

ANNUAL REPORT 2010 2011



Office of the Queensland Parliamentary Counsel

Communication objective

This annual report provides information about the Office of the Queensland Parliamentary Counsel financial and non-financial performance for 2010–11. It has been prepared in accordance with the *Legislative Standards Act 1992* and the *Financial Accountability Act 2009*.

The report records the significant achievements against the strategies and services detailed in the 2010–14 Strategic Plan and the 2010–11 Service Delivery Statement.

This report has been prepared for the Premier to submit to Parliament. It is available electronically at www.legislation.qld.gov.au/Core_pages/about_oqpc.htm



The Queensland Government is committed to providing accessible services to Queenslanders from all culturally and linguistically diverse backgrounds. If you have difficulty in understanding the annual report, you can contact us on (07) 3237 0466 and we will arrange an interpreter to effectively communicate the report to you.

Readers are invited to comment on this report either by using the enclosed survey or through the website at www.legislation.qld.gov.au

Office of the Queensland Parliamentary Counsel Annual Report 2010–2011.

© The State of Queensland, Office of the Queensland Parliamentary Counsel, 2011.



This annual report is licensed by the State of Queensland Office of the Queensland Parliamentary Counsel under a Creative Commons Attribution (CC BY) 3.0 Australia licence.

In essence, you are free to copy, communicate and adapt this annual report, as long as you attribute the work to the State of Queensland, Office of the Queensland Parliamentary Counsel. To view a copy of this licence, visit <http://creativecommons.org/licenses/by/3.0/au/deed.en>

Content from this annual report should be attributed as: The State of Queensland, Office of the Queensland Parliamentary Counsel Annual Report 2010–2011.

Images:

Where images are included in this annual report and identified as “restricted (see inside cover of this report)” * the following terms apply:

You may only use the image (in its entirety and unaltered) as an integrated part of this entire annual report or as an unaltered integrated part of an extract taken from this annual report.

Published by the Queensland Government, September 2011, 111 George Street Brisbane Qld 4000.

ISSN: 1837-0357

Letter of compliance

13 September 2011

The Honourable Anna Bligh MP
Premier and Minister for Reconstruction
PO Box 15185
City East QLD 4002

Dear Premier

I am pleased to present the Annual Report 2010–2011 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*
- the detailed requirements set out in the *Annual Report Requirements for Queensland Government Agencies*.

A checklist outlining the annual reporting requirements is included in this report.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Johnson', with a stylized, flowing script.

Theresa Johnson
Parliamentary Counsel

CONTENTS

Overview	1
Parliamentary Counsel report	1
About the office – history, vision, role, values, contribution, functions, operating environment and structure, clients	3
Our performance	5
Legislative drafting, advisory and information service	5
Service standards	5
Performance indicators	6
Our achievements	7
Legislative drafting services	7
Legislative publishing and information services	14
Organisational capability	20
Organisational business systems	24
Our governance arrangements	27
Executive management	27
Planning and reporting	29
Information privacy and right to information	29
Ethical conduct	29
Public interest disclosures	29
External scrutiny	29
Waste management	30
Financial statements	31
Compliance checklist	35
Glossary	37
Feedback survey	40

OVERVIEW

From the Parliamentary Counsel



Theresa Johnson

It is with pleasure that I present the 2010–11 Annual Report for the Office of the Queensland Parliamentary Counsel. The office provides the legislation required for State democratic processes and supports justice by ensuring Queensland legislation is effective, accessible and consistent with fundamental legislative principles. 2010–11 was once again a busy and challenging year. This annual report details progress made during that time in providing drafting, advisory and publishing services and highlights our key achievements.

Demand for the office's drafting and advisory services continued at a high level for 2010–11. The office produced a strong legislative program on a range of sensitive and important public issues, providing 63 Bills and 382 instruments of subordinate legislation comprising 17,508 pages. Significant legislation drafted during 2010–11 supported the government's *Toward Q2: Tomorrow's Queensland* ambitions and included strengthening child protection measures,

enhancing consumer safety by refining the electrical equipment safety system, expanding the range of prosecutable environmental offences, substantially ending mining activities at North Stradbroke Island, introducing requirements for uniform pool safety standards, establishing the Queensland Reconstruction Authority, and recognising and supporting of grandparents who provide full-time care for their grandchildren.

The office, through the Parliamentary Counsel's membership of the Parliamentary Counsel's Committee, also contributed to the drafting of a significant body of national scheme legislation on wide-ranging topics. This drafting included legislative reforms under the National Partnership Agreement to deliver a Seamless National Economy and other reforms initiated by the Council of Australian Governments and other Ministerial Councils. The office took the lead role in drafting legislation regulating the heavy vehicle transport industry and legislation relating to the licensing of trades. The office also made a significant contribution to the drafting of legislative reforms relating to occupational health and safety, consumer protection, personal property securities, registering business names and education and care services for children.

This report outlines our achievements as they relate to strategic plan objectives. In meeting our obligations around ensuring access to information about Queensland legislation, the office published 8733 pages of weekly and cumulative updates to Queensland legislation in hard-copy and electronic form along with biannual legislation volumes and annual repealed legislation volumes of the Queensland Legislation Annotations.

In August 2010 we celebrated the milestone of 200 hard-copy reprint releases. The introduction of the Queensland Reprint series in 1992 was

a mammoth undertaking and 200 releases later there were 4144 authorised reprints and 12,409 electronic reprints produced, with a total page count of over 1.8 million. We continue to strive to deliver the best package of legislative publications in Australia, making the law significantly easier to locate and use.

The strategic risks for the office centre around our capacity to deliver on the extensive program of work. These challenges encourage ongoing business and capability improvement. As a result, the office received additional funding for critical operational resourcing to support the Seamless National Economy work.

During the year the office welcomed visitors from overseas. In July 2010 the office hosted a short visit from two officers from the Office of Attorney General, Bhutan, Mr Tashi Delek and Mr Namgay Dorji. A delegation from Kenya also visited to learn about the processes for creating legislation in Queensland. They were particularly interested in the fundamental legislative principles, constitutional issues and also how we make legislation readily accessible through our website. These events, as always, were a valuable opportunity to exchange information and learn from others.

Approximately four times a year there is a Parliamentary Counsel's Committee meeting attended by the chief Parliamentary Counsel from each jurisdiction in Australia and New Zealand. The committee prepares model, uniform or complementary legislation to implement national schemes. The committee also supports drafting conferences which are held approximately every three years and an annual information technology forum which has developed into a valuable resource for all members of drafting offices. These gatherings are important collaboration

opportunities that allow legislative matters to be discussed in a friendly and frank way.

In 2011–12 the office will continue to improve service delivery focusing on:

- producing a strong legislative program on sensitive and important public issues
- contributing to the drafting of national scheme legislation at both the national and state level, including legislative reforms under the National Partnership Agreement to deliver a Seamless National Economy
- improving accessibility and availability of information on the operation of fundamental legislative principles in legislation
- beginning an eLegislation initiative to transform public access to legislation and legislative information, in particular by the introduction of authorised electronic legislation, and to improve the efficiency of our legislative drafting and publishing service.

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 2011–12 and contributing to the government's ambitions in *Toward Q2: Tomorrow's Queensland*.



Theresa Johnson
Parliamentary Counsel

About the office

Our history

The independent role of the Office of the Queensland Parliamentary Counsel (the office) is reflected in its constituting act, the Legislative Standards Act 1992. Prior to this, the Parliamentary Counsel was part of the Department of the Premier and Cabinet. The separate entity was created to better reflect the independent role of the Parliamentary Counsel.

Our vision

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

Our role

The office is a government entity established under section 5 of the *Legislative Standards Act 1992* to achieve the purposes of the Act. The purposes of the Act, and therefore the key roles of the office, are to ensure that:

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

The office achieves this through performing its functions as set out in the Act.

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.

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 contribution

OQPC contributes to the Queensland Government's ambitions for *Toward Q2: Tomorrow's Queensland* by ensuring that Queensland's legislative framework supports Queensland being strong, green, smart, healthy and fair.

OQPC strives to be a highly motivated, proactive and professional office that uses the best technology, skills and practices to ensure Queensland legislation is of the highest standard and readily accessible.

The office contributes by drafting legislation of the highest standard including by advising on the application of fundamental legislative principles (FLPs) to proposed legislation so that legislation has sufficient regard to the rights and liberties of individuals and the institution of Parliament. The office also contributes by ensuring legislation and legislative information is readily accessible.

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 private members
 - » 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 FLPs
- 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, the office is controlled by the Queensland Parliamentary Counsel. The office is, however, attached to the Department of the Premier and Cabinet for the supply of administrative support services. The Director-General of the department is the accountable officer responsible for the financial administration of the office.

The office has a group-based approach to provide drafting and advisory services to clients as shown in the below diagram.

This 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 allowing our staff opportunities to develop and enhance their skills.

Our clients

Individuals and groups providing instructions for drafting proposed legislation constitute our core client base. Clients include the Premier, Cabinet, Ministers, officers of government departments and entities, members of parliamentary committees and members of the Legislative Assembly.

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

Our 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.

Parliamentary Counsel

Legislative Drafting Group 1 clients:

Portfolio areas:

Premier and Cabinet
Communities
Community Safety
Education and Training
Health
Justice and Attorney-General
Police
Public Works
Transport and Main Roads

Legislative Drafting Group 2 clients:

Portfolio Areas:

Treasury
Employment, Economic Development and Innovation
Environment and Resource Management
Local Government and Planning

Business Services Group 3

Units:

Legislation Support Services
Corporate Governance and Initiatives
ICT and IM Services
Special Projects

OUR PERFORMANCE

Legislative drafting, advisory and information service

The office reports on performance consistent with the requirements of the Queensland Government Performance Management Framework. Under the framework, the office delivers on the Legislative Drafting, Advisory and Information service.

Service standards

A summary table of results for service standards for 2010–11 is presented below. The office will, in 2011–12, continue to review its service standards with the objective of refining the effectiveness and efficiency of information gathered.

Table 1. Legislative drafting, advisory and information service – summary performance statement

Service standard	Notes	2009–10 actual	2010–11 target	2010–11 actual
Number of Bills provided	1, 2	73	65	63
Number of instruments of subordinate legislation provided	1, 2	381	300	382
Number of pages of Bills and subordinate legislation provided	2	10,823	7000	11,772
Number of amendments during consideration in detail provided	1, 2	46	39	38
Number of pages of amendments during consideration in detail provided	2	230	171	213
Number of pages prepared in camera-ready form for publication	2	318,282	240,000	274,088
High client satisfaction:	3, 4	95.2%	85%	94%
Qualitative evaluation of client satisfaction of direct government drafting clients				
High proportion of deadlines met:	3, 4			
Percentage of agreed deadlines met for:				
printed publications		100%	100%	100%
electronic publications		84.6%	75%	90.2%

Notes:

1. This is a demand-driven measure and fluctuates accordingly.
2. Workloads are driven by the government's legislative program and the sittings pattern of the Legislative Assembly. Outputs are not consistent throughout the year and may vary from year to year.
3. During the year, the department revised its performance measures. Some measures were discontinued and new service standards were introduced in line with the Performance Management Framework.
4. The collection method for this measure has been slightly revised to more accurately capture the data being measured.

Performance indicators

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

The office's strategic plan 2010–14 contains the objectives, strategies and performance indicators developed by the office under the key areas of:

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

Table 2. Strategic plan summary performance statement

Performance indicators	Result
Legislative drafting services	
Client feedback about drafting, including the level of client satisfaction of direct government drafting clients and other bodies	94%
Quantity of legislation drafted	11,985pp
Quantity and effectiveness of support services delivered	Quantity – Refer to Table 3 Effectiveness – Refer to Assessing client satisfaction on p.12
Legislative publishing and information services	
Quantity of legislation supplied	17, 721pp
Quantity of up-to-date consolidations of legislation prepared	274,088pp
Quantity of information about Queensland legislation prepared	27,227pp
Percentage of deadlines met for supply of legislation, consolidations and information	100%
Records of enquiries handled by the telephone and email information service	783 calls (42.4 hours) 472 emails answered
Organisational capability	
Percentage of staff who have participated in the performance evaluation process	96% of drafters and, due primarily to organisational change, 59% of non-drafters.
Nominations for and receipt of achievement awards	7 nominations. Refer to Rewards and Recognition on p.21
In-house and external training courses provided to staff	Refer to managing training and development on p.22
Full staff levels maintained and skilled staff retained for a minimum of 5 years for drafters and 3 years for non-drafting officers	62% drafters 5 yrs or more 85% non-drafters 3 yrs or more
Compliance with workplace legislation and human resource policies and procedures	Staff contribute to the development and review of office policies and procedures through participation on whole-of-office committees and regular forums. This participation in decision-making and planning encourages engagement and assists compliance.
Organisational business systems	
Risk assessment undertaken and treatment strategies developed as required	Refer to Risk management and audit on p.25
Systematic review of office policies and procedures undertaken with improvements identified and implemented	The relevant internal committees continue to consider business improvement processes and the executive management group prioritises opportunities for improvements.
Compliance with: <ul style="list-style-type: none"> • relevant legislation • information standards for information management 	Refer to Information systems and record-keeping on p.24

Some performance indicators from 2009 that were deemed part of normal business, while not included in the 2010–14 Strategic Plan, are addressed as part of our continuous improvement philosophy discussed in the chapter 'Our achievements'.

OUR ACHIEVEMENTS

Legislative drafting services

Objective

Draft Queensland legislation of the highest standard

Key issues and challenges

- Meet the high level of demand for quality drafting and advisory services
- Continually improve the quality of legislative drafting
- Enhance the link between high quality drafting and high quality policy
- Ensure access to justice by:
 - » delivering legislation necessary for state democratic processes
 - » drafting legislation that is conceptually easy to understand
 - » advising on the application of FLPs

Strategies

- Maintain quality assurance systems for drafting and editorial services
- Draft legislation in plain English that is conceptually easy to understand
- Improve the quality, consistency and integration of laws across the statute book
- Refine instructed policy into law consistent with FLPs
- Provide relevant advice to those instructing on the drafting of legislation

Our business

We deliver legislative drafting services through the following key initiatives:

- delivering the government's legislative program
- delivering legislation for other drafting clients
- certifying subordinate legislation
- managing staged expiry of subordinate legislation
- managing exempt instruments
- providing drafting support services.

Table 3. Number of printed pages of Bills and subordinate legislation

Year	No. of Bills	No. of Bill pages	No. of instruments of SL provided	No. of SL pages	Total no. of Bills and instruments of SL provided	Total no. of pages provided
2006–07	76	3261	323	3962	399	7223
2007–08	82	4439	428	4047	510	8486
2008–09	86	6615	384	5819	470	12,434
2009–10	73	5949	381	4874	454	10,823
2010–11	63	5422	382	6350	439	11,772

Delivering the government's legislative program

During 2010–11 the office drafted all of Queensland's Bills and subordinate legislation, as defined in the *Statutory Instruments Act 1992*, other than exempt subordinate legislation.

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

See table 3 above.

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. This reflects the increasing complexity of legislation requested by clients, including national scheme legislation.

In addition to Bills and instruments of subordinate legislation, the office also drafted and supplied 21 government amendments for Bills that were tabled in the Legislative Assembly.

Delivering for other drafting clients

Six Bills provided by the office during the 2010–11 year were prepared for non-government members of the Legislative Assembly. The office also supplied 17 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 with the highest standard of service and considering our duty of confidentiality to clients, the office follows the general practice, wherever possible, of allocating the amendments to the drafter who drafted the Bill.

Certifying subordinate legislation

All subordinate legislation, other than exempt instruments, is drafted by the office. The office certifies subordinate legislation it has drafted 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.

A first exemption is available on four grounds:

1. the subordinate legislation is substantially uniform or complementary with legislation of the Commonwealth or another State
2. the legislation is being replaced
3. no replacement is proposed
4. the legislation under which the subordinate legislation is made is subject to review.

Subsequent exemption from expiry is available only on the first and last of these grounds.

If an exemption is renewed on the fourth 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.

In August 2010, 55 instruments were exempted from expiry until various dates. Of the instruments currently shown as exempt from expiry in the *Statutory Instruments Regulation 2002*, schedule 3:

- 6 are exempt on the basis they are uniform subordinate legislation (2 of the 6 are first exemptions)
- 5 are exempt on the basis replacement instruments are being drafted
- 44 are exempt on the basis that the Acts under which the instruments are made are subject to review (9 of the 44 are first exemptions).

Guiding drafting of 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*.

Under the *Legislative Standards Act 1992*, section 9, the Parliamentary Counsel may issue guidelines for drafting exempt instruments. These guidelines are published on our website. Updated guidelines for drafting local laws were issued on 1 July 2010.

In 2010–11, examples of provisions that provide for exempt subordinate legislation include:

- *Central Queensland University Act 1998*, section 58
- *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.

Providing drafting support services

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

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 instruction of the Clerk of the Parliament, the office inserts into Bills amendments made during consideration in detail, consequential amendments arising from amendments made during consideration in detail and other minor changes (commonly called ‘slip errors’).

The office coordinates notification, publication and tabling processes for subordinate legislation, including publication and notification of subordinate legislation in extraordinary gazettes for client departments.

Following a Scrutiny of Legislation Committee recommendation, Cabinet decided that all subordinate legislation drafted from 1 January 2011 must be accompanied by an explanatory note. Since 19 May 2011 the requirement for an explanatory note for all subordinate legislation is a statutory requirement under the *Legislative Standards Act 1992*, section 22(2). The office formats these explanatory notes, as well as regulatory impact statements, and arranges for their publication and tabling in the Legislative Assembly with the subordinate legislation.

Commitment to the fundamental legislative principles

Until it ended on 30 June 2011, the Scrutiny of Legislation Committee was responsible for examining all Bills and subordinate legislation and would table a report to Parliament, the *Legislation Alert*, at the beginning of every Parliamentary sitting week. The responsibility for examining legislation is now performed by seven portfolio committees with areas of responsibility that collectively cover all areas of government activity.

OQPC is committed to drafting legislation which adheres to the FLPs. The office has an in-house committee called the FLP Committee, which has developed an electronic database of all alerts published by the Scrutiny of Legislation Committee. The database is used as a research tool by drafters and to further develop training about FLPs. In future, as the portfolio committees examine legislation and report to parliament, it is anticipated those reports will also be incorporated in the database.

Our achievements

In addition to the high level of service delivery we achieve as part of our business, our achievements are also measured by the significant legislation delivered and client satisfaction.

Delivering significant legislation

During 2010–11 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.

For the government ambitions **strong** and **smart**:

- the *Education and Training Legislation (Skills Queensland) Amendment Act 2010* establishes an industry-led skills commission called Skills Queensland and strengthens child protection measures within the teaching environment
- implementation of a new Electrical Equipment Safety System provides enhanced consumer safety by refining the current system and making it more responsive to a contemporary, globalised environment under the *Electrical Safety and Other Legislation Amendment Act 2011*
- application of the Occupational Licensing National Law to Queensland improves business efficiency and competitiveness of the national economy, reduces red tape, improves labour mobility and enhances productivity under the *Occupational Licensing National Law (Queensland) Act 2010*
- the *Personal Property Securities (Ancillary Provisions) Act 2010* transfers information to a new national personal property securities register, exempts certain statutory licences from the national scheme, and clarifies State interests over abandoned or seized personal property
- strengthening fair trading requirements while maintaining a clear regulatory framework encourages the continued growth and viability of the residential parks industry under the *Manufactured Homes (Residential Parks) Amendment Act 2010*
- the *Transport and Other Legislation Amendment Act 2011* supports efficient delivery of state toll road and local government tollways, aligns the *Transport Infrastructure Act 1994* with the State Procurement Policy and streamlines the sale of compulsorily resumed land that is no longer required.

The government ambition **green** was promoted through:

- implementing a new Queensland Coastal Plan, expanding the range of prosecutable environmental offences and providing flexibility in the execution of warrants under the *Environmental Protection and Other Acts Amendment Act 2011*
- substantially ending mining activities (including all heavy mineral sand mining) in the North Stradbroke Island region by the end of 2019 and ending all mining in the region by 2025 under the *North Stradbroke Island Protection and Sustainability Act 2011*
- prohibiting the use of certain chemicals to stimulate the fracturing of coal seams and other geological structures and improving notice requirements of incidents that may cause serious or material environmental harm to affected landholders under the *Natural Resources and Other Legislation Amendment Act (No. 2) 2010*
- establishing a gas Short Term Trading Market for the State to increase gas usage, provide a legislative framework to implement a prospective Gas Production Land Reserve policy and streamline administrative processes and improve the administration of petroleum tenure legislation under the *Gas Security Amendment Act 2011*
- introducing a regulation-making power to enable the specification and enforcement of minimum energy performance standards for gas appliances and equipment and the collection of royalties under the *Mines and Energy Legislation Amendment Act 2011*.

The government ambition **healthy** received strong focus by:

- providing for nationally harmonised work health and safety laws through the *Work Health and Safety Act 2011*, a priority under the

National Partnership Agreement to Deliver a Seamless National Economy

- ensuring the health and safety of people to whom recreational water activities are provided by a person conducting a business or undertaking under the *Safety in Recreational Water Activities Act 2011*
- introducing requirements for pool barriers to be regularly inspected by competent and qualified inspectors to ensure they comply with a uniform pool safety standard under the *Building and Other Legislation Amendment Act (No. 2) 2010*
- providing for the establishment of local networks to deliver public sector hospital and other health services in Queensland through the Health and Hospitals Network Bill 2011.

The government ambition ***fair*** saw key reform through:

- implementing policy and legislation changes to disaster management and improving the operation of disaster management in Queensland under the *Disaster Management and Other Legislation Amendment Act 2010*
- establishing the Queensland Reconstruction Authority under the *Queensland Reconstruction Authority Act 2011* to coordinate reconstruction and recovery following the floods of December 2010 and January 2011, and Tropical Cyclone Yasi of February 2011
- the *Integrity Reform (Miscellaneous Amendments) Act 2010* implementing a range of integrity and accountability reforms, and other operational improvements, designed to further strengthen Queensland's integrity and accountability framework
- the *Public Interest Disclosure Act 2010* implementing integrity reforms and replacing the *Whistleblowers Protection Act 1994* to ensure that Queensland legislation and practices are informed by present day best practice and are of the highest standard
- reforming political donations and election campaign expenditure and funding for State elections through the *Electoral Reform and Accountability Amendment Act 2011* and improving enrolment and voting procedures to enhance electoral participation
- reforming and modernising the Queensland parliamentary committee system to strengthen and support the role of the Legislative Assembly in scrutinising legislation and Executive Government under the *Parliament of Queensland (Reform and Modernisation) Amendment Act 2011*

- the *Ministerial and Other Office Holder Staff Act 2010* creating a new stand-alone framework for the employment of staff members to support Ministers, the Leader of the Opposition and, where necessary, other non-government members of Parliament, separate to the *Public Service Act 2008*
- recognising and supporting grandparents providing full-time care for their grandchildren under the *Carers (Recognition) Amendment Act 2010*
- enhancing the capacity of non-government services to intervene earlier and more effectively with at-risk families and to improve outcomes for children in out-of-home care under the *Child Protection and Other Acts Amendment Act 2010*
- the *Forensic Disability Act 2011* providing for the involuntary detention, and the care, support and protection, of forensic disability clients and providing the Mental Health Court with an alternative and more appropriate forensic secure care option for people who have an intellectual or cognitive disability but do not require involuntary treatment for a mental illness
- establishing the Sentencing Advisory Council for Queensland and strengthening penalties imposed on repeat offenders, child sexual offenders and offenders who commit violence upon a young child under the *Penalties and Sentences (Sentencing Advisory Council) Amendment Act 2010*
- requiring offenders who commit sexual or other particular offences against children to be included in Queensland's child protection register to enable compliance management and monitoring of reportable offenders through the *Child Protection and Other Acts Amendment Act 2010*
- implementing amendments that contribute towards national legislative consistency in compliance management and monitoring of reportable offenders to ensure the highest possible levels of protection for children under the *Child Protection (Offender Reporting) and Other Legislation Amendment Act 2011*
- the *Fair Trading (Australian Consumer Law) Amendment Act 2010* applying the Australian Consumer Law and requiring mandatory fingerprinting of security providers, and adding terrorism offences to the list of disqualifying offences for holding a security provider licence
- increasing community safety and improving public amenity under the *Liquor and Other Legislation Amendment Act 2010*

- simplifying the State's statutory land valuation process consistent with other Australian jurisdictions, and providing a more credible, transparent and less contentious valuation system under the *Land Valuation Act 2010*
- the *Body Corporate and Community Management and Other Legislation Amendment Act 2011* ensuring more certainty around body corporate costs and providing appropriate and flexible principles for setting contribution schedule lot entitlements
- the *Revenue and Other Legislation Amendment Act 2011* amending revenue legislation to maintain its currency and ensure its proper operation, continued concessional vehicle registration duty arrangements for special vehicles and introducing a statutory mechanism enabling the transfer of assets, liabilities, instruments and employees between certain state-owned water entities
- supporting a State-wide rollout of ticketing for public nuisance, public urination and associated offences and the use of full criminal information provided under the National Police Reference system for employment screening purposes under the *Police Legislation Amendment Act 2010*.

Assessing client satisfaction

During the year, the office regularly surveyed government department clients on the quality of its legislative drafting services.

In the fourth quarter of 2010–11, the office began a process of surveying individual government instructors for each significant item of legislation produced. This process has resulted in a stronger survey response rate and provides a more comprehensive level of information to measure performance at both an individual and group level.

The target is an overall client satisfaction rating of 85 per cent of surveyed clients finding that OQPC gives a good or very good drafting service. The survey measures client satisfaction in four areas:

- advice on alternative ways of achieving policy objectives
- advice on the application of FLPs
- the drafting process
- the overall drafting product.

The rating given to each of these elements is detailed below. The office achieved an overall client satisfaction rate of 94 per cent.

Providing 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 2010–11 94.92 per cent of clients were satisfied with the 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 applications of FLPs. Drafters try, wherever possible, to find a way to achieve policy objectives without infringing FLPs.

However, FLPs:

- are not absolutes and may 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 a stream of comments on the operation of FLPs within the drafts of legislation provided to clients. 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 2010–11 94.52 per cent of clients were satisfied with advice provided on the application of FLPs.

The office has only a limited role in the legislative processes of government. It acknowledges the support of the advisory role previously provided by the Scrutiny of Legislation Committee of the Parliament and has strived 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 minimised the number of matters about which the Scrutiny of Legislation Committee needed to take action in its role of monitoring the quality of legislation.

The drafting process

During 2010–11 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 2010–11 92.92 per cent of clients were satisfied with the drafting process.

The overall drafting product

During 2010–11 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
- reviewing and updating the guidelines for drafting local government exempt instruments.

During 2010–11 93.71 per cent of clients were satisfied with our drafting product.

Future directions

In 2011–12 the office will:

- continue to meet the high level of demand for quality drafting and advisory services
- actively promote quality assurance systems
- review drafting products and services
- increase client awareness of drafting quality issues by client agencies and other external bodies.

Legislative publishing and information services

Objective

Ensure Queensland legislation and legislative information is readily accessible

Key issues and challenges

- Meet local, national and international needs for easy access to legislation and legislative information
- Increase client awareness of available services and respond to client needs

Strategies

- Supply legislation and information about legislation in a timely manner
- Provide up-to-date consolidations of legislation in printed and electronic form
- Provide up-to-date information about Queensland legislation
- Improve the accessibility of legislation and legislative information by identifying accessibility issues

Our business

We deliver legislative publishing and information services through the following initiatives:

- providing information about Queensland legislation
- improving the availability of legislation and legislative information
- tables of changed laws and references
- assisting Youth Parliament.

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
- 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 2010–11 the office published two volumes of current annotations with a total of 2771 pages and one volume of repealed annotations with a total of 791 pages. The office also continued to make the annotations available in electronic form free to the public on its website.

Cumulative and weekly updates to Queensland legislation

During 2010–11 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 accessing information in hard-copy form.

During the year the office published 1115 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 and accessible by the public for free, contained 7618 pages in electronic form.

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.

Table 4. 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
2010–11	472	783

The office also offers a free weekly email subscription service with a current membership of 4295 subscribers. This email notifies the user of any new legislation, legislation that has been amended or legislation that has been repealed during the week. Information is compiled from all Bills introduced into Parliament, Acts as passed, subordinate legislation made, and current, superseded and repealed reprints. Subscription can be obtained through the website www.legislation.qld.gov.au/Core_pages/contact.htm

Timely access to information about legislation

The office supplies notification tables and weekly and monthly indices for subordinate legislation, and regulatory impact statements and explanatory notes that accompany the subordinate legislation. During 2010–11 the office met 100 per cent of the deadlines for the supply of information about legislation.

Annual volumes

During 2010–11 the office published the 2010 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.

Improving the availability of legislation and legislative information

Online access

The office provides free and ongoing public access to all electronic versions of the following legislation and legislative information on its website:

- 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 FLPs
- information about changed names and titles in legislation
- information about the automatic expiry of subordinate legislation
- the office's reprinting policy.

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, the Department of Public Works (State Distribution Service) and AUSTLII (University of New South Wales).

The office sells files from its legislation database to three commercial providers: LexisNexis, Thomson Reuters and TimeBase Pty Ltd. These

commercial providers repackage the legislation and add contextual information, further extending access to the legislation.

Included with the legislation database are associated tables for each type of 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 on the website free of charge.

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.

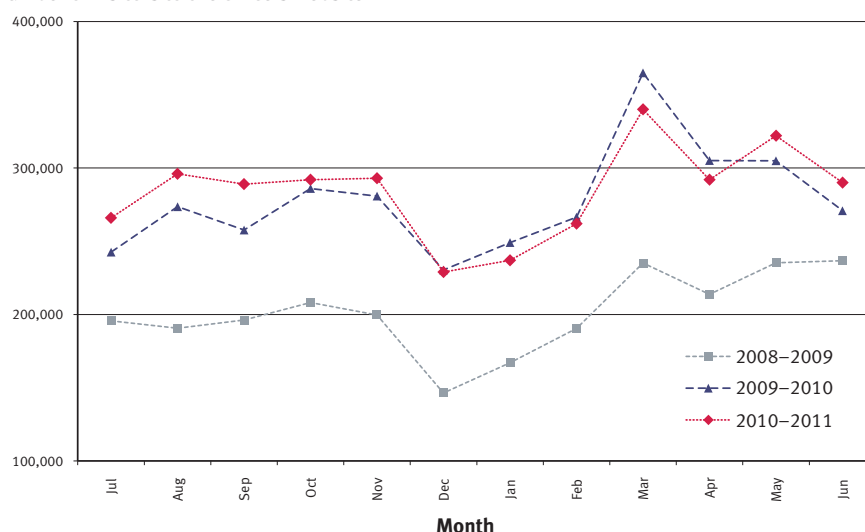
During 2010–11 the office continued to update and publish on its website two documents that provide a way to track these changes in legislation:

- the table of changed citations and remade laws, which identifies in a single location citations that have changed and laws that have been remade
- the table of changed names and titles in legislation, which identifies in a single location the names of titles that have changed.

Assisting Youth Parliament

The Youth Parliament is a Queensland Studies Authority accredited education program for young people Queensland-wide run each year by the Council of YMCAs Queensland. With the consent of the Honourable Speaker of the Legislative Assembly, Parliament House is the venue for the sittings.

Number of visitors to the office's website



Web Visit History for 2008–11 financial years; website; statistic; website visits file.

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
- develop speaking and listening skills critical to being a leader
- develop an interest in the parliamentary system through their involvement in a simulated parliamentary process.

During 2010–11 the office provided support for the Youth Parliament by:

- helping develop and format Youth Bills and their explanatory notes for introduction into the Youth Parliament
- supplying Youth Bills and explanatory notes to the Youth Parliament
- helping with the Bill-to-Act process for Youth Bills passed by the Youth Parliament.

Our achievements

In addition to the high level of service delivery we achieve as part of our business, our achievements are also measured by the amount of outputs, particularly in supplying Bills and legislation and publishing up-to-date reprints of legislation.

Supplying Bills and legislation

Bills through all stages of Parliament and assent

During 2010–11 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 prepared by the office in 2010–11 was 23,031.

Acts as passed

During 2010–11 the office published all Acts as passed, as soon as they received assent, in both hard-copy form in the Acts as passed series, and on its website.

This year the office published 50 Acts with a total of 4360 pages and 2360 pages of explanatory notes.

Subordinate legislation as made

During 2010–11 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.

This year the office published 360 instruments of subordinate legislation with a total of 3797 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 plus weekly and monthly indexes
- explanatory notes for significant subordinate legislation made prior to 1 January 2011
- explanatory notes for all subordinate legislation made after 1 January 2011
- regulatory impact statements for significant subordinate legislation.

This year the office published 58 pages of weekly tables of subordinate legislation as made, 662 pages of explanatory notes and 216 pages of regulatory impact statements.

Timely access to legislation as passed or made

During 2010–11 the office met 100 per cent of mandatory deadlines. These deadlines included:

- the supply of Bills to Goprint for introduction
- the supply of Bills to the Table Office at Parliament House for all Bill-to-Act stages
- 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 16 other deadlines for printed legislative publications, such as the annual volumes, for which the office target is 16. 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 2010–11 the office published 172 hard-copy reprints with a total of 22,293 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
- the 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 2010–11 the office prepared 1139 electronic reprints with a total of 192,862 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.

See table 5 below.

As the table below indicates, the average number of pages per reprint continues to increase.

Timely access to reprints of legislation

Improvements to work practices have meant that the office has been consistently achieving well over the target of publishing 75 per cent of reprints, or consolidations of legislation, within five working days of commencement.

The performance measure was previously 10 working days and was changed in early 2010.

Completed electronic reprints are updated on the office's website on a daily basis.

During the year the office published 90.2 per cent of electronic reprints within five days of the commencement of the reprint. The office target is 75 per cent.

The office also met 100 per cent of deadlines for the supply of hard-copy reprints. The office target is 90 per cent. The number of hard-copy reprints published this year is consistent with the last few years and the number of pages has remained relatively constant.

Reprints Risk Management Policy

During 2010–11 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 multiple checking procedures.

Improvements to publishing and information services

The office's new and unique LegMD database (mentioned on page 25) has the potential to deliver comprehensive, informative reports quickly and easily.

Using Reprints Act powers

During 2010–11 the office continued to use the *Reprints Act 1992* to apply editorial standards to improve the readability of legislation. Reprints Act powers are mainly applicable to hard-copy reprints; however electronic reprints may incorporate very minor consequential amendments. Since the statute book was first converted to an electronic database, the amount of editing required has diminished. This is due in part to the consistent application of modern drafting techniques.

Table 5. Reprints published 2006–11

Year	2006–07	2007–08	2008–09	2009–10	2010–11
Hard-copy reprints					
Quantity	256	236	281	175	172
No. of pages	26,934	28,166	31,513	23,840	22,293
Electronic reprints					
Quantity	976	998	957	1643	1139
No. of pages	140,035	154,685	147,476	241,467	192,862

Spotlight – 200 reprints

In August 2010 the office celebrated the milestone of 200 hard-copy reprint releases. The introduction of the Queensland Legislation Reprints series in 1992 was a mammoth undertaking and 200 releases later there were 4144 authorised reprints and 12,409 electronic reprints produced, with a total page count of over 1.8 million. We continue to strive to deliver the best package of legislative publications in Australia, making the law significantly easier to locate and use.



2010 Reprinters

Front: Thomas Mizanowski, Sean Farrell, Wendy Abernethy, Denise Amies

Back: Marcia Doolan, Robyn Morrison, Kate Quinn, Maureen Usher, Deb McQueen (Manager), Pam Pike, Jo Pittendreigh

Future directions

In 2011–12 the office will:

- continue to supply legislation and information about legislation in a timely manner
- consult clients to review and increase awareness of the accessibility of legislation and legislative information.



Organisational capability

Objective

Maximise the capacity of staff to achieve office and government goals

Key issues and challenges

- Attract, develop and retain highly skilled staff
- Recognise and develop staff performance
- Ensure staff have the appropriate skills, knowledge and resources to perform their duties
- Promote a workplace culture that motivates performance and encourages flexibility, equity and diversity

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 strategies that comply with whole-of-government legislative requirements

Staff profile

At 30 June 2011 the office had a full-time equivalent (FTE) of 55 staff. Along with a corporate services allocation of 13 staff from the Department of the Premier and Cabinet, this resulted in a total FTE of 68.

At the end of 2010–11 the office had a permanent retention rate of 95 per cent. Specifically, 62 per cent of drafters have been retained for five or more years and 85 per cent 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 seen a slight increase in women in management roles, taking total representation of women in management positions to 48 per cent.

The office offered no voluntary early retirement packages nor made redundant or retrenched any staff during 2010–11.

No staff of the office travelled overseas during 2010–11.

Consultancies

No consultants were engaged by the office during 2010–11.

Shared services

During 2010–11, 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.

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
- delivering effective and timely training, coaching and mentoring opportunities to drafters 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 support service team.

The office's 2010–11 Business Plan included the development of strategies and projects to address these issues.

In April 2011 the Cabinet Budget Review Committee approved additional funding for the office as from 1 July 2011. The funds will enable the office to continue to deliver the

government's legislative program and to pursue its commitment to excellence in Queensland legislation. The increased funding will enable the office to build workforce capability and will provide for continued succession planning for drafting and non-drafting staff. The funds will also enable the office to progress its eLegislation initiative and continue to successfully contribute to the Seamless National Economy program.

Attracting and retaining staff

The OQPC Capability Project is a competency and capability framework to support best practice leadership and human resource systems across the office. Role descriptions and recruitment processes for non-drafting roles now 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.

Managing performance

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 2010–11 the office continued to revise the PDS to align the process with outputs from the OQPC Capability Project.

Rewards and Recognition

DPC Achievement Awards

In July 2010 the office participated in the Department of the Premier and Cabinet's annual Achievement Awards. Award categories included: leadership, strategy and advice; enhancing governance systems and practice; leadership in client service and delivery; promoting and coordinating the government's priorities; and outstanding individual achievement.

The office received the following awards:

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* and other Bills.

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.

Highly commended: Promoting and coordinating the government's priorities

The OQPC SEQ Water team, consisting of Allannah 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: Outstanding individual achievement

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.

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.

DPC Australia Day Achievement Awards

In 2011 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.

Denise Amies and Mike Batch were this year's award recipients from the office.

Denise had shown an outstanding level of commitment to the delivery of legislative production services throughout 2010, including in her role as the Acting Manager, Reprints. New arrangements for the delivery of legislative production services were introduced in 2010. Denise immediately embraced the change and helped others with her positive attitude and practicality. Mike has several decades of successful drafting experience and has held the very senior role of First Assistant Parliamentary



Denise Amies receiving her Australia Day Award from Ken Smith, Director-General Department of the Premier and Cabinet.

Counsel since 1992. During 2010, Mike was the primary drafter for a diverse range of legislative projects essential to the office. He is a highly talented and practical drafter and is well recognised for his ability to build and maintain client relationships.

Australia Day honours

The office was also extremely proud of Peter Drew who was awarded the Public Service Medal in the Australia Day Honours list for his outstanding public service as Queensland Parliamentary Counsel. This award acknowledged Peter's commitment to excellence in drafting, FLPs and free internet access to updated Queensland legislation and information.

Managing training and development

During 2010–11 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 has had access to in 2010–11. The program offers training in many areas including initiatives for women, management, leadership and legislation. Many of the office's staff have accessed the training offered to meet their identified training needs.

Development opportunities undertaken during 2010–11 included:

- briefing sessions on parliamentary processes
- constitutional law training
- corporate induction
- corporate services finance training
- Crown Law legal information sessions
- ethical decision-making training
- finance for new directors training
- first aid and resuscitation training
- FLP – Aboriginal tradition and Island custom presentation
- inspiring leadership capability program
- management development program
- negotiation skills training
- presentation skills training
- procurement competencies training
- SAP finance training
- SES HR master class
- statutory interpretation (online) module
- supervision and management training
- a strategic board program
- Thomson database training
- TRIM electronic records and document management system (eDRMS) training
- writing, editing and publishing course
- workplace bullying and harassment session.

The office is committed to providing study assistance to its employees through the Study and Research Assistance Scheme (SARAS). This assistance applies to structured study and research activities that have a relevant vocational application. Employees on approved courses of study are eligible for leave and financial assistance. SARAS assistance was approved for three employees during 2010–11.

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 less experienced officer working closely with an experienced officer, enabling a transfer of knowledge and skills. This means there is a quality control check of all work. It takes considerable 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 2010–11 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 accommodation work, and organised ergonomic assessments and refresher courses in first aid.

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

Organisational business systems

Objective

Continually improve office systems and processes to achieve office and government goals

Key issues and challenges

- Implement risk management and continual improvement strategies for the office
- Ensure office systems and processes, in particular information technology and information management, continually evolve to support the office's objectives
- Maximise the use of information technology to improve the community's access to legislation

Strategies

- Apply risk assessment and continual improvement processes in line with new developments
- Review and improve appropriate corporate governance systems and processes
- Review and improve an information management system that is reliable, compliant and accountable

Our business

Information systems and record-keeping

The office uses TRIM, its electronic documents and records-management system to 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.

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.

It was intended to implement stage 2 of TRIM this year, however, this project was re-evaluated and will be considered as part of the eLegislation initiative.

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.

An internal review of our response to the weather events of early 2011 has made recommendations for improved business continuity. These recommendations are being implemented.

Risk management and audit

The office continues to improve integration of its business planning and risk-management processes to allow 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 officers 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 the committee, and the services it provides to the office, can be found in the Department of the Premier and Cabinet's annual report.

Library

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

2010–11 achievements of the library included:

- the review and rationalisation of library subscriptions, including transitioning to online subscriptions
- maintenance of a weekly library update service that includes contents pages and abstracts of legal journals, and reports made available on the intranet.

Intranet and wiki

The office's intranet is a key reference and communication tool and it is now being supplemented by a wiki. Wiki is Web2.0 technology that allows any staff to publish and update information. It enables information to be captured across the office, thereby ensuring a more complete collection of corporate knowledge.

Our achievements

The office continued to improve and refine its information technology systems throughout the year. The significant change was the updating of all computer workstations, which has seen a marked reduction in maintenance calls. A mix of desktop and portable computing devices has been implemented to further support business continuity as well as work/life balance initiatives for staff due to the longer hours worked at certain periods. The introduction of dual displays has also been beneficial to drafting staff, streamlining consultation with instructing officers.

LegMD database

The LegMD database offers enhanced technology to capture and report on critical metadata about legislation. Significant progress was made with the database during 2010–11 culminating in system testing, training and implementation of revised business processes during May and June. With progressive roll-out, this system will deliver significant benefits to the office and its clients.

Prior to LegMD, compiling the annotations was a time-consuming, manual task as information was stored separately in several unrelated data stores. Changes in legislation were posted in the form of a cumulative update on the website as the office did not have the resources to be able to post the updates more often.

LegMD provides a single point of data entry, enabling changes to be entered into the database immediately and output in a variety of ways. All staff now have access to reports on important areas including commencing legislation and Bills, Acts and subordinate legislation amended

by Bills at draft or introduced stage. Annotated information can also be published on the office's website more frequently.



The LegMD team: Sue Pavasaris, Stacey Talbot, Jon Beets, Robyn Morrison, Pam Pike, John Panasiuk.

Future directions

In 2011–12 the office will continue to develop its strategic response to all-of-office requirements for advanced technology, which will include:

- commencing the eLegislation project
- improving record-keeping systems, procedures and practices
- enhancing processes that streamline the drafting function of the office
- enhancing processes that streamline the production, supply and publication of legislation and legislative information
- enhancing processes that better inform staff.

OUR GOVERNANCE ARRANGEMENTS

Executive management

OQPC executive management group



The executive management group: Theresa Johnson, Ian Beale, Ian Larwill and Annette O'Callaghan.

The Parliamentary Counsel manages OQPC generally through the executive management group. The group currently comprises the Parliamentary Counsel and the three Deputy Parliamentary Counsel and meets weekly, with cancellations limited to four occasions during 2010–11.

The objectives of the executive management group for 2010–11 were to:

- oversee production and communication of the government's legislative program
- provide general management and strategic direction for 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 structure of groups and committees.

The achievements for the executive management group for 2010–11 included:

- the successful production and communication of the government's legislative program
- the development of the office's strategic plan, and the revision of its business plan and risk register
- planning for system improvements over the next two years
- the review and approval of office policies and procedures
- reviewing the office's business continuity processes after the January floods
- driving 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.

Theresa Johnson, Queensland Parliamentary Counsel

Theresa Johnson was appointed Queensland Parliamentary Counsel in February 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. Theresa has previous experience in private practice, academia and the Commonwealth public sector where she began her drafting career with the Commonwealth Office of Parliamentary Counsel.

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. Theresa joined OQPC shortly after and in the ensuing decades has drafted much significant Queensland 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 in 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 the Premier and Cabinet, Communities, Community Safety, Education and Training, Health, Justice and Attorney-General, Police, Public Works and Transport and Main Roads.

Ian Beale, Deputy Parliamentary Counsel

Ian Beale was appointed Deputy Parliamentary Counsel in 2008. Ian is an admitted solicitor with Bachelor of Law, Bachelor of Arts and Master of Law degrees from the University of Queensland. Before joining the office, Ian was employed as a solicitor for 12 years in a Brisbane firm of solicitors and during that time gained extensive experience in litigation and commercial law practice. Ian joined the office in 1995 and has contributed to drafting significant legislation and to office management and practice over the ensuing 16 years.

As Deputy Parliamentary Counsel for Group 2, Ian manages the group and supervises the preparation of legislation for the Departments of Treasury, Employment, Economic Development and Innovation, Environment and Resource Management, and Local Government and Planning.

Annette O'Callaghan, Deputy Parliamentary Counsel

Annette O'Callaghan was appointed Deputy Parliamentary Counsel in December 2010. Annette has a Bachelor of Law degree from the Queensland University of Technology and began her legal career in Queensland at Crown Law. Annette first joined the office in 1993 and had some 11 years' experience before performing senior roles in two other jurisdictions. In Victoria, Annette assisted the Chief Parliamentary Counsel in the management, leadership and development of staff and the implementation of the government's legislative program. In the New South Wales Parliamentary Counsel's Office, Annette drafted significant legislation on behalf of the Parliamentary Counsel's Committee, including the Health Practitioner Regulation National Law and the Occupational Licensing National Law.

As Deputy Parliamentary Counsel for Group 3, Annette is responsible for national scheme legislation and manages the office's business services. We welcome Annette back to the Queensland office in this new position.

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:

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

Information privacy and right to information

During 2010–11 OQPC continued to implement the government's information privacy and right to information reforms under the *Right to Information Act 2009* and the *Information Privacy Act 2009*.

The office's Privacy Plan, published on the website, outlines how it manages its information privacy obligations. Office systems, including the eDRMS, have made it easier to control access to confidential information.

The office publishes Right to Information material prominently on its website and is committed to the 'push' model for easier access to information.

In keeping with this, the office is implementing creative commons licences under GILF (Government Information Licensing Framework). GILF provides that copyright-protected information is licensed under the least restrictive of the six creative commons licences unless there are reasons—for example, privacy or commercial-in-confidence—that determine that a more restrictive licence be used.

OQPC's Information Privacy/Right to Information contact officer can be contacted on (07) 3237 0466 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. OQPC staff participated in mandatory refresher training coordinated by the Department of the Premier and Cabinet in 2011.

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 officers in relation to contraventions of the code. A copy of the code of conduct is available on request.

In addition, the Parliamentary Counsel and senior executives, as part of the integrity and accountability framework for government, provide an annual Declaration of Interests as an important part of ensuring no conflict or possible conflict between a person's personal interests and the person's official duties as determined under the *Integrity Act 2009*.

Public interest disclosures

The *Whistleblowers Protection Act 1994* has been repealed and replaced with the *Public Interest Disclosure Act 2010*, which came into effect on 1 January 2011. From this date, agencies must report public interest disclosures to the Public Service Commission. For the period 1 July 2010 to 31 December 2010 the office received no public interest disclosures.

External scrutiny

External scrutiny of our services/business:

The office carefully considers reports by parliamentary committees about legislation, including, in particular, reports about matters relating to the application of FLPs.

In August 2010 the Scrutiny of Legislation Committee published its final report about its review of the *Statutory Instruments Act 1992*, part 7 (Staged automatic expiry of subordinate legislation). Its recommendations included that OQPC's obligation under the Act to notify administering agencies about the expiry of subordinate legislation should remain.

External scrutiny of our corporate governance:

In 2010–11 the operations of the Department of the Premier and Cabinet were subject to external reviews and audits. OQPC is included in the financial and compliance audits. There were no qualified audits.

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 re-used. Apart from the supply of certified copies of subordinate legislation, which need to be printed on archival-quality paper, the office uses 50 per cent recycled paper for its day-to-day needs.

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



FINANCIAL STATEMENTS

For the year ended 30 June 2011

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 Services'. 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.

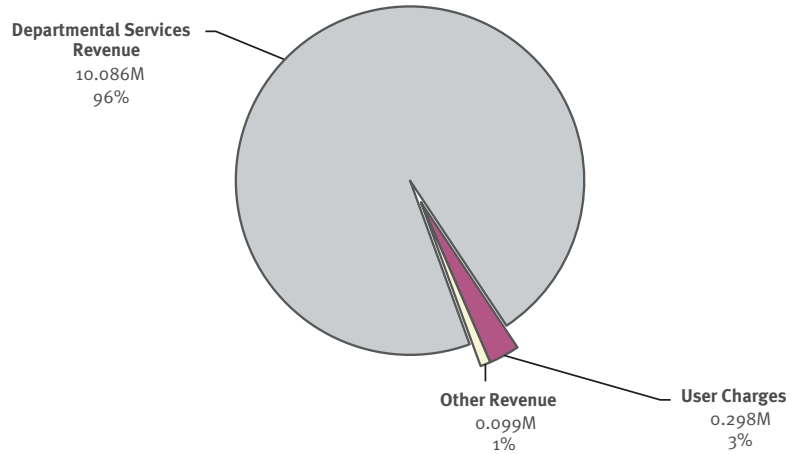
The Statement of Comprehensive Income for the office has been prepared on an accrual basis in accordance with the prescribed requirements. Revenues and expenses have been recognised as part of the Statement of Comprehensive Income of the office and include allocations for corporate support and executive 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 2011.

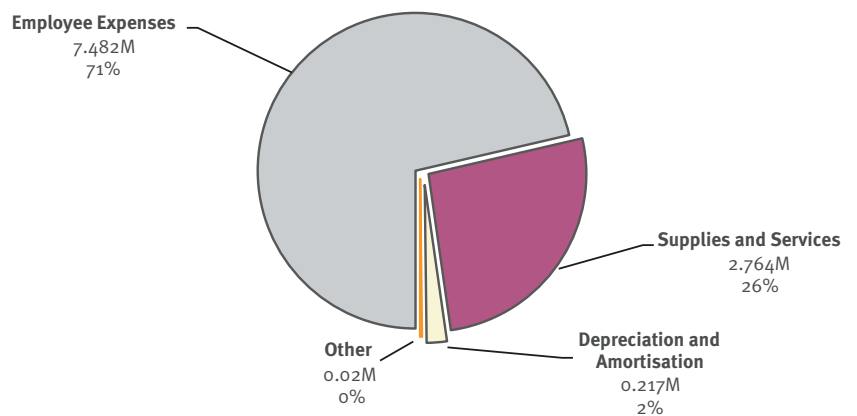
In compliance with AASB1052 Disaggregated Disclosures the Statement of Assets and Liabilities for the office is disclosed. It discloses the assets deployed and liabilities incurred by the office. The graph below shows assets and liabilities as at 30 June 2011 and their comparatives.

Further information is provided in the department's 2010–11 Annual Report.

Income for the year ended 30 June 2011



Expenses for the year ended 30 June 2011



Assets and Liabilities as at 30 June 2011



OFFICE OF THE QUEENSLAND PARLIAMENTARY COUNSEL
Statement of Comprehensive Income
for the year ended 30 June 2011

	Notes	2011 \$'000	2010 \$'000
Income from Continuing Operations			
Revenue			
Departmental services revenue	2	10,086	9,511
User charges	3	298	118
Other	4	99	135
Total income from Continuing Operations		10,483	9,764
Expenses from Continuing Operations			
Employee expenses	5	7,482	6,910
Supplies and services	6	2,764	2,609
Grants and subsidies	7	-	54
Depreciation and amortisation	8	217	176
Impairment loss	9	-	(3)
Other expenses	10	20	18
Total expenses from Continuing Operations		10,483	9,764
Operating Result from Continuing Operations		-	-

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

OFFICE OF THE QUEENSLAND PARLIAMENTARY COUNSEL
Statement of Assets and Liabilities
for the year ended 30 June 2011

	Notes	2011 \$'000	2010 \$'000
Current Assets			
Cash and cash equivalents	11	75	37
Receivables	12	468	251
Other	13	96	27
Total Current Assets		639	315
Non Current Assets			
Property, plant and equipment	14	127	382
Intangible assets	15	611	567
Total Non Current Assets		738	949
Total Assets		1,377	1,264
Current Liabilities			
Payables	16	375	392
Accrued employee benefits	17	233	165
Total Current Liabilities		608	557
Total Liabilities		608	557

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 2011, 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 2011.

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 office did not voluntarily change any of its accounting policies during 2010–11.

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

	2011 \$'000	2010 \$'000
2. Reconciliation to payments from Consolidated Fund		
Departmental services revenue		
Budgeted departmental services appropriation	10,086	9,511
Departmental services revenue recognised in Statement of Comprehensive Income	10,086	9,511
3. User charges		
Publications	27	39
Professional services	248	47
Other	23	32
	298	118
4. Other revenue		
Resources received below fair value	94	99
Other	5	36
	99	135
5. Employee expenses/Number of Employees		
Salaries, wages and allowances	6,155	5,658
Salary related taxes	419	413
Superannuation	725	667
Long service leave levy	125	99
Other	58	73
	7,482	6,910

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

	2011	2010
• Number of Employees	68.39	55.34

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

	2011 \$'000	2010 \$'000
6. Supplies and services		
Administration costs	19	5
Advertising and promotions	4	14
Building services	1,466	1,433
Information technology bureau services	437	413
Maintenance	55	44
Motor vehicle costs	156	197
Office supplies, books, legislation and statutes	165	145
Professional services	56	88
Telecommunications	55	79
Travel	17	32
Other	334	159
	2,764	2,609
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	144	120
Intangibles	73	56
	217	176
9. Impairment Loss		
Impairment loss	-	(3)
	-	(3)
10. Other expenses		
Losses from disposal of property, plant and equipment	-	2
Other	20	16
	20	18
11. Cash and Cash Equivalents		
Cash at bank and on hand	75	37
	75	37
12. Receivables		
Trade debtors	142	171
Less: Provision for impairment	-	(1)
GST receivable	30	20
Long service leave reimbursements	58	12
Annual leave reimbursements	135	49
Other receivable	103	-
	468	251

	2011 \$'000	2010 \$'000
13. Other		
Security deposits	-	-
Prepayments	96	27
	96	27

14. Property, Plant and Equipment

Plant and equipment:		
At cost	1,145	879
Less: Accumulated depreciation	(1,035)	(620)
Capital work in progress	17	123
	127	382

15. Intangible Assets

Software internally generated:		
At Cost	419	384
Less: Accumulated amortisation	(161)	(108)
Work in progress	353	291
	611	567

16. Payables

Trade Creditors	375	392
	375	392

17. Accrued employee benefits

Long service leave levy payable	34	23
Annual leave levy payable	162	131
Wages outstanding	37	11
	233	165

Compliance checklist – annual report

The characteristics of a quality annual report are that it:

- complies with statutory and policy requirements
- presents information in a concise manner
- is written in plain English
- provides a balanced account of performance – the good and not so good.

FA Act *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*

Summary of requirement	Basis for requirement	Annual report reference
Accessibility	• Table of contents	Table of contents
	• Glossary	Glossary
	• Public availability	Communication objective
	• Interpreter service statement	Communication objective
	• Copyright notice	Communication objective
	• Government Information Licensing Framework (GILF) Licence	Communication objective
Letter of compliance	• A letter of compliance from the accountable officer or statutory body to the relevant Minister(s)	Letter of compliance
General information	• Introductory information	Overview
	• Agency role and main functions	Overview
	• Operating environment	Overview
	• External scrutiny	Our governance arrangements
	• Machinery of government changes	N/A*
	• Review of proposed forward operations	Overview
Non-financial performance	• Government objectives for the community	Overview
	• Other whole-of-government plans / specific initiatives	N/A*
	• Council of Australian Government (COAG) initiatives	N/A*
	• Agency objectives and performance indicators	Our achievements Our performance
	• Agency services and service standards	Our performance
	• Summary of financial performance	Financial statements
Financial performance	• Chief Finance Officer (CFO) statement	N/A*
	• Organisational structure	Overview
Governance – management and structure	• Executive management	Our governance arrangements
	• Related entities	N/A*
	• Schedule of statutory authorities or instrumentalities	N/A*
	• Boards and committees	N/A*
	• Public Sector Ethics Act 1994	Our governance arrangements
	• Whistleblowers Protection Act 1994	Our governance arrangements
	• Risk management	Organisational business systems
	• Audit committee	Organisational business systems
Governance – risk management and accountability	• Internal Audit	Organisational business systems

Summary of requirement	Basis for requirement	Annual report reference
Governance – human resources	• Workforce planning, attraction and retention	• ARRs – section 15.1 Organisational capability
	• Early retirement, redundancy and retrenchment	• Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i> Organisational capability
	• Initiatives for women	• ARRs – section 15.3 Organisational capability
	• Carers (Recognition) Act 2008	• <i>Carers (Recognition) Act 2008</i> Organisational capability
Governance – operations	• Consultancies	• ARRs – section 16.1 Organisational capability
	• Overseas travel	• ARRs – section 16.2 Organisational capability
	• Information systems and recordkeeping	• ARRs – section 16.3 Organisational business systems
	• Waste management	• <i>Environmental Protection (Waste Management) Policy 2000, Environmental Protection Act 1994</i> Our governance arrangements
Other prescribed requirements	• Indigenous matters (The Queensland Government Reconciliation Action Plan 2009–2012)	• <i>The Queensland Government Reconciliation Action Plan 2009–2012</i> Organisational capability
	• Shared services	• ARRs – section 17.2 Organisational capability
	• Carbon emissions	• <i>Premier's Statement 17.3</i> Our governance arrangements
Optional information that may be reported	• Right to Information	• <i>Right to Information Act 2009</i> Our governance arrangements
	• Information Privacy	• <i>Information Privacy Act 2009</i> Our governance arrangements
Financial statements	• Certification of financial statements	• FA Act – section 62 • FPMS – sections 42, 43 and 50 N/A*
	• Independent Auditors Report	• FA Act – section 62 • FPMS – section 50 N/A*
	• Remuneration disclosures	• <i>Financial Reporting Requirements for Queensland Government Agencies</i> N/A*

*Not applicable to OQPC. Appropriate information is contained in the Department of the Premier and Cabinet annual report.

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 the Act.

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.

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.

Feedback survey 2010–11

Dear reader,

We would appreciate you completing this survey about our annual report. Your comments will help us improve future reports to better meet your needs.

Responses can be emailed to <legislation.queries@oqpc.qld.gov.au> or faxed to the office on (07) 3235 4513.

From: _____

Date: _____

Please circle or comment as appropriate

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
Value of information	Excellent	5	4	3	2	1	Poor
Level of detail provided	Excellent	5	4	3	2	1	Poor

Would you like to see anything else included in the report?

Other comments:

Where are you from?

☐ Queensland Government

☐ Local or Commonwealth government

☐ Academia

☐ Legal organisation

☐ General community

☐ other

Thank you for taking the time to complete our survey.



