Minister
- Business Plans
- Audit Committee
- Staff Forums
- Board of Management
- Pre- and Post-Sitting Meetings
- Manuals to guide and ensure compliance
- Accurate record keeping

### Divisions

#### House Division

- Procedural support to Speaker and Members, review of Standing Orders, advice on parliamentary law procedure and practice
- Support for Domestic Committees (Standing Orders, House, Members' Interests, Privileges)
- Safe secure Parliament House and electorate offices
- Financial accountability
- Register of Members' Interests
- Commonwealth Parliamentary Association, inter-parliamentary and twinning relationships
- Production of the *Parliamentary Record* (Hansard)

#### Member and Corporate Support Division

- Member salaries and staff
- Member entitlements and travel
- Annual Member survey and feedback
- Record keeping and retrieval
- Website
- Staff professional development
- Building repairs and maintenance, electorate office procurement and administration

#### Committees and Education Division

- Procedural support and advice to Committee chairs and Committee members
- Proposals for innovation in Committee models and structure
- Research and administration for Committee meetings
- Education programmes delivered at Parliament House and through outreach
- Strategic relationships with external and internal interests

### Compliance

- Remuneration Tribunal Determinations
- *Public Sector Employment and Management Act*
- *Financial Management Act*

**Values Applied:** respect, impartiality, cooperation, innovation, Westminster traditions