



LEGISLATIVE ASSEMBLY

FOR THE AUSTRALIAN CAPITAL TERRITORY

OFFICE OF THE LEGISLATIVE ASSEMBLY

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The Office of the Legislative Assembly is established by the [Legislative Assembly \(Office of the Legislative Assembly\) Act 2012](#) and consists of the Clerk and staff of the Office. Pursuant to section 8 of the Act, the Clerk and Office staff are not subject to direction by the executive or any minister in the exercise of their functions.

Under section 6 of the Act, the Office's function is to provide impartial advice and support to the Legislative Assembly and its committees and members of the Assembly, including by:

- providing advice on parliamentary practice and procedure, and the functions of the Assembly and committees;
- reporting proceedings of the Assembly and meetings of committees;
- maintaining an official record of proceedings of the Assembly;
- providing library and information facilities and services for members;
- providing staff to enable the Assembly and committees to operate efficiently;
- providing business support functions, including administering the entitlements of members who are not part of the executive; and
- maintaining the Assembly precinct.

The Office also provides public education about the functions of the Assembly and committees. The Office may exercise any other role given to it under the Act or another Territory law.

OFFICE'S APPROACH

The Office is the primary source of advice and support for the institution of parliament in the ACT. It is the steward of Assembly practice and procedure, with a central element of its role being to promote and strengthen the role of the parliament in the particular form of representative democracy which operates in the ACT.

To fulfil its statutory functions, the Office seeks to maintain and strengthen its position as a 'resilient, reliable and professional parliamentary support organisation supporting a strong, relevant, visible and accessible Legislative Assembly'.

STRUCTURE

The Office of the Clerk

The Office of the Clerk is responsible for a range of governance and procedural matters, parliamentary education and public affairs.

Parliamentary Support Branch

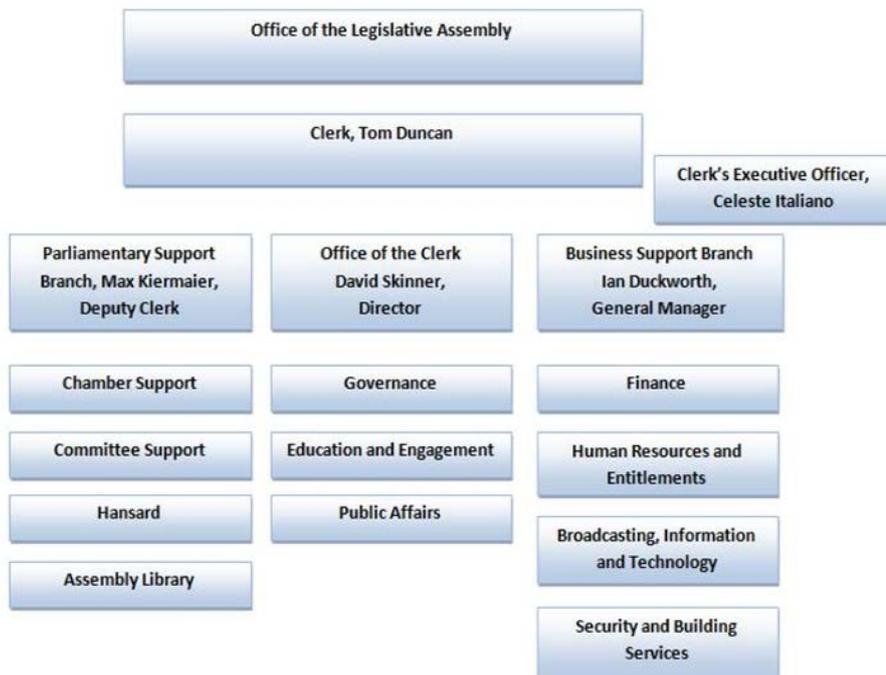
The Parliamentary Support Branch is responsible for advising and supporting key parliamentary activities, including:

- **Chamber Support**—providing administrative and procedural advice and support to the operation of the chamber;
- **Committee Support**—providing administrative and procedural advice and support to the Assembly standing and select committees;
- **Hansard**—providing transcripts of Assembly and committee proceedings; and
- the **Assembly Library**—library information and reference services for MLAs, their staff, Office staff and other ACT public sector employees.

Business Support Branch

The Business Support Branch is responsible for servicing and advising non-executive members, their staff, the Clerk and Office staff in relation to a range of key functions, including:

- **Finance**—financial and budgetary management services;
- **Human Resources and Entitlements**—HR, payroll and entitlements advisory services;
- **Broadcasting, Information and Technology**—ICT, records management, and broadcasting services; and
- **Security and Building Services**—security, facilities and building management services.



TYPES OF INFORMATION HELD

The Office has broad responsibility for providing advice to government agencies and the public regarding the business of the Assembly and its committees. To facilitate the provision of information, the following documents are published by the Office on the Assembly website (www.parliament.act.gov.au):

- [ACT Register of Lobbyists](#)—Details of lobbyists registered to approach public officials in the ACT.
- [Bills list](#)—an alphabetical listing, by short title, of bills considered by the Assembly. The list details the date of introduction and, where relevant, the date of passage, the act number and particulars in the legislation register. Bills discharged, negatived at the agreement in principle stage, declared urgent and referred to committees are also listed. The list is published on a regular basis.
- [Bills Volumes](#)—bound volumes of all bills presented to the Assembly. The volumes include bills, explanatory statements and amendments that were moved at the detail stage. Available for inspection at the Assembly and Territory libraries. The volumes are published for each Assembly and, from 2006, are available online.
- [Business of the Assembly](#)—a synopsis of the business undertaken by the Assembly each calendar year. This information is published on an annual basis online.
- [Business of the Committees](#)—a synopsis of committee activity during the current Assembly. This information is updated on an ongoing basis and published online.
- [Committee reports](#)—reports presented to the Assembly by standing and select committees.
- [Committee Transcripts](#) - transcripts of public hearings of committees of the Assembly are produced following committee hearings and uncorrected proofs of committee transcripts are available for inspection at the Committee Office. Edited proof transcripts are published on the Assembly's website as soon as they are verified by Hansard editors; final transcripts are published within 20 working days from the date of the hearing.
- [Daily Program](#)—a guide for members indicating the items of business which the Assembly is expected to consider that day. It is published each sitting day.
- [Debates of the Legislative Assembly for the Australian Capital Territory \(Hansard\)](#)—a record of Assembly debates, commonly referred to as Hansard. The official Weekly Hansard is produced approximately three weeks after each sitting week of the Assembly. The proof Daily Hansard is produced the day following a sitting of the Assembly.
- [Travel reporting](#)—information on travel undertaken by MLAs for Assembly business.
- [Fact sheets](#)—provide a variety of historical, administrative and procedural information in relation to the business of the Assembly, including a glossary of terms.
- [Information for persons making submissions to, or appearing as witnesses before, committees of the Legislative Assembly](#)—a pamphlet providing information to persons involved with the committees of the Assembly.
- [Members' declarations of interest](#)—contain statements of registrable interests as declared by members.
- [Minutes of Proceedings](#)—the official record of the proceedings of the Assembly. Pamphlet copies are published in proof form immediately following each sitting of the Assembly, with final copies published later. A proof index to the minutes and a proof index to papers tabled in the Assembly are published internally, as are proof bound volumes of the Minutes of

Proceedings.

- [Notice Paper](#)—the official list of all outstanding business before the Assembly and setting out the order of business to be followed. The Notice Paper also lists notices of questions (a full list of unanswered questions appears on the first Notice Paper each sitting week or fortnight) and contains an information section on Assembly committees. The Notice Paper is published each sitting day of the Assembly, with the exception of the first sitting day of an Assembly.
- [Sitting pattern](#)—a calendar highlighting Assembly sitting days. A copy of the current sitting pattern is available from the members and public entrances while in stock. An up-to-date version is always available on the Assembly website.
- [Summary of Bills](#)—includes a summary of each bill introduced into the Assembly for the current Assembly to date, the minister or member who introduced the bill and the date of introduction. Published on a regular basis.
- The Assembly also provides free of charge copies of a range of education materials on various aspects of its history, roles and functions to the public, community groups and schools.

Copies of ACT legislation (bills and acts) and subordinate legislation (e.g. regulations and determinations) are at www.legislation.act.gov.au.

Other types of documents that may be available under the [Freedom of Information Act 2016](#) are general files and administrative records; however, it should be noted that documents are exempt if disclosure would infringe the privileges of the Legislative Assembly or other Australian parliaments.

FREEDOM OF INFORMATION (FOI) PROCEDURES AND CONTACT POINTS

All FOI requests relating to the Office of the Legislative Assembly should be directed to:

The Clerk
Legislative Assembly for the ACT
GPO Box 1020
Canberra ACT 2601

Location: 196 London Circuit, Canberra City, ACT, 2601

Business hours: 8:30 am to 5 pm Monday to Friday

General enquiries: (02) 6205 0439

Committee enquiries: (02) 6205 0127

Hansard enquiries: (02) 6205 0422

Legislation enquiries: (02) 6205 0440

Requests can be delivered to the public entrance of the Assembly building between 8:30am and 5:00pm Monday to Friday. Telephone inquiries should be directed to the Office's general number (02) 6205 0439.

[FOI fact sheet and procedures](#) are available on the Assembly website.