



Clerk of the Legislative Assembly

Position Number: 100

Classification: Clerk

Branch: Clerk

Business Unit: Office of the Clerk

Who are we

The Office of the Legislative Assembly (the Office) is the parliament's support agency. It is an independent statutory agency that provides procedural and administrative advice and support to the ACT Legislative Assembly and its committees. As at May 2026, it employs xx staff and administers an annual budget of \$29.5m.

The Office is led by the Clerk of the Assembly and is governed by the [Legislative Assembly \(Office of the Legislative Assembly\) Act 2012](#) [\[PDF\]](#) (OLA Act). The Clerk has broadly equivalent management powers to a Director-General. Unlike other ACT public sector agencies, ministers cannot direct the Clerk, the Office, nor its staff.

The office's function is to provide impartial advice and support to the Legislative Assembly and committees and members of the Assembly, including by—

- (a) providing advice on parliamentary practice and procedure and the functions of the Assembly and committees;
- (b) reporting and maintaining an official record of proceedings of the Assembly and meetings of committees;
- (d) providing library and information facilities and services for members;
- (e) providing staff to enable the Assembly and committees to operate efficiently; and
- (f) providing business support functions, including administering the entitlements of members who are not part of the Executive; and maintaining the Assembly precincts.

The Office has three branches:

- The **Office of the Clerk** is responsible for governance, procedural matters, parliamentary education, and public engagement on the Assembly's behalf.
- **Parliament Support** is responsible for supporting the operation of the Assembly chamber and committees, Hansard, and the Assembly Library.

- **Business Support** is responsible for broadcasting proceedings, security, and providing finance, human resources, and IT services to the Office and non-executive members.

The Job

The Clerk is the administrative head of the Office and the principal adviser on parliamentary procedure and practice. The Clerk has a range of powers, functions and responsibilities under the standing orders of the Legislative Assembly and Territory and Commonwealth legislation.

In particular, the Clerk of the Assembly is required to:

- provide advice to the Speaker, committee presiding members, ministers and members on parliamentary practice and procedure;
- undertake responsibility for the leadership and management of the Office, including meeting relevant statutory responsibilities in relation to the management of staff and the Office's finances;
- undertake responsibility for producing the *Minutes of Proceedings*, certification of legislation, custody of the records of the Assembly and other duties as set out in the standing orders, other orders and resolutions of the Assembly and legislation;
- provide advice to the Speaker on the administration of the Assembly and its precincts and ensure the implementation of decisions made by the Assembly and the Speaker as appropriate; and
- undertake duties as Secretary to the Standing Committee on Administration and Procedure and Secretary/Treasurer to the Assembly Branch of the Commonwealth Parliamentary Association and ACT Former Members Association.

What we are looking for

Parliamentary Expertise

- Comprehensive understanding of, and experience in, the application of parliamentary law and procedure, particularly as it applies within the Australian Capital Territory
- Considerable experience as a Clerk at the Table

Leadership and Development Capability including Organisational Awareness

- Demonstrated high level of personal integrity and ethics
- Demonstrated ability to motivate and direct the efforts of others toward the achievement of organisational outcomes
- Commitment to equity and fairness and the creation and maintenance of an effective work environment
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Management Skills and Achievement Record

- Proven capacity to manage financial and human resources
- Demonstrated high-level organisational ability and action orientation
- Proven capacity to delegate effectively
- Ability to manage a range of issues concurrently

Capacity to Achieve Strategic Outcomes

- Proven capacity to develop and articulate vision and strategic direction
- Ability to shape strategic thinking and planning

Effective Communication Skills

- Highly effective interpersonal skills including sound judgement
- Proven capacity to establish and foster effective relationships
- Proven capacity to effectively and discretely handle sensitive matters
- Highly effective written communication skills including the ability to develop complex advice and submissions

Qualifications/Requirement

Essential:

- This is a position of trust and as such applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 2" unless a compelling case exists for a waiver to this requirement.
- Relevant qualifications and/or experience in a parliamentary workplace.

Special Requirements

Pursuant to s 11 of the OLA Act, the clerk must give a written statement of the clerk's personal and financial interests to the Speaker within 7 days after—

- (a) the day the clerk is appointed;
- (b) the first day of each financial year; and
- (c) the day there is a change in an interest.