

Office of the Queensland  
Parliamentary Counsel

Annual Report  
2004 - 2005



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Office of the Queensland Parliamentary Counsel  
Levels 17 and 18, 111 George Street  
Brisbane 4000

PO Box 15185  
CITY EAST QLD 4002

Telephone: 07 3237 0466  
Facsimile: 07 3229 6295

Web: [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au)

Copies of this report are available on our web site or by contacting  
the Manager, Corporate Support on 07 3237 0050.



Office of the Queensland  
Parliamentary Counsel

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## *Letter of transmission*

Office of the Queensland Parliamentary Counsel

The Hon. Peter Beattie MP

Premier of Queensland

Dear Premier

I have much pleasure in presenting the annual report of the operations of the Office of the Queensland Parliamentary Counsel.

The report covers the period 1 July 2004 to 30 June 2005.

Peter Drew

Parliamentary Counsel

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## The year in review 2004–2005

Goals	Principal activities	Achieving the purposes of the <i>Legislative Standards Act 1992</i>
<p>Provide an effective and efficient drafting service, ensuring Queensland legislation is of the highest standard</p>	<ul style="list-style-type: none"> <li>■ 72 government Bills drafted</li> <li>■ 10 Bills for private members drafted</li> <li>■ 382 instruments of subordinate legislation drafted</li> <li>■ 7 991 pages of Bills and subordinate legislation drafted</li> <li>■ 80 pages of amendments during consideration in detail drafted</li> <li>■ 26 413 pages of draft legislation prepared in camera-ready form for publication</li> <li>■ high-level advice on alternative ways of achieving policy objectives provided</li> <li>■ extensive ongoing contact with clients for the planning and delivery of the legislative program continued</li> </ul>	<ul style="list-style-type: none"> <li>■ high level of client satisfaction (91%) as measured by a survey of government departments (target 85%)</li> <li>■ all essential legislation delivered in a timely fashion to government and private members</li> <li>■ clear and simple drafting styles, with an emphasis on plain English maintained</li> <li>■ protection of the institution of Parliament and the rights and liberties of individuals through compliance with and continued cultivation of an awareness of fundamental legislative principles</li> <li>■ effective policy implementation through a high-quality drafting product</li> <li>■ access to justice by providing Parliament with the drafting services necessary to ensure there is an appropriate system of rules to govern our society</li> </ul>
<p>Ensure Queensland legislation is readily available by providing responsive publication, advisory and information services</p>	<ul style="list-style-type: none"> <li>■ 119 hard-copy reprints published (13 323 pages)</li> <li>■ 1 066 electronic reprints published (140 595 pages)</li> <li>■ 75% of electronic reprints published within 2 weeks of amendments commencing (target 75%)</li> <li>■ 100% of agreed deadlines met for printed publications</li> <li>■ continued implementation of the changes to the style and presentation of Queensland legislation</li> </ul>	<ul style="list-style-type: none"> <li>■ free immediate public access to all versions of Queensland legislation as passed or made</li> <li>■ free public access to most electronic reprints soon after amendment</li> <li>■ continued improvement of the office's web site to enhance access to Queensland legislation</li> <li>■ access to justice by ensuring community access to the legislation that governs them and provides them with rights</li> </ul>
<p>Maximise the capacity of our skilled and diverse staff to contribute to the achievement of corporate and government goals</p>	<ul style="list-style-type: none"> <li>■ regular forums held</li> <li>■ performance planning and review carried out for staff</li> <li>■ participation in the Department of the Premier and Cabinet achievement awards</li> <li>■ ongoing training and development of staff</li> </ul>	<ul style="list-style-type: none"> <li>■ office capability maintained through retention of experienced staff and ongoing training</li> <li>■ continued implementation of performance development system</li> </ul>
<p>Continually improve the capacity of office systems and processes to contribute to the achievement of corporate and government goals within established frameworks</p>	<ul style="list-style-type: none"> <li>■ continued development of the office's web site which now is the third most visited State government web site</li> <li>■ major migration of the office's computer environment into the network infrastructure of the Department of the Premier and Cabinet completed, resulting in major efficiencies of service and support</li> </ul>	<ul style="list-style-type: none"> <li>■ office capability and community access improved through continued enhancement of office systems</li> <li>■ adherence to whole-of-government standards</li> </ul>





# Our organisation

## *History and key roles*

The Office of the Queensland Parliamentary Counsel (the office) was established as a statutory authority by the *Legislative Standards Act 1992* on 1 June 1992.

The purposes of the Act, section 3, are therefore the key roles of the office, that is, to ensure that:

- Queensland legislation is of the highest standard
- an effective and efficient drafting service is provided for Queensland legislation
- Queensland legislation, and information about Queensland legislation, is readily available in printed and electronic form.

Subject to the Minister, the Honourable the Premier, the office is controlled by the Queensland Parliamentary Counsel. However, the Director-General, Department of the Premier and Cabinet is the accountable officer responsible for the financial administration of the office.

## *Functions*

The office has a broad range of functions under the *Legislative Standards Act 1992*, section 7, including:

- drafting all government Bills
- drafting, if asked, proposed Bills for government entities other than departments and public service offices
- drafting, if asked, private members' Bills
- drafting all amendments of Bills for Ministers
- drafting, if asked, amendments of Bills for other members
- drafting all subordinate legislation other than exempt subordinate legislation
- drafting, if asked, all other instruments for use in, or in connection with, the Legislative Assembly
- in performing its drafting functions, providing advice to Ministers, members and government entities about alternative ways of achieving policy objectives and the application of fundamental legislative principles
- providing advice to the Governor in Council, Ministers, and government entities on the lawfulness of proposed subordinate legislation
- ensuring the Queensland statute book—that is, Queensland's written laws, including both Acts and subordinate legislation—is of the highest standard
- preparing reprints of Queensland legislation and information about Queensland legislation
- making arrangements for the printing of Queensland legislation and legislative information
- making arrangements for electronic access to Queensland legislation.

*The Queensland statute book contains Queensland's written laws, including both Acts and subordinate legislation.*

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History and key roles

Functions

Our clients

Drafting and advisory clients

Publishing clients

Strategic direction

Supporting the government's priorities

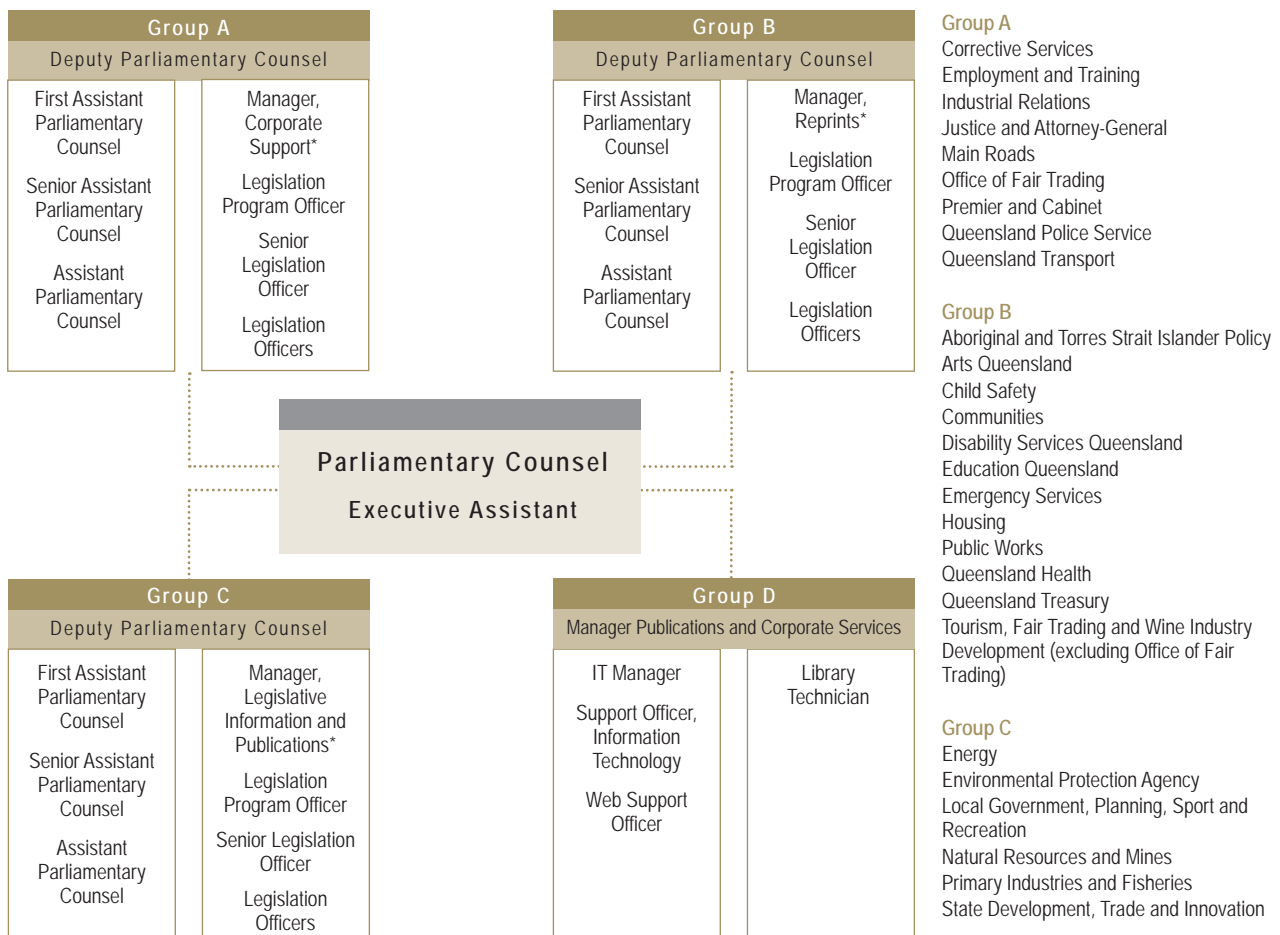
Planning

Reporting and evaluation

## Our clients

The office uses a team-based approach to provide its clients with the best possible service. It is structured into four groups, department groups A, B, C and the publications and corporate services group. Each department group provides drafting and advisory services to a particular set of drafting clients, as well as publishing point-in-time reprints relating to their set of clients. Each team of legislation officers in the department groups also has a role to support a whole-of-office function, namely, corporate support, reprints management or legislative information and publications.

The publications and corporate services group is responsible for legislative access issues, information technology, library services, and corporate services.



\*In addition to team drafting and reprint responsibilities, each group has a whole-of-office function:

- Group A: corporate support;
- Group B: reprints management;
- Group C: legislative information and publications.

The Managers of Groups A, B and C legislation officer teams report to the Manager Publications and Corporate Services in relation to these functions.

## Drafting and advisory clients

The office's clients for its drafting and advisory services are the people who provide instructions for drafting proposed legislation. Instructors include the Premier, Cabinet, Ministers, government departments and entities, parliamentary committees, and members of the Legislative Assembly.

Executive government is a major client because it sponsors most Bills in the Parliament. However, under the *Legislative Standards Act 1992*, any member of the Legislative Assembly may ask the parliamentary counsel for drafting services. The parliamentary counsel must comply with the request unless the parliamentary counsel considers that it would not be possible to comply without significantly and adversely affecting the government's legislative program.

## Publishing clients

The office's publishing clients are all those to or for whom the office provides access to legislation through its publishing activities.

The office provides in-house publishing services to the Parliament, government departments and entities by:

- producing the versions of Bills required for passage through the Legislative Assembly and assent
- preparing copies of subordinate legislation for certification by the office and providing the certified copies for making by a Minister, board, agency or the Governor in Council
- coordinating for departments the notification, publication and tabling processes for subordinate legislation, including publication and notification of subordinate legislation in extraordinary gazettes.

Because every member of the community is potentially affected by legislation, the office recognises the community in general as an important publishing client. The courts and legal profession are important publishing clients in view of their vital roles in interpreting and advising clients about legislation.

## Strategic direction

The office's strategic direction is aligned with the Queensland Government's priorities and the office's work is planned and evaluated within the government's Managing for Outcomes framework.

The office works to goals in three key result areas.

### ■ Legislative drafting services

**Goal:** to provide an effective and efficient drafting service, ensuring Queensland legislation is of the highest standard

### ■ Legislative publishing and information services

**Goal:** to ensure Queensland legislation is readily available by providing responsive publication, advisory and information services

### ■ Organisational capability

**Goal:** to maximise the capacity of our skilled and diverse staff to contribute to the achievement of corporate and government goals

**Goal:** to continually improve the capacity of office systems and processes to contribute to the achievement of corporate and government goals within established frameworks

### Our mission

*To deliver efficiently the legislation required for State democratic processes and to support justice by ensuring legislation is effective, accessible and consistent with fundamental legislative principles*

### Our vision

*A highly motivated, proactive and professional office that uses the best technology, skills and practices to ensure Queensland legislation is of the highest standard*

## Supporting the government's priorities

During 2004–2005, through its output of legislative drafting, advisory and information services, the Office of the Queensland Parliamentary Counsel contributed to strategic governance and all of the government's priorities:

### ■ **Improving health care and strengthening services to the community**

Legislation controls the registration of health professionals and provides for registrants to meet particular standards.

### ■ **Realising the Smart State through education, skills and innovation**

Legislation contributes to the realisation of the Smart State by helping to uphold standards of education and to maintain public confidence in educational institutions.

### ■ **Protecting our children and enhancing community safety**

Legislation improves the personal safety of our children and enhances community safety by providing a framework of rules and the power to enforce the rules.

### ■ **Managing urban growth and building Queensland's regions**

Legislation is the enforceable basis of the South East Queensland Regional Plan.

### ■ **Protecting the environment for a sustainable future**

The protection of the environment is largely enforceable by legislation.

### ■ **Growing a diverse economy and creating jobs**

Legislation supports Queenslanders in gaining and maintaining employment by providing a legal framework that supports investment and development, and encouraging an environment that allows business to grow and diversify.

## ■ **Delivering responsive government**

The legislative process recognises the importance of engaging the community in government decisions and processes and supports this by providing consultation drafts of legislation in appropriate cases. It also strengthens policy development by having appropriate regard to a core set of community values—the fundamental legislative principles.

## *Planning*

The office uses three levels of planning to ensure it achieves its goals and evaluates performance.

### **Strategic plan**

- sets overall strategic direction
- outlines goals, strategies for achieving these goals and ways of measuring them
- spans four years but is renewed annually to ensure responsiveness to changes and new priorities

### **Business plan**

- details the operational projects and processes that help the office to meet its performance targets
- spans one year and is renewed annually

### **Personal plans**

- are prepared by each member of staff
- show through projects and responsibilities how each person contributes to the office meeting its goals
- span one year and are renewed periodically

## Our values

- *Commitment to client service, including honesty, objectivity, dedication and responsibility*
- *Commitment to quality, including a proactive approach to innovation and continuous improvement*

*And, to best achieve client service and quality, the office's values also include:*

- *teamwork*
- *the contribution of staff as individuals and team players*
- *a supportive and professional working environment in which staff gain job satisfaction, skills development, career development and a sense of achievement.*

### **Delivering quality service**

*The office delivers quality service to clients through:*

- *seeking feedback from drafting clients through a quarterly satisfaction survey*
- *providing consultation drafts of legislation to clients to enable them to ensure stakeholders and interested persons are consulted about proposed legislation*
- *consulting regularly with a client focus group of publishing clients to get their views on ways to improve legislative publications and information material*
- *maintaining a hotline and email enquiry and feedback service.*

## **Reporting and evaluation**

- The office's performance is measured in terms of quality, quantity and timeliness. These measures include regular feedback from drafting clients and the annual input of a client focus group.
- In accordance with the government's Managing for Outcomes initiative, the office provides quarterly reports on its performance.
- The annual report provides a comprehensive overview of the office's performance on a yearly basis.
- The office is included in the program of audits and evaluations performed by Audit and Evaluation Services in the Department of the Premier and Cabinet.
- At the end of each financial year the office reports on business plan projects completed during the year.
- The performance of each staff member is monitored through the performance development system, which incorporates performance appraisal and development.

The work of a legislative drafting office is difficult to measure with precision. Workloads are driven by the government's legislative program and the sittings pattern of the Legislative Assembly and so may vary from year to year. Law-making is complex and involves many players. Ultimately, the office's clients must assess its performance.



## Key result area

### Legislative drafting services

### Legislative publishing and information services

**Goals** To provide an effective and efficient drafting service, ensuring Queensland legislation is of the highest standard

To ensure Queensland legislation is readily available by providing responsive publication, advisory and information services

#### Key issues and challenges

- Meet the high level of demand for high-quality drafting and advisory services
- Continually improve the quality of legislative drafting
  - ▼ Maintain quality assurance systems
  - ▼ Plain English drafting practices
- Enhance the link between high quality drafting and high quality policy
  - ▼ Improve the quality, consistency and integration of laws across the statute book
  - ▼ Refine instructed policy into written law consistent with fundamental legislative principles
  - ▼ Provide relevant advice
- Ensure access to justice
  - ▼ Provide Parliament with the drafting services necessary to ensure there is an appropriate system of rules to govern our society
  - ▼ Make sure legislation is conceptually easy to understand
  - ▼ Protect the institution of Parliament and the rights and liberties of individuals—the fundamental legislative principles

#### Key issues and challenges

- Meet community and international needs for access to legislation, particularly electronic access
  - ▼ Respond to the increasing demand for access to legislation and legislative information in ways expanding access to a maximum level of effectiveness and efficiency
- Increase client awareness of available services and respond to client needs within existing resources
- Ensure access to justice
  - ▼ Provide access to Queensland legislation

#### Strategies

- Deliver the government's legislative program
- Deliver a drafting product of the highest standard through:
  - ▼ An effective and efficient drafting service
  - ▼ Provision of professional advice on alternative ways of achieving policy objectives
  - ▼ Provision of professional advice on the application of fundamental legislative principles
  - ▼ Delivery of a clear and simple drafting product that effectively implements government policy
- Review, document and communicate issues that contribute to ensuring Queensland legislation is of the highest standard

#### Strategies

- Provide Bills through all stages of Parliament, and publish Acts as passed and subordinate legislation as made
- Publish up-to-date legislation in printed and electronic form
- Publish up-to-date information about Queensland legislation in printed and electronic form and by other services
- Provide a responsive telephone and email information service
- Review, document and communicate issues that contribute to improving the availability of legislation and legislative information

#### Performance measures

- Quantity (number of Bills and subordinate legislation provided)
  - ▼ Number of Bills provided (including page numbers)
  - ▼ Number of amendments during consideration in detail (including page numbers)
  - ▼ Number of instruments of subordinate legislation provided (including page numbers)
  - ▼ Number of pages of draft legislation prepared in camera-ready form for publication
- Quantity of significant legislation drafted
- Quantity and effectiveness of support services delivered
- Efficiency of processes used to ensure delivery of a drafting product of the highest standard
  - ▼ Qualitative evaluation of client satisfaction of direct government drafting clients (target 85%), taking into account
    - level of satisfaction (%) with the processes adopted in providing drafting services
    - level of satisfaction (%) with the advice on alternative ways of achieving policy objects
    - level of satisfaction (%) with advice on the application of fundamental legislative principles
    - level of satisfaction (%) with the overall drafting product
- New style and presentation of legislation implemented from June 2004
- Reviews of drafting products and services carried out
- Increased client awareness due to the communication of issues and developments

#### Performance measures

- Quantity of Bills through all stages of Parliament, and quantity of Acts and subordinate legislation published or notified
  - ▼ Timeliness
    - Percentage of agreed deadlines met for printed publications—mandatory (target 100%)
    - Percentage of agreed deadlines met for printed publications—other (90%)
- Quantity of up-to-date legislation in printed and electronic form
  - ▼ Timeliness
    - Percentage of agreed deadlines met for electronic publications (target 75%)
- Quantity of information about Queensland legislation
  - ▼ Timeliness
    - Percentage of agreed deadlines met for printed publications—mandatory (target 100%)
    - Percentage of agreed deadlines met for printed publications—other (target 90%)
- Number of telephone and email enquiries answered
- Substantial improvements to OQPC's web site and the increase in the number of daily users of the site
- Consult with clients—minimum of once a year—to review accessibility to legislation and legislative information
- Increased client awareness of accessibility issues and developments
- Substantial improvements to publishing and information services



**Key result area**

Organisational capability

**Goals** To maximise the capacity of our skilled and diverse staff to contribute to the achievement of corporate and government goals

To continually improve the capacity of office systems and processes to contribute to the achievement of corporate and government goals within established frameworks

Key issues and challenges	Key issues and challenges
<ul style="list-style-type: none"> <li>■ Ensure the office employs best practice human resource management to retain and develop highly-skilled staff</li> <li>■ Promote a workplace culture that encourages flexibility, equity and diversity</li> <li>■ Recognise and develop staff performance to meet the increasing demand for services</li> <li>■ Ensure staff have the appropriate skills, knowledge and resources to perform their duties</li> </ul>	<ul style="list-style-type: none"> <li>■ Implement a risk management/continual improvement strategy for the office</li> <li>■ Ensure office systems and work practices support the office's goals</li> <li>■ Continually improve information technology services to ensure the efficient production of legislation and access to legislation</li> </ul>
<p><i>Strategies</i></p> <ul style="list-style-type: none"> <li>■ Maintain staff levels to maximise the experience of staff</li> <li>■ Encourage flexibility, equity and diversity in human resource management</li> <li>■ Use a system of office forums and meetings to involve staff in decision-making, planning and feedback</li> <li>■ Use a performance evaluation system and a rewards and recognition system</li> <li>■ Maintain a coordinated training and development program as identified and reviewed through each staff member's personal development plan</li> <li>■ Review, document and communicate issues that contribute to maximising staff capacity</li> </ul>	<p><i>Strategies</i></p> <ul style="list-style-type: none"> <li>■ Apply risk assessment and continual improvement processes to office business planning cycle</li> <li>■ Implement appropriate corporate governance procedures</li> <li>■ Implement business systems and technological upgrades to improve the efficiency and quality of drafting and publishing services</li> </ul>
<p><i>Performance measures</i></p> <ul style="list-style-type: none"> <li>■ Full staff levels maintained and skilled staff retained for a minimum of 5 years for drafters and 3 years for legislation officers</li> <li>■ Compliance with public sector principles about flexibility, equity and diversity</li> <li>■ All staff given opportunity to attend regular forums and significant number of staff involved in special purpose committees</li> <li>■ Performance evaluation and personal planning and development processes conducted for all staff</li> <li>■ Annual participation by staff in the Department of the Premier and Cabinet achievement awards</li> <li>■ All staff provided with training in compliance with public sector standards and other substantial training provided</li> <li>■ Compliance with relevant whole-of-government public sector legislation about human resource management</li> <li>■ Substantial improvements made to human resource management</li> </ul>	<p><i>Performance measures</i></p> <ul style="list-style-type: none"> <li>■ Risk assessment undertaken and treatment strategies developed as required</li> <li>■ Improvement processes identified and implemented</li> <li>■ Full compliance with relevant whole-of-government audit and legislative requirements</li> <li>■ Substantial improvements made to office's information technology services</li> <li>■ All major office procedures and practices documented</li> </ul>





# Drafting services

## Challenges

### Meeting the high level of demand for high-quality drafting and advisory services

The government's legislative program has resulted in a continuing high demand for drafting and advice. The engagement of the government with the community involves the provision of larger quantities of consultation drafts of legislation.

### Continually improving the quality of legislative drafting

There is a constant challenge to continually improve the drafting of legislation. The office responds to this challenge through:

- ongoing training for staff to enable them to write effective and highly readable legislation that shows an appreciation of contemporary sophisticated policy, current law, and fundamental legislative principles
- rigorous quality assurance systems
- plain English drafting practices
- improvements to the presentation of legislation.

### Enhancing the link between high quality drafting and high quality policy

The office takes every opportunity to value-add to the legislative process by:

- improving the quality, consistency and integration of laws across the statute book
- refining instructed policy into written law consistent with fundamental legislative principles
- providing relevant advice.

### Ensuring access to justice

The office responds to the challenge of ensuring community access to justice by:

- providing Parliament with the drafting services necessary to ensure there is an appropriate system of rules to govern our society
- making sure legislation is conceptually easy to understand
- protecting the institution of Parliament and the rights and liberties of individuals by promoting compliance with the fundamental legislative principles.

## Performance

### Delivery of the legislative program

#### Quantity of legislation delivered

During 2004–2005, the office drafted all of Queensland's Bills and subordinate legislation, as defined in the *Statutory Instruments Act 1992*, other than exempt subordinate legislation.

*Goal: To provide an effective and efficient drafting service, ensuring Queensland legislation is of the highest standard*

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Challenges

Performance

Delivery of the legislative program

Delivery of a drafting product of the highest standard

Review, document and communicate issues contributing to ensuring Queensland legislation is of the highest standard

Future challenges

In some cases, the legislation drafted followed drafts for national scheme legislation prepared under the supervision of the Parliamentary Counsel's Committee (PCC), the national committee of the parliamentary counsel from all jurisdictions. The PCC coordinates the drafting of legislation that, to some extent, requires uniformity across jurisdictions.

During the year the office also drafted 10 private members' Bills that were introduced. Six non-government amendments for Bills were drafted by the office and tabled in the Legislative Assembly.

Queensland Acts assented to and subordinate legislation made, 2000–2005\*

Year	No. of Acts produced	No. of Act pages produced	Principal Acts produced	No. of Acts amended	No. of SLs produced	No. of SL pages produced	No. of Acts & SLs produced	No. of Acts & SL pages produced
2000–2001	85	4 966	33	602	285	2 785	370	7 751
2001–2002	79	3 891	26	405	375	2 739	454	6 630
2002–2003	95	4 645	27	527	360	3 369	455	8 014
2003–2004	71	3 923	26	441	345	4 082	416	8 005
2004–2005	70	4 446	17	425	354	4 128	424	8 574

\* Figures in the table are the Acts assented to and subordinate legislation made by the Governor or departments. The number of Bills and subordinate legislation drafted, but not necessarily passed or made during the year, is indicated in the next table.

Government Bills and subordinate legislation drafted, 2004–2005

Year	No. of Bills	No. of Bill pages	Principal Acts	No. of pages of amendments during consideration in detail	No. of SLs	No. of SL pages	No. of Bills & SLs	No. of Bills & SL pages
2004–2005	72	3 737	15	69	382	4 175	454	7 912

Exempt instruments

Under the *Legislative Standards Act 1992*, section 7, the office has a function to draft all proposed subordinate legislation, other than exempt subordinate legislation. Exempt subordinate legislation is a statutory rule, other than a regulation, declared to be exempt subordinate legislation by an Act or a regulation under the *Legislative Standards Act* (see section 2, Definitions).

During 2004–2005, examples of provisions that provide for exempt subordinate legislation include:

University statutes

- *Central Queensland University Act 1998*, section 58
- *Griffith University Act 1998*, section 62
- *James Cook University Act 1997*, section 58
- *Queensland University of Technology Act 1998*, section 57
- *University of Queensland Act 1998*, section 53
- *University of Southern Queensland Act 1998*, section 57
- *University of the Sunshine Coast Act 1998*, section 60

Other examples

- *Judges (Salaries and Allowances) Act 1967*, section 12 [determination about salaries and allowances]
- *Public Trustee Act 1978*, section 17(6) [gazette notice fixing fees and charges].

### Significant legislation drafted

Legislation of particular significance for which drafting services were provided, including amendments prepared during passage through Parliament, during the year is set out in the following pages.

*Biodiscovery Act 2004*

- Deals with the taking and using of State native biological resources for biodiscovery

\**Child Protection (Offender Reporting) Act 2004*

- Implements the Queensland component of a national child protection registration scheme by requiring child sex offenders, and other defined categories of serious offenders against children, to keep police informed of certain personal details for a period of time after they are released into the community

*Child Safety Legislation Amendment Act (No. 2) 2004*

- Implements the second stage of legislative reforms resulting from the Crime and Misconduct Commission's report *Protecting Children: An Inquiry into Abuse of Children in Foster Care*

*Civil Liability Amendment Regulation (No. 1) 2004*

- Revises the rules for assessing injuries

*Civil Liability (Dust Diseases) and Other Legislation Amendment Bill 2005*

- Removes some of the technical legal obstacles facing claimants suffering from dust related diseases and enables courts to award claims for general damages even though the claimant may have died before the court made a final decision about the claim

*Commission for Children and Young People and Child Guardian Amendment Act 2004*

- Extends the requirements for persons engaged in employment, or carrying on businesses, that involve children to undergo a screening process

*Community Services and Other Legislation Amendment Act 2004*

- Further minimises the harm caused by alcohol abuse and associated violence by prohibiting, in certain community and council areas, the possession and supply of homemade alcohol and the possession of certain substances and things used to make it

*Contract Cleaning Industry (Portable Long Service Leave) Act 2005*

- Provides a portable long service leave scheme to eligible workers in the contract cleaning industry

*Criminal Code (Child Pornography and Abuse) Amendment Act 2005*

- Overhauls the state's child pornography laws and doubles the maximum penalties

*\*Cross-Border Law Enforcement Legislation  
Amendment Bill 2005*

- Establishes a legislative scheme for the authorised use of controlled operations, assumed identities and surveillance devices for cross-border investigation by law enforcement agencies of multi-jurisdictional crime, whether authorised in Queensland or another Australian jurisdiction

*Debits Tax Repeal Act 2005*

- Abolishes debits tax from 1 July 2005

*Education (Accreditation of Non-State Schools) and  
Other Legislation Amendment Act 2005*

- Strengthens provisions relating to eligibility for government funding and clarifies matters the Non-State School Accreditation Board may consider when assessing the suitability of an entity to be the governing body of a non-State school

*Education Legislation Amendment Act 2004*

- Amends a number of Acts to update the legislative framework governing the provision of capital assistance to non-State schools and deals with the enrolment of mature age students in particular State schools

*Electrical Safety Amendment Regulation (No. 1) 2005*

- Introduces new safety requirements covering working or digging around underground cables

*Electricity Amendment Act 2004*

- Introduces the 13% gas scheme to reduce the growth in greenhouse gases associated with electricity use

*Electricity Amendment Act (No. 2) 2004*

- Provides a regulatory framework for the introduction of minimum service standards and guaranteed service levels for electricity distribution

*Freedom of Information and Other Legislation  
Amendment Act 2005*

- Implements the government response to the Legal, Constitutional and Administrative Review Committee Report No. 32, *Freedom of Information in Queensland* and amends the *Standard Time Act 1894* to change the definition of standard time from Greenwich Mean Time to Co-ordinated Universal Time

*Gambling Legislation Amendment Act 2004*

- Amends seven gambling Acts to strengthen the powers of the regulator and enhance the consistency of regulation

*Gambling Legislation Amendment Act 2005*

- Amends seven gambling Acts to enhance the processes used by gaming machine licensees to fulfil their obligations relating to monitoring and managing compliance and to enhance the consistency of regulation

*Geothermal Exploration Regulation 2005*

- Provides a comprehensive regulatory framework for exploration for geothermal energy

*Health Legislation Amendment Act 2005*

- Amends a number of Acts to give effect to NCP reviews of nursing and midwifery practice restrictions and pharmacy ownership

*Industrial Relations and Other Acts Amendment  
Act 2005*

- Increases the statutory protection of clothing outworkers to recover unpaid wages and superannuation contributions

*Integrated Planning and Other Legislation  
Amendment Act 2004*

- Facilitates the introduction of the SEQ regional plan

#### Justices Regulation 2004

- Rewrites the subordinate legislation under the *Justices Act 1886* to deal with practical matters involved in the administration of justice such as warrants and bench charge sheets

#### *Land Tax Amendment Act 2005*

- Provides for separate rate scales for natural residents, and for companies, absentees and trustees, that provide fewer and broader taxable value bands, rate reductions and increased thresholds. The rate scales incorporate previous statutory deductions, thresholds and rebates. The Act also provides for a new exemption for certain land used predominantly as a moveable dwelling park

#### *Liquor Amendment Act 2004*

- Includes amendments to make clear that a reference to an airport includes a place used for the landing or parking of aircraft and a tarmac

#### *Liquor Amendment Act 2005*

- Imposes a 3 a.m. to 7 a.m. lockout in Brisbane on licensed premises and premises to which a permit relates and prohibits certain advertising by licensees and permittees

#### *Local Government (Community Government Areas) Act 2004*

- Applies the best practice standards of the *Local Government Act 1993* to councils in Aboriginal communities while containing flexibility to accommodate some unique needs and circumstances of the communities

#### Local Government Finance Standard 2005

#### Local Government Regulation 2005

- Modernise regulatory procedures for local government administration and finance

#### *Local Government Legislation Amendment Act 2005*

- Provides for a framework for councillor codes of conduct and their enforcement

#### *Marine Parks Act 2004*

#### Marine Parks (Great Barrier Reef Coast) Zoning Plan 2004

- Provide a comprehensive modern legislative framework to protect the State's marine environment, including the Great Barrier Reef

#### *Medical Practitioners Registration Amendment Act 2005*

- Implements recommendations A to D of the Bundaberg Hospital Commission of Inquiry Interim Report. It enhances the grounds for the cancellation of certain types of registration and creates new offences

#### Mineral Resources Amendment Regulation (No. 2) 2005

- Provides for the payment of royalties to the State for particular minerals and rare earth

#### *Natural Resources Legislation Amendment Act 2004*

- Establishes an amnesty period for illegally held pets to prevent people from dumping them into the natural environment to avoid prosecution

#### Nature Conservation (Macropod) Conservation Plan 2005

- Manages the taking, keeping and use of macropods to ensure the taking, keeping and use is ecologically sustainable

#### *\*Partnership and Other Acts Amendment Act 2004*

- Consolidates the laws about partnership in one Act and introduces a new legal structure for partnerships to attract international venture capital investment to Queensland

#### *Pay-roll Tax Administration Amendment Act 2004*

- Applies a modern legislative regime to the administration of pay-roll tax legislation and streamlines the pay-roll tax returns process

Petroleum and Gas (Production and Safety)  
Regulation 2004

- Provides comprehensively for exploration for, recovering and transporting by pipeline, petroleum and fuel gas and ensuring the safe and efficient carrying out of these activities

*Petroleum and Other Legislation Amendment Act 2004*

Petroleum Regulation 2004

- Ensure that petroleum exploration and production on all existing petroleum tenures can continue without interruption, but subject to a modern comprehensive legislative framework

*Plant Protection Amendment Act 2004*

Plant Protection Amendment Regulation (No. 1) 2005

Plant Protection (Canker) Quarantine Notice 2004

- Deal with the serious consequences of the citrus canker outbreak

Police Service Administration Amendment Regulation (No. 1) 2004

- Implements processes relating to the random alcohol and drug testing of police officers

*Primary Industry Bodies Reform Amendment Act 2004*

- Facilitates the transfer of sugar grower trusts to local grower control

*Racing Amendment Act 2005*

- Addresses the needs of regional and country racing

Retail Shop Leases Amendment Bill 2005

- Promotes efficiency and equity in the conduct of certain retail businesses in Queensland through the provision of mandatory minimum standards for retail shop leases and a low-cost dispute resolution process for retail tenancy disputes

*Revenue Legislation Amendment Act 2004*

- Includes amendments of the *Duties Act 2001* to provide a duty concession, modify the mortgage duty provisions following the abolition of mortgage duty in Victoria and reduce opportunities for duty avoidance

*Rural Adjustment Authority Amendment Act 2004*

- Ensures all primary industries, including fisheries and forestry, benefit from the expanded functions of the authority to provide assistance to small rural businesses, other than rural producers

South Bank Corporation By-law 2004

- Provides for control of the South Bank site

*Southern Moreton Bay Islands Development Entitlements Protection Act 2004*

- Provides special arrangements to ensure owners of land on the Southern Moreton Bay Islands can personally exercise their existing development rights

Stock Identification Regulation 2005

- Introduces crucial enhancements to Queensland's animal biosecurity arrangements through the mandatory implementation of the National Livestock Identification System (NLIS). It also helps identify the chemical residue, disease and hormonal growth promotant statuses of holdings and other places and of stock on or from those places and the animal products from that stock

*Summary Offences Act 2005*

- Prescribes a range of simple offences dealing with issues such as public nuisance, begging, trespass, body piercing and tattooing of minors, and the sale of potentially harmful things such as glue, solvents and methylated spirits, that are suitable to be heard and decided in a Magistrates Court



#### *Superannuation Legislation Amendment Act 2004*

- Includes amendments to close the Queensland Parliamentary Superannuation Scheme to new Members of the Legislative Assembly and require them to become members of QSuper

#### Surveyors Regulation 2004

#### Survey and Mapping Infrastructure Regulation 2004

- Through a surveyors board, protect the public who commission surveys

#### *Tobacco and Other Smoking Products Amendment Act 2004*

#### Tobacco and Other Smoking Products Amendment Regulation (No. 1) 2004

- Provide further steps to improve the health of the public and reduce the incidence of smoking

#### *Transport and Other Legislation Amendment Act (No. 2) 2004*

- Includes amendments of the *Tow Truck Act 1973* to improve the reputation of the industry by inserting provisions for deciding who is an appropriate person to hold or continue to hold a licence or certificate under the Act

#### Transport and Other Legislation Amendment Regulation (No. 1) 2004

- Primarily amends the *Transport Operations (Passenger Transport) Regulation 1994* and supports the Government's policy of protecting Queensland children by tightening eligibility for operator accreditation and driver authorisation

#### Transport and Other Legislation Amendment Regulation (No. 2) 2004

- Primarily amends the *Transport Operations (Road Use Management—Driver Licensing) Regulation 1999* and the *Transport Operations (Road Use Management) Regulation 1995* to provide for all Queensland learner drivers and motorcyclists to display L plates on their vehicles under a three-year trial started on 31 January 2005

#### Transport Operations (Marine Safety) Regulation 2004

- Implements a comprehensive review of the existing regulation as part of the subordinate legislation expiry program

#### Transport Operations (Marine Safety) and Other Legislation Amendment Regulation (No. 1) 2005

- Provides for the introduction of new fees for port pilotage and re-establishes consistency between ports in the quantum of the fees and the way in which they are applied

#### Uniform Civil Procedure Amendment Rule (No. 1) 2004

- Provides new rules for expert evidence

#### Uniform Civil Procedure Amendment Rule (No. 2) 2005

- Provides new rules for the reciprocal enforcement of foreign judgments

#### *University Legislation Amendment Act 2005*

- Achieves consistency with the requirements of the Commonwealth's National Governance Protocols for higher education providers

#### Vegetation Management and Other Legislation Amendment Bill 2005

- Phases out broadscale clearing of remnant vegetation in Queensland by December 2006 and protects 'of concern' regional ecosystems on freehold land, whilst allowing clearing for necessary ongoing or 'relevant' purposes and management activities

#### Vegetation Management Amendment Regulation (No. 2) 2004

- Deals with the ballot process for phasing out broadscale clearing of remnant vegetation by the end of 2006

#### *Water and Other Legislation Amendment Act 2005*

- Addresses issues raised through the National Water Initiative and Queensland Water Efficiency Task Force about the management of droughts and minimising leakage loss from service provider distribution systems

#### Water Amendment Regulation (No. 1) 2005

- Provides a uniform regime for metering water extraction and a metering service charge payable to the State

#### Water Resource (Condamine and Balonne) Plan 2004

#### Water Resource (Georgina and Diamantina) Plan 2004

- Provide a framework for the allocation and sustainable management of water in particular plan areas and ensure future requirements are met

#### Weapons Amendment Regulation (No. 1) 2004

- Introduces further reform of the weapons law relating to ownership and use of crossbows

#### Wild Rivers Bill 2005

- Preserves the natural values of wild rivers through:
  - ▼ a process for a river and all or part of its catchment to be declared as a wild river area; and
  - ▼ a framework to provide for the regulation (through other existing Acts) of activities and resource allocations so the natural values of the wild rivers are preserved

#### *Workers' Compensation and Rehabilitation and Other Acts Amendment Act 2004*

- Improves worker benefits through providing an additional step down in benefits for injured workers between 26 and 39 weeks and increasing the compensation payable to dependent family members on the death of a worker

#### Workplace Health and Safety Amendment Regulation (No. 1) 2004

- Amends the *Workplace Health and Safety Regulation 1997* to implement various aspects of the Queensland Workplace Health and Safety Strategy 2004–12 including by inserting provisions for the registration of plant design, electronic recordkeeping for divers and control measures to prevent falls from heights

#### Workplace Health and Safety Amendment Regulation (No. 3) 2004

- Amends the *Workplace Health and Safety Regulation 1997* to provide for a legislative regime for amenities at the workplace

#### Workplace Health and Safety Amendment Regulation (No. 1) 2005

- Addresses risks associated with occupational diving

\* National scheme legislation from drafts provided by the Australian Parliamentary Counsel's Committee



#### **Quantity and effectiveness of support services delivered**

During 2004–2005 the office continued to provide a number of support services to:

- Parliament, for the Bill to Act process
- the Governor in Council and other entities authorised to make subordinate legislation, for the subordinate legislation process.

#### Performing functions in the Bill to Act process

During 2004–2005 the office continued to produce all the versions of Bills required for passage through the Legislative Assembly and for assent. Under the Clerk of Parliament's instructions, the office inserts into Bills amendments made during consideration in detail, consequential changes arising from the amendments, and other minor changes (commonly called 'slip errors').



Performing functions in the subordinate legislation process

During 2004–2005, the office continued to perform a central role in the subordinate legislation process.

- **Notification, publication and tabling.** The office coordinates the notification, publication and tabling processes for subordinate legislation and related regulatory impact statements and explanatory notes. This includes the publication and notification of subordinate legislation in extraordinary gazettes for client departments.
- **Certification.** The office certifies subordinate legislation if it is satisfied the subordinate legislation is lawful and has sufficient regard to fundamental legislative principles. During the year, the office considered every instrument of subordinate legislation drafted by it before certifying it or refusing to certify it. If the office refuses to certify proposed subordinate legislation, the instrument must, under *The Queensland Cabinet Handbook*, be submitted to Cabinet before it is made.
- **Staged expiry of subordinate legislation.** The office continued its role of monitoring and responding to the expiry of subordinate legislation under the *Statutory Instruments Act 1992*. Exemptions from expiry are strictly limited and an exemption is renewable only on two grounds: first, that the subordinate legislation is substantially uniform or complementary with legislation of the Commonwealth or another State; second, that the Act or provision under which or in relation to which the subordinate legislation is made is subject to review.

If an exemption is renewed on the second ground, the responsible Minister must prepare, and table in the Parliament, a report stating how the Act or provision is subject to review. If the review is still being undertaken, the report must state the extent to which the Act or provision is being reviewed and when the Minister expects the review to end.

## Delivery of a drafting product of the highest standard

During 2004–2005 the office continued its commitment to providing high-quality legislative drafting services and advice in a professional, impartial, and responsive way. During the year, the office regularly surveyed government departmental clients to get their opinions about the quality of its legislative drafting services. The survey measured client satisfaction in four areas:

- the drafting process
- advice on alternative ways of achieving policy objects
- advice on the application of fundamental legislative principles
- the overall drafting product.

The target for the survey was 85%. The office achieved an overall satisfaction rate of 91% from the responses received.

### The drafting process

During 2004–2005 the office aimed to ensure high client satisfaction in relation to the processes it adopted in providing drafting services by:

- the prompt acknowledgement of instructions and allocation of a drafter
- drafts of legislation produced in a way responsive to client needs
- responsiveness to requests and queries, and to phone calls, and availability for discussions
- comprehensive incidental advice, for example, about:
  - ▼ the drafting process
  - ▼ the relevant legislation program
  - ▼ other relevant legislation or agencies
  - ▼ general drafting matters
  - ▼ drafting progress.

This year the office achieved an average of 90% client satisfaction in its survey for this area.

Finally, as part of the drafting process, the office scrupulously maintained its duty of confidentiality to clients as required under the *Legislative Standards Act 1992*, section 9A.

### Advice on alternative ways of achieving policy objectives

Under the *Legislative Standards Act 1992*, section 7, the office has a specific function to provide advice on alternative ways of achieving policy objectives. To provide this advice the office undertakes an overall assessment of all relevant matters, which may include:

- the translation of policy proposals into workable legislative schemes
- the most appropriate instrument to be used
- the types of provisions that may be used
- the established or traditional government position in relation to particular provisions
- how the presentation of a law can make it user-friendly.

During 2004–2005 the office achieved an average of 90% client satisfaction in its survey for this area.

### Advice on fundamental legislative principles (FLPs)

Under the *Legislative Standards Act 1992*, section 7, the office has a specific function to provide advice on the application of fundamental legislative principles. FLPs are defined in the *Legislative Standards Act 1992* as ‘the principles relating to legislation that underlie a parliamentary democracy based on the rule of law’. They include the requirement that legislation has sufficient regard to the rights and liberties of individuals and the institution of Parliament.

Advice provided by the office may include advice on:

- the operation of FLPs
- the existence of a potential breach of FLPs
- ways to avoid or minimise a potential breach of FLPs.

During 2004–2005 the office achieved an average of 92% client satisfaction in its survey for this area.

The office is only one player in the legislative processes of government and its role is limited. It welcomes the support of the advisory role provided by the Scrutiny of Legislation Committee of the Parliament, and strives to keep instructors fully informed of the committee’s concerns. During the

year the office continued to work with departments to develop provisions that achieve both policy objectives and compliance with the principles. This approach minimises the need for the Scrutiny of Legislation Committee to take action in its role of monitoring the quality of legislation.

### The overall drafting product

Under the *Legislative Standards Act 1992*, section 3, the office was established to ensure that Queensland legislation was of the highest standard. This involves ensuring the drafting product is:

- clear and simple
- effective in its implementation of government policy.

During 2004–2005 the office achieved an average of 91% in its survey of client satisfaction for this area.

### Drafting style

The office continued to use plain English drafting styles in accordance with the policy it adopted in 1991. The office’s commitment to plain English is an integral part of the office’s goal to improve access to justice through more effective communication of legislative rights and obligations.

This policy takes a commonsense approach: application of plain English principles does not involve the simplification of a law to the point it becomes legally uncertain. In particular, care is taken to avoid creating legal uncertainty by dispensing with terms with established meanings for legislative users.

#### What is plain English?

- *The deliberate use of simplicity to achieve clear, effective communication while maintaining the degree of complexity necessary to achieve desired policy objectives*
- *Attention to appearance and presentation to enhance understanding*

### Quality assurance processes

The office uses several processes to ensure that legislation is of the highest possible standard. Drafters use a peer review process in which two drafters work on each piece of legislation—one drafts and the other reviews. Draft legislation receives a final check by a legislation officer who proofreads it, polishes the format, and prepares it for passage through Parliament, or, in the case of subordinate legislation, for its making.

### Review, document and communicate issues contributing to ensuring Queensland legislation is of the highest standard

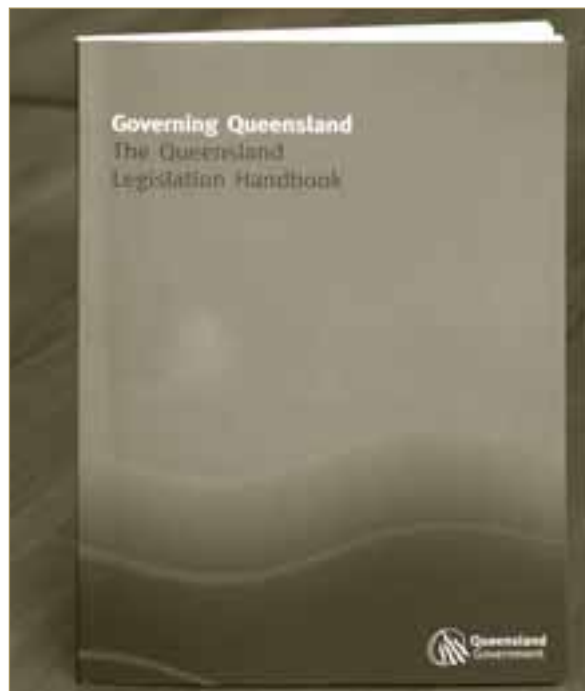
During 2004–2005 the office, to ensure Queensland's statute book is of the highest standard, continued to review its practices and precedents and to publish comprehensive information about legislative matters.

#### **Review of the style and presentation of Queensland legislation**

During 2004–2005 the office continued to implement changes to the style and presentation of Queensland legislation, resulting from a review completed in 2003–2004. The object of the review was to improve access to legislation by improving its readability, taking into account the link between style and the ability of readers to grasp the content.

Bills in the new style were introduced into the Legislative Assembly in June 2004. Since July 2004, Bills for introduction and subordinate legislation for making has been prepared in the new style. Existing legislation has been converted to the new style on reprinting. There are approximately 1 200 reprints of current legislation of which 500 reprints have been converted and published. Implementation of the new style will continue as existing legislation is reprinted.

The conversion to the new style is a positive move towards a nationally uniform style and presentation of legislation, improving access to legislation.



#### **The Queensland Legislation Handbook**

During 2004–2005 the office published a new edition of *The Queensland Legislation Handbook*, which forms part of the *Governing Queensland* suite of handbooks. *Governing Queensland* describes the policy and legislative development processes the government follows. The suite's handbooks strengthen the public service by requiring high quality processes supporting effective government, and encouraging better integration of policy development, planning, implementation and evaluation.

*The Queensland Legislation Handbook* outlines relevant policies, recommendations, information and procedures for the realisation of policy in the form of legislation. It is particularly designed to help departmental policy and instructing officers to work effectively with the office in drafting legislation. The handbook also incorporates material about legislative processes, including parliamentary processes, mainly from the perspective of an instructing officer.

The new edition of the handbook reflects developments and changes since its last publication in 2000, and generally improves its information value to anyone interested in the preparation of legislation. The expanded material on fundamental legislative principles recognises the ongoing developments in this area arising out of the Scrutiny of Legislation Committee's Alert Digests and other reports.

The handbook is available:

- on the Department of the Premier and Cabinet's web site at <www.premiers.qld.gov.au> in HTML form
- on the office's web site <www.legislation.qld.gov.au> in PDF form
- for purchase from Goprint in hard-copy form.

*The Queensland Legislation Handbook forms part of the Governing Queensland suite of handbooks. It plays a major role in identifying the principles, processes and practices on which the achievement of legislation of the highest standard is based.*

#### **Fundamental Legislative Principles: The OQPC Notebook**

During 2004–2005 the office continued to make available to policy officers its documentation of the operation of fundamental legislative principles in Queensland. This internal resource manual, entitled *Fundamental Legislative Principles: The OQPC Notebook*, aims to raise policy officers' awareness of what fundamental legislative principles are and to identify and resolve fundamental legislative principle issues. The notebook supports the work of the Scrutiny of Legislation Committee.

#### **Exempt instrument guidelines**

The parliamentary counsel is empowered under the *Legislative Standards Act 1992*, section 9, to issue guidelines for drafting practices that are to be observed by persons drafting exempt instruments (which include exempt subordinate legislation and local laws). During 2004–2005, the office continued to publish on its web site guidelines for drafting university exempt instruments and local government exempt instruments.

#### ***Future challenges***

- Continuing the implementation of new styles and presentation for Queensland legislation and monitoring them for future review
- Continuing to improve and document drafting standards, precedents and procedures
- Updating the office's published documentation



# Publishing services

## Challenges

### Meeting community and international needs for access to legislation

The vast majority of access to legislation is through electronic versions of legislation and legislative information. These electronic versions are published free to the public on the office's web site or through commercial publishers using electronic versions of legislation provided by the office. The continuing challenge for the office is to achieve electronic versions of legislation and legislative information of equal integrity and security to hard-copy versions and to provide them in an up-to-date form. The office is responding to this challenge by:

- maintaining a database that allows point-in-time access to legislation
- continually improving accessibility to the office's web site, with its free and comprehensive display of legislation and legislative information
- monitoring advances in technology that will provide efficiencies for the office in its continued efforts to provide up-to-date access despite the ongoing accumulation of legislation and legislative information.

### Increasing client awareness of available services and responding to client needs

During 2004–2005 the office, in keeping with its commitment of enhancing access to justice, continued to explore ways to increase client awareness of its services and information by meeting with its client focus group.

### Ensuring access to justice

The office's ability to respond to the challenges above helps ensure the community's access to justice, that is, the ability to physically locate the laws that govern our society and identify the body of law that applies at a particular point in time.

## Performance

### Providing legislation as made

#### Bills through all stages of Parliament and assent

During 2004–2005 the office:

- provided Parliament with all Bills for all stages of passage through the Legislative Assembly and assent
- published, on its web site all Bills, and explanatory notes for Bills, after introduction
- published, on its web site, all amendments made to Bills during consideration in detail and explanatory notes for amendments.

*Goal: To ensure Queensland legislation is readily available by providing responsive publication, advisory and information services*

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### Acts as passed

During 2004–2005 the office published all Acts as passed as soon as they were assented to:

- in hard-copy form in the Acts as passed series
- on its web site.

### Subordinate legislation as made

During 2004–2005 the office published all subordinate legislation as made as soon as it was notified:

- in hard-copy form in the subordinate legislation series
- on its web site.

The office also published as part of the hard-copy subordinate legislation series and on its web site:

- weekly and monthly tables of subordinate legislation as made
- explanatory notes and regulatory impact statements prepared for significant subordinate legislation as made.

### Annual volumes

During 2004–2005, the office published the 2004 hard-copy annual volumes of:

- Acts and explanatory notes for Bills
- subordinate legislation, and explanatory notes and regulatory impact statements prepared for significant subordinate legislation.

#### Timely access to legislation as made

*During 2004–2005 the office met 100% of mandatory deadlines. These deadlines included:*

- *the supply of Bills to Goprint for introduction and to the Table Office at Parliament House for the Bill to Act stages and assent*
- *the supply to Goprint of:*
  - *subordinate legislation for inclusion in the subordinate legislation series*
  - *notification tables, for subordinate legislation, for gazettal.*

*The office also met 100% of other deadlines for printed legislative publications, such as the annual volumes. This performance measure counts the percentage of printed publications prepared in time to meet supply.*



### Providing reprints of legislation

#### Queensland Legislation Reprints series (hard-copy reprints)

During 2004–2005 the office published 119 hard-copy reprints (13 323 pages) for inclusion in the *Queensland Legislation Reprints* series.

Under the current system for official publication of Queensland legislation, legislation is authorised by the parliamentary counsel and printed by the government printer.

The *Queensland Legislation Reprints* series is authorised under the *Reprints Act 1992* and contains reprints of Acts and subordinate legislation (reprints of unamended legislation and consolidations of amended legislation). Reprints are prioritised taking into account factors such as:

- the importance of the legislation as identified by clients
- the imminent repeal of the legislation
- the likelihood of further amendments in the near future
- the importance of any amendment not yet included.

## Published reprints of Queensland legislation, 2004–2005

	Hard-copy reprints	Electronic reprints
Quantity	119	1 066
Number of pages	13 323	140 595

### Electronic reprints

Since 1 July 2002, the office has prepared an electronic reprint for each day of change. This means having an electronic reprint of an item of legislation available for each date on which an amendment to that legislation commences. The office's web site now effectively provides a 'point-in-time' database of legislation.

During 2004–2005, the office prepared 1 066 electronic reprints (140 595 pages). Although electronic reprints are not yet recognised as 'authorised' under the *Reprints Act 1992*, they provide users with a convenient reference document.

Revised electronic editions of reprints are prepared to include amendments arising from revision notices or retrospective amendments.

### Using the Reprints Act

During 2004–2005 the office continued to use the *Reprints Act 1992* to apply editing techniques to improve legislation. However, since the statute book was first translated to an electronic database the editing of legislation has significantly diminished. This is due to the consistent application of modern drafting techniques and the ongoing effect of computerisation.

Reprints Act powers are mainly applicable to hard-copy reprints. Electronic reprints may incorporate very minor consequential amendments made under the Reprints Act. During 2004–2005, section 35 of the Reprints Act, which enables the format and printing style of a law to be brought into line with current legislative drafting practice, has been used to implement the changes to the style and presentation of legislation.

## Timely access to reprints of legislation

*During the year the office published 75% of electronic reprints within two weeks of the commencement of an amendment to a reprint. The office target was 75%.*

### Providing the legislation database to other organisations

The office provides its legislation database free of charge to the Queensland Police Service and AUSTLII (University of New South Wales). Included with the service are weekly updates.

The office sells files from its legislation database to three commercial providers: LexisNexis, Goprint, and TimeBase Pty Ltd. These commercial providers repackage the legislation and add contextual information, further extending access to the legislation.

### Providing information about legislation

#### Queensland Legislation Annotations

The *Queensland Legislation Annotations* is the major printed legislative information publication produced by the office. It provides information to help users easily research the history of Queensland legislation. The Queensland Legislation Annotations is divided into two volumes—one comprising information about current legislation and the other information about repealed legislation.

The current legislation volume of the *Queensland Legislation Annotations* is published every six months and provides comprehensive information about all current Queensland legislation. Included in the volume are:

- commencement dates
- details of amending legislation
- changeover and transfer dates
- information about the expiry of provisions
- information about the saving of subordinate legislation after the repeal of the empowering Act.

The repealed legislation volume of the *Queensland Legislation Annotations* is published annually. Included in this volume is information about:

- repealed Queensland legislation
- New South Wales Acts no longer applying in Queensland
- Imperial legislation no longer applying in Queensland.

During 2004–2005 the office published two volumes of current annotations (2 387 pages) and one repealed volume (698 pages).

The office also continued to make the above publications available in electronic form free to the public on its web site <[www.legislation.qld.gov.au](http://www.legislation.qld.gov.au)>.

### Weekly Update to Queensland Legislation

During 2004–2005, the office continued to publish the hard-copy *Weekly Update to Queensland Legislation*. This publication shows weekly changes in Queensland legislation and is designed to complement the information on the office's web site. The update meets the office's commitment to provide a hard-copy publication for clients who either do not have Internet access or prefer accessing information in hard-copy form.

During the year the office published 1 040 pages of weekly updates.

The publication is available for purchase or subscription from Goprint. This publication is also published in electronic form free to the public on <[www.legislation.qld.gov.au](http://www.legislation.qld.gov.au)> in both separate and cumulative form.

### Tables of changed laws and references

The table of changed citations and remade laws and the table of changed names and titles in legislation make it easy for legislation users to keep track of changes in legislation.

Legislation is frequently amended or replaced and, as a result, the names of things may be changed or existing things may be replaced by other things. During 2004–2005, the office published on its web site two documents that provide a way to track these changes in legislation.

- The table of changed citations and remade laws lists in one place citations that have changed and laws that have been remade.
- The table of changed names and titles in legislation lists in one place names of things that have changed.

### Cost of access

*All of these publications published in hard-copy form are available for purchase or subscription from Goprint. Publications on the office's web site are free of charge.*

### Timely access to information about legislation

*During 2004–2005 the office met 100% of deadlines for the supply of information about legislation.*

### Numbers of visitors per weekday for the office's web site\*

	2001	2002	2003	2004	2005
January	1 192	1 825	3 088	3 724	5 698
February	1 555	2 379	3 564	4 501	6 212
March	1 783	2 667	4 253	5 116	6 563
April	1 629	2 551	3 958	4 501	7 133
May	1 828	2 918	4 254	4 765	6 782
June	1 827	2 479	3 858	4 533	6 021
July	1 834	2 478	3 562	4 147	
August	2 027	2 882	3 509	5 034	
September	1 913	2 955	4 250	5 075	
October	2 040	3 114	4 031	5 139	
November	2 092	3 060	4 073	5 103	
December	1 526	2 520	3 263	4 312	

\*Precise figures are difficult to establish because of the activities of search engines, which may distort figures. However, information from Smart Service Queensland indicates that the office's web site is the third most visited State Government web site.



## Ongoing access to electronic versions of legislation and legislative information

The office provides free public access to all its electronic versions of legislation and legislative information on its web site <[www.legislation.qld.gov.au](http://www.legislation.qld.gov.au)> on an ongoing basis, including:

- Bills and their explanatory notes (from November 1992)
- amendments made during consideration in detail and their explanatory notes (from 2002)
- Queensland Acts as passed (from June 1991)
- subordinate legislation as made (from July 1991) with associated regulatory impact statements and explanatory notes (from 1996)
- electronic reprints (including revised, superseded and repealed versions)
- an annotated history of current Queensland legislation
- information about repealed legislation
- updates to current and repealed legislation
- guidelines for drafting local laws and subordinate local laws
- guidelines for drafting university statutes
- information about changed citations and remade laws
- information about changed names and titles in legislation
- information about the automatic expiry of subordinate legislation
- the office's reprinting policy.

## Client focus

### Client focus group

During 2004–2005 the office again met with its client focus group for publishing matters. Meetings of the group provide an effective way for the office to ensure it is meeting client needs and affording its clients the best possible service. The meetings also provide members of the group with an opportunity to make comments and suggestions about the office's publications and services.

This year, the focus of the meeting was:

- the redesign of the office's web site in compliance with the State Government Consistent User Experience (CUE)
- the publication of a new *Index to Queensland Legislation Reprints*, designed to assist librarians, providing the latest list of current hard-copy reprints
- the ongoing development of the *Queensland Legislation Annotations* and their multiple presentations on the office web site and in hard-copy publications.

Members of this year's client focus group included representatives from:

- the Queensland Law Society
- the Australian Law Librarians Group (Qld Branch)
- the Queensland Parliamentary Library
- the Faculty of Law, Queensland University of Technology
- the State Library of Queensland
- the John Oxley Library
- Goprint
- government departments, including the Department of the Premier and Cabinet, the Department of Justice and Attorney-General, the Department of Primary Industries and Fisheries, and Queensland Transport.

The office places considerable value on the focus group to inform the office's direction in its publication activities.

### Awareness of the office and its role

The office uses information sessions to raise awareness of its role and functions and to provide opportunities for client feedback.

During 2004–2005, the office presented:

- an information session about the office and how to prepare effective drafting instructions. The information session, for policy officers from various government departments and agencies, was presented for the Institute of Public Administration Australia
- an information session about how to prepare effective drafting instructions, to the Government Superannuation Office
- several information sessions about the office and its role as part of the Department of the Premier and Cabinet's staff induction program.

### Youth Parliament

The Youth Parliament is a project run each year by the State Council of YMCAs of Queensland. It provides young Queenslanders with the opportunity to:

- express their views, through a State forum, on matters important to them
- provide the State Government with 'Youth Acts' that express youth concerns and expectations and that could be acted on by the government
- gain public speaking and debating skills
- develop an interest in the parliamentary system through their involvement in a simulated parliamentary process.

The 2004–2005 Youth Parliament sat in September. Parliament House was the venue for the sittings, with the consent of the Honourable Speaker of the Legislative Assembly.

During 2004–2005 the office provided support for the Youth Parliament by:

- helping to develop and format Youth Bills and their explanatory notes for introduction into the Youth Parliament
- supplying Youth Bills and explanatory notes to the Youth Parliament

- helping with the Bill to Act process for Youth Bills passed by the Youth Parliament.

Youth Acts passed by the Youth Parliament in 2004–2005 included the:

- Advanced Behaviour Management Program Youth Act 2004
- Careers Training and Work Experience Reforms Youth Act 2004
- Great Barrier Reef Preservation Youth Act 2004
- Housing for the Homeless Youth Act 2004.

### Feedback and information services

The office continued to provide information and assistance through both its telephone and email services. The office has operated the general enquiry telephone line since 1994.

The email enquiry service <legislation.queries@oqpc.qld.gov.au> was started in 1998 and gives clients the opportunity to provide feedback about the office and its services as well as to seek information or assistance.

Email queries answered	
Year	Email queries answered
2000–2001	1 032
2001–2002	920
2002–2003	678
2003–2004	654
2004–2005	564

### Future challenges

- Raising the awareness of the office, its role and services
- Continuing the strategy to inform and educate clients
- Adding more links on the office's web site to offer clients access to a wider range of information related to legislation
- Continuing to work with the client focus group to improve existing legislative information publications



## Our staff

### Challenges

#### **Ensuring the office employs best-practice human resource management to retain and develop highly skilled staff**

The drafting and publishing of legislation is highly specialised work that requires specific training and experience. The office aims to create a rewarding environment where staff can develop their skills and further their experience.

While there tends to be some staff changeover at more junior levels, the challenge is to ensure the office maintains a full complement of highly trained and skilled staff. The office has responded to this challenge by:

- recognising staff as the office's most important resource
- using best-practice human resource management systems
- using a system of office forums and meetings to involve staff in decision-making, planning and feedback
- encouraging staff to use a client-focused approach.

#### **Promoting a workplace culture that encourages flexibility, equity and diversity**

The office continues to support the principles of workplace diversity, complying with relevant legislation and providing more opportunities for staff.

#### **Recognising and developing staff performance to meet the increasing demand for services**

The office uses a performance development system to support staff in the performance of their duties and assist them to deal with the demands of a changing work environment.

#### **Ensuring staff have the appropriate skills, knowledge and resources to perform their duties**

One of the ways in which the office is responding to this challenge is by implementing and continually improving training programs in order to maintain high levels of skill and to ensure new staff are trained as quickly and effectively as possible.

### Performance

#### Investing in people

At 30 June 2005 the office had 47.9 members of staff, including temporary and part-time staff, 2 vacancies and 2 staff away on secondments. The office has a funded establishment of 48.7, and a corporate services allocation of 6 staff at the Department of the Premier and Cabinet, making a total of 55. The office tends to have a very stable staff structure with turnover usually occurring at the lower levels. Staff who move on to other agencies are generally promoted to higher positions, perhaps indicating the high regard of the office's training and experience.

*Goal: To maximise the capacity of our skilled and diverse staff to contribute to the achievement of corporate and government goals*

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Performance

Investing in people

Flexibility, equity and diversity

Decision-making, planning and feedback

Performance evaluation, rewards and recognition

Training

Review, document and communicate issues contributing to maximising staff capacity

Future challenges

## Flexibility, equity and diversity

During 2004–2005 the office continued to support workplace diversity in accordance with legislation including the *Equal Opportunity in Public Employment Act 1992*, *Anti-Discrimination Act 1991*, *Public Service Act 1996*, *Racial Discrimination Act 1975* (Cwlth), *Sex Discrimination Act 1984* (Cwlth), and the *Disability Discrimination Act 1992* (Cwlth). During the year, the office responded in the following ways:

- Human resource management systems. The office uses best-practice HR systems and practices to support the management of diversity.
- Flexible working practices. The office recognises the link between employees' ability to balance work and life priorities and the office's achievements. The availability of flexible working practices is beneficial for both parties: the office is able to retain highly-skilled staff and officers are able to better manage family responsibilities or other commitments. During the financial year six staff members continued to work on a part-time basis.
- Organisational climate. The office is aware of the importance of a happy and productive working environment. Information sharing and involvement in decision-making is promoted through office forums and meetings, a weekly electronic newsletter and an intranet.
- Equal opportunity and anti-discrimination. The office has adopted equal opportunity and anti-discrimination principles and provides regular training to ensure staff are fully aware of their responsibilities. Like all other government agencies, the office has zero tolerance of bullying and all staff attend regular seminars on this subject.
- Career management. The office encourages senior managers to undertake targeted leadership and management training, and actively supports training for all staff to enhance career prospects.
- Queensland Government employment targets. The office has a commitment to work towards the employment targets for groups identified as currently under-represented in the public sector

employment profile (Aboriginal and Torres Strait Islanders, women in management positions, employees with a disability, and non-English speaking background employees).

### Women in management statistics

The office continued to demonstrate strong support for women at senior and middle management levels.

The Office of Public Service Merit and Equity established the following women in management targets:

- AO6 and above (and equivalent)—35% by 2005
- Senior Officer (SO) and Senior Executive Service (SES) positions—25% by 2005.

The office exceeded these targets during 2004–2005.

Women in Management	2003-04 %	2004-05 %
AO6+	67	65
SO/SES	26	33

### Balancing work, family and lifestyle survey

In April 2005 the office took part in a survey about balancing work, family and lifestyle. The survey was conducted across the Queensland Public Sector by the University of Queensland and the Department of Industrial Relations. The survey contained questions about policies and practices and individual personal experiences. Results of the survey will be used to inform and help improve the quality of work-life balance policies and practices available to staff.

### Agency Consultative Committee

The office continued to participate in the Department of the Premier and Cabinet's Agency Consultative Committee (ACC) through the attendance of two staff members on the committee. ACCs were formed in all government agencies to manage the implementation of the State Government departments' certified agreements.

ACCs include a representative from management and a union representative from each area of the department.



### **Workplace health and safety**

During 2004–2005 the office’s Workplace Health and Safety Committee continued to monitor workplace health and safety issues and ensure the office complied with the standards. The committee, consisting of staff from the office and a representative from the Department of the Premier and Cabinet, met regularly throughout the year to deal with issues.

### **Decision-making, planning and feedback**

The office recognises that its staff is its most valuable resource and that their contribution is fundamental to achieving a rewarding working environment and quality services for clients.

Staff contribution is encouraged in three ways:

- The office is organised into teams with line-management responsibilities.
- Staff participate through whole-of-office committees for areas including training, information technology, the office newsletter, publishing practices, drafting practices, information management, workplace health and safety, and office management.
- Regular forums are held so that all staff have the opportunity to participate in decision-making, planning and feedback.

### **Performance evaluation, rewards and recognition**

#### **Performance evaluation**

The performance and ongoing development of all staff is managed through participation in a performance development system (PDS). Staff prepare personal planning and achievement documentation and personal development plans and meet with their supervisors to discuss performance and to plan training and personal development. The PDS provides a formal feedback process that is supplemented by informal sessions during the year.

#### **Rewards and recognition**

During 2004–2005 the office again participated in the Department of the Premier and Cabinet’s annual Achievement Awards. Award categories included innovation, client service, promoting diversity, leadership and collaboration, knowledge sharing and strengthening regional and international relations.

This year office staff, as part of the OQPC Network Migration Project Team, were nominated in the ‘leadership and collaboration’ category for the migration of the office’s computer system to the Department of the Premier and Cabinet IT network infrastructure. The work of the project team was particularly important due to the complex and sensitive scope of the migration.



## Training

During 2004–2005, the office continued to provide internal and external training opportunities for staff. Most training is organised through the office's training team. The office training team includes representatives from all areas of the office as well as a human resources officer from the Department of the Premier and Cabinet. The training team uses staff personal development plans to identify training needs.

It takes a considerable amount of time to fully and properly train a drafter or a legislation officer. The comprehensive training process is complemented by a series of manuals that document office procedures and contain relevant checklists.

### Training undertaken during 2004–2005

#### Internal training

*Administrative law*

*Constitutional Law*

#### External training

*A05–A08 Leadership Program*

*CPR Recertification*

*Domestic Travel Training*

*Experiential Leadership Development Program*

*Facilitation Skills*

*First Aid—Resuscitation*

*GITC5 Seminar*

*Indexing Workshop*

*Machinery of Government*

*Operational Finance*

*Outlook*

*Parliamentary Processes*

*PDF*

*PowerPoint*

*Project Management*

*Research Refresher*

*Review of the Uniform Civil Procedure Rules*

*Web and Online Accessibility Workshop*

*SARAS*

*Successful Interview Techniques*

*Understanding and Applying Recordkeeping*

*Metadata*

*Word*

*Writing skills*

*The office also operates a system of on-the-job training similar to an apprenticeship. The system involves a junior officer working with a senior officer enabling a transfer of knowledge and skills. This means there is a quality control check of all work.*

## Review, document and communicate issues contributing to maximising staff capacity

The office maintained its commitment to maximising staff capacity through ongoing training and development based on identified individual and organisational development needs. This included targeted workshops, continuing legal training and leadership development for staff from AO5 to AO8 levels.

During 2004–2005 the office also began development of a communication strategy. The objective of the strategy is to ensure staff are informed of decisions made and changes and initiatives implemented in the office.

## Future challenges

- Continuing to research and develop reward and recognition systems in line with other organisations
- Undertaking succession planning as part of HR planning processes
- Continuing to support diversity objectives by exploring opportunities for part-time work and encouraging groups (through traineeships or employment) in the government's targeted diversity areas
- Continuing to participate in whole-of-government initiatives to ensure the office contributes and benefits



# Office systems

## Challenges

### Implementing a risk management strategy for the office

The office is responding to the challenges of a changing work environment by continuing to integrate risk management into office processes.

### Ensuring office systems and work practices support the office's goals

The office is required to meet both the requirements of whole-of-government policies and standards, and internal needs. The office is responding to this challenge by:

- taking a proactive approach and using careful planning to meet these requirements in a timely manner
- implementing appropriate corporate governance procedures
- adopting best-practice information management practices.

### Continually improving information technology services

Large workloads and tight deadlines mean that the office must be proactive in increasing efficiency. The office is responding to this challenge by:

- keeping track of, and responding to, rapid developments in information technology
- continually reviewing and improving office computer systems in the context of their impact on the efficient production of legislation and accessibility of legislation
- maintaining awareness of software developments in other offices of parliamentary counsel in Australia and overseas to share information and ensure a degree of consistency across jurisdictions
- engaging specialised assistance, where appropriate, for specific developmental work.

## Performance

### Business planning

#### Risk management

During 2004–2005 the office conducted its annual review of risk management of the office's work. Risk management involves the implementation of policies, standards, procedures and physical changes to eliminate or minimise adverse risks, allowing the organisation to operate at an acceptable level of risk.

As a result of the review:

- the office's policy on risk management of reprints continues to be observed
- all office projects have been assessed from a risk management perspective and recorded in an overall risk management plan.

*Goal: To continually improve the capacity of office systems and processes to contribute to the achievement of corporate and government goals within established frameworks*

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Using business systems to improve efficiency and quality

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The office's strategy of documenting and reviewing office procedures continues to prove its value as a basic risk management tool.

## Using business systems to improve efficiency and quality

### Computer systems

During 2004–2005 the office completed its migration from a Macintosh to a Windows environment.

#### Migration to new operating environment

In 2004–2005 the office implemented its computer migration plan, developed during 2003–2004. The plan involved migrating the office's servers into the Department of the Premier and Cabinet's IT network infrastructure. Macintosh computers and monitors were replaced with IBM computer systems and the Quickmail email program was replaced with Microsoft Outlook and the department's Exchange Server facilities.

The migration to Windows and inclusion in the department's infrastructure has had many benefits for the office, including:

- increased compatibility with other Queensland Government departments and other offices of parliamentary counsel around Australia, enabling easier communication and information sharing
- access to a larger group of IT skills and support structures (that is, service desk and dedicated training facilities)
- economies of scale relating to per unit price cost savings achieved on technology purchases
- a higher level of security
- access to specialised departmental, information and communication technology:
  - ▼ staff on issues such as network security and the safe transfer of confidential documents
  - ▼ facilities management provider for repairs and support of core computer and network infrastructure

- ongoing application support resulting in improved business outcomes.

#### Office web site

During 2004–2005, the office continued to make improvements to its web site, including:

- continued work on the migration to the CUE (consistent user experience). The implementation of the CUE standard across all Queensland Government web sites enables visitors to these sites to find information and services more easily and to navigate from one site to another with familiarity.
- development work to convert the static HTML site into a semi-automated database driven site. This conversion will enable easier updating, better storage and information re-purposing capabilities for the web site data.

#### Involvement in whole-of-government IT initiatives

During 2004–2005 staff of the office participated in working groups on the consistent user experience for government web sites, and the web steering committee.

#### Participation in annual IT forum

During 2004–2005, office staff attended the 9th annual Parliamentary Counsel's Committee IT Forum, held in the Australian Capital Territory. The forum has a broad focus providing an excellent opportunity for parliamentary counsel offices in Australia and New Zealand to share information about information technology generally, key office systems and industry trends. As a result, offices share a greater uniformity of systems, management of risks and cost savings.

Key themes and trends of the 2004 forum included:

- online registration and notification of legislative instruments
- development of tracking and workflow systems using database products
- timely public access to legislation
- adoption of flat panel dual screen technology.





### **Library**

Achievements made by the office's library during 2004–2005 included:

- consolidation and review of resources in accordance with the library collection management policy
- participation in the whole-of-government review of online legal resources
- review of storage requirements in the library.

### **Required reporting**

#### **Community engagement**

During 2004–2005, the office continued to support the government commitment to community engagement and a better way of life through the provision of legislation and access to legislation. Legislation supports the democratic process that underpins our way of life, so access to legislation is an intrinsic part of engaging with the community. During the year, the office's community engagement activities included:

- providing up-to-date legislation to the community free through its web site <[www.legislation.qld.gov.au](http://www.legislation.qld.gov.au)>
- providing, as part of the drafting process, consultation drafts of legislation enabling the community to participate in policy processes

- consulting with a client focus group on publishing accessibility issues
- supporting the Youth Parliament
- providing information sessions to various groups, enabling them to better understand legislation and how to access it.

#### **Consultancies**

During 2004–2005, the office engaged no consultants.

#### **Overseas travel**

During 2004–2005, no staff members of the office travelled overseas.

#### **Public Sector Ethics Act**

As part of their induction, all new staff receive training about the *Public Sector Ethics Act 1994*, the application of ethics principles and obligations, the contents of the office's code of conduct, and the rights and obligations of officials in relation to contraventions of the code of conduct.

The office publishes its own code of conduct and makes this available in both printed and electronic form. Copies of the office's code of conduct are available on request.

### **Recordkeeping**

During 2004–2005 the office continued to comply with the *Public Records Act 2002*, which requires the office to make and keep full and accurate records of its activities, having regard to any relevant policy, standards and guidelines made by the State Archivist about the making and keeping of public records.

Through its Information Management Committee, the office continued to implement *Information Standard 40: Recordkeeping*, to ensure all records about OQPC's business were captured and kept, by:

- developing recordkeeping procedures
- developing a revised retention and disposal schedule and submitting it to the State Archivist for approval
- continuing to classify records in accordance with the office's corporate thesaurus.

### **Waste management**

During 2004–2005 the office complied with its waste management strategy, developed in accordance with the *Environmental Protection (Waste Management) Policy 2000*. The strategy, available on the office's intranet, deals with the principles of environmental sustainability and its application to resource conservation and waste management in office operations.

### **Whistleblowers Protection Act**

During 2004–2005 the office was not required to deal with any new disclosure of suspected official misconduct.

### *Future challenges*

- Continuing to investigate further automation of legislative processes in the context of other overall IT changes
- Continuing the development of a relational database containing information tracking all legislative drafting and publishing activities
- Continuing to implement changes to the office's web site in order to be compliant with CUE and accessibility guidelines



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## Financial summary

### Foreword

For the purposes of the *Financial Administration and Audit Act 1977*, the Office of the Queensland Parliamentary Counsel (the Office) is not a 'statutory body' and as such it operates as an output of the Department of the Premier and Cabinet (the Department) known as the 'Legislative Drafting, Advisory and Information Services'. This output is reported in the department's Statement of Financial Performance by Outputs/Major Activities-Controlled.

The Statement of Financial Performance (the Statement) for the office has been prepared on an accrual basis in accordance with the prescribed requirements. As required and as appropriate, notes supporting the statement are also provided.

As distinct from the traditional cash basis of reporting, the accrual method brings revenues and expenses to account when they are incurred without regard to the date of receipt or payment of cash.

The statement discloses revenues and expenses recognised as part of the Statement of Financial Performance of the department and include allocations for corporate support and executive management services.

Further information is provided in the Department of the Premier and Cabinet's 2004-2005 Annual Report.

Office of the Queensland Parliamentary Counsel  
Statement of Financial Performance  
For the year ended 30 June 2005

	Notes	2005	2004
		\$'000	\$'000
<b>Revenues from ordinary activities</b>			
Output revenue	2	6,938	7,030
User charges	3	58	75
Other	4	84	63
<b>Total revenues from ordinary activities</b>		<b>7,080</b>	<b>7,168</b>
<b>Expenses from ordinary activities</b>			
Employee expenses	5	4,967	4,884
Supplies and services	6	1,969	2,067
Depreciation and amortisation	7	127	200
Other		17	17
<b>Total expenses from ordinary activities</b>		<b>7,080</b>	<b>7,168</b>
<b>Net surplus/(deficit)</b>		<b>-</b>	<b>-</b>

The above Statement of Financial Performance should be read in conjunction with the accompanying notes.

Office of the Queensland Parliamentary Counsel  
Statement of Financial Performance  
For the year ended 30 June 2005

**1. Statement of Significant Accounting Policies**

The office's Statement of Financial Performance (the Statement) has been prepared in accordance with the *Financial Administration and Audit Act 1977*, the *Financial Management Standard 1997*, Australian Accounting Standards—in particular AAS 29 *Financial Reporting by Government Departments*, Statement of Accounting Concepts, Urgent Issues Group Abstracts, the *Treasurer's Financial Reporting Requirements for Queensland Government Agencies 2003-2004* and other authoritative requirements.

The statement has been prepared to reflect the 'Statement of Financial Performance by Outputs/Major Activities—Controlled' for the Office of the Queensland Parliamentary Counsel as contained in the Department of the Premier and Cabinet's Financial Statements.

The revenues and expenses recognised in this statement include allocations for corporate support and executive management services on the basis of employee full-time equivalent numbers.

A Statement of Financial Position by Outputs/Major Activities is not mandated by the *Treasurer's Financial Reporting Requirements for Queensland Government Agencies 2003-2004* and has not been prepared.

The accounting policies adopted by the office are generally consistent with those of the previous year.

The accrual basis of accounting has been adopted in the preparation of this statement.

The operations of the office were predominantly funded by the Consolidated Fund. The funds received were incorporated with the appropriation provided to the Department of the Premier and Cabinet. Appropriations provided under the Appropriation Act are recognized as revenue in the year in which the office obtains control over them.

User charges are recognized as revenues upon delivery of goods and services irrespective of whether an invoice has been issued. User charges are controlled by the office where they can be deployed for the achievement of the office's objectives.

Contributions of services are recognised only if the services would have been purchased if they had not been donated and their fair values can be measured reliably. Where this is the case, an equal amount is recognised as revenue and an expense.

All financial information is rounded to the nearest \$1,000 or where the amount is \$500 or less, to zero.

The Statement of Financial Performance for this office and the associated notes have not been audited.

Office of the Queensland Parliamentary Counsel  
Statement of Financial Performance  
For the year ended 30 June 2005

	2005	2004
	\$'000	\$'000
<b>2. Reconciliation to payments from Consolidated Fund</b>		
<b>Output revenue</b>		
Budgeted output appropriation	6,938	7,092
Plus/(less) transfers from/(to) other outputs	-	(62)
<b>Output revenue recognised in the Statement of Financial Performance</b>	<b>6,938</b>	<b>7,030</b>
<b>3. User charges</b>		
Publications	58	22
Other	-	53
	<b>58</b>	<b>75</b>
<b>4. Other revenue</b>		
Resources received below fair value	-	63
Gain on disposal of assets	8	-
Other	76	-
	<b>84</b>	<b>63</b>
<b>5. Employee expenses/Number of Employees</b>		
Salaries, wages and allowances	4,057	3,455
Salary related taxes	314	263
Superannuation	491	417
Long service leave levy	61	52
Other	44	697
	<b>4,967</b>	<b>4,884</b>
Annual and sick leave expenses have been included in wages and salaries.		
<b>* Number of Employees</b>	<b>54</b>	<b>59</b>

\* The number of employees includes both full-time employees and part-time employees measured on a full-time equivalent basis.



Office of the Queensland Parliamentary Counsel  
Statement of Financial Performance  
For the year ended 30 June 2005

	2005	2004
	\$'000	\$'000
<b>6. Supplies and services</b>		
Advertising and promotions	15	11
Telecommunications	47	45
Motor vehicle costs	119	119
Building services	63	60
Maintenance	24	19
Professional services	102	61
Travel	24	10
Books, legislation and statutes	99	64
Administration costs	96	87
Other	1,380	1,591
	<b>1,969</b>	<b>2,067</b>
<b>7. Depreciation and amortisation expenses</b>		
Depreciation and amortisation expenses for the financial year were charged in respect of:		
Property, plant and equipment	113	184
Intangibles	14	16
	<b>127</b>	<b>200</b>



# Feedback survey

Please note: this survey also appears on the office's web site on the 'About OQPC' page. You can email your responses to <legislation.queries@oqpc.qld.gov.au>.

**Fax: 07 3229 6295**

From: \_\_\_\_\_

Fax: \_\_\_\_\_

Date: \_\_\_\_\_

Dear reader, we greatly appreciate your assistance in responding to this survey about our annual report. Your comments will help us to improve our report to better meet your needs.

	Excellent	Good	Satisfactory	Poor
▶ What is your overall impression of the report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ How do you rate the report for readability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ How do you rate the report for ease of finding information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

▶ What did you like most about the report?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

▶ What did you like the least?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

▶ Is there anything else you would like to see included?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

▶ Where are you from?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Queensland Government

local or Commonwealth government

legal organisation

general community

other

Thank you