

**DIVISION: PARLIAMENTARY OPERATIONS**

**PURPOSE:** To manage the Legislature's operational services.

**FUNCTIONS:**

1. Provide procedural services and support to enable the effective functioning of the legislature.
2. Provide administrative and secretarial services to committees.
3. Manage communication and outreach services.
4. Provide legal advice.
5. Manage a research, policy and knowledge management services.

Executive Manager

Secretary

**SECTION: PROCEEDINGS**

**PURPOSE:** To provide procedural services and support to enable the effective functioning of the Legislature

**FUNCTIONS:**

1. Provide a tabling and sittings service.
2. Provide sergeant at arms services
3. Provide a Hansard and language service.
4. Provide procedural services to the House.
5. Provide sound and vision services.

Senior Manager: Proceedings

Secretary

Manager: Hansard

2 Assistant Managers: Hansard

Senior Language Practitioner

Senior Dictaphone Typist

2 Dictaphone Typists

Manager: Procedural Services

Parliamentary liaison Officer

Sergeant at Arms

Sound and Vision Control Officer

**SECTION: COMMITTEES**

**PURPOSE:** To provide administrative and secretarial services to committees.

**FUNCTIONS:**

1. Organise committee meetings.
2. Ensure that committee meetings are in accordance with Standing Rules and acceptable statutory requirements.
3. Keep record of procedural issues.
4. Manage committees' budget
5. Handle committees' administrative work

Senior Manager: Parliamentary

Secretary

Manager Committees

Secretary: Chairperson of

2 Assistant Managers: Committees

8 Committee Co-ordinator 4/4

8 Committee Secretaries

Manager NCOP

NCOP Liaison Officer

**SECTION: PUBLIC AFFAIRS**

**PURPOSE:** To manage public affairs services.

**FUNCTIONS:**

1. Provide public relations.
2. Provide media relations
3. Provide public education
4. Manage public participation and petitions

Senior Manager: Public Affairs

Secretary

Manager: Public Relations

Assistant Manager: Media Liaison

Assistant Manager: Media Prod.

2 Senior Communications Officers

Senior Graphic Designer

Information Photographer

Manager: Public Participation

Senior Petitions Officer

3 Senior Public Participation Officer

3 Parliamentary Community Workers

**SECTION: LEGAL SERVICES**

**PURPOSE:** To provide legal advice

**FUNCTIONS:**

1. Provide legal advice
2. Screen bills, hybrid bills and petitions
3. Draft legislation and standing rules
4. Assist with the resolution of disputes

Senior Manager: Legal Services

Secretary

2 Legal Advisors

**SECTION: RESEARCH, POLICY AND KNOWLEDGE MANAGEMENT**

**PURPOSE:** To manage a research policy and knowledge management services.

**FUNCTIONS:**

1. Provide research support to the legislature.
2. Provide a policy analysis service to members and committees.
3. Manage library and information services.
4. Manage a learning and knowledge

Senior Manager: Research, Policy and Knowledge

Secretary

Manager: Research and Policy Analysis

5 Senior Researchers

Senior Librarian

Assistant Librarian

Senior Learning and Knowledge Management Officer