

Office of the Queensland
Parliamentary Counsel

Annual Report
2005 - 2006



**Office of the Queensland
Parliamentary Counsel**

**Annual Report
2005 - 2006**

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 2005 to 30 June 2006.



Peter Drew

Parliamentary Counsel

Contents

The year in review 2005–2006	2
Our organisation	3
Our vision	3
Our mission	3
Our values	3
Our key roles and functions	3
Our clients	4
Strategic direction	5
Planning	6
Reporting and evaluation	6
Planning and reporting performance	7
Legislative drafting services	7
Planning our performance	7
Our performance	8
Future challenges	16
Legislative publishing and information	17
Planning our performance	17
Our performance	18
Future challenges	22
Organisational capability: Our staff	23
Planning our performance	23
Our performance	24
Future challenges	26
Organisational capability: Office systems	27
Planning our performance	27
Our performance	28
Future challenges	30
Index to OQPC Annual Report 2005–2006	31
Financial Statements	32

The year in review 2005–2006

Goals	Principal activities	Achieving the purposes of the <i>Legislative Standards Act 1992</i>
Provide an effective and efficient drafting service, ensuring Queensland legislation is of the highest standard	<ul style="list-style-type: none"> ▶ 77 government Bills drafted ▶ 7 Bills for private members drafted ▶ 371 instruments of subordinate legislation drafted ▶ 8 184 pages of Bills and subordinate legislation drafted ▶ amendments to 48 Bills drafted for the consideration in detail process ▶ 132 pages of amendments during consideration in detail drafted ▶ 31 474 pages of draft legislation prepared in camera-ready form for publication ▶ high-level advice on alternative ways of achieving policy objectives provided ▶ extensive ongoing contact with clients for the planning and delivery of the legislative program continued 	<ul style="list-style-type: none"> ▶ high level of client satisfaction (90%) as measured by a survey of government departments (target 85%) ▶ all essential legislation delivered in a timely fashion to government and private members ▶ clear and simple drafting styles, with an emphasis on plain English maintained ▶ 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 ▶ effective policy implementation through a high-quality drafting product ▶ access to justice by providing Parliament with the drafting services necessary to ensure there is an appropriate system of rules to govern our society
Ensure Queensland legislation is readily available by providing responsive publication, advisory and information services	<ul style="list-style-type: none"> ▶ 197 980 pages prepared in camera-ready form for publication ▶ 211 hard-copy reprints published (22 566 pages) ▶ 893 electronic reprints published (125 089 pages) ▶ 91% of electronic reprints published within 2 weeks of amendments commencing (target 75%) ▶ 100% of agreed deadlines met for printed publications ▶ continued implementation of the changes to the style and presentation of Queensland legislation 	<ul style="list-style-type: none"> ▶ free immediate public access to all versions of Queensland legislation as passed or made ▶ free public access to most electronic reprints soon after amendment ▶ continued improvement of the office's website to enhance access to Queensland legislation ▶ access to justice by ensuring members of the community have access to the legislation that governs them and provides them with rights
Maximise the capacity of our skilled and diverse staff to contribute to the achievement of corporate and government goals	<ul style="list-style-type: none"> ▶ regular forums held ▶ performance planning and review carried out for staff ▶ participation in the Department of the Premier and Cabinet achievement awards ▶ ongoing training and development of staff 	<ul style="list-style-type: none"> ▶ office capability maintained through retention of experienced staff and ongoing training ▶ continued implementation of performance development system
Continually improve the capacity of systems and processes to contribute to the achievement of corporate and government goals within established frameworks	<ul style="list-style-type: none"> ▶ continued development of the office's website ▶ implementation of a business improvement process to identify and prioritise opportunities for improvements to existing office processes and systems 	<ul style="list-style-type: none"> ▶ office capability and community access improved through continued enhancement of office systems ▶ adherence to whole-of-government standards

Our organisation

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.

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 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.

Our key roles and functions

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 the key roles of the office, that is, to ensure that:

- ▶ Queensland legislation is of the highest standard
- ▶ Queensland legislation is drafted effectively and efficiently
- ▶ 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.

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

- ▶ drafting all government Bills
- ▶ drafting all amendments of Bills for Ministers
- ▶ drafting all subordinate legislation other than exempt subordinate legislation
- ▶ drafting, if asked:
 - ▼ proposed Bills for government entities other than departments and public service offices
 - ▼ private members' Bills
 - ▼ amendments of Bills for other members
 - ▼ all other instruments for use in, or in connection with, the Legislative Assembly

Contents

Our vision	3
Our mission	3
Our values	3
Our key roles and functions	3
Our clients	4
Strategic direction	5
Planning	6
Reporting and evaluation	6

Community Services Bill 20

Queensland enacts—

Preliminary

Introduction

title

This Act may be cited as the

Commencement

This Act commences on a

n 2

Object and

Main object of Act

The main object of
communities by fac
community services.

How main object is m

The main object is
(a) the departm
service prov
relating



- ▶ 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 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.

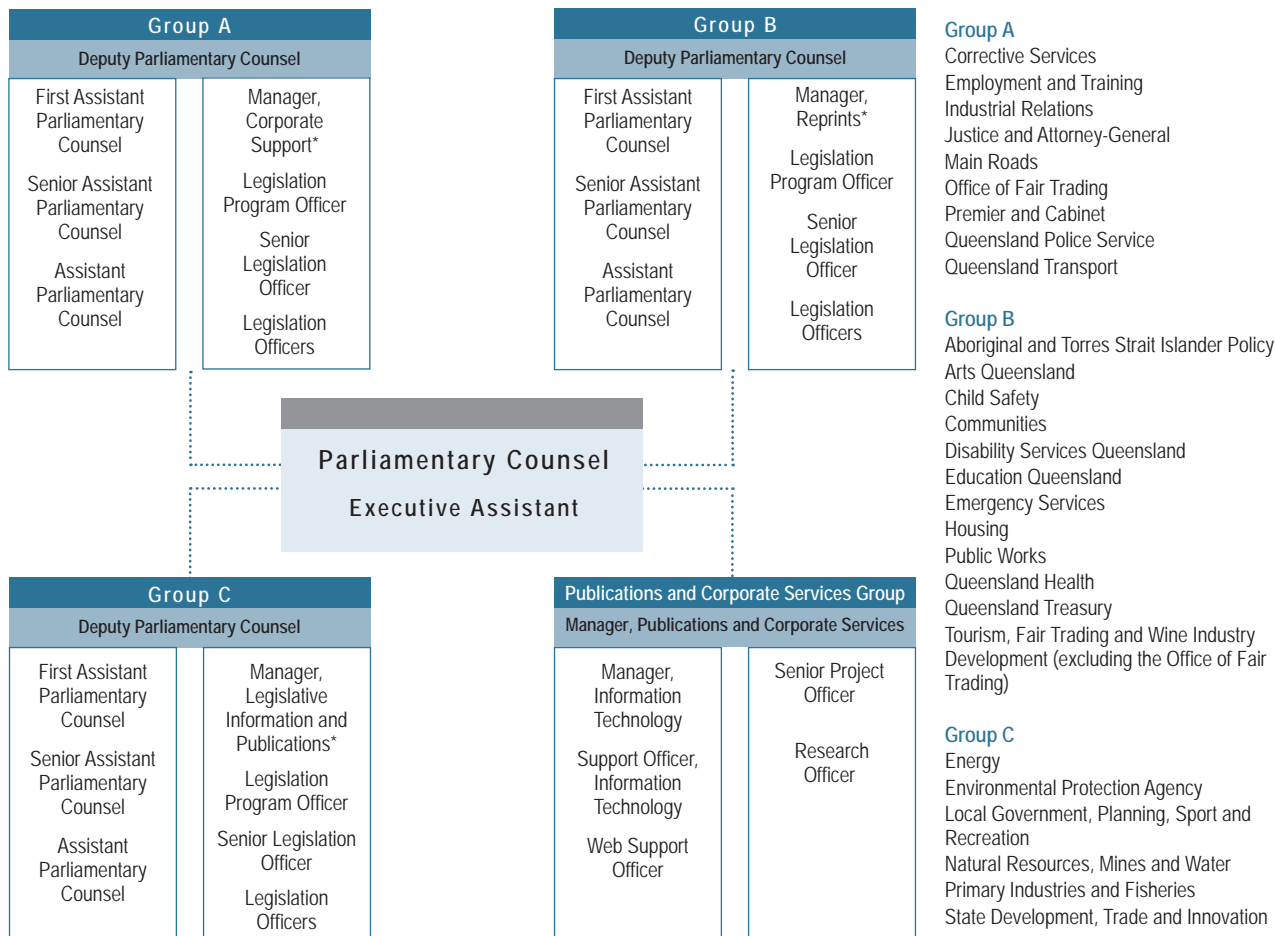
The Queensland statute book

Queensland's written laws, including both Acts and subordinate legislation

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, and 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 and reports to the Manager, Publications and Corporate Services in relation to that function:

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

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 for 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 towards goals in three key result areas.

▶ Legislative drafting services

Goal 1: to provide an effective and efficient drafting service, ensuring Queensland legislation is of the highest standard

▶ Legislative publishing and information services

Goal 2: to ensure Queensland legislation is readily available by providing responsive publication, advisory and information services

▶ Organisational capability

Goal 3: to maximise the capacity of our skilled and diverse staff to contribute to the achievement of corporate and government goals

Goal 4: to continually improve the capacity of office systems and processes to contribute to the achievement of corporate and government goals within established frameworks

Supporting the government's priorities

During 2005–2006, 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. All areas of the government's priorities are underpinned by considerable amounts of legislation covering numerous topics.



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

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.



Planning and reporting performance

Legislative drafting services

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

Planning our performance

The office planned for its performance using a framework of key issues and challenges, strategies and performance measures, as set out below.

Key issues and challenges

- ▶ Meet the high level of demand for high quality drafting and advisory services
- ▶ Continually improve the quality of legislative drafting by maintaining quality assurance systems, using plain English drafting practices and improving the presentation of legislation
- ▶ 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 and 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
- ▶ Enhance the use of information technology for more efficient drafting processes

Strategies

- ▶ Deliver the Government's legislative program
- ▶ Deliver a drafting product of the highest standard
- ▶ Enhance the use of information technology processes and products to streamline the drafting process
- ▶ Review, document and communicate issues that contribute to ensuring Queensland legislation is of the highest standard

Contents

Legislative drafting services	7
Planning our performance	7
Our performance	8
Future challenges	16



Performance measures

- ▶ Quantity of legislation drafted
 - ▼ Number of Bills provided (including page numbers)
 - ▼ Number of amendments during consideration in detail provided (including page numbers)
 - ▼ Number of instruments of subordinate legislation provided (including page numbers)
- ▶ Quantity of significant legislation drafted
- ▶ Quantity and effectiveness of support services delivered
- ▶ Quality
 - ▼ Level of client satisfaction of direct government drafting clients (target 85%)
- ▶ Significant enhancements to the drafting process
- ▶ New style and presentation of legislation reviewed
- ▶ Drafting products and services reviewed
- ▶ Increased client awareness of drafting issues, including requirements for drafting instructions

Our performance

Delivering the Government's legislative program

Quantity of legislation delivered

During 2005–2006 the office drafted all of Queensland's Bills and subordinate legislation, as defined in the *Statutory Instruments Act 1992*, other than exempt subordinate legislation.

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 6 private members' Bills that were introduced. 15 non-government amendments for Bills were drafted by the office and tabled in the Legislative Assembly.

Queensland Acts assented to and subordinate legislation made, 2001-2006*

Year	No. of Acts	No. of Act pages	Principal Acts	No. of Acts amended	No. of instruments of SL	No. of SL pages	No. of Acts & instruments of SL	No. of Acts & SL pages
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
2005–2006	76	4 376	20	417	365	3 337	441	7 713

* 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.

Queensland Bills and subordinate legislation drafted, 2005-2006

Year	No. of Acts	No. of Act pages	Principal Acts	No. of Acts amended	No. of instruments of SL	No. of SL pages	No. of Acts & instruments of SL	No. of Acts & SL pages
2005–2006	84	4 602	21	132	371	3 582	455	8 184

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).

In 2005–2006, 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

During 2005–2006 the office continued to draft legislation supporting the government's priorities. Legislation of particular significance for which drafting services were provided during the year, including amendments prepared during passage through Parliament, is set out in the following pages.

Building and Other Legislation Amendment Bill 2006

- ▶ amends the existing Act significantly, including by prescribing tighter controls on building work inspections

Child Care Amendment Regulation (No. 1) 2005

- ▶ amends the *Child Care Regulation 2003* to reflect the evolution of the child care industry and the changing needs of families requiring child care outside the home

Child Employment Act 2006

- ▶ safeguards working children

Child Safety (Carers) Amendment Act 2006

- ▶ transfers criminal history screening of certain people involved in providing care services to children under the *Child Protection Act 1999* to the Commission for Children and Young People and Child Guardian

Child Safety Legislation Amendment Act 2005

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

Community Services Bill 2006

- ▶ aims to help build sustainable communities by facilitating access to community services

Consumer Credit and Trade Measurement Amendment Act 2006

- ▶ facilitates the application of electronic transactions legislation in each State and Territory to the Consumer Credit Code and introduces further national reforms to trade measurement legislation

Corrective Services Act 2006

- ▶ deals with the State's corrective services following a comprehensive review of existing legislation

Crime and Misconduct and Other Legislation Amendment Bill 2006

- ▶ implements changes recommended by the Parliamentary Crime and Misconduct Committee

Disability Services Act 2006

Disability Services Regulation 2006

- ▶ protect and promote the rights of people with a disability

Drug Legislation Amendment Act 2006

- ▶ provides for a permanent Drug Court and introduces new measures to help counter the problem of methylamphetamine abuse

Education (General Provisions) Bill 2006

- ▶ makes comprehensive provision for high quality education for children and young people



Education (Queensland College of Teachers) Act 2005

- ▶ contains provisions aimed at upholding the standards of, and maintaining public confidence in, the teaching profession

Energy Legislation Amendment Act 2005

- ▶ allows distribution entities to clear native vegetation for operating works of transmission entities and provides that greenfield gas distribution authorities and exclusive gas retail authorities operate consistently with international trade agreements

Environmental Protection and Other Legislation Amendment Act 2005

- ▶ provides a certification process for progressive rehabilitation that has been completed for parts of a mining project

Environmental Protection (Water) Amendment Policy (No. 1) 2006

- ▶ protects and enhances the quality of specific riverine, estuarine and coastal waters of Moreton Bay–South East Queensland, the Mary River Basin–Great Sandy Region and the Douglas Shire

Fire and Rescue Service Amendment Bill 2006

- ▶ contains provisions to improve personal safety in dwellings by requiring the installation of smoke alarms

Fisheries Amendment Act 2006

- ▶ enshrines in legislation the shark control program for bather protection currently carried out as an administrative program and provides for a compensation scheme for authority holders who have had their rights affected by amendments

Food Act 2006

- ▶ comprehensively provides for the safety and suitability for human consumption of food for sale, prevents misleading conduct relating to the sale of food and applies the Food Standards Code

Food Amendment Act 2006

- ▶ includes amendments to protect public safety from the intentional contamination of food

Forestry Plantations Queensland Act 2006

- ▶ provides commercial reforms needed to respond to significant market challenges facing plantation industries

Future Growth Fund Act 2006

- ▶ establishes a fund to provide funding for initiatives, infrastructure and other things benefiting Queensland

Health Quality and Complaints Commission Act 2006

- ▶ provides for the oversight and review of, and improvement in, the quality of health services, and the independent review and management of health complaints

Justice and Other Legislation Amendment Act 2005

- ▶ protects the privacy of persons in circumstances where a reasonable adult would expect privacy

Liquor Amendment Act 2006

- ▶ imposes a statutory 3 a.m. lockout condition on all licensed premises in Queensland

Liquor and Other Acts Amendment Act 2005

- ▶ amends the Liquor Act to impose statutory licence conditions on all licensed premises in the Brisbane City Council area which are authorised to operate after 1 a.m.

Local Government (Areas) Regulation 2005

- ▶ re-declares and consolidates defining information about each local government in Queensland, namely, its class, its area and any divisions of its area, the assignment of councillors to each division, and its composition
- ▶ includes essential information about each joint local government

Major Sports Facilities Amendment Act 2006

- ▶ enhances the use of the Suncorp Stadium for special events

Maritime and Other Legislation Amendment Act 2006

- ▶ introduces further measures to promote marine safety and protect against marine pollution
- ▶ deals with recidivist drink-drivers and unlicensed drivers

Medical Practitioners Registration Amendment Act 2006

- ▶ enables the prompt implementation of an anticipated national approach to streamline the registration of international medical graduates and expedites processes for registration of medical practitioners

Mineral Resources and Other Legislation Amendment Act 2006

- ▶ facilitates the commercial development of the Aurukun bauxite deposit

Plant Protection Amendment Act 2005

- ▶ enables the State to contribute to the reimbursement of persons affected by a plant pest outbreak

Plumbing and Drainage and Other Legislation Amendment Act 2005

- ▶ provides for the use of household greywater in urban settings

Police Powers and Responsibilities and Other Acts Amendment Act 2006

- ▶ deals with drivers of motor vehicles who fail to stop when required to do so

Police Powers and Responsibilities (Drug Detection Dogs) Amendment Act 2005

- ▶ allows for the increased use of drug detection dogs in public places

Police Powers and Responsibilities (Motorbike Noise) Amendment Act 2005

- ▶ deals with noise problems created by the off-road use of motorbikes

Property Agents and Motor Dealers and Other Acts Amendment Act 2006

- ▶ implements further consumer protection measures following a comprehensive review of the Act

Public Health Act 2005

- ▶ comprehensively overhauls public health laws

Recreation Areas Management Act 2006

- ▶ modernises legislation coordinating recreation management across a range of land tenures

Retail Shop Leases Amendment Act 2006

- ▶ enhances mandatory minimum lease standards for retail shop leases and achieves a low cost dispute resolution process for retail tenancy disputes

Retirement Villages Amendment Act 2006

- ▶ implements reforms relating to the regulation of, and promotion of fair trading practices in, the operation of retirement villages following a review of the Act

Revenue Legislation Amendment Act 2005

- ▶ amends various Acts to, among other things, abolish credit business duty and lease duty from 1 January 2006 and extend the principal place of residence exemption for land tax with effect from 2005–06

Revenue Legislation Amendment Act 2006

- ▶ changes certain threshold tests for determining duty on acquisitions of interests in land-rich corporations and land-holding trusts
- ▶ increases the land tax threshold for natural residents and increases the payroll tax threshold

Rural and Regional Adjustment Amendment Regulation (No. 2) 2006

- ▶ institutes natural disaster relief for primary producers and for small business following Tropical Cyclone Larry, and the Rural and Regional Adjustment Amendment Regulation (No. 3) 2006 extends this relief for Tropical Cyclone Monica

State Development and Public Works Organisation and Other Legislation Amendment Act 2005

- ▶ updates provisions about environmental coordination for significant projects and the framework by which the Coordinator-General evaluates the environmental effect of those projects

Stock (Cattle Tick) Notice 2005

- ▶ aims to prevent the spread of cattle tick in Queensland, and is consistent with standard definitions and rules applying throughout Australia



Succession Amendment Act 2006

- ▶ reforms legislation about wills

Sugar Industry Amendment Act 2005

- ▶ modernises the marketing of the Queensland sugar crop

Terrorism (Preventative Detention) Act 2005

- ▶ gives effect to a Council of Australian Governments agreement for legislation to combat terrorist activities

Transport and Other Legislation Amendment Act 2005

- ▶ provides for the development and operation of local government tollways, including the proposed North–South Bypass Tunnel

Transport Legislation Amendment Act 2005

- ▶ introduces mandatory disqualification periods for persons who exceed the speed limit by more than 40 km/h

Transport Operations (Marine Safety) Act 1994

- ▶ a number of standards introduced under the Act to improve aspects of the seaworthiness and safety of recreational and commercial ships

Transport Operations (Road Use Management—Driver Licensing) Amendment Regulation (No. 1) 2006

- ▶ provides for double demerit points for persons who exceed the speed limit by 20 km/h at particular times

Vegetation Management and Other Legislation Amendment Act 2005

- ▶ ensures the effective implementation of the new vegetation management framework that will phase out broadscale clearing of remnant vegetation in Queensland by December 2006

**Vexatious Proceedings Act 2005*

- ▶ reforms the process enabling the Supreme Court to prohibit or limit proceedings brought by a vexatious litigant

Water Amendment Act 2005

Water Amendment Act 2006

- ▶ enact critical legislation enabling the better management of water supply and demand

***Water Efficiency Labelling and Standards Act 2005*

- ▶ gives effect to a nationally consistent Water Efficiency Labelling and Standards Scheme to conserve water supplies by reducing water consumption

Water Resource (Great Artesian Basin) Plan 2006

- ▶ directed at defining the availability of water in the area covered by the plan, providing a framework for sustainably managing and taking water, and identifying priorities and mechanisms for dealing with future water requirements

Wild Rivers Act 2005

- ▶ preserves the natural values of wild rivers and their catchments

Workers' Compensation and Rehabilitation and Other Acts Amendment Act 2005

- ▶ enhances workers' compensation benefits and protects the scheme from the impact of employers exiting to the Commonwealth self-insurance scheme

Workplace Health and Safety and Other Acts Amendment Act 2006

- ▶ continues the existing employment protection given to injured workers who might otherwise be dismissed and the rights of union representatives to enter workplaces on health and safety grounds

Youth Participation in Education and Training and Another Act Amendment Act 2005

- ▶ enhances planning for the compulsory participation phase of education and the re-engagement of disengaged young people

** National scheme legislation drafted by the office for the PCC*

*** National scheme legislation from drafts provided by the PCC*

Quantity and effectiveness of support services delivered

During 2005–2006 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 2005–2006 the office continued to produce all the versions of Bills required for passage through the Legislative Assembly and for assent. Under the Clerk of the Parliament's instructions, the office inserts into Bills amendments made during consideration in detail, consequential changes arising from the amendments, and other minor changes.

Performing functions in the subordinate legislation process

During 2005–2006 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 either certifying 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 on two grounds only: 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.

Delivering a drafting product of the highest standard

During 2005–2006 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 on the quality of its legislative drafting services. The target for the survey is an overall client satisfaction rating of 85%.

The survey measures client satisfaction in four areas:

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

During 2005–2006 the office achieved an overall satisfaction rate of 90% from responses received from clients.

The drafting process

During 2005–2006 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 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.



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.

During 2005–2006 the office achieved an average client satisfaction rating of 91% for the drafting process.

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 2005–2006 the office achieved an average client satisfaction rating of 89% for advice provided on alternative ways of achieving policy objectives.

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 2005–2006 the office achieved an average client-satisfaction rating of 88% for advice provided on the application of fundamental legislative principles.

The office has only a limited role in the legislative processes of government. 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 is of the highest standard. This involves ensuring the drafting product is:

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

During 2005–2006 the office achieved an average client satisfaction rating of 90% for its drafting product.

Drafting style

The office adopted a comprehensive plain English drafting policy in 1991. The office continues its commitment to plain English as an attitude or philosophy that is focused on the client and that values simplicity as a way to achieve clear, effective communication. This commitment is an integral part of the office’s goal to improve access to justice for all its clients through more effective communication of legislative rights and obligations.

The office has a commonsense approach to the use of plain English and takes the view that legislation should be as simple as possible and should only contain the degree of complexity necessary to achieve desired policy objectives in a legally effective way. The value the office places on simplicity is consistent with its view that the ordinary person in the community should be regarded as the ultimate user of legislation.

Legislation that is easy to understand is less likely to result in dispute and litigation. However, the use of simple language alone may be insufficient to

guarantee clear communication. The plain English approach does not involve the simplification of laws to the point they become legally uncertain. Care needs to be taken that legal uncertainty is not created when dispensing with terms that have established meanings for users of legislation. There always has to be a balance between the outcomes of simplicity, clarity and legal certainty.

The drafter must seek to meet the various needs of clients by producing legislation that is, at the same time—

- ▶ *easily read and understood, and*
- ▶ *legally effective to achieve the desired policy objectives.*

Drafters have a range of techniques by which legislation can expose its underlying policy while remaining accurate and unambiguous. These include the use of purpose clauses, preambles, key or basic concepts and definitions, explanatory provisions, and examples. The techniques can be used to organise, orient and explain to help establish context, relevance and, ultimately, 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.

Reviewing, documenting and communicating issues contributing to ensuring Queensland legislation is of the highest standard

During 2005–2006 the office continued to review its practices and precedents, and to publish comprehensive information about legislative matters, to ensure Queensland’s statute book is of the highest standard.

Review of the style and presentation of Queensland legislation

During 2005–2006 the office continued the process of implementing changes to the style and presentation of Queensland legislation, started in 2004. The changes were implemented 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.

The styles are currently undergoing a two yearly review.

The Queensland Legislation Handbook

During 2005–2006 the office continued to make available *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 handbook is available:

- ▶ on the Department of the Premier and Cabinet’s website at <www.premiers.qld.gov.au> in HTML form
- ▶ on the office’s website <www.legislation.qld.gov.au> in PDF form
- ▶ for purchase from SDS in hard-copy form.

Fundamental Legislative Principles: The OQPC Notebook

During 2005–2006 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 2005–2006 the office continued to publish on its website guidelines for drafting university exempt instruments and local government exempt instruments.

Future challenges

- ▶ Continuing the implementation and review of new styles and presentation for Queensland legislation
- ▶ Continuing to use information technology to streamline the drafting process
- ▶ Continuing to improve and document drafting standards, precedents and procedures
- ▶ Continuing to update the office's published documentation



Planning and reporting performance (cont.)

Legislative publishing and information

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

Planning our performance

The office planned for its performance using a framework of key issues and challenges, strategies and performance measures, as set out below.

Key issues and challenges

- ▶ Meet community and international needs for access, particularly electronic access, to legislation and legislative information
- ▶ Increase client awareness of available services and respond to client needs within existing resources
- ▶ Ensure access to justice by providing the community with the ability to locate written law and to identify which law applies from time to time
- ▶ Enhance the use of information technology to improve the community's access to legislation

Strategies

- ▶ Timely supply of Bills for introduction, all stages of passage through Parliament, and assent; amendments to Bills; subordinate legislation for making; legislation as made; regulatory impact statements and explanatory notes for subordinate legislation; and annual volumes of legislation as made, including regulatory impact statements and explanatory notes
- ▶ Publish up-to-date reprints of legislation in printed and electronic form
- ▶ Provide up-to-date information about Queensland legislation in printed and electronic form and by other services
- ▶ Enhance the use of information technology processes and products to streamline the production, supply and publication of legislation and legislative information and conform with applicable standards
- ▶ Review, document and communicate issues that contribute to improving the availability of legislation and legislative information

Performance measures

- ▶ Quantity of legislation supplied
 - ▼ Number of pages of:
 - › Bills for introduction, all stages of passage through Parliament, and assent
 - › amendments during consideration in detail
 - › Acts for the Acts as passed series
 - › 'blues' of subordinate legislation, and regulatory impact statements and explanatory notes accompanying 'blues'
 - › subordinate legislation, regulatory impact statements and explanatory notes for the subordinate legislation series
 - › annual volumes of Acts and explanatory notes for Bills

Contents

Legislative publishing and information	17
Planning our performance	17
Our performance	18
Future challenges	22



Queer

Police Powers and
Other Acts Amen

Act No. 26 of 2

An Act to amend the
2000, and for relate
[Assented to 1 Jun



- ▶ annual volumes of subordinate legislation and regulatory impact statements and explanatory notes for subordinate legislation
- ▶ Timeliness
 - ▼ Percentage of deadlines met for the supply of subordinate legislation for the subordinate legislation series (target 100%)
 - ▼ Percentage of deadlines met for the supply of other legislation (target 90%)
- ▶ Quantity of up-to-date reprints of legislation published
 - ▼ Number of pages of:
 - ▶ hard-copy reprints
 - ▶ electronic reprints
- ▶ Timeliness
 - ▼ Percentage of deadlines met for the supply of hard-copy reprints (target 90%)
 - ▼ Percentage of deadlines met for the preparation of electronic reprints (target 75%)
- ▶ Quantity of information about Queensland legislation prepared
 - ▼ Number of pages of:
 - ▶ notification tables for subordinate legislation
 - ▶ indexes to the subordinate legislation series
 - ▶ the *Queensland Legislation Annotations*—current legislation volume and repealed legislation volume—and cumulative weekly updates to the annotations
 - ▶ the *Weekly Update to Queensland Legislation*
 - ▶ the *Cumulative Weekly Update of Queensland Legislation Reprints*
- ▶ Timeliness
 - ▼ Percentage of deadlines met for the supply of notification tables for subordinate legislation (target 100%)
 - ▼ Percentage of deadlines met for the supply of other information (target 90%)
- ▶ Telephone and email enquiry service provided
- ▶ Improvements to presentation, utility, management and compliance of office website
- ▶ Improvements to the security of supply of legislative publications

- ▶ Significant progress made to introduce advanced markup language technology in the production and publication of legislative documents
- ▶ Clients consulted to review accessibility to legislation and legislative information
- ▶ Increased client awareness of accessibility issues and developments
- ▶ Substantial improvements to publishing and information services

Our performance

Timely supply of Bills for introduction, passage and assent

Bills through all stages of Parliament and assent

During 2005–2006 the office:

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

Timely supply of legislation as made

Acts as passed

During 2005–2006 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 website.

Subordinate legislation as made

During 2005–2006 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 website.

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

- ▶ 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 2005–2006 the office published the 2005 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 enacted or made

During 2005–2006 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 90% 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.

Publishing up-to-date reprints of legislation

Queensland Legislation Reprints series (hard-copy reprints)

During 2005–2006 the office published 211 hard-copy reprints (22 566 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.

Reprints of Queensland legislation published in 2005-2006

	Hard-copy reprints	Electronic reprints
Quantity	211	893
Number of pages	22 566	125 089

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 website now effectively provides a 'point-in-time' database of legislation.

During 2005–2006 the office prepared 893 electronic reprints (125 089 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 2005–2006 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 2005–2006, 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 in the continued implementation of the changes to the style and presentation of legislation.

Timely access to reprints of legislation

During the year the office published 91% of electronic reprints within two weeks of the commencement of an amendment to a reprint. The office target was 75%.



Providing up-to-date 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 2005–2006 the office published two volumes of current annotations (2 374 pages) and one volume of repealed annotations (707 pages).

The office also continued to make the above publications available in electronic form free to the public on its website <www.legislation.qld.gov.au>.

Weekly Update to Queensland Legislation

During 2005–2006 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 website.

The update meets the office's commitment to provide a hard-copy publication for clients who do not have internet access or who prefer accessing information in hard-copy form.

During the year the office published 1 035 pages of weekly updates. The publication is available for purchase or subscription from SDS. This publication is also published in electronic form free to the public at <www.legislation.qld.gov.au> in both separate and cumulative form.

Tables of changed laws and references

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 2005–2006 the office continued to update and publish on its website 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.

Providing the legislation database to other organisations

The office provides its legislation database free of charge to the Queensland Police Service, the Department of Justice and Attorney-General, 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, SDS, and TimeBase Pty Ltd. These commercial providers repackage the legislation and add contextual information, further extending access to the legislation.

Obtaining publications

The printed versions of these publications are available for purchase and subscription from SDS.

Electronic versions of these publications are available on <www.legislation.qld.gov.au> free of charge.

Timely access to information about legislation

During 2005–2006 the office met 100% of deadlines for the supply of information about legislation.

Numbers of visitors per weekday for the office's website*					
	2002	2003	2004	2005	2006
January	1 825	3 088	3 724	5 698	6 102
February	2 379	3 564	4 501	6 212	6 112
March	2 667	4 253	5 116	6 563	6 198
April	2 551	3 958	4 501	7 133	5 995
May	2 918	4 254	4 765	6 782	6 203
June	2 479	3 858	4 533	6 021	6 158
July	2 478	3 562	4 147	6 055	6 070
August	2 882	3 509	5 034	6 058	6 226
September	2 955	4 250	5 075	6 045	
October	3 114	4 031	5 139	6 070	
November	3 060	4 073	5 103	6 079	
December	2 520	3 263	4 312	6 095	

*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 website is the third most visited State Government website.

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 website <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.

Reviewing, documenting and communicating issues that contribute to improving the availability of legislation and legislative information

Client focus group

During 2005–2006 the office again met with its client focus group for publishing matters. The office uses the comments and advice provided by the focus group to plan the future direction of its publication activities. Meetings of the group offer members an opportunity to put forward their views and opinions on office publications and services.

The focus of this year's meeting was:

- ▶ the redesign of the office's new CUE (Consistent User Experience) website
- ▶ the review of the changes to layout and style of legislation implemented in 2004–2006
- ▶ improvements to the *Queensland Legislation Annotations*.

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 State Library of Queensland
- ▶ Goprint and SDS
- ▶ 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.

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 2005–2006 the office presented:

- ▶ an information session to members of the Gauteng Legislature
- ▶ an information session to Diploma of Justice students from the Brisbane North Institute of TAFE, giving an insight into the office and the drafting of legislation
- ▶ several information sessions about the office and how to prepare effective drafting instructions—the information sessions, for



policy officers from various government departments and agencies, were presented for the Institute of Public Administration Australia

- ▶ 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 2005–2006 Youth Parliament again provided 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 Youth Parliament is a project run each year by the State Council of YMCAs of Queensland. Parliament House was the venue for the sittings, with the consent of the Honourable Speaker of the Legislative Assembly.

During 2005–2006 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 2005–2006 included the:

- ▶ *Child Wellbeing Regulation and Support Youth Act 2005*
- ▶ *Environmentally Sustainable Youth Housing Youth Act 2005*
- ▶ *Juvenile Offender Youth Act 2005.*

Community engagement generally

During 2005–2006 the office continued to support the government commitment to community engagement through the provision of legislation and access to legislation. Legislation supports the democratic process, 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 website <www.legislation.qld.gov.au>
- ▶ providing, as part of the drafting process, consultation drafts of legislation enabling the community to participate in policy processes
- ▶ continuing to provide information and assistance through both its telephone and email services
- ▶ 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.

Email queries answered	
Year	Email queries answered
2001–2002	920
2002–2003	678
2003–2004	654
2004–2005	564
2005–2006	689

Future challenges

- ▶ Raising the awareness of the office, its role and services
- ▶ Continuing the strategy to inform and educate clients
- ▶ Continuing to work with the client focus group to improve existing legislative information publications

Planning and reporting performance (cont.)

Organisational capability: Our staff

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

Planning our performance

The office planned for its performance using a framework of key issues and challenges, strategies and performance measures, as set out below.

Key issues and challenges

- ▶ Use best practice human resource management to retain and develop highly-skilled staff
- ▶ Promote a workplace culture that encourages flexibility, equity and diversity
- ▶ Recognise and develop staff performance to meet the increasing demand for services
- ▶ Ensure staff have the appropriate skills, knowledge and resources to perform their duties
- ▶ Introduce information technology that contributes to the enhancement of staff

Strategies

- ▶ Use best practice human resource management that embraces flexibility, equity and diversity and complies with whole-of-government legislative requirements
- ▶ Involve staff in decision-making, planning and feedback
- ▶ Use a performance evaluation system and a rewards and recognition system
- ▶ Maintain a coordinated training and development program
- ▶ Enhance the use of information technology processes and products to better inform staff
- ▶ Review, document and communicate issues that contribute to maximising staff capacity

Performance measures

- ▶ Full staff levels maintained and skilled staff retained for a minimum of 5 years for drafters and 3 years for legislation officers
- ▶ Compliance with relevant legislation about human resource management and public sector principles about flexibility, equity and diversity
- ▶ All staff given the opportunity to attend regular forums and a significant number of staff involved in special purpose committees
- ▶ Performance evaluation and personal planning and development processes conducted for all staff
- ▶ Annual participation by staff in the Department of the Premier and Cabinet achievement awards
- ▶ All staff provided with training in compliance with public sector standards
- ▶ Targeted training provided to staff to enhance performance
- ▶ Significant improvements made to presentation, utility and management of the office intranet
- ▶ Substantial improvements made to human resource management

Contents

Organisational capability: Our staff	23
Planning our performance	23
Our performance	24
Future challenges	26

terrorism (Preventative Detention)

Department of Queensland enacts-

Preliminary

Short title

This Act may be cited as the (Preventative Detention) Act 2005.

Commencement

This Act commences on a

Object

The object of this Act is to provide for the custody and detained for

- (a) prevent a terrorist
- (b) preserve evidence

Note—

Section 53 provides that the Act is to be applied for limited purposes.

Definitions

The dictionary in this Act.



Our performance

Using best practice human resource management to retain and develop highly skilled staff

Retaining and developing highly skilled staff

At 30 June 2006 the office had 47.7 members of staff, including temporary and part-time staff, with one vacancy and one staff member away on secondment. The office has a funded establishment of 48.8, and a corporate services allocation of 3.2 staff at the Department of the Premier and Cabinet, making a total of 52. 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, indicating a high regard for the office's training and experience.

Embracing flexibility, equity and diversity

During 2005–2006 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

The office continued to demonstrate strong support for women in upper and middle management positions.

The Office of Public Service Merit and Equity established a target of 35% of women in upper and middle management positions (AO6–AO8, Senior Officer (SO) and Senior Executive Service (SES)) positions by the end of 2005.

In 2005–2006, 38% of upper and middle management positions in the office were held by women.

Agency Consultative Committee

The office continues to participate in the Department of the Premier and Cabinet's Agency Consultative Committee (ACC). The ACC manages the implementation of the department's arrangements under the State Government departments' Certified Agreement 2003. The ACC includes a representative from management and a union representative from each area of the department, including the office.

Workplace health and safety

During 2005–2006 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.

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.



Mr Ray Siebuhr, Senior Assistant Parliamentary Counsel, receives an award for client service

Rewards and recognition

During 2005–2006 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.

Several office staff received awards in the client service and knowledge sharing categories.

Maintaining a coordinated training and development program

During 2005–2006 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.

Training undertaken during 2005–2006

Internal training

code of conduct, grammar workshop, ISYS search engine, multi-function devices, prevention of workplace harassment, records management, recruitment and selection

External training

a.k.a., copyright: governments, corporate services, exceptional customer service, influencing with integrity, leadership, parliamentary processes, SARAS, first aid and resuscitation, structural editing

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.

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.



Library

For the benefit of staff, the office maintains a substantial legal library managed by a qualified librarian.

Achievements made by the office's library during 2005–2006 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
- ▶ introduction of a weekly library update service that includes contents pages and abstracts of legal journals and reports being made available on the intranet.

Reviewing, documenting and communicating 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.

The office continually reviews and publishes to staff a large suite of documentation covering human resource and work quality issues. This documentation includes policies and procedures, standards, notebooks, manuals and handbooks.

Future challenges

- ▶ Continuing to develop an office reward and recognition system
- ▶ 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



Planning and reporting performance (cont.)

Organisational capability: Office systems

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

Planning our performance

The office planned for its performance using a framework of key issues and challenges, strategies, and performance measures, as set out below.

Key issues and challenges

- ▶ Implement risk management and continual improvement strategies for the office
- ▶ Ensure office systems and work practices support the office's goals
- ▶ Ensure recordkeeping systems are integrated into office systems and support the office in achieving its goals
- ▶ Enhance the management and integration of all the office's work
- ▶ Continually improve information technology services to ensure the efficient production of legislation and access to legislation

Strategies

- ▶ Apply risk assessment and continual improvement processes to the office business planning cycle
- ▶ Implement appropriate corporate governance procedures
- ▶ Implement a reliable recordkeeping system that is compliant and accountable
- ▶ Enhance the use of information technology processes and products to streamline office systems and processes

Performance measures

- ▶ Risk assessment undertaken and treatment strategies developed as required
- ▶ Improvement processes identified and implemented
- ▶ Compliance with relevant whole-of-government audit and legislative requirements
- ▶ Compliance with relevant legislation and information standards for recordkeeping
- ▶ Responsibility for recordkeeping is clearly assigned to staff
- ▶ Significant improvements to recordkeeping systems, procedures and practices
- ▶ Significant improvements to office systems
- ▶ Significant improvements to the utility and integrity of office electronic equipment generally

Contents

Organisational capability: Office systems	27
Planning our performance	27
Our performance	28
Future challenges	30



Major Sports Facility
2006

Act No. 14 of 2006

An Act to amend the Major Sports Facility Act 2006
[Assented to 24 April 2006]



Our performance

Applying risk assessment and continual improvement processes

Risk assessment

During 2005–2006 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 office to operate at an acceptable level of risk.

The office's policy on risk management of reprints continues to be observed and the office's strategy of documenting and reviewing office procedures continues to prove its value as a basic risk management tool.

Continual improvement processes

During 2005–2006 the office began a business improvement process to identify and prioritise opportunities for improvements to existing office processes and systems. Mapping of all office processes is currently being carried out with the assistance of business analysts from the Information and Communication Technology Unit of the Department of the Premier and Cabinet.

Implementing appropriate corporate governance procedures

Shared Service Initiative (SSI)

The office system of corporate governance has the advantage of access to the Shared Service Initiative.

The Shared Service Initiative is a whole-of-government approach to corporate service delivery. The vision is to provide high quality, cost-effective corporate support services across the Queensland Government. Shared services is underpinned by standardising business processes, consolidating technology and pooling resources and expertise.

Under the shared service model, government agencies joined together in 'clusters' to share corporate services and resources through shared service providers (SSPs). From 1 July 2006 the hosting arrangements for the SSPs CorporateLink, PartnerOne and Corporate Solutions Queensland were consolidated from three host agencies to the Shared Service Agency (SSA) hosted by Queensland Treasury. Approximately 2200 staff from these SSPs transitioned into the SSA.

The SSA leads the evolution and refinement of a whole-of-government model for shared service delivery and provides a dual role of policy and program management for the Shared Service Initiative as well as service delivery by PartnerOne, Corporate Solutions Queensland and CorporateLink. The SSPs continue to service their existing clusters of agencies through operating level agreements.

SSPs for Queensland Health and Education and the Arts (Corporate and Professional Services and the Corporate Administration Agency) and Parliamentary Services continue to operate under their existing hosts.

Corporate Solutions Queensland (CSQ) provides the following functions to the office:

- ▶ finance
- ▶ procurement
- ▶ human resources.

During 2005–2006 the Department of Employment and Training hosted CSQ as a separate entity, and will report on its activities in its annual report.

Implementing a reliable recordkeeping system

During 2005–2006 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 the office's business were captured and kept by:

- ▶ complying with office recordkeeping procedures
- ▶ dealing with records in accordance with the office's approved retention and disposal schedule
- ▶ continuing to classify records in accordance with the office's corporate thesaurus.

Enhancing the use of information technology processes and products

Business improvement project

The office has commenced the process of a business improvement project, with the aim to review existing business processes within the office and to identify and utilise emerging technologies to advance the production of legislation and legislative information. The process will map current processes, identify issues and opportunities and lay the foundations for future technology directions.

Multi-function devices

The office implemented multi-function devices to better utilise scanning and optical character recognition (OCR) technologies in readiness for government eDRMS initiatives. Scanning of hard-copy documents to searchable electronic documents is a core feature of the system. Instead of replacing printers for printers, it was decided to investigate the printing needs of the organisation and future technology trends. This new solution offers additional benefits including reliability, quality, and ease of use, as well as overall cost savings to the office.

Secure file transfer services

The office has recently implemented an increased security file transfer system for legislative documents traversing between Goprint, Parliament House and the office. The system takes advantage of the Govnet infrastructure and readily available web-based technologies. This streamlined process alleviates the need for additional infrastructure resources and adds an additional layer of security.

Office website

During 2005–2006 the office continued to make improvements to its website, including the implementation of a new search engine to better serve the needs of the users. The system offers additional methods of searching for content and user friendly searching interfaces.

Office Intranet

During 2005–2006 the office redeveloped its Intranet site. The new site makes a mass of disparate information readily available to staff in an easy-to-find format. The aim of the Intranet is to provide all necessary information to staff in an up-to-date, easily accessible form.

Involvement in whole-of-government IT initiatives

During 2005–2006 staff of the office participated in working groups on the consistent user experience for government websites, and the web steering committee.

Participation in annual IT forum

During 2005–2006 office staff attended the 10th annual Parliamentary Counsel's Committee IT Forum, held in Hobart. 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 2006 forum included:

- ▶ development of tracking and workflow systems using database products
- ▶ delivery methods and delivery technologies that can be utilised by parliamentary counsel offices.

Required reporting

Consultancies

During 2005–2006 the office engaged no consultants.

Overseas travel

During 2005–2006 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. During 2005–2006 the office reviewed its code of conduct for future publication. Copies of the office's code of conduct are available on request.

Waste management

During 2005–2006 the office continued to contribute to the Queensland Government's strategy in relation to waste management. The office waste management plan, developed in accordance with the *Environmental Protection (Waste Management) Policy*



2000, and 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.

The plan specifically recognises waste management issues associated with the office's leased facilities. Though the waste management in relation to these facilities is addressed in the Department of the Premier and Cabinet Waste Management Strategic Plan, the office takes an active monitoring stance and, in collaboration with the Department of the Premier and Cabinet, seeks to influence better waste management practices. During the year the office continued to recycle waste, including paper and toner cartridges.

Whistleblowers Protection Act

During 2005–2006 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 to implement improvements to the office's website

Index to OQPC Annual Report 2005–2006

A		fundamental legislative principles (FLPs)	4, 7, 13, 14, 15	<i>Queensland Legislation Annotations</i>	18, 20, 21
Acts (<i>see also</i> : Bills, legislation, publications)		<i>Fundamental Legislative Principles: The OQPC Notebook</i>	15	<i>Queensland Legislation Handbook, The</i>	15
annual volumes	19	G		R	
as passed	18	gazettes	5, 13	recordkeeping	27, 28
statistics	8	goals	5, 6	regulatory impact statements	13, 17, 18, 19, 21
administrative control	3	Goprint	19, 21, 29	reporting	6
advice	4, 7, 13, 14	government (executive)	5, 9	reprints (electronic and hard copy)	4, 17, 18, 19, 28
Agency Consultative Committee	24	Governor in Council	4, 8, 13	'point-in-time'	19
amendments during consideration in detail	3, 13, 17, 18, 21	I		<i>Reprints Act 1992</i>	19
audit and evaluation	6, 27	information sessions	21	risk assessment and management	27, 28
B		information technology (<i>see also</i> : website)	4, 7, 16, 17, 18, 23, 27, 29, 30	roles	3
Bills (<i>see also</i> : Acts, drafting, legislation, publications)		internet (<i>see</i> : website)		S	
Bill to Act process	13, 19, 22	intranet	23, 24, 26, 29, 30	Scrutiny of Legislation Committee	14, 15
passage through	18	L		Shared Service Initiative	28
private members'	3, 8	legal profession	5	staff	3, 5
statistics	8	legislation (<i>see also</i> : Bills, Acts, drafting, publications, subordinate legislation)		development	6, 24, 26
supply to Goprint	19	access to	17	government employment targets	24
supply to Parliament	5, 17	database of	20	human resource practices	23, 24, 26
business improvement project	29	impact on the community	5	involvement in decision-making	24, 25
business plan	6	information relating to	17, 18, 19, 20	levels	23
C		instructions for drafting	5	organisation	25
Cabinet	3, 5, 13	office role in drafting	3	performance evaluation	23, 25
client focus group	6, 21	presentation of	7	recognition	25
clients	4–5, 18	quality	8	retention	24
code of conduct	25, 29	quantity drafted	8	training	23, 24, 25, 26
community		security of supply of	18, 29	women in management	24
as a client	5	significant	8, 9–12	work–life balance	24
engagement with	21–22	statistics	8, 17	workplace diversity	23, 24, 25, 26
computer systems (<i>see</i> : information technology)		style and presentation	8, 14–15	<i>Statutory Instruments Act 1992</i>	8
consultancies	29	legislation officers	4, 15	strategic direction	5, 6
corporate governance	27, 28	Legislative Assembly	3, 5, 6, 8, 13, 18	strategic plan	6
corporate support services	28	<i>Legislative Standards Act 1992</i>	3, 5, 9, 14	strategies	6, 7, 17, 23, 27
courts	5	library services	26	subordinate legislation	3, 5, 8, 9, 13, 17, 18
D		M		annual volumes	19
department groups	4	Managing for Outcomes framework	5, 6	'blues'	17
Department of the Premier and Cabinet	3, 6, 15, 21, 22, 24, 25, 28, 30	mission	3	certification	5, 13
Department of the Premier and Cabinet		multi-function devices	29	exempt instruments	9, 16
achievement awards	23, 25	N		expiry	13, 21
drafting (<i>see also</i> : Bills, legislation, subordinate legislation)		national scheme legislation	8, 13	notification	5, 13, 18, 19
advice	13, 14	O		publication	5, 13
amendments	3	office systems	5, 27, 28, 29	supply to Goprint	19
Bills	3	organisational structure	4	tabling	5, 13
client satisfaction with	8, 13–14	overseas travel	29	summary	2
instructions	8	overview	2	support services	8
instructors	5	P		T	
policy objectives	14	Parliament	14, 15, 17, 18	telephone enquiry line (<i>see</i> : enquiry service)	
quality assurance	15	Parliamentary Counsel's Committee	8, 12, 29	U	
services	5, 7	performance development system	25	uniform legislation (<i>see</i> : national scheme legislation)	
standards	7	performance measures	6, 7, 8, 17, 23, 27	V	
style	14–15	performance targets	6	values	3
subordinate legislation	3	personal plans	6	vision	3
E		plain English (<i>see also</i> : legislation—style and presentation)	7, 14–15	W	
enquiry service (telephone and email)	18, 22	planning	6, 7	waste management	29–30
<i>Environmental Protection (Waste Management) Policy 2000</i>	29–30	publications	4, 18, 19, 20, 21, 22	website	18, 19, 20, 21, 29, 30
ethics	29	publications and corporate support group	4	consistent user experience	21
evaluation	6	<i>Public Records Act 2002</i>	28	number of visits	21
exempt instruments		Public Sector Ethics Act	29	publications available on	16, 18, 19, 20
(<i>see</i> : exempt subordinate legislation)		publishing	5	<i>Weekly Update to Queensland Legislation</i>	20
exempt subordinate legislation	8, 9	Q		<i>Whistleblowers Protection Act 1994</i>	30
explanatory notes	13, 17, 18, 19, 21, 22	<i>Queensland Cabinet Handbook, The</i>	13	workloads	6
F				workplace health and safety	24
financial administration	3			Y	
functions	3			Youth Parliament	22



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 includes allocations for corporate support and executive management services.

Further information is provided in the Department of the Premier and Cabinet’s 2005–2006 Annual Report.

	Notes	2006	2005
		\$'000	\$'000
Income from ordinary activities			
<i>Revenue</i>			
Output revenue	2	6,580	6,938
User charges	3	25	58
Other	4	68	76
<i>Gains</i>			
Gain on sale of plant and equipment		-	8
Total income from ordinary activities		6,673	7,080
Expenses from ordinary activities			
Employee expenses	5	4,887	4,967
Supplies and services	6	1,698	2,089
Depreciation and amortisation	7	57	127
Other		31	17
Total expenses from ordinary activities		6,673	7,200
Operating surplus/(deficit)		-	(120)

The above Income Statement should be read in conjunction with the accompanying notes.



1. Statement of Significant Accounting Policies

The office's Income Statement (the Statement) has been prepared in accordance with Australian Equivalents to International Financial Reporting Standards (AEIFRS) for the first time. In particular, the statement complies with AAS 29 *Financial Reporting by Government Departments*, as well as the Treasurer's Financial Reporting Requirements for the year ended 30 June 2006, and other authoritative pronouncements.

The statement has been prepared to reflect the 'Income Statement 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 the year ended 30 June 2006 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 recognised as revenue in the year in which the office obtains control over them.

User charges are recognised 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 Income Statement for this office and the associated notes have not been audited.

	2006	2005
	\$'000	\$'000

2. Reconciliation to payments from Consolidated Fund

Output revenue		
Budgeted output appropriation	6,580	6,938
Output revenue recognised in the Income Statement	6,580	6,938

3. User charges

Publications	25	58
	25	58

5. Other revenue

Resources received below fair value	67	73
Other	1	3
	68	76

6. Employee expenses/Number of Employees

Salaries, wages and allowances	3,985	4,057
Salary related taxes	312	314
Superannuation	475	491
Long service leave levy	71	61
Other	44	44
	4,887	4,967

Annual and sick leave expenses have been included in wages and salaries.

• Number of Employees	52	54
-----------------------	----	----

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



	2006	2005
	\$'000	\$'000

7. Supplies and services

Advertising and promotions	12	15
Telecommunications	39	47
Motor vehicle costs	124	119
Building services	71	63
Maintenance	19	24
Professional services	160	102
Travel	22	24
Books, legislation and statutes	84	99
Administration costs	81	216
Other	1,086	1,380
	1,698	2,089

8. Depreciation and amortisation expenses

Depreciation and amortisation expenses for the financial year were charged in respect of:		
Property, plant and equipment	48	113
Intangibles	9	14
	57	127



Feedback survey

Please note: this survey also appears on the office’s web site on the ‘About the 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