

# About the Parliamentary Service

## Purpose

The purpose of the Parliamentary Service is to serve, support, promote and strengthen the Legislative Assembly to enable it to fulfil its various functions, which are fundamental to Queensland's democratic system of government.

### Legislative Assembly

The Queensland Parliament has one House, the Legislative Assembly.

The Legislative Assembly consists of 93 Members, who discharge a range of important legislative and constituency responsibilities.

Legislative responsibilities involve participation in parliamentary matters, including the enactment of legislation, privileged debate, scrutiny of government policy and serving on parliamentary committees.

Constituency responsibilities involve Members, as representatives of individual electoral districts, providing advice and assistance to constituents and acting as advocates for local interests.

### Queensland Parliament

The Legislative Assembly, together with the Governor of Queensland, forms the Queensland Parliament.

In the Westminster system of government, which Queensland has adopted, Parliament is the elected law making body but also determines which political party or parties form the Executive Government. To appoint a Premier and other ministers, the Governor must be satisfied that the party or parties they represent command a majority of the votes in the Legislative Assembly.

As the Executive Government is ultimately responsible to Parliament, the Assembly has the additional ongoing role of scrutinising the operations of the Executive. Accordingly, Parliament is a public institution of great constitutional importance and is separate from the Executive Government.

### Queensland Parliamentary Service

The Queensland Parliamentary Service provides administrative and support services to the Legislative Assembly, its committees and Members.

The Service comprises staff working within the parliamentary precinct in Brisbane and staff in Members' electorate offices across the state.

To enhance and emphasise its independence from Executive Government, the Queensland Parliamentary Service was established under the *Parliamentary Service Act 1988 (Qld)*.

Further, as the Parliamentary Service is distinct from the Public Service, it is not subject to a wide range of legislative, administrative and other requirements that apply in the public sector, although, as a matter of practice, it often voluntarily adopts equivalent standards.

# Vision, Values and Objectives

## Our vision

To be the innovative leader in the delivery of parliamentary services in the Westminster world.

## Our values

### Integrity

We are honest, ethical, respectful, independent, professional and accountable.

### Learning

We continually learn, develop and pass on our knowledge.

### Innovation

We are innovative and strive to create a better future.

### Clients

We are focused on the needs of our clients.

### People

We value our people and their diversity and create a safe environment for them to excel.

## Our objectives

### Assembly and committee support

Support the Legislative Assembly (and its committees and Members) in fulfilling its functions within the institution of Parliament to:

- make law (and supervise delegated law making)
- approve and scrutinise the State's finances
- scrutinise the actions of executive government (and oversight independent bodies)
- provide a forum for debate and grievance.

### Member support

Support Members to engage with, and represent, their Electorates.

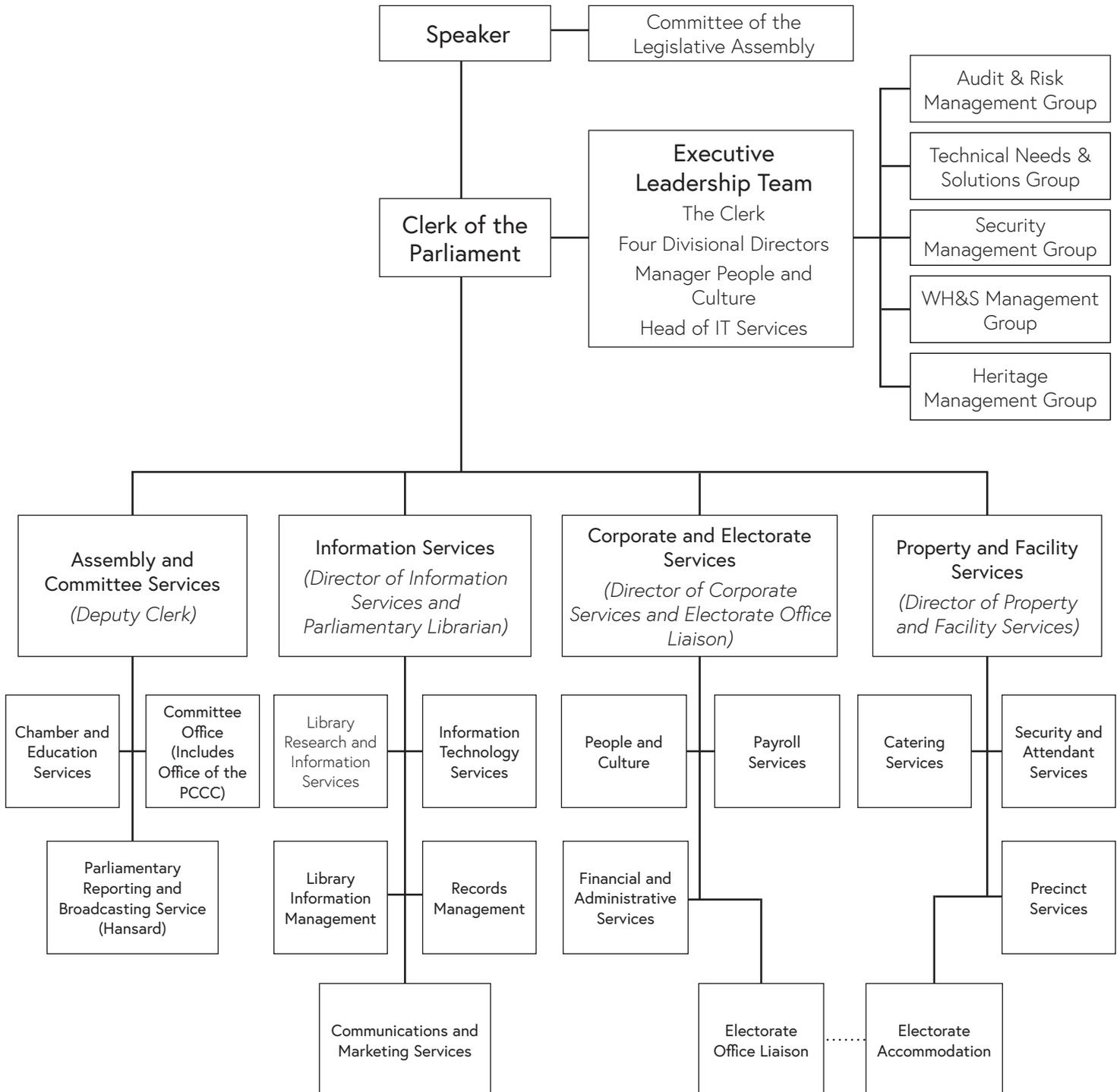
### Service provision

Provide information, corporate and facility management services.

### Improving awareness of the Parliament

Safeguard, promote and strengthen the important institution of Parliament.

# Organisational Chart



# Parliamentary Service Divisions

## Assembly and Committee Services

### Office of the Speaker

The Office of the Speaker provides executive, administrative and protocol support to the Speaker of the Legislative Assembly in relation to the Speaker's various roles.

### Office of the Clerk

The Office of the Clerk provides timely and accurate support to the Clerk of the Parliament to discharge his responsibilities as the Principal Officer of the Legislative Assembly, Chief Executive Officer of the Parliamentary Service, and Accountable Officer for the Parliamentary Service and the Legislative Assembly. The office also takes carriage of petitions and the Register of Interests.

### Office of the Deputy Clerk

The Office of the Deputy Clerk provides timely and accurate support to the Deputy Clerk to discharge his responsibilities as head of the Assembly and Committee Services Division.

### Chamber and Education Services

This area comprises two discrete offices – The Table Office and Parliamentary Education Team.

#### *Table Office*

The Table Office provides impartial advice, parliamentary information and administrative support services to assist the effective operations of the Legislative Assembly.

The Table Office is responsible for:

- maintaining accurate information on all business before the Assembly
- processing of legislation through the Assembly (introduction, amendment and presentation for royal assent)
- monitoring bills, questions and motions to ensure compliance with the rules of the Assembly
- liaising with Members, ministerial offices and public sector entities on the tabling of documents
- providing safe custody, maintenance of and access to parliamentary records
- conducting research and providing advice on parliamentary procedural matters
- managing the Queensland Parliamentary Internship Program, where university students undertake a nominated research project under the supervision of a Member of Parliament or senior officer of the Parliamentary Service.

#### *Parliamentary Education*

The Parliamentary Education Office is responsible for:

- conducting parliamentary education seminars, workshops, professional development and Youth Parliaments for educators, secondary school students, university students, public servants, Members and their staff, and other client groups
- conducting educational outreach programs for regional Queenslanders
- developing and maintaining educational and information resources for use in educational institutions and by the wider community
- ongoing evaluation of current educational programs (including school tours) to ensure that they are appropriate for the target audience, based on relevant school curricula and consistent with current best practice in teaching
- supporting parliamentary engagement with First Peoples, including providing advice and education on cultural protocols.

## Committee Office

The Legislative Assembly establishes parliamentary committees to assist with fulfilling its functions. Committees consider legislation, inquire into specific issues, oversee specified independent entities and report back to the Parliament. They provide a forum for investigation into matters of public importance and give Members the opportunity to deepen their knowledge of such issues. Importantly, committee inquiries enhance the democratic process by taking the work of the Parliament to the people and offering a direct, transparent way to have input into its decisions.

A report on the operation of committees during 2022–23 is contained on page 24.

The Committee Office is responsible for:

- providing advice and support to each committee in the conduct of its inquiries, and fulfilment of its functions more generally
- maintaining each committee's records system
- planning and organising, collection, and subsequent analysis and reporting of information and evidence
- business improvement activities
- activities aimed at increasing the awareness of the role of the Parliament and the committee system.

## Parliamentary Reporting and Broadcasting Service (Hansard)

The primary role of the Parliamentary Reporting and Broadcasting Service is to produce an accurate, timely and accessible record of the proceedings of the Parliament and Parliamentary Committees and the internet broadcast of these. Other services provided include:

- production of an index to the debates of the Parliament
- production of Members' speeches
- transcription and editorial services to other parliamentary service areas.

## Office of the Parliamentary Crime and Corruption Commissioner

Under the *Crime and Corruption Act 2001*, the primary role of the Parliamentary Crime and Corruption Commissioner is to assist the Parliamentary Crime and Corruption Committee (PCCC) in enhancing the accountability of the Crime and Corruption Commission (CCC) by undertaking a range of important functions on behalf of, and reporting back to, the PCCC.

The functions of the Parliamentary Crime and Corruption Commissioner, as required by the PCCC, include:

- conducting audits of the records, operational files and other material held by the CCC
- investigating complaints made against the CCC (including allegations of possible unauthorised disclosure of confidential information)
- inspecting the register of confidential information kept by the CCC
- previewing reports by the CCC to the PCCC.

In certain circumstances, the Parliamentary Crime and Corruption Commissioner can also investigate, on their own initiative, complaints about the CCC or a CCC officer, and similar matters.

The Parliamentary Crime and Corruption Commissioner has further mandatory responsibilities under the *Crime and Corruption Act 2001 (Qld)* and the *Police Powers and Responsibilities Act 2000 (Qld)* including the conduct of an annual review of intelligence data in the possession of the CCC and the Queensland Police Service and regular audits and inspections of the records of the CCC to determine the extent of compliance with legislative requirements relating to surveillance device warrants, controlled operations and assumed identities.

With the CCC declared an eligible agency under Commonwealth telecommunications legislation, the Parliamentary Crime and Corruption Commissioner is the inspection entity under the *Telecommunications Interception Act 2009 (Qld)*. This involves six-monthly inspections of the CCC's telecommunications interception records and provision of an annual report to the Queensland Attorney-General.

# Information Services Division

## Parliamentary Library and Research Service

The Parliamentary Library and Research Service provides confidential and impartial research for all Members of Parliament and their staff to assist them in performing their parliamentary and constituency roles.

The Parliamentary Library has an expert team of research and information specialists, and quality resources specifically selected to meet the information needs of members.

Personalised and timely research can be requested on any topic of interest to members assist with:

- parliamentary debates and speeches
- committee roles
- public interest matters
- constituency issues
- policy development.

The Parliamentary Library's Information Management service provides members with curated email alerts (containing the latest newspaper, television and radio clips) each weekday morning and afternoon. Customised alerts on particular areas of interest may be requested. Assistance with using the Library's services and the variety of electronic resources is available to all members and their staff.

The Parliamentary Library's Library Online is available via the Parliament's website and intranet. Available resources include:

- TV and radio clips of news and current affairs programs
- full text newspaper and journal articles
- government documents
- current affairs, legal, and research databases
- books, including electronic and audio books
- journals, podcasts, maps
- economic and social statistical data.

## Information Technology Services

Information Technology Services is responsible for:

- the provision, management and maintenance of desktop, network and telephony services (including the technology infrastructure) to support the operation of the Parliamentary Service, electorate offices, and the Legislative Assembly
- investigating, assessing and, when appropriate, implementing new or emerging technologies to ensure information technology systems remain effective
- providing support and advice to Members of Parliament and Parliamentary Service staff on information technology systems and services.

## Records Management

Records Management provide information and records management services to the Parliamentary Service.

The team is responsible for the systematic identification, capture, management and retention of information and records and ensuring they are accessible and useable for as long as they are required to meet operational, accountability, legislative and cultural requirements.

Records Management support best practice information and records management by:

- providing advice on information management and recordkeeping
- undertaking the management and maintenance of information and records management resources and tools
- developing policies, procedures and guidelines
- managing and preserving digital information collections
- providing eDRMS support and front-end system administration
- delivering information management, recordkeeping and eDRMS training.

## Marketing and Communications

Marketing and Communications is responsible for:

- promoting parliamentary activities and events in order to improve community understanding and awareness of the role and activities of the Queensland Parliament
- developing and implementing communication strategies for service-wide projects or projects involving multi-services including engagement with the community via parliamentary committee processes
- drafting media releases, speeches and associated services for the Parliamentary Service
- supporting effective communication between the Parliament and its clients with an emphasis on the Parliament's website and within the Parliamentary Service
- providing multimedia design and publication services for the Parliamentary Service and parliamentary committees.

# Corporate and Electorate Services Division

## Office of the Director of Corporate Services and Electorate Office Liaison

The Office of the Director of Corporate Services and Electorate Office Liaison is responsible for:

- leading the Corporate and Electorate Services Division including Financial and Administrative Services, People and Culture, Payroll Services and Members' Executive Support
- developing and monitoring corporate governance strategies within the Parliamentary Service (including management planning, systems and standards)
- managing the administration of the *Members' Remuneration Handbook*
- leading and promoting liaison activities to deliver business systems and support networks for electorate staff located throughout Queensland.

## Financial and Administrative Services

Financial and Administrative Services provides corporate services and administrative support in relation to:

- financial accounting
- budget management
- Members' travel entitlements
- Members' electorate and communication allowance
- corporate travel arrangements
- procurement
- contract management
- goods receiving
- inventory and asset management
- mobile phone administration
- insurance
- financial information systems
- internal control systems.

## People and Culture

In the 2022-23 year the HR Services unit was transitioned into two units: People and Culture and Payroll Services.

The People and Culture unit is responsible for delivery of both operational service and the strategic Workforce Strategy 2022–25.

A service catalogue was developed to outline key service offerings that would provide support to Members and the Parliamentary Service, including:

- recruitment and attraction
- onboarding and induction
- learning and development
- performance planning and management
- case management (including rehabilitation coordination)
- workforce planning
- organisational development and design
- workplace and industrial relations
- change management
- co-ordination of Employee Assistance Service.

## Payroll Services

Payroll Services is responsible for the provision of effective payroll and employment related services and advice to the staff and leaders across the Parliamentary Service as well as Members of the Legislative Assembly and electorate office staff, including:

- payroll processing
- personnel administration
- establishment management
- salary budgeting
- employee self-service modules through the Aurion payroll software portal
- Aurion HRIS system maintenance and development
- data capture, extraction and reporting for service areas and corporate reporting.

Under current Shared Services arrangements, Payroll Services also provides payroll and leave management services under Service Level Agreements with the Office of the Governor and the Queensland Audit Office.

# Property and Facility Services Division

## Property and Facility Services Division

Property and Facility Services is responsible for the management of facilities, construction projects and maintenance of the Parliamentary precinct. Property Services engages a range of contractors to assist in meeting the accommodation needs of the Parliament within the Parliamentary precinct.

## Security and Attendant Services

Security and Attendant Services supports the Members and staff of the Queensland Parliament by providing a secure Parliamentary precinct balanced against the need to provide public access to the precinct.

Other services include:

- precinct security (24 hour security of the Parliamentary precinct)
- coordination of emergency response
- building announcements
- Parliamentary chamber services
- building reception services (including mail distribution and switchboard)
- first aid services
- school, public and group tours
- gift shop sales
- lost property
- dry cleaning
- car parking
- key and access management.

## Electorate Accommodation

Electorate Accommodation is responsible for:

- providing and maintaining electorate offices for all Members of the Legislative Assembly
- developing relevant policies
- providing advice to Members on their electorate office entitlements.

There are currently 97 electorate offices across the 93 state electorates. Four electorates have two offices within their boundary due to the size of the electorate.

All offices are leased, furnished and maintained in accordance with the Members' Remuneration Handbook.

## Catering Services

Catering Services provides a range of dining, meeting room and event spaces throughout the Parliamentary precinct for Members, guests and approved clients.

In addition, Catering provides support to Members and former Members for the set-up and AV requirements for meeting rooms, internal bookings, formal announcements, tours and events hosted by Queensland Parliament.

Catering Services also provides a range of gift and souvenir products available for purchase from the gift shop.

## Service Standards – Effectiveness Measures

Members of Parliament are surveyed each year on the performance of the Parliamentary Service. The percentage of Members satisfied or very satisfied with services provided for the Parliamentary Service as a whole and for individual Service Areas and Offices are presented below.

### Overall rating for the Parliamentary Service

In May 2023, the percentage of Members satisfied or very satisfied with the performance of the Parliamentary Service as a whole in fulfilling its key purpose was 92%.

### Overall rating by Service Area and Office

Committee Office	90%
Electorate Accommodation Services	85%
Financial and Administrative Services	93%
Human Resource Services	98%
Information Technology Services	85%
Members Executive Support	85%
Office of the Clerk	98%
Parliamentary Catering Services	76%
Parliamentary Education	90%
Parliamentary Library	95%
Parliamentary Reporting Service	100%
Property Services	100%
Security and Attendant Services	98%
Table Office	98%