

Looking ahead

Initiatives in 2022–23 will include:

Committee Office

- Implement recommendations arising from the Good Practice Communication and Engagement Action Plan including conducting a stakeholder survey.
- Plan, implement and refine new reader focused approaches to committee report writing.
- Evaluate internal resources to support committee oversight of independent entities.
- Plan for committee hearing room and office accommodation changes associated with the Parliamentary Annexe refurbishment.

Parliamentary Reporting and Broadcasting Service

- Finalise transition to Liberty digital audio recording system, including new portable systems for recording committee hearings held outside the parliamentary precinct.
- Contribute to the process of exploring the introduction of a Parliamentary Information Management System including an updated Hansard production system and automatic speech recognition technology and associated change management processes.

Table Office

- Provide chamber support services for a regional sitting of Parliament in Cairns in May 2023.
- Digitise tabled papers from 41st to 43rd Parliaments (1974 – 1983).
- Continue update of chamber and table office procedures manuals and templates.
- Implement a new training program for Clerks at the Table.
- Consider options to develop a database of precedents to support the provision of parliamentary procedural and legal advice.

Parliamentary Education

- Hold a Junior Indigenous Youth Parliament in May 2023 in Cairns, aligning with the regional sitting of Parliament.
- Plan and hold Youth Parliaments for Brisbane, Mackay, Roma, Cairns, Gladstone and Toowoomba.
- Offer Public Service seminars in regional locations as above, and in Brisbane.
- Deliver cultural learning workshops to parliamentary service staff, with further delivery to be determined.
- Conduct further Youth Parliaments for primary school students in the Legislative Assembly Chamber.

Human Resource Services

- Implement outcomes of the 2022 Human Resources Review including transition to new structure, recruitment, and development of new/updated position descriptions.
- Coordinate the implementation of an automated time sheet system (eg. Aurion Timekeeper) for the Parliamentary Service including casual employees in electorate offices and the use of Employee Self Service (ESS) by electorate office staff.
- Coordinate a planned upgrade to version 12 of the Aurion Human Resource Information System.

Financial and Administrative Services

- Continue to provide procurement, contract management and budget management support to assist the Parliamentary Annexe upgrade.
- Provide administrative support, including travel arrangements, for the Cairns Regional Parliament scheduled for 9 May to 11 May 2023.
- Commence planning and project management for an upcoming Financial Management Information System upgrade.
- Deliver tailored procurement and contract management training to Service Areas that have complex supplier arrangements.
- Assist Parliamentary Catering Services with implementing a revised operating model that improves visibility on performance.

Parliamentary Library and Research Service

- Review and replace the Video on Demand platform (VoD) with a more efficient solution.
- Further digitise hardcopy library collections, including the pamphlet collection and historical Ministerial media statements.
- Develop targeted in-house videos to deliver client and staff training, heritage collection virtual tours and presentations, and contribute to social media content.
- Continue to support Parliament's public engagement program of recognising significant events and anniversaries by undertaking historical research and creating informative displays, and holding appropriate events and presentations.

Electorate Accommodation Services

- Deliver Electorate Office CCTV specification and roll out to all electorate offices.
- Conduct Electorate Office Fire and Emergency Management Audit and associated works.

Information Technology Services

- Explore options for a new enterprise Parliamentary Information Management System to potentially replace, over time, in-house bespoke IT systems, prioritising committee submissions and the production of Hansard.
- Upgrade and modernise the Internet Broadcast system (Parliament TV).
- Replace and modernise legacy AV equipment throughout the Parliamentary precinct.
- Develop a technology plan for the Cairns Regional Parliament in May 2023.

Records Management

- Conduct a risk assessment to identify and actively mitigate against threats to key digital collections.
- Develop a sustainable file format framework, including options for digital format detection and conversion.

Property and Facility Services

- Refurbish Members' office and accommodation – Annexe levels 9 to 23.
- Install new security turnstiles in the Annexe foyer.
- Complete Annexe Critical Infrastructure Projects Stage 4 2022-2023 (associated works and over run).
- Continue migration of QBuild delivered services to direct management for cost and operational efficiencies.
- Continue to focus on reducing utility consumption across the Precinct.

Security and Attendant Services

- Conduct ongoing upgrade to CCTV capability and access control in the precinct.
- Conduct security review including the relocation of the control room which will provide efficiencies in both resource management and technology to meet the needs of the building refurbishment.

Catering Services

- Develop a dedicated microsite for the promotion of Catering Services' dining and events offerings.
- Refurbish the Members' Dining Room and Speaker's Dining Room as part of the Annexe refurbishment project.
- Conduct ongoing planning to accommodate the Annexe refurbishment project, including the relocation of meetings to account for noise interruptions, identifying alternate spaces such as level 3 colonnade and developing new spaces such as level 3 gardens.

Marketing and Communications Services

- Develop a brand and style guide to promote consistent communications, brand application and cultural protocols across the Parliamentary Service.
- Support the delivery of the Regional Parliament in Cairns in May 2023, including the development of a marketing and communications strategy.
- Conduct a social media audit and deliver a social media strategy that drives engagement and prioritises education.