

Office of the Queensland Parliamentary Counsel

Annual Report **2009–10**

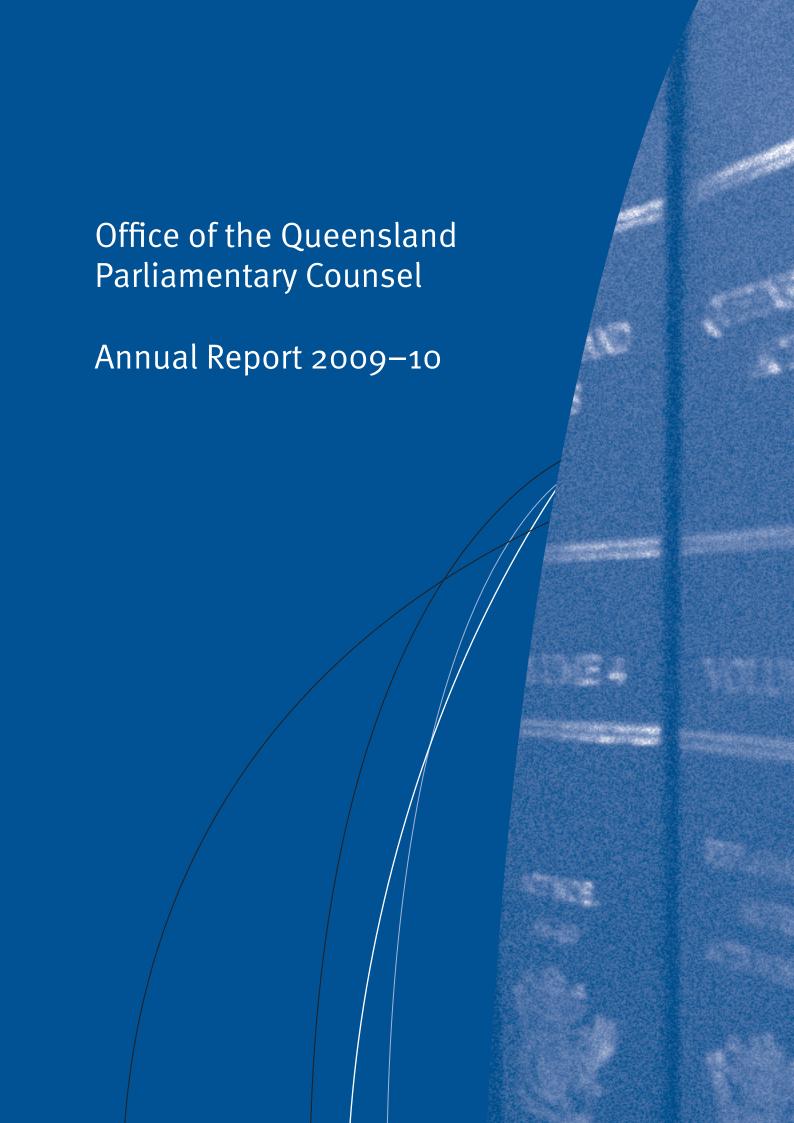
Legislation for Queensland that is effective, accessible, and consistent with fundamental legislative principles



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24 September 2010

The Honourable Anna Bligh MP Premier of Queensland and Minister for the Arts Level 15, Executive Building 100 George Street Brisbane QLD 4000

Dear Premier

I am pleased to present the Annual Report 2009–10 for the Office of the Queensland Parliamentary Counsel.

I certify that this annual report complies with:

- the prescribed requirements of the *Financial Accountability Act 2009* and the Financial and Performance Management Standard 2009, and
- the detailed requirements set out in the Annual Report Requirements for Queensland Government Agencies.

A checklist outlining OQPC's compliance with the annual reporting requirements can be accessed at:

http://www.legislation.qld.gov.au/Core_pages/about_oqpc.htm.

Yours sincerely,

Theresa Johnson

Parliamentary Counsel

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From the Parliamentary Counsel

It is with pleasure that I present the 2009–10 Annual Report for the Office of the Queensland Parliamentary Counsel. The office's mission is to efficiently deliver the legislation required for State democratic processes and to support justice by ensuring Queensland legislation is effective, accessible, and consistent with fundamental legislative principles. The 2009–10 year was a busy

and challenging one for the office in undertaking this mission. This annual report details progress made in providing drafting, advisory and publishing services and highlights some of our key achievements.

This is my first annual report as Parliamentary Counsel, having been appointed to the office in February 2010. This appointment followed the retirement of Mr Peter Drew after 27 years with the office, including the last 12 years as Parliamentary Counsel. During his time as Parliamentary Counsel Mr Drew led the office with an unwavering commitment to excellence in drafting and respect for fundamental legislative principles. His all-important contribution to the office is acknowledged and appreciated.

Demand for the office's drafting and advisory services continued at a high level for 2009–10. The office produced a strong legislative program on a range of sensitive and important public issues, providing 73 Bills and 381 instruments of subordinate legislation comprising 10 823 pages. Legislation of particular significance drafted during 2009–10 included a preamble for the constitution honouring Indigenous Queenslanders and acknowledging the achievements of our forebears of many backgrounds; important legislation about integrity, the right to information and information privacy; sustainable planning, greenhouse gases and protection of the Great Barrier Reef; criminal organisations, criminal history screening and the Queensland Civil and Administrative Tribunal; and South East Queensland water restructuring, local government and rail safety.

During the reporting period the office also contributed to the drafting of a significant body of national scheme legislation on wide-ranging topics including health practitioner regulation and personal properties securities. The office took the lead role in drafting model provisions about residential tenancy databases and surrogacy. There will be a substantial increase in the workload associated with the National Partnership Agreement for the Seamless National Economy and other national scheme legislation in the coming years.

Publishing of up-to-date reprints of legislation continued with 175 hard-copy reprints prepared for the Queensland Legislation Reprints series along with 1 643 electronic reprints prepared for the Queensland legislation website. The number of electronic reprints was a 71.6% increase over the number published during

the previous year due to several large amending Acts receiving assent, including the *Queensland Civil and Administrative Tribunal (Jurisdiction Provisions)*Amendment Act 2009 and the Sustainable Planning Act 2009.

In meeting our obligations to ensure access to legislative information, the office published 10 730 pages of weekly and cumulative updates to Queensland legislation in hard copy and electronic form along with bi-annual current and annual repealed legislation volumes of the Queensland Legislation Annotations.

During the year the office welcomed visitors from the Legislative Affairs Office of the State Council in China, the Australian Government's Office of the Parliamentary Counsel and the Parliamentary Counsel's Office of Western Australia. These events, as always, were a valuable opportunity to exchange information on current drafting practices and supporting business systems and to further develop our working relationship with other drafting offices.

In January 2010 the office also hosted a meeting of the Australasian Parliamentary Counsel's Committee. This committee is made up of the heads of the drafting offices of all Australian jurisdictions and New Zealand and oversees the preparation of national scheme legislation as well as serving as a valuable forum for discussion about the development of legislation.

Opportunities and challenges ahead in 2010-11 include:

- continuing to deliver the legislative program in a timely and effective way, having regard to fundamental legislative principles
- responding to the increasing demands associated with national scheme legislation
- updating and improving information available on the operation of fundamental legislative principles in legislation
- enhancing our workforce planning and management framework to ensure that the office has sufficient appropriately skilled and experienced staff available to meet work requirements.

The outstanding achievements detailed in this report would not have been possible without the professional contribution of all staff within the office. In closing I would like to acknowledge this contribution and extend my sincere thanks to all for their hard work and dedication. Together we look forward to continuing success in 2010–11, contributing to the Government's 2020 vision for Oueensland.

Theresa Johnson Parliamentary Counsel



Our history

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

The purposes of the office, as referenced in section 3 of that Act, include ensuring 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.

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

The office's core values are:

- 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 functions

The office has a broad range of functions under the *Legislative Standards Act 1992* 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
- 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 information about Queensland legislation
- making arrangements for electronic access to Queensland legislation and information about Queensland legislation.

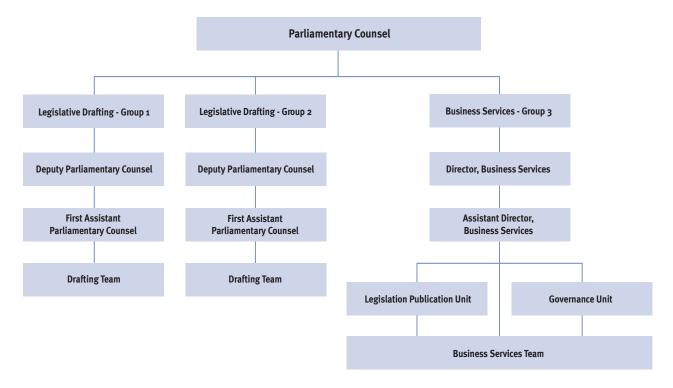
Our operating environment and structure

The office is located at 111 George Street, Brisbane and all staff work from that location.

Subject to the Minister, the Honourable the Premier and Minister for the Arts, the office is controlled by the Queensland Parliamentary Counsel. The office is, however, attached to the Department of the Premier and Cabinet for administrative support services. The Director-General of the department is the accountable officer responsible for the financial administration of the office.

The office's operating structure changed in April 2010 with the current structure summarised in the organisational chart below. This was prompted in part by changes at the senior executive level as well as an internal assessment of service delivery options for non-drafting services. The office continued with a group-based approach to providing drafting and advisory services to clients; however, the number of drafting groups was reduced from three to two, and a business services group was established.

Our organisational structure



Current client groups for drafting and advisory services are set out below.

Our client groups

Legislative Drafting - Group 1	Legislative Drafting - Group 2
Communities Community Safety Education and Training Health Justice and Attorney-General Police Premier and Cabinet	Employment, Economic Development and Innovation Environment and Resource Management Infrastructure and Planning Public Works Transport and Main Roads Treasury

The business services group is divided into a legislation publication unit and a governance unit. Officers in the group perform the following functions for the office:

- editorial services
- management of the reprint program
- legislative access and publications services
- corporate governance

- · corporate support
- human resource management
- information management including technology support
- library services.

This revised operating structure allows the office to maintain an optimum arrangement for high-quality service delivery and exemplary work practices and provides a supportive work environment that allows staff opportunities to develop and enhance their skills.

Our clients

Instructors for drafting proposed legislation constitute a core client base. Instructors include the Premier, Cabinet, Ministers, officers of government departments and entities and it should be noted that Executive Government is the sponsor of most Bills in the Parliament. As instructors, members of parliamentary committees and members of the Legislative Assembly are also part of the core client base.

Indeed, 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.

Our key publishing clients include the Parliament, government departments and entities, the courts and legal profession and the community generally. The office strives to ensure that the needs of all its clients for drafting, advisory and publishing services are met in an effective and timely way.



Legislative drafting, advisory and information service

The office is committed to providing legislation for Queensland that is effective, accessible, and consistent with fundamental legislative principles.

The office's Strategic Plan 2009–2013 contains the goals, strategies and performance indicators developed by the office under our key objective areas:

- legislative drafting services
- legislative publishing and information
- organisational capability.

To ensure high standards of client service and ready access to Queensland legislation, the office has five key goals to help achieve these objectives. These key goals are:

- to provide an effective and efficient drafting service, ensuring
 Queensland legislation is of the highest standard
- to ensure Queensland legislation is readily available by providing responsive publication, advisory and information services
- to maximise the capacity of our skilled and diverse staff to contribute to the achievement of corporate and government goals
- to continually improve the capacity of office systems and processes to contribute to the achievement of corporate and government goals within established frameworks
- to continually improve information technology to contribute to the achievement of corporate and government goals within established frameworks.

The office reports on performance consistent with the requirements of the Queensland Government Performance Management Framework. The Performance Management Framework came into effect at the beginning of the 2009–10 financial year and is being progressively implemented. Under the framework the office delivers on the Legislative Drafting, Advisory and Information Service. A summary table of results for service standards for 2009–10 follows. The office will, in 2010–11, continue to review our service standards to refine the effectiveness and efficiency of information gathered.

Legislative drafting, advisory and information service—summary performance statement

Output measures	Notes	2009–10 target	2009–10 estimated actual	2009–10 actual
Number of Bills provided	a, b		65	73
Number of instruments of subordinate legislation provided	a, b		300	381
Number of pages of Bills and subordinate legislation provided	a, b, e		7 000	10 823
Number of amendments during consideration in detail provided	a, b		39	46
Number of pages of amendments during consideration in detail provided	a, b		171	230
Number of pages prepared in camera-ready form for publication	a, b		240 000	318 282
High client satisfaction: Qualitative evaluation of client satisfaction of direct government drafting clients	c, d	85%	85%	95.2%

Percentage of agreed deadlines met for:

Printed publications • Mandatory deadlines • Other deadlines		100% 90%	100% 90%	100% 100%
Electronic publications	С	75%	75%	84.6%

Notes:

- a. This is a demand driven measure and fluctuates accordingly.
- b. Workloads are driven by the government's legislative program and the sittings pattern of the Legislative Assembly. Outputs are not constant throughout the year and may vary from year to year.
- c. During the year, the office revised its performance measures. Some measures were discontinued and new service standards were introduced in line with the Performance Management Framework.
- d. The collection method for this measure has been slightly revised to more accurately capture the data being measured.
- e. This does not include the number of pages of Bills and subordinate legislation provided for public consultation nor the number of pages of Bills and subordinate legislation drafted but not introduced or made.



Legislative drafting services

Goal

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

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
 - Ensure legislation is conceptually easy to understand
 - Protect the institution of Parliament and the rights and liberties of individuals—the fundamental legislative principles

Strategies

- Deliver the government's legislative program
- Deliver a drafting product of the highest standard
- Review, document and communicate issues that contribute to ensuring Queensland legislation is of the highest standard

Performance indicators

- Quantity of legislation drafted (including page numbers)
 - Number of Bills provided
 - Number of amendments during consideration in detail provided
 - Number of instruments of subordinate legislation provided
- Quantity of significant legislation drafted
- Quantity and effectiveness of support services delivered
- Quality—level of client satisfaction of direct government drafting clients (target 85%)
- Briefing note system maintained at a high level
- High-risk provisions identified and monitored
- Quality assurance system actively promoted
- Drafting products and services reviewed
- Increased client awareness of drafting quality issues by client agencies and other external bodies

Delivering the government's legislative program

During 2009–10 the office drafted all of Queensland's Bills and subordinate legislation, other than exempt subordinate legislation, as required by the *Statutory Instruments Act* 1992.

In some cases, the legislation drafted followed drafts for national scheme legislation prepared under the supervision of the Australasian Parliamentary Counsel's Committee (PCC). The committee is made up of the heads of the drafting offices of all Australian jurisdictions and New Zealand and oversees the preparation of national scheme legislation.

Drafting work for Bills is particularly concentrated in the periods immediately before and during parliamentary sittings. Drafting work for subordinate legislation is more consistent, but tends to be concentrated in the periods immediately before the start of the financial and calendar years.

A useful indicator of drafting workload for a period is the total number of printed pages of Bills and subordinate legislation provided during the period. The number of pages represents the drafting output in a form that can be readily compared with other periods.

Bills and subordinate legislation provided 2005-10

Year	No. of Bills	No. of Bill pages	No. of instruments of SL	No. of SL pages	Total no. of Bills and instruments of SL provided	Total no. of pages provided
2005-06	81	4 452	363	3 446	444	7 898
2006-07	76	3 261	323	3 962	399	7 223
2007-08	82	4 439	428	4 047	510	8 486
2008-09	86	6 615	384	5 819	470	12 434
2009-10	73	5 949	381	4 874	454	10 823

The table above shows that, while the number of Bills and instruments of subordinate legislation provided has remained relatively constant over the last five years, the total number of pages provided has increased by around 37%. This principally reflects the complexity of legislation requested by clients.

In addition to Bills and instruments of subordinate legislation, the office also drafted and supplied 156 pages of government amendments for Bills that were tabled in the Legislative Assembly.

Delivering for other drafting clients

Of the 73 Bills provided by the office during the 2009–10 year, 11 were prepared for non-government members of the Legislative Assembly. The office also supplied 74 pages of non-government amendments for Bills that were tabled in the Legislative Assembly.

The office makes every effort to meet requests for drafting assistance from non-government members within the time frames set by the members. Requests for drafting assistance for amendments from members are usually received shortly before debate on the relevant Bill is resumed—occasionally on the day of debate. To ensure that requests are met in a timely way and the highest standard of service is provided, the office follows the general practice, wherever possible, of allocating the amendments to the drafter who drafted the Bill.

Delivering significant legislation

During 2009–10 the office continued to draft legislation supporting the government's *Toward Q2: Tomorrow's Queensland* ambitions (strong, green, smart, healthy and fair).

Legislation of particular significance, for which drafting services were provided during the year, is set out in the following pages.

- The *Constitution (Preamble) Amendment Act 2010* includes a preamble for the constitution honouring indigenous Queenslanders and acknowledging the achievements of our forebears of many backgrounds.
- The *Land Tax Act 2010* improves and updates the structure of taxation legislation and expresses it in plain language.
- The *Transport and Other Legislation Amendment Act (No. 2) 2010* facilitates the restructure and divestment of QR Limited and the Port of Brisbane Corporation Limited and establishes greater protection of the State's marine and coastal environment.
- The *Child Care and Another Act Amendment Act 2010* establishes changes to reporting requirements of child care service licensees and testing of teachers prior to registration.
- The Local Government (Finance, Plans and Reporting) Regulation 2010 and the City of Brisbane (Finance, Plans and Reporting) Regulation 2010 consolidate provisions about the financial administration, auditing and reporting for local governments.
- The *Resorts and Other Acts Amendment Act 2009* introduces and modifies mechanisms for amending approved resort schemes.
- The *Great Barrier Reef Protection Amendment Act 2009* and the *Chemical Usage (Agricultural and Veterinary) Control Amendment Regulation 2009* introduce measures to further protect the reef by regulating the use of agricultural chemicals to improve the quality of water entering it.

- The Geothermal Energy Bill 2010 provides a regime for the exploration and production of geothermal energy.
- The Vegetation Management and Other Legislation Amendment Act 2009 creates a new framework for protecting mature regrowth vegetation on particular land.
- The Fisheries and Other Legislation Amendment and Repeal
 Regulation (No. 1) 2010 replaces freshwater and spanner crab fisheries
 management plans.
- The South-East Queensland Water (Distribution and Retail Restructuring) and Natural Resources Provisions Act 2009 transfers water and sewerage distribution and retail functions to new distributor-retailer entities.
- The *Sustainable Planning Regulation 2009* provides for matters relevant to the operation of Queensland's planning law regime.
- The *Transport and Other Legislation Amendment Act 2010* provides road safety reforms to:
 - reduce deaths and injuries from accidents involving heavy vehicles and implement national scheme reforms
 - minimise drink driving through an alcohol ignition interlock scheme and the extension of the no-alcohol limit to certain licence holders
 - enhance the system of fixed and mobile speed cameras, red-light cameras and point-to-point speed cameras to reduce speed-related accidents.
- The Health Practitioner Regulation National Law Act 2009 and the Health Legislation (Health Practitioner Regulation National Law) Amendment Act 2010 protect the public by ensuring health practitioners are suitably trained and qualified to practise, facilitating workforce mobility of practitioners across Australia and facilitating a rigorous assessment of overseas-trained practitioners.
- The *Building and Other Legislation Amendment Act 2010* improves swimming pool safety by establishing a State-based pool register and the Pool Safety Council to inspect pools and their fencing.
- The *Criminal Code (Medical Treatment) Amendment Act* 2009 addresses medical treatment affecting an unborn child.
- The *Radiation Safety Amendment Act 2010* enhances radiation security measures.
- The *Transport (Rail Safety) Act 2010* establishes a system of nationally consistent rail safety laws.
- The *Victims of Crime Assistance Act 2009* provides for the replacement of the lump sum compensation payment scheme with a new scheme focused on victim recovery, and the creation of the Victim Assistance Unit.

- The Surrogacy Act 2010 decriminalises altruistic surrogacy and provides for the transfer of parentage of a child born as a result of an altruistic surrogacy arrangement.
- The *Integrity Act 2009* introduces important reforms dealing with integrity and accountability issues, including enhancing the functions and independence of the Integrity Commissioner and banning the payment of success fees to lobbyists.
- The tabled Neighbourhood Disputes Resolution Bill 2010 provides for the responsibilities of neighbours for dividing fences and trees, and a scheme providing remedies for neighbours.
- The Criminal Organisation Act 2009 establishes measures to disrupt and restrict the activities of organisations involved in serious criminal activity.
- The *Criminal History Screening Legislation Amendment Act 2010* provides consistency across criminal history screening systems.
- The *Transport and Other Legislation Amendment Act 2009* enables the general manager of Maritime Safety Queensland to direct ships in exceptional circumstances and allows for a trial enforcement of high-occupancy vehicle lanes.
- The Civil and Criminal Jurisdiction Reform and Modernisation Amendment Bill 2010 implements reform of the civil and criminal justice system to improve the operation of Queensland courts (in response to a review by the Hon Martin Moynihan AO QC).
- The Workers' Compensation and Rehabilitation and Other Legislation Amendment Act 2010 ensures the ongoing financial viability of WorkCover Queensland.
- The *Rural and Regional Adjustment Amendment Regulation (No. 1)* 2010 provides a financial assistance scheme for primary producers following flooding in south-west Queensland in March 2010.
- The *City of Brisbane Act 2010* provides for a separate Act for Brisbane that recognises its unique position as Queensland's capital city.

Assessing client satisfaction

During the year, the office regularly surveyed government department 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:

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

In the 2009–10 financial year, the office achieved an overall client satisfaction rate of 95.2%, up 2.3% on last year.



Performance indicator—level of client satisfaction

During the 2009–10 financial year the office made a change to the method of assessing client satisfaction. The method by which survey recipients rated satisfaction with drafting performance by assigning a percentage was replaced by a qualitative assessment scale, with the target of 85% satisfaction redefined as a target that 85% of surveyed clients find OQPC provides a good or very good drafting service.

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 when drafting legislation. The development of particular legislation involves consultation between the office and those involved in policy formulation. The responsibility for making

decisions on policy issues lies with Ministers, departments and other drafting clients.

However, the office assists in the consultation process particularly by advising on:

- 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 2009–10 the office achieved an average client satisfaction rating of 93.9% for advice provided on alternative ways of achieving policy objectives.

Advice on the application of fundamental legislative principles

The office is required by the *Legislative Standards Act 1992* to advise Ministers, government entities and members of the Legislative Assembly on the application of FLPs.

The principles are defined in the Act 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.

The office has taken a constructive, client-oriented approach to its role in advising on the application of FLPs. Drafters try, wherever possible, to find a way to achieve policy objectives without infringing FLPs.

However, fundamental legislative principles:

- are not absolutes and can be displaced
- may conflict with each other
- derive their force from the values they enshrine
- are not fixed.

Advice provided by the office may include advice on:

- the operation of FLPs
- the existence of a potential breach of FLPs
- the likely attitude of the Scrutiny of Legislation Committee to any particular breach
- ways to avoid or minimise a potential breach of FLPs.

The office provides advice on FLPs in two main ways. Firstly, the office includes within the drafts of legislation provided to clients a stream of comments on the operation of FLPs. This process is particularly effective because the comment is associated with the specific text to which it relates and becomes part of the normal consideration by clients of the ongoing drafts.

Secondly, the office maintains a briefing note system in relation to Bills and significant subordinate legislation that are required to go to Cabinet for approval for various purposes. On each occasion a proposal appears in the Cabinet document system, the office provides a formal briefing note about compliance with FLPs to the Department of the Premier and Cabinet and gives a copy of the note to the instructing department. This process facilitates a whole-of-government decision on the operation of the FLPs concerned.

During 2009–10 the office achieved an average client satisfaction rating of 95.3% for advice provided on the application of FLPs.

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 in relation to FLPs 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 FLPs. This approach lessened the need for the Scrutiny of Legislation Committee to take action in its role of monitoring the quality of legislation. See page 29 for more information about the Scrutiny of Legislation Committee.

The drafting process

During 2009–10 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
- the availability of draft legislation when requested and in the format requested
- being responsive to requests and queries, including being available for discussions
- the provision of information on the progress of drafting
- the provision of incidental advice, for example, about:
 - the drafting process
 - other relevant legislation or agencies
 - general drafting matters.

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 2009–10 the office achieved an average client satisfaction rating of 96.1% for the drafting process.

The high level of client satisfaction with the support offered by the office during the drafting process was also reflected in the Auditor-General of Queensland's Report to Parliament No. 6 for 2009. This report presented the results of a performance management systems audit into the systems to provide the information required to make good regulation in Queensland. The report noted on page 40 that "The advice and support provided by the drafting teams of Office of the Queensland Parliamentary Counsel in particular, was very highly regarded" by audited line agencies.

The overall drafting product

During 2009–10 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.

Key activities included:

- maintaining internal quality assurance processes
- continuing our commitment to plain English drafting
- reviewing and updating *The Queensland Legislation Handbook*, part of the *Governing Queensland* suite of handbooks.

During 2009–10 the office achieved an average client satisfaction rating of 95.5% for its drafting product.

Certifying subordinate legislation

All subordinate legislation, other than exempt instruments, is drafted by the office. The office certifies subordinate legislation drafted by it if it is satisfied that the subordinate legislation is lawful and has sufficient regard to FLPs.

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.

Managing staged expiry of subordinate legislation

A significant regulatory reform device in the maintenance of the statute book is the imposition of automatic expiry dates on subordinate legislation. The current system was established under the *Statutory Instruments Act* 1992, part 7. It provides for a 10-year cycle for the review and remaking of subordinate legislation. Exemptions from expiry are strictly limited. While a first exemption is available on four grounds, an exemption is renewable on two grounds only:

- 1. if the subordinate legislation is substantially uniform or complementary with legislation of the Commonwealth or another State
- 2. if the Act, or a provision relating to the subordinate legislation, 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.

Of the instruments currently shown as exempt from expiry in the *Statutory Instruments Regulation 2002*, schedule 3:

- 15 are exempt on the basis they are uniform subordinate legislation (3 of the 15 are first exemptions)
- 12 are exempt on the basis replacement instruments are being drafted
- 3 are exempt on the basis that no replacement instrument is proposed
- 42 are exempt on the basis that the Acts under which the instruments are made are subject to review (15 of the 42 are first exemptions).

Managing 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 1992*.

In 2009–10, examples of provisions that provide for exempt subordinate legislation included:

- Central Queensland University Act 1998, section 58 [university statutes]
- Griffith University Act 1998, section 62
- James Cook University Act 1997, section 58
- *Public Trustee Act 1978*, section 17(6) [gazette notice fixing fees and charges]
- 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.

During 2009–10 the office reviewed the guidelines for drafting local laws issued by the Parliamentary Counsel under the *Legislative Standards Act* 1992. This was done in preparation for the commencement on 1 July 2010 of provisions of the *Local Government Act* 2009 and the *City of Brisbane Act* 2010.

Providing drafting support services

The office continued to provide drafting support services to Parliament and the Governor in Council.

In performing functions in the Bill to Act process, the office produces all the versions of Bills required for their passage through the Legislative Assembly and for assent. Under the Clerk's instructions, the office inserts into Bills amendments made in committee, consequential amendments arising from amendments made in committee and other minor changes (commonly called 'slip errors').

The office prints blue and white copies of subordinate legislation in-house for certification and provides the certified copies directly to departments for making or approval. The office coordinates notification, publication and tabling processes for subordinate legislation, including publication and notification of subordinate legislation in extraordinary gazettes for client departments. It also formats regulatory impact statements and explanatory notes for subordinate legislation and arranges for their publication and tabling in the Legislative Assembly with the subordinate legislation.

These arrangements are extremely efficient and practical, and have achieved enormous and ongoing cost savings across government for the printing and publication of legislation.

External scrutiny

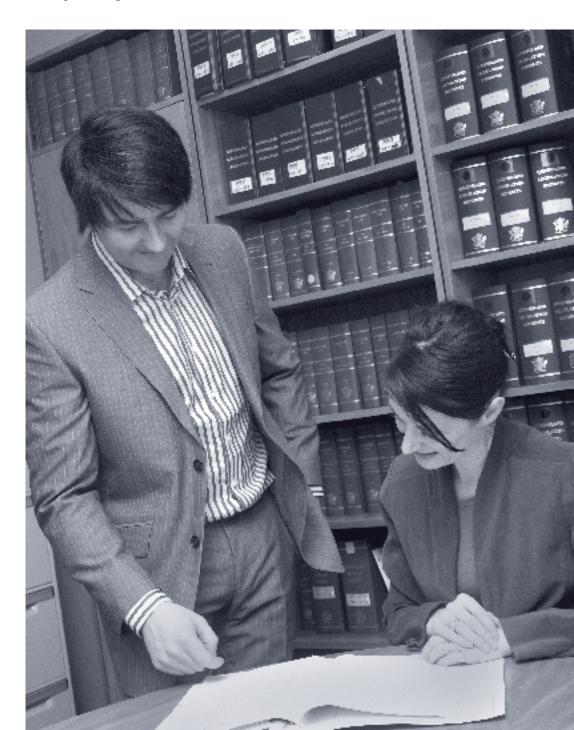
The Scrutiny of Legislation Committee is an all-party committee made up of seven members of the Legislative Assembly responsible for examining all Bills and subordinate legislation to monitor their compliance with the FLPs.

The committee tables a report to Parliament, the Legislation Alert, at the beginning of every sitting week. The following are included in the alert:

- concerns the committee has about the compliance of Bills (introduced into the House in the previous sitting week) with the FLPs
- an index listing subordinate legislation about which the committee is currently raising concerns with the relevant Minister
- ministerial responses to issues raised in earlier alerts.

OQPC is committed to drafting legislation which adheres to the FLPs.

In 2010, the office established a new, in-house committee called the FLP Committee. This committee is developing an electronic database of all alerts published by the Scrutiny of Legislation Committee since its establishment in 1995. The database is used as a research tool by drafters and to further develop training about FLPs.



Legislative publishing and information services

Goal

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

Key issues and challenges

- Meet local, national 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

Strategies

- Timely supply of:
 - Bills for introduction, and for all stages of passage through Parliament, and assent
 - amendments to Bills
 - subordinate legislation for making, including regulatory impact statements and explanatory notes for the subordinate legislation
 - legislation as made
 - 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
- Review, document and communicate issues that contribute to improving the availability of legislation and legislative information

Performance indicators

- Quantity of legislation supplied, including 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
 - certified copies of subordinate legislation, and regulatory impact statements and explanatory notes accompanying significant subordinate legislation

- subordinate legislation, regulatory impact statements and explanatory notes for the Subordinate Legislation series
- annual volumes of Acts, explanatory notes and 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, including pages of hard copy and 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% within five working days of commencement of the amendment)
- Urgent reprints identified and reprinted as soon as possible
- Quantity of information about Queensland legislation prepared, including number of pages of:
 - notification tables for subordinate legislation
 - weekly and monthly indexes to the Subordinate Legislation series
 - Queensland Legislation Annotations—current and repealed legislation volume
 - Weekly Update to Queensland Legislation
 - Cumulative Weekly Update
 - 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
- Clients consulted to review the accessibility of legislation and legislative information
- Increased awareness of clients and others of accessibility issues and developments
- Substantial improvements to publishing and information services



Supplying Bills and legislation

Bills through all stages of Parliament and assent

During 2009–10 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 and erratum for explanatory notes when tabled
- published, on its website, all amendments made to Bills during consideration in detail and explanatory notes for amendments.

The total number of pages of Bills and amendments made to Bills during consideration in detail provided or published by the office in 2009–10 was 31 611.

Acts as passed

During 2009–10 the office published all Acts as passed, as soon as they were assented to, in both hard copy form in the Acts as Passed series, and on its website.

The office published 54 Acts with a total of 6 370 pages.

Subordinate legislation as made

During 2009–10 the office published all subordinate legislation as made, as soon as it was notified, in both hard copy form in the Subordinate Legislation series, and on its website.

The office published 381 instruments of subordinate legislation with a total of 4 874 pages.

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

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

The office published 52 pages of weekly tables of subordinate legislation as made and 3 247 pages of explanatory notes and regulatory impact statements.

Annual volumes

During 2009-10 the office published the 2009 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 passed or made

During 2009–10 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 of subordinate legislation for gazettal.

The office also met 100% of other deadlines for printed legislative publications, such as the annual volumes, for which the office target is 90%. 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 2009–10 the office published 175 hard-copy reprints with a total of 23 840 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, including reprints of unamended legislation and consolidations of amended legislation. Reprints in this series are prioritised, taking into account factors such as:

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

Electronic reprints

The office's website effectively provides a point-in-time database of legislation. Since 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.

During 2009–10 the office prepared 1 643 electronic reprints with a total of 241 467 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.

Reprints published 2005-10

, ,					
	2005-06	2006-07	2007-08	2008-09	2009-10
Hard-copy reprints					
Quantity	211	256	236	281	175
No. of pages	22 566	26 934	28 166	31 513	23 840
Electronic reprints					
Quantity	893	976	998	957	1 643
No. of pages	125 089	140 035	154 685	147 476	241 467

As the table above indicates, 2009–10 saw a 71.6% increase in the number of electronic reprints published by the office due to several large amending Acts receiving assent, including the *Queensland Civil and Administrative Tribunal (Jurisdiction Provisions) Amendment Act 2009* and the *Sustainable Planning Act 2009*, which involved minor amendments of numerous Acts.

Timely access to reprints of legislation

Performance indicator—percentage of deadlines met for electronic reprints

Improvements to work practices have meant that the office has been consistently achieving well over the target of publishing 75% of reprints, or consolidations of legislation, within 10 working days from commencement. It was therefore decided to reduce the turnaround time to publishing 75% of reprints within five working days of commencement. This new measure was introduced in early 2010.

During the year the office published 84.6% of electronic reprints within just five days of the commencement of an amendment to a reprint. The office target is 75%. This was a significant achievement given the increased number of electronic reprints in 2009–10.

The office also met 100% of deadlines for the supply of hard-copy reprints. The office target is 90%. Although the number of hard-copy reprints

published this year is down on the last few years, the number of pages has remained fairly constant. This is because several very large hard-copy reprints were published in the 2009–10 financial year.

Reprints Risk Management Policy

During 2009–10 the office continued to manage reprint risks through the application of the Reprints Risk Management Policy. Under this policy the office recognises varying levels of risk for reprints, including high risk, urgent and sensitive, and responds to the varying levels of risk with different checking mechanisms.

Improvements to publishing and information services

The office's new and unique LegMD database (mentioned on page 50) has the potential to deliver information within extremely short timeframes in a more comprehensive form.

Using Reprints Act powers

During 2009–10 the office continued to use the *Reprints Act* 1992 to apply editing techniques to improve legislation. Reprints Act powers are mainly applicable to hard-copy reprints. Electronic reprints may incorporate very minor consequential amendments made under the Reprints Act. Since the statute book was first converted to an electronic database, the amount of editing has diminished. This is due to the consistent application of modern drafting techniques and the ongoing effect of computerisation.

Providing information about Queensland 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.

Current legislation volumes of the Queensland Legislation Annotations are published every six months and provide comprehensive information about all current Queensland legislation. Included in the volumes 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 2009–10 the office published two volumes of current annotations with a total of 2 801 pages and one volume of repealed annotations with a total of 775 pages. The office also continued to make the annotations available in electronic form free to the public on its website <www.legislation.qld.gov.au>.

Cumulative and Weekly Updates to Queensland legislation

During 2009–10 the office continued to supply electronic Cumulative Updates to the Queensland Legislation Annotations and also publish the hard-copy Weekly Update to Queensland Legislation Annotations. These publications show the weekly changes to Queensland legislation and are designed to complement the information on the office's website. The Weekly Update meets the office's commitment to provide a hard-copy publication for clients who do not have internet access or who prefer to access information in hard-copy form.

During the year the office published 1 496 pages of the Weekly Update. The publication is available for purchase or subscription from the State Distribution Service (SDS). The electronic Cumulative Update uploaded on the website contained 9 234 pages in electronic form and is free to the public at <www.legislation.qld.gov.au>.

Legislation information service

As part of its functions under the *Legislative Standards Act 1992*, the office continued to provide an email and telephone (hotline) information service. The service provides information about the office's products and services including information about Queensland legislation. The information service may be accessed via email <legislation.queries@oqpc.qld.gov.au> or via the telephone hotline 07 3237 0466.

Number of email queries and hotline calls

Year	No. of email queries	No. of hotline calls
2005–06	689	927
2006-07	501	732
2007-08	525	664
2008–09	512	1325
2009–10	440	567

Timely access to information about legislation

The office supplies notification tables and weekly and monthly indexes for subordinate legislation and regulatory impact statements and explanatory notes that accompany the subordinate legislation. During 2009–10 the office met 100% of the deadlines for the supply of information about legislation.

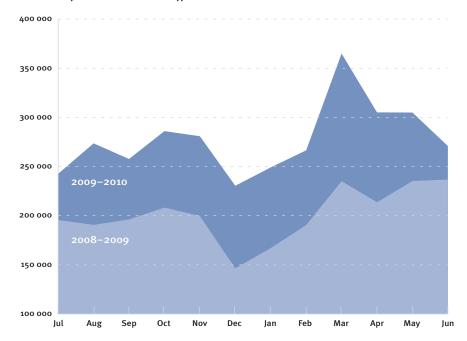
Improving the accessibility of legislation and legislative information

Online access

The office provides free public access to all its electronic versions of the following legislation and legislative information on its website <www.legislation.qld.gov.au> on an ongoing basis:

- 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)
- information about repealed legislation
- an annotated history of current Queensland legislation (including superseded versions)
- an annotated history of repealed Queensland legislation
- updates to current and repealed legislation
- guidelines for drafting local laws
- guidelines for drafting university statutes
- information about changed citations and remade laws
- information about fundamental legislative principles
- information about changed names and titles in legislation
- information about the automatic expiry of subordinate legislation
- the office's reprinting policy.

Number of visitors to the office's website



Tables of changed laws and references

Legislation is frequently amended or replaced and, as a result, the way things are referred to may be changed or replaced.

During 2009–10 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 the 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).

The office sells files from its legislation database to four commercial providers: LexisNexis, Thomson Reuters, ANSTAT Pty Ltd 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 the office's publications are available for purchase and subscription from SDS. Electronic versions of these publications are available at <www.legislation.qld.gov.au> free of charge.

Assisting Youth Parliament

The Youth Parliament is a project run each year by the State Council of YMCAs of Queensland. With the consent of the Honourable Speaker of the Legislative Assembly, Parliament House is the venue for the sittings.

The Youth Parliament provides young Queenslanders with the opportunity to:

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

During 2009–10 the office provided support for the Youth Parliament by:

- providing a training session for members of the Youth Parliament covering a range of topics including:
 - Queensland's legislative power
 - plain English drafting
 - fundamental legislative principles
 - creating statutory bodies
 - drafting considerations for amending legislation
 - style and format for legislation
 - general drafting tips
- helping 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.

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

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

Strategies

- 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
- Use other best practice human resource management that embraces flexibility, equity and diversity and complies with whole-ofgovernment legislative requirements
- Review, document and communicate issues that contribute to maximising staff capacity

Performance indicators

- All staff given the opportunity to attend regular forums and significant number of staff involved in special purpose committees
- Office newsletter promoted
- 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

- Induction program reviewed and enhanced
- All staff provided with training in compliance with public sector standards
- Training provided to all staff in their respective functions reviewed annually
- Targeted training provided to each staff member to enhance performance
- Regular training committee meetings held to coordinate the provision of training for all staff
- Mentoring/coaching system for new staff implemented
- Full staff levels maintained and skilled staff retained for a minimum of five years for drafters and three years for legislation officers
- Compliance with relevant legislation about human resource management, workplace health and safety, and public sector principles about flexibility, equity and diversity
- Human resource policies and procedures reviewed as required
- Role descriptions reviewed under the Lominger system

Staff profile

At 30 June 2010 the office had a full-time equivalent (FTE) of 44.2 staff, including temporary and part-time staff, with three vacancies and one secondment. Along with a corporate services allocation of 11.14 staff from the Department of the Premier and Cabinet, this resulted in a total FTE of 55.34.

At the end of 2009–10 the office had a permanent retention rate of 88.5%. Specifically, 63% of drafters have been retained for five or more years and 96% of legislation officers for three or more years.

The office continues to have a high representation of women in management positions. This year OQPC has had a 8% increase in women in management roles, taking total representation of women in management positions to 46%.

The office offered no voluntary early retirement packages nor made redundant or retrenched any staff during 2009–10.

No staff of the office travelled overseas during 2009–10.

Consultancies

No consultants were engaged by the office during 2009-10.

Shared services

During 2009–10, the Shared Service Agency provided finance, procurement and human resources services to the office. The activities of the Shared Service Agency are reported in the annual report of the Department of Public Works.

Indigenous matters

The office is committed to reconciliation and the implementation of the Queensland Government Reconciliation Action Plan 2009–2012. The office's contribution to this plan is incorporated in the Department of the Premier and Cabinet's annual report.

Carers (Recognition) Act

OQPC is committed to the principles of the Queensland carers charter and the *Carers (Recognition) Act 2008*. Our human resources policies provide flexible work arrangements to assist carers meet commitments. More information on the office's compliance with the Carers (Recognition) Act is incorporated in the Department of the Premier and Cabinet's annual report.

Workforce planning

The office recognises that its staff are its most valuable resource and that effective workforce planning and management are fundamental to achieving office objectives and quality service for clients. Workforce planning remains a core item on the executive management group's agenda.

Current key workforce planning issues facing the office include:

- attracting and retaining appropriate skill sets for the OQPC
 workforce in a competitive and restrictive market, particularly given
 the retirement since 2008–09 of the office's four most senior drafters
 and the difficulty in obtaining experienced replacements
- delivering effective and timely training and coaching to drafters, supported by comprehensive training resources, to enable them to quickly develop the specialist skills required for legislative drafting
- broadening the training base for legislation officers and delivering a flexible and multi-skilled business service support team.

These issues were flagged in the office's response to the recent sector-wide State of the Service Survey, and the office's 2010–11 Business Plan includes the development of strategies/projects to address these issues.

Attracting and retaining staff

The OQPC Capability Project was commenced during 2008–09 with the objective of progressively developing a competency and capability framework to support best practice leadership and human resource systems across the office. Work on this project continued during 2009–10 with role descriptions and recruitment processes for non-drafting roles progressively revised to reflect a competency focus.

Work/life balance initiatives are regularly promoted and the office offers a range of flexible work options to support staff in their efforts to balance work and other responsibilities and goals, including job sharing (2 staff), part-time work arrangements (10 staff) and telecommuting/remote access (4 staff).

Managing performance

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 at least annually to discuss performance and to plan training and personal development. The PDS provides a formal feedback process that is supplemented by informal feedback throughout the year.

During 2009–10 the office commenced a revision of the PDS to align the process with outputs from the OQPC Capability Project. This work will continue in 2010–11.

Consultation and feedback

Staff contribution and feedback to office policies and procedures is encouraged through:

- participation on committees with whole-of-office representation in areas including training, strategic projects, the office newsletter, publishing practices, drafting practices, information management, workplace health and safety, and office management
- regular forums that give all staff the opportunity to participate in decision-making, planning and feedback.

Rewards and recognition

DPC Achievement Awards

In 2010 the office again participated in the Department of the Premier and Cabinet's annual Achievement Awards and received the following awards this year:

Winner: Leadership, strategy and advice

Allison Riding, Elizabeth Fedunik, Ian Larwill, Inderjeet Sidhu, Lesley Dutton, Mike Batch, Steve Berg and Theresa Johnson received this award as part of the Integrity and Accountabilities reform team for their work drafting the *Integrity Act 2009*, Ministerial and Other Officer Holder Staff Bill 2010, the Integrity Reform (Miscellaneous Amendments) Bill 2010 and the Public Interest Disclosure Bill 2010.

Highly commended: Promoting and coordinating the government's priorities

The OQPC SEQ Water Team, consisting of Allanah Aitken, Ian Beale, Kate Quinn, Luke Geurtsen, Maureen Usher, Melita Gardiner, Paul McFadyen, Rod Alsop, Thomas Mizanowski and Wendy Abernethy, were highly commended in this category.





Winner: Standout staff awards

The office's newly-formed Fun Squad was recognised with a standout staff award for their work in helping to make the office a pleasant working environment and for coordinating several special events. Fun Squad members are Elizabeth Fedunik, Inderjeet Sidhu, Kate Quinn, Lesley Dutton, Nathan Chester and Phil Kay.

Highly commended: Enhancing governance systems and practice

For developing a set of electronic systems that streamline work processes associated with legislative drafting, Brett Allan, Deb McQueen, Denise Amies, Marko Laine, Michelle Burton, Nathan Chester and Robyn Morrison received a highly commended award in this category.

Winner: Outstanding individual achievement

Deputy Parliamentary Counsel, Ian Beale won an outstanding individual achievement award for his work drafting the Geothermal Energy Bill 2010, a very complex and sensitive project that Ian handled virtually alone with significant time constraints, while still managing an entire drafting group.

DPC Australia Day Achievement Awards

In 2010 the office again participated in the annual Australia Day Achievement Awards held by the Department of the Premier and Cabinet. These awards are part of the Department's Australia Day celebrations and serve to recognise employees who have shown outstanding dedication and contribution to their work over the last year.

Stacey Talbot, Manager Publications and Legislative Projects, received an Australia Day Award in recognition of her project management of the LegMD project, the business continuity framework and several human resources-related projects.

Ian Larwill, Deputy Parliamentary Counsel, received an Australia Day Award for his outstanding conrtibution in providing timely and urgent legislation for the government about public assets and adoption and major amendments to environmental and criminal laws.

Managing training and development

During 2009–10 the office continued to provide internal and external training and development 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 representative from the Department of the Premier and Cabinet. The training team uses information from staff personal development plans to identify training needs.

The Department of the Premier and Cabinet runs a fully-funded competency development program which the office accessed in 2009–10. The program offers training in many areas including management, leadership and legislation. Many of the office's staff have used the training offered to meet their identified training needs.

Training and development opportunities undertaken during 2009–10 included:

- constitutional law briefing sessions
- right to information briefing sessions
- corporate induction
- corporate services finance training
- editing and proofreading
- first aid and resuscitation
- advanced FrameMaker training
- attendance at legal information sessions offered by Crown Law

- inspiring leadership capability
- briefing sessions on capability frameworks and competencies
- briefing sessions on parliamentary processes
- project management training
- SAP finance training
- speed reading
- supervisory and management training
- TRIM eDRMS training.

The office is committed to providing study assistance to its employees through the Study and Research Assistance Scheme (SARAS). SARAS assistance was approved for two employees during 2009–10.

The office also operates a system of on-the-job training, similar to an apprenticeship, in relation to its drafting and publishing functions. The system involves a junior officer working closely 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 period 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.

Workplace health and safety

During 2009–10 the office's Workplace Health and Safety Committee continued to monitor workplace health and safety issues and ensure the office complied with standards and requirements. The committee, consisting of staff from the office and a representative from the Department of the Premier and Cabinet, monitored and contributed to, among other things, the safety of staff during some recent accommodation works, and organised refresher courses in first aid.

During the year office staff were also offered the opportunity to participate in an annual influenza vaccination program coordinated by the Department of the Premier and Cabinet.

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

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 record keeping 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

Strategies

- Apply risk assessment and continual improvement processes to the office business planning cycle
- Implement appropriate corporate governance procedures
- Implement a reliable record keeping system that is compliant and accountable

Performance indicators

- Risk assessment undertaken and treatment strategies developed as required
- Improvement processes identified and implemented
- Systematic review of office policies and procedures in conjunction with the Department of the Premier and Cabinet policies and procedures
- Compliance with relevant whole-of-government audit and legislative requirements
- Compliance with relevant legislation and information standards for record keeping
- Responsibility for record keeping clearly assigned to staff
- Significant improvements to record keeping systems, procedures and practices

Risk management and audit

During 2009–10 the office moved to better integrate its business planning and risk management processes allowing the office to operate at an acceptable level of risk. The sensitive and often confidential nature of OQPC's work means that risk management is an integral part of the office's everyday processes. In line with this, the office has incorporated risk management into its business plan—the office's operational-level planning document. The business plan outlines the major risks the office faces, pre- and post-treatment analysis of the risks, and the various strategies the office has developed in order to minimise the risks.

Risks and the associated strategies are assigned to specific officers or committees. These people or committees take responsibility for developing and implementing strategies to address the risks, with updates often provided to committee meetings on a weekly or monthly basis.

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.

As a statutory office included under the Department of the Premier and Cabinet portfolio, the office is included in the program of audits and evaluations performed by the department's Audit and Risk Management Committee, of which the Parliamentary Counsel is a member. Further information on the objectives and achievements of this committee, and the services it provides to the office, can be found in the Department of the Premier and Cabinet's annual report.

Continual improvement processes

During 2009–10 the office continued a business improvement process to identify and prioritise opportunities for improvements to existing office processes and systems and the systematic review of office policies and procedures.

Information systems and record keeping

During 2009–10, the office continued to develop and enhance its use of TRIM (its electronic documents and management system introduced in October 2008). The system enables the office to better comply with the *Public Records Act 2002*, and the various information standards associated with records and document management.

Through its Information Management Committee and Information Management Committee Drafting Sub-committee, the office continued to ensure all records about the office's business were captured and managed by:

- complying with office record keeping 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 file plan.

During 2009–10 an audit conducted by an external contractor indicated that the TRIM system is being used well, although there were a small number of recommendations that the office is implementing.

The office has substantially completed a revision of its retention and disposal schedule with assistance from State Archives. The revision reflects changes in office and public policy regarding the retention and disposal of records.

The office was recently awarded a Department of the Premier and Cabinet Achievement Award for using TRIM for an innovative improvement to office procedures. TRIM enabled the office to implement a central system for capturing and more efficiently dealing with small amendments to legislation.

Overall, acceptance of TRIM has been high as staff appreciate the time saved in managing documents and records. Further developments of TRIM will enhance the office's compliance with record keeping requirements.

Business continuity

OQPC continues with its commitment to business continuity planning with the goal of ensuring that the core functions of the office will be able to continue during and after any major business disruption.

During 2009–10 the office's Business Continuity Committee undertook systematic testing and review of business continuity procedures, coordinated staff awareness sessions, implemented a 1800 contact number for staff, and monitored and kept the office informed of potential business continuity issues such as the threatened H1N1 influenza pandemic.

An effective technical program was also developed to mirror document saves on office computers during the drafting process so that, in the event of a network outage, backup files can be recovered with minimal loss of data. Prior to this development, an unexpected network outage sometimes meant that significant amounts of complex drafting work were lost.

Organisational capability: information technology

Goal

To continually improve information technology to contribute to the achievement of corporate and government goals within established frameworks

Key issues and challenges

- Use the most effective information technology to enhance office systems
- Use information technology to increase the efficiency of the drafting function
- Use information technology to improve the community's access to legislation
- Introduce improved information technology to contribute to staff development

Strategies

- Continually develop the office's strategic response to all-of-office requirements for advanced technology
- Enhance processes that streamline the drafting function of the office
- Enhance processes that streamline the production, supply and publication of legislation and legislative information
- Enhance processes that better inform staff

Performance indicators

- Implementation of stage 2 of TRIM
- Significant enhancements to the drafting function
- Significant enhancements to the automation of processes
- Implementation of the LegMD database for automation of annotations (stage 1)

Parliamentary Counsel Committee IT Forum

Representatives from the office attended the PCC IT Forum in August 2009. The forum, held in Canberra, was attended by participants from all Australian States, New Zealand, Hong Kong, Vanuatu and the United Kingdom.

The forum provides an invaluable opportunity to meet and exchange ideas, and share information related to the drafting and publishing of legislation. Over the years, this spirit of cooperation has saved the office money and ensured a high level of knowledge of current and developing trends. OQPC's presentation at the forum focused on its unique LegMD database and the customisation of the office's information management system.

LegMD database

The office is nearing completion of the first stage of its LegMD database project. This database will provide a central data repository for legislative metadata currently stored in a number of stand-alone systems. It will also automate document production and integrate core legislative metadata with the office's drafting software and TRIM.

LegMD is in the final stages of testing against the old system. In particular, the user interface is being refined in consultation with key users.



Library

For the benefit of staff and other government departments the office maintains a substantial legal library managed by a qualified library technician.

Achievements made by the office's library during 2009–10 included:

- the review and rationalisation of library subscriptions
- participation in the Queensland Government Agencies Library Review
- maintenance of a weekly library update service that includes contents pages and abstracts of legal journals, and reports made available on the intranet.

Trialling a wiki

The office's intranet is its key reference and communication tool. However, the office is always keen to consider new technology and is currently trialling a wiki, which allows anybody within the office to publish and update information internally. While it is not seen as a replacement to the intranet, the office sees the value of using the wiki to share corporate knowledge and even assist in the training and development of new staff.



Planning and reporting

OQPC's corporate governance framework supports strategic planning and reporting processes as outlined in the Queensland Government Performance Management Framework. Through this framework the office is able to plan, implement and review its strategic direction, identify and manage risks, meet client expectations and evaluate and report on performance. The office prepared the following documents during the year:

- Strategic Plan
- Business and Risk Management Plan
- Business Continuity Plan
- Service Delivery Statements
- Staff Personal Development Plans
- Annual Report.

The office's long established system of committees also contributed strongly to the general management of the office, its continual improvement processes and risk management.

Executive management

The Parliamentary Counsel manages OQPC generally through the executive management group. The group meets weekly, with cancellations limited to four occasions during 2009–10. This year also saw the retirement of two members of the office's executive management group. Mr Peter Drew retired in February 2010 after 27 years with the office including 12 years as Parliamentary Counsel and Mr Steven Berg retired in September 2009 after 19 years with the office including 11 years as Deputy Parliamentary Counsel.

The objectives of the executive management group for 2009–10 were to:

- provide strategic direction and general management for the office
- oversee the production of the government's legislative program by the office
- ensure the office's continual improvement mechanism, its system of office committees, was operating effectively
- monitor office risk management
- monitor the office's performance, use of resources and infrastructure
- monitor the office's compliance with public service standards
- deal with managerial matters not dealt with in the office's committee system.

The achievements for the management group for 2009–10 included:

- the successful production of the government's legislative program by the office
- the development of the office's 2010–11 strategic plan, its business plan and risk register

- the development and implementation of new operating arrangements for the office
- the review and approval of office policies and procedures
- overseeing an energetic recruitment program to ensure the office was well staffed
- overseeing all office activities and dealing with issues not otherwise dealt with in the office structure of groups and committees.

OQPC management group



Theresa Johnson, Queensland Parliamentary Counsel

Theresa Johnson was appointed Queensland Parliamentary Counsel in 2010, following the retirement of Peter Drew. Theresa is an admitted solicitor with an Honours degree in law from the University of Queensland and a Master of Law degree from Cambridge University. Before joining the office, Theresa was a tenured lecturer in constitutional law and administrative law at the Queensland

University of Technology. She also worked for a Brisbane firm of solicitors as an articled clerk and solicitor.

Theresa made an important contribution by way of comment on the Review of the Office of the Queensland Parliamentary Counsel by the Electoral and Administrative Review Commission in 1991 and was quoted significantly in the resulting report. From 1986 to 1989, Theresa received her training as a drafter with the Commonwealth Office of Parliamentary Counsel before joining the Queensland office in 1991. In the ensuing 19 years she has drafted much significant legislation and contributed greatly to office management and practice.

As chief executive of the office, Theresa has overall responsibility for the production of draft legislation for the government's legislative program and the office's legislative publications.







Ian Larwill, Deputy Parliamentary Counsel

Ian Larwill was appointed
Deputy Parliamentary Counsel
in 2008. Ian has contributed to
drafting significant legislation
and to office management
since joining the office in 1990.
Before joining the office, Ian
worked for a Brisbane firm of
solicitors for five years as a
law clerk, articled clerk and
solicitor. Ian is an admitted
solicitor with an Honours
degree in law and a Bachelor
of Commerce degree from the
University of Queensland.

As Deputy Parliamentary
Counsel for Group 1, Ian
manages the group and
supervises the preparation of
legislation for the departments
of Communities, Community
Safety, Education and Training,
Health, Justice and AttorneyGeneral, Police, and Premier
and Cabinet.

Ian Beale, Deputy Parliamentary Counsel

Ian Beale was appointed Deputy Parliamentary Counsel in 2008. Ian is an admitted solicitor with a Master of Law degree and an Honours degree in Law and a Bachelor of Arts degree from the University of Queensland. Before joining the office, Ian was employed as a solicitor for 12 years in a Brisbane firm of solicitors. Ian joined the office in 1995 and has contributed to drafting significant legislation and to office management and practice over the ensuing 15 years.

As Deputy Parliamentary
Counsel for Group 2, Ian
manages the group and
supervises the preparation of
legislation for the departments
of Employment, Economic
Development and Innovation,
Environment and Resource
Management, Infrastructure
and Planning, Public Works,
Transport and Main Roads, and
Treasury.

Sue Pavasaris, A/Director, Business Services

Sue Pavasaris joined the office in 2000. Prior to this Sue managed the scientific publishing unit for the Department of Natural Resources and worked extensively in the private sector. Sue has professional membership of the Society of Editors (Qld), and the Australian Journalists' Association. Sue has a Master of Journalism degree from the University of Queensland, a Diploma of Business (Management and Leadership) from the Australian Institute of Management and a Bachelor of Arts degree from Griffith University.

As head of the business services unit, Sue oversees the provision of legislative support, corporate governance and information services to the office.

Information privacy and right to information

OQPC is committed to the Queensland Government's move towards a more open and accountable government through the *Right to Information Act* 2009 and the *Information Privacy Act* 2009.

OQPC ensures personal information held by the office is collected and managed in accordance with the 11 information privacy principles (IPPs) contained in schedule 3 of the Information Privacy Act.

In accordance with the Right to Information Act, OQPC has made it easier to access information about the office, our services, finances and information. The office has a publication scheme and disclosure log on the legislation website <www.legislation.qld.gov.au>.

The office also provides access to the complete *Information Privacy Act* 2009 and *Right to Information Act* 2009 on the website along with other Queensland legislation. OQPC's Information Privacy/Right to Information Contact Officer can be contacted on (07) 323 70466 or via email <rti@oqpc.qld.gov.au>.

Ethical conduct

As part of the office's commitment to an ethical and fair workplace, and in accordance with the *Public Sector Ethics Act 1994*, OQPC regularly reviews its code of conduct and associated training programs. Updates were made to the code of conduct in 2009 to reflect legislative and policy changes.

As part of their induction, all new OQPC staff receive training about the Public Sector Ethics Act, 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.

A copy of the office's code of conduct is available to all staff via the office intranet and is available to anyone else on request.

Public interest disclosures

Procedures for reporting and investigating public interest disclosures are available to all staff via the office intranet. In accordance with disclosure reporting requirements in the *Whistleblowers Protection Act 1994*, it is advised that the office received no public interest disclosures in 2009–10.

Waste management

In line with the Environmental Protection (Waste Management) Policy 2000 and *Toward Q2: Tomorrow's Queensland*, the office actively encourages and participates in recycling activities to manage its waste. Paper, cardboard and toner cartridges are recycled or reused. Apart from the supply of certified copies of subordinate legislation, which need to be printed on archival quality paper, the office also uses 100% recycled paper for its day-to-day needs.

Further information on the office's management of waste, including the office's carbon emissions, is available in the Department of the Premier and Cabinet's annual report.



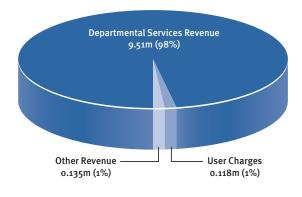
Financial summary

For the purposes of the *Financial Accountability Act 2009*, the Office of the Queensland Parliamentary Counsel (the office) is not a 'statutory body' and as such it operates as a departmental service of the Department of the Premier and Cabinet (the department) known as the 'Legislative Drafting, Advisory and Information Service'. This is reported in the department's Statement of Comprehensive Income by Major Departmental Services and Statement of Assets and Liabilities by Major Departmental Services.

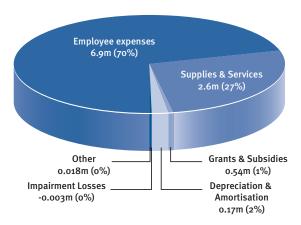
The Statement of Comprehensive Income for the office has been prepared on an accrual basis in accordance with the prescribed requirements. Revenues and expenses have been recognised as part of the Statement of Comprehensive Income of the office and include allocations for corporate support and executive management services.

The office's main revenue source is the departmental services revenue (appropriation from the Consolidated Fund) from Queensland Treasury. The following graphs show income and expense distribution for the year ended 30 June 2010.

Income for the year ended 30 June 2010

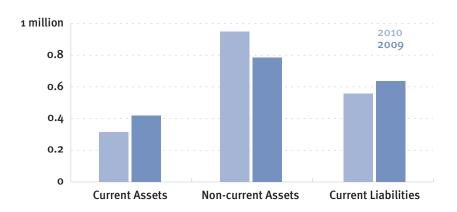


Expenses for the year ended 30 June 2010



In compliance with AASB1052 *Disaggregated Disclosures*, the Statement of Assets and Liabilities for the office is disclosed. It discloses the assets deployed and liabilities incurred by the office. The graph below shows assets and liabilities as at 30 June 2010 and their comparatives.

Further information is provided in the Department of the Premier and Cabinet's 2009-10 Annual Report.



	Notes	2010 \$'000	2009 \$'000
Income from continuing operations Revenue			
Departmental services revenue	2	9 511	9 310
User charges	3	118	22
Other	4	135	217
Total income from continuing operations		9 764	9 549

	Notes	2010 \$ '000	2009 \$'000
Expenses from continuing operations			
Employee expenses	5	6 910	6 779
Supplies and services	6	2 609	2 579
Grants and subsidies	7	54	-
Depreciation and amortisation	8	176	173
Impairment loss	9	(3)	4
Other expenses	10	18	14
Total expenses from continuing operations		9 764	9 549
Operating result from continuing operations		-	-

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

	Notes	2010 \$'000	2009 \$'000
Current assets			
Cash and cash equivalents	11	37	130
Receivables	12	251	263
Other	13	27	25
Total current assets		315	418
Non current assets			
Property, plant and equipment	14	382	363
Intangible assets	15	567	421
Total non current assets		949	784
Total assets		1 264	1 202
Current liabilities			
Payables	16	392	305
Accrued employee benefits	17	165	309
Unearned revenue	18	-	21
Total current liabilities		557	635
Total Liabilities		557	635

The above Statement of Assets and Liabilities should be read in conjunction with the accompanying notes.

1. Statement of significant accounting policies

The financial statements have been prepared in accordance with Australian Accounting Standards. In addition, the financial statements comply with the Treasurer's Minimum Reporting Requirements for the year ending 30 June 2010, and other authoritative pronouncements.

The financial statements have been prepared to reflect the 'Statement of Comprehensive Income by Major Departmental Services' and 'Statement of Assets and Liabilities by Major Departmental Services' for the Office of the Queensland Parliamentary Counsel (the office) as contained in the Department of the Premier and Cabinet's (the department) Financial Statements.

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

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

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

Wages and salaries due but unpaid at reporting date are recognised in the Statement of Assets and Liabilities at the nominal salary rates.

The Queensland Government's Annual Leave Central Scheme (ALCS) became operational on 30 June 2008 for departments, commercialised business units and shared service providers. The office participates in the scheme. Under this scheme, a levy is made on the department to cover the cost of employees' annual leave (including leave loading and on-costs). The levies are expensed in the period in which they are payable. Amounts paid to employees for annual leave are claimed from the scheme quarterly in arrears.

Under the Queensland Government's long service leave scheme, a levy is made on the office through the department to cover the cost of employees' long service leave. Levies are expensed in the period in which they are payable. Amounts paid to employees for long service leave are claimed from the scheme quarterly in arrears.

No provision for long service leave and annual leave is recognised in the financial statements, the liability being held on a whole-of-government basis and reported in the financial statements prepared pursuant to AASB1049 *Whole of Government and General Government Sector Financial Reporting.*

Employer superannuation contributions are paid to QSuper, the superannuation plan for Queensland Government employees, at rates determined by the Treasurer on advice of the State Actuary. Contributions are expensed in the period in which they are paid or payable. The office's obligation is limited to its contribution to QSuper. Therefore, no liability is recognised for accruing superannuation benefits, the liability being held on a whole-of-government basis and reported in those financial statements pursuant to AASB1049 *Whole of Government and General Government Sector Financial Reporting*.

The senior executive remuneration disclosures are shown in the department's financial statements.

Cash assets include all cash and cheques receipted but not banked at 30 June 2010.

Receivables are recognised at the nominal amount due at the time of sale or service delivery, settlement being generally required within 14 days and 30 days from the invoice date.

All non-current physical and intangible assets are recorded at cost on initial acquisition. Cost is determined as the value given as consideration plus costs incidental to the acquisition, including all other costs incurred in getting the assets ready for use. However, any training costs are expensed as incurred.

Assets under construction (work-in-progress) are not depreciated or amortised until they reach service delivery capacity. Internally generated intangible assets with cost or other value of \$100 000 or greater are recognised in the financial statements, items with a lesser value being expensed. Each intangible asset is amortised over its estimated useful life to the office, less any anticipated residual value. The residual value is zero for all the office's intangible assets.

Where intangible assets have an active market, they are measured at fair value, otherwise they are measured at cost. It has been determined that there is no active market for any of the office's intangible assets. As such, the assets are recognised and carried at cost less accumulated amortisation and accumulated impairment losses.

Plant and equipment are measured at cost and are depreciated on a straight-line basis so as to allocate the net cost of each asset less its estimated residual value progressively over its estimated useful life to the office. The carrying amounts for plant and equipment at cost should not materially differ from their fair value.

Trade creditors are recognised upon receipt of the goods or services ordered and measured at the agreed purchase/contract price, gross of applicable trade and other discounts. Amounts owing are unsecured and are generally settled on 30-day terms.

Amounts included in the financial statements are in Australian dollars and have been rounded to the nearest \$1 000 or where the amount is \$500 or less, to zero, unless disclosure of the full amount is specifically required.

Comparative information has been restated where necessary to be consistent with disclosures in the current reporting period.

The Australian Accounting Standards Board (AASB) has issued, revised and amended Standards and Interpretations that have mandatory application dates for the first time in 2009–10 financial year. The significance of those new and amended Australian Accounting Standards that were applicable for the first time in the 2009–10 financial year and have had a significant impact on the office's financial statements is as follows.

The office complied with the revised AASB101 *Presentation of Financial Statements* as from 2009–10. This revised standard does not have any measurement or recognition implications. Pursuant to the change of terminology used in the revised AASB101, the Balance Sheet is now re-named to the Statement of Financial Position, and the Cash Flow Statement has now been re-named to Statement of Cash Flows. The former Income Statement has been replaced by a Statement of Comprehensive Income.

The Statement of Comprehensive Income for this office and the associated notes have not been audited.

		2010 \$'000	2009 \$'000		
2.	Reconciliation to payments from consolidated fund Output revenue				
	Budgeted departmental services appropriation	9 511	9 310		
	Departmental services revenue recognised in Statement of Comprehensive Income	9 511	9 310		
3.	User charges				
	Publications	118	22		
		118	22		
4.	Other revenue				
	Resources received below fair value	99	153		
	Other	36	64		
		135	217		
5.	Employee expenses/number of employees				
	Salaries, wages and allowances	5 658	5 587		
	Salary related taxes	413	391		
	Superannuation	667	648		
	Long service leave levy	99	90		
	Other	73	63		
		6 910	6 779		
Annı	Annual and sick leave expenses have been included in wages and salaries.				
		2010	2009		
	Number of employees	44.2	48.6		

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

	2010 \$'000	2009 \$'000
6. Supplies and services		
Administration costs	5	18
Advertising and promotions	14	8
Building services	1 433	1 105
Information technology bureau services	413	495
Maintenance	44	23
Motor vehicle costs	197	204
Office supplies, books, legislation and statutes	145	168
Professional services	88	152
Telecommunications	79	73
Travel	32	33
Other	159	300
	2 609	2 579
7. Grants and Subsidies		
Recurrent		
Grants to Commonwealth Government agencies	54	-
	54	-
8. Depreciation and amortisation expenses Depreciation and amortisation expenses for the financial year were charged in respect of:		
Property, plant and equipment	120	141
Intangibles	56	32
	176	173

		2010 \$'000	2009 \$'000
9.	Impairment Loss		
	Impairment loss	(3)	4
		(3)	4
10.	Other expenses		
	Losses from disposal of property, plant and equipment	2	-
	Other	16	14
		18	14
11.	Cash and cash equivalents		
	Cash at bank and on hand	37	130
		37	130
12.	Receivables		
	Trade debtors	171	49
	Less: Provision for impairment	(1)	(3)
	GST receivable	20	52
	Long service leave reimbursements	12	69
	Annual leave reimbursements	49	96
		251	263
13.	Other		
	Security deposits	_	6
	Prepayments	27	19
14.	Property, plant and equipment Plant and equipment:	27	25
	At cost	879	910
	Less: Accumulated depreciation	(620)	(547)
	Capital work in progress	123	-
15.	Intangible assets Software internally generated:	382	363
	At cost	384	312
	Less: Accumulated amortisation	(108)	(41)
	Work in progress	291	150
		567	421
16.	Payables		
	Trade Creditors	392	305
		392	305
17.	Accrued employee benefits		
	Long service leave levy payable	23	20
	Annual leave levy payable	131	138
	Wages outstanding	11	151
		165	309
18.	Unearned Revenue		
	Unearned grants revenue	-	21
		-	21



Glossary

Act A law made by Parliament.

Amendment An alteration to a statutory instrument by insertion or omission of words.

Annotations Information about legislation.

Assent See Royal Assent.

Bill An Act in draft form that needs to be passed by the Parliament and receive royal assent before becoming a law.

Briefing note Formal advice to the Department of the Premier and Cabinet on the drafting of government legislation.

Cabinet A group of senior Members of the governing party known as Ministers, who collectively are responsible for policy development and implementation.

Certify The process by which the Parliamentary Counsel confirms that proposed subordinate legislation drafted in the office is legally effective and has sufficient regard to fundamental legislative principles.

Consideration in detail During a Bill's second reading, each clause is debated in detail and amendments may be proposed.

Electronic reprint An item of legislation that is updated and released in unauthorised, electronic form.

Exempt subordinate legislation

Subordinate legislation declared to be exempt subordinate legislation by an Act or a regulation under the *Legislative Standards Act 1992*. The office does not draft exempt subordinate legislation.

Fundamental legislative principles (FLPs)

The principles relating to legislation that underlie a parliamentary democracy based on the rule of law, including protecting the institution of Parliament and the rights and liberties of individuals.

Government The majority political party, or coalition of parties, enjoying the support of the Parliament.

Government ambition Outlined in *Toward Q2: Tomorrow's Queensland*, the ambitions describe the outcomes

the government envisages for Queensland (strong, green, smart, healthy and fair) by 2020.

Governor The Queen's representative in Queensland.

Governor in Council The Governor acting with the advice of Executive Council.

Hard-copy reprint An item of legislation that is updated and released in authorised hard-copy form.

Legislation Written law made by the Parliament, or by a delegate of the Parliament such as the Governor in Council.

Legislative Assembly The elected members of Parliament, sitting as the Legislative Assembly.

Member of Parliament A person elected to the Legislative Assembly.

Minister A Member of Parliament, who is a Member of the executive government, and is responsible for a government department. Ministers are also Executive Councillors.

Opposition The next largest party or coalition of parties after the government majority party, which shadows the Ministry and can provide an alternative government.

Parliament The State's representative and legislative institution which, under the Queensland Constitution Acts, consists of the Queen and the Legislative Assembly.

Parliamentary Counsel (1) A body of legal officers within the Office of the Queensland Parliamentary Counsel who draft new laws; and (2) the CEO of the office.

Performance indicators Measures of the extent to which the office is achieving its objectives.

Premier The leader of the parliamentary majority party and the Chief Minister in the State Government.

Private Member's Bill A Bill introduced by any Member as an individual and who is not a Government Minister.

Proclamation A type of subordinate legislation issued by the Governor

and declaring matters such as the commencement of legislation.

Readings (of a Bill) The formal three stages of a Bill's passage through the Parliament, involving the presentation of the Bill and First Reading; the Second Reading—debate on the Bill's underlying principles and including the Consideration in Detail Stage; and the Third Reading—the final stage prior to the Bill being passed.

Regulations Under the authority of an Act of Parliament, the technical, administrative or regulatory rules required for the operation of legislation.

Reprint A reprint of unamended legislation or a consolidation of principal legislation and any amendments to that legislation.

Royal Assent The final stage by which a Bill becomes an Act when the Governor, as the Queen's representative, accords it formal approval.

Service standard The standards of efficiency and effectiveness to which the office will deliver services within its budget.

Sitting Day The daily period when the Legislative Assembly meets between the time when the Speaker takes the Chair and the Assembly is adjourned.

Statute Book The complete collection of the written laws of Queensland.

Statutory instrument The overall classification for any writing issued under, or deriving its effect from authority conferred by an Act of Parliament, such as proclamations, orders in Council, regulations or rules.

Subordinate legislation Particular type of statutory instrument, including regulations and rules that the Governor or Governor in Council is involved in making and commencement proclamations.

Supply The provision of a Bill to be introduced in the Legislative Assembly.

Table The process of placing documents or proposals before the Legislative Assembly for consideration.

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		- II						
Your overall impression		Excellent	5	4	3	2	1	Poor
Readability		Excellent	5	4	3	2	1	Poor
Ease of finding information		Excellent	5	4	3	2	1	Poor
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Value of information		Excellent	5	4	3	2	1	Poor
Level of detail provided		Excellent	5	4	3	2	1	Poor
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For further information please contact:

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(PO Box 15185, City East QLD 4002)

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