

2011–12

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# Annual Report

Office of the Queensland Parliamentary Counsel



## Communication objective

This annual report provides information about the Office of the Queensland Parliamentary Counsel's financial and non-financial performance for the 2011–12 financial year. 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 *OQPC's 2011–15 Strategic Plan* and the *2011–12 Service Delivery Statements*.

This report has been prepared for the Premier to submit to the Parliament. It has also been prepared for the general community.

Copies can be obtained by contacting the office on (07) 3237 0170 or (07) 3222 2945 [fax] or <feedback@oqpc.qld.gov.au> or via our website at <www.legislation.qld.gov.au>.

Readers are invited to comment on this report either by using the feedback survey on the last page or via the Queensland legislation website at <www.legislation.qld.gov.au>.



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.

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## Letter of compliance

27 September 2012

The Honourable Campbell Newman MP  
Premier of Queensland  
Executive Building  
Level 15, 100 George Street  
Brisbane Qld 4000

Dear Premier

I am pleased to present the Annual Report 2011–12 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.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Theresa Johnson', with a long, sweeping underline that extends to the left.

**Theresa Johnson**  
Parliamentary Counsel

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# Overview

# From the Parliamentary Counsel

It is with particular pleasure that I present the annual report of the Office of the Queensland Parliamentary Counsel in its 20<sup>th</sup> anniversary year.

The office was established on 1 June 1992 under the *Legislative Standards Act 1992* to achieve the purposes of the Act, namely, to ensure that Queensland legislation is of the highest standard; an effective and efficient legislative drafting service is provided for Queensland; and Queensland legislation, and information about it, is readily available in both printed and electronic form. I take pride in the office's work over the last 20 years in achieving these purposes, particularly its achievements over the last year.

Many of those who sent messages of congratulations for the office's anniversary commented on how much has changed in the last 20 years: typewriters have been replaced with desktop and laptop computers; working exclusively onsite has been replaced with the flexibility of being able to work either onsite or offsite using secure connections; the laborious task of cutting and pasting hard copies of legislation to produce a consolidation has been replaced by electronic reprints that are sometimes publicly available as little as 24 hours after a change to the relevant legislation; point-in-time reprints are now also available; and, with the advent of the internet, the way in which

people access legislation has been revolutionised with demand for printed legislation largely being replaced by demand for free electronic versions.

One aspect of the office which has not changed is the enormous dedication and talent of those who work here and I take this opportunity to thank each person for the unique contribution they have made to the office's achievements over the past year. This annual report describes our performance and key achievements, challenges and future direction.

Demand for drafting services during the year continued to be high with the office working with a new government and a new Premier of Queensland, the Honourable Campbell Newman MP, after the state election in March. The office has already produced several items of significant legislation supporting the new government's objectives, including the *Treasury (Cost of Living) and Other Legislation Amendment Act 2012*, and will be applying its drafting and publishing services in support of the government's objective to cut red tape and regulatory burden by 20 per cent. In addition, the office contributed to the drafting of national scheme legislation, including by drafting legislation regulating heavy vehicles and occupational licences.

The preparation of legislation is a team exercise in which those who instruct drafters on behalf

of Ministers or other Members of Parliament play a critical role in facilitating the quality and timeliness of the legislation produced. To assist instructors, the office delivered several full-day interactive courses and other training sessions for instructing officers and released a booklet, *Working with QGPC on Queensland legislation*.

The quality of Queensland legislation is also greatly affected by whether it has sufficient regard to the rights and liberties of individuals and the institution of Parliament. No-one wants legislation that allows the state to compulsorily acquire their property without fair compensation or to unilaterally cancel their business licence without any review. No-one wants legislation that totally abdicates significant law-making power from Parliament to another entity. These fundamental legislative principles (FLPs) underlie a parliamentary democracy based on the rule of law and the office has a key role in advising on the application of these principles when legislation is being prepared. To improve accessibility to information about the principles, an *FLP Index* prepared by the office has been made available on the government extranet. The document indexes and links to all principles identified by current and former parliamentary committees when examining Queensland legislation and supplements the detailed discussion of the principles in the

*FLP Notebook*. A complete revision of the *FLP Notebook* will be publicly available next year.

As a result of the relatively recent retirement of several very experienced drafters, an important priority for the office continues to be the development of its renewed workforce. Several initiatives were undertaken this year to accelerate the development of drafters and other officers. For example, with the generous assistance of the Commonwealth Office of the Parliamentary Counsel, more than half the office's drafters (those with less than five years' experience) undertook a three-day drafting intensive.

Legislative drafting and publishing is a highly specialised field and opportunities for information exchange with colleagues from equivalent interstate and international offices is invaluable. These opportunities are primarily arranged through the Australasian Parliamentary Counsel's Committee (PCC) which consists of the heads of the drafting offices in Australia and New Zealand. The committee met four times and had numerous teleconferences and email exchanges this year to discuss national scheme legislation and general issues. Several staff participated in the PCC's sixth drafting conference held in Adelaide and the PCC's annual IT Forum held in Melbourne.

The office has also willingly continued its support for the development of legislative drafting capacity in other countries and, as part of externally funded projects, this year hosted emerging drafters from Rwanda and Bhutan and visited Bhutan to deliver training.

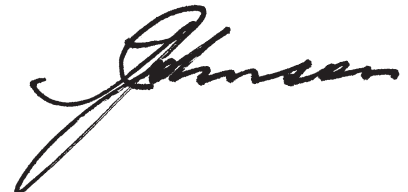
During the year, the office published 895 electronic reprints and supplied 148 reprints to the government printer for publication in authorised hard-copy form. In response to changing user access demands, the office commenced its eLegislation project which will include the authorisation of electronic legislation next year and ultimately the introduction of a new drafting and publishing tool and content management system. This year the eLegislation project delivered the first stage of a backcapture subproject, making available online in searchable format Acts as passed between 1970 and 1991. Previously, these Acts were only available in printed form.

The publication of information about legislation has always been an important part of the office's legislative access program, with updates published on the Queensland legislation website on a weekly basis. The launch of the LegMD database on 1 July 2011 significantly improved the way the annotations are generated, automating much of a previously manual process.

In recognition of the need to make accessing Queensland legislation as easy as possible, the office released a booklet called *Finding Queensland legislation and information*. This booklet is primarily designed to help new and occasional users of legislation, including new drafting instructors, understand the basic processes involved in making written law and accessing it.

These publishing initiatives contribute to an integrated program of work enabling the office to respond to a community with high expectations for information delivery.

The office has the significant challenge of continuing to produce high-quality legislation and publications while embarking on the developments necessary to ensure an effective and efficient drafting and publishing service into the future. As we begin a new financial year, I believe the office is well placed to meet these challenges. I am confident that the next 20 years of the office's existence will be as productive and dynamic as its first two decades.



**Theresa Johnson**  
Parliamentary Counsel

# About the office

## Our history

The Office of the Queensland Parliamentary Counsel (the office) was established as a statutory authority on 1 June 1992 by the *Legislative Standards Act 1992*. Before this, the Parliamentary Counsel was part of the Department of the Premier and Cabinet although clearly differentiated from other areas of the department. The separate authority was created to better reflect the independent role of the Parliamentary Counsel.

## Our vision

Committed to excellence in Queensland legislation.

## 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; and
- an effective and efficient legislative drafting service is provided for Queensland legislation; and
- Queensland legislation, and information about Queensland legislation, is readily available in printed and electronic form.

## 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
- 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 to the government's objectives for the community

By drafting high-quality legislation and continually improving access to Queensland legislation, the office's work underpins all of the Queensland Government's objectives for the community:

- growing a four-pillar economy
- lowering the cost of living
- investing in better infrastructure and using better planning
- revitalising front-line services
- restoring accountability in government.

Details of the legislation drafted by the office during the 2011–12 year, including legislation that supports the Queensland Government's objectives, are provided on pages 13–15. The office plays a particularly important role advising on the application of fundamental legislative principles (FLPs) to proposed legislation.

## 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.

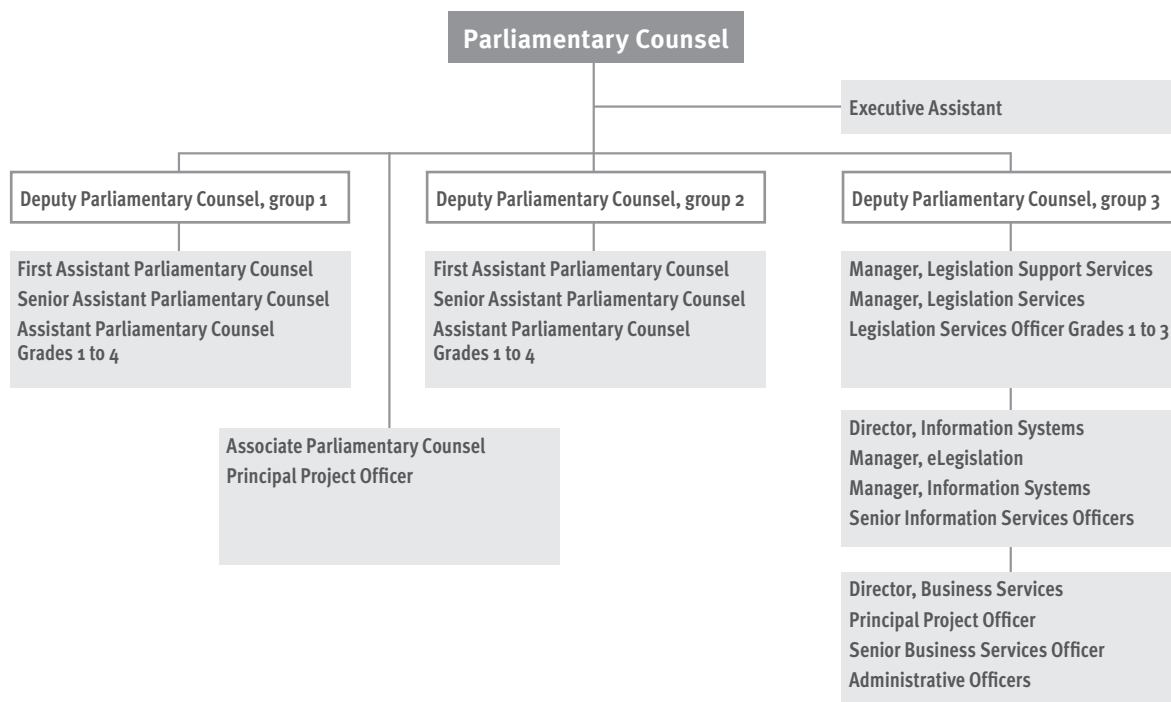
## Our operating environment and structure

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

The office's operating model consists of the Parliamentary Counsel's office and three groups. This operating model allows the office to maintain an optimum arrangement for high-quality service delivery and exemplary work practices, and provides a supportive work environment that allows the office's staff opportunities to develop and enhance their skills.

Groups 1 and 2 deliver drafting services to government and non-government clients. Group 3 delivers specialist editing, publishing and information services; IT and information management services; and corporate governance services. The organisational chart for the office as at 30 June 2012 is set out above right.

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



#### The portfolio responsibilities for groups 1 and 2 as at 30 June 2012

Group 1	Group 2
Aboriginal and Torres Strait Islander and Multicultural Affairs	Agriculture, Fisheries and Forestry
Communities, Child Safety and Disability Services	Energy and Water Supply
Community Safety	Environment and Heritage Protection
Education, Training and Employment	Local Government
Housing and Public Works	National Parks, Recreation, Sport and Racing
Justice and Attorney-General	Natural Resources and Mines
Premier and Cabinet	State Development, Infrastructure and Planning
Queensland Health	
Queensland Police Service	
Queensland Treasury and Trade	
Science, Information Technology, Innovation and the Arts	
Tourism, Major Events, Small Business and the Commonwealth Games	
Transport and Main Roads	

#### Our clients

The office's primary clients are those who provide instructions for drafting proposed legislation. These clients include the Premier, Ministers, members of the Parliament, and officers of government departments and entities.

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 Parliament may ask the Parliamentary Counsel for drafting services. The Parliamentary Counsel must comply with the request unless she considers it would not be possible to do so without significantly and adversely affecting the government's legislative program.

The office's publishing clients include the Parliament, government departments and entities, the courts and legal profession and the community generally.

The office prides itself on ensuring the needs of all its clients for drafting, publishing and information services are met in an effective and timely way.

# Snapshot of our performance

The office's performance measures are established through the annual State Budget process, and provide an indication of the demand for the office's services and the quality and timeliness of service delivery. The performance measures are published in the service delivery statement for the legislative drafting, advisory and information service in the State Budget 2011–12 Service Delivery Statements – Book 1.

## Service delivery statement for legislative drafting, advisory and information service

The office is responsible for delivering the legislative drafting, advisory and information service as specified in the State Budget.

### Summary performance statement

Service standard	Notes	2011–12 target/est.	2011–12 actual
Level of direct government drafting client satisfaction with legislative drafting services provided by the Office of the Queensland Parliamentary Counsel		85%	96%
Other measures	Notes	2011–12 target/est.	2011–12 actual
Reasonable levels of output:			
• Number of Bills provided	1	-	106
• Number of instruments of subordinate legislation provided		-	366
• Number of pages of Bills and subordinate legislation provided		-	12,439
• Number of amendments during consideration in detail provided		-	30
• Number of pages of amendments during consideration in detail provided		-	167
• Number of pages prepared in camera-ready form for publication		-	227,164
• Percentage of printed legislative publications with a mandatory deadline supplied within mandated timeframes		100%	100%
• Percentage of legislation reprints available online within five working days of the commencement of an amendment to the reprint		75%	94%

#### Notes:

1 – Workloads are driven by the government's legislative program and the sitting pattern of the Parliament. Demand for services is not consistent throughout the year and may vary from year to year.

## OQPC Strategic Plan 2011–15 performance summary

The OQPC Strategic Plan 2011–15 provides a number of performance measures and strategies for each of the office's strategic objectives for the 2011–12 year.

### The office's performance against objectives from the OQPC Strategic Plan 2011–15

Objective	Performance indicators
Queensland legislation is of the highest standard	Client satisfaction with drafting services Quantity of drafting services delivered
Accessibility to Queensland legislation is of the highest standard	Client satisfaction with publishing and information services Quantity and timeliness of publishing and information services delivered Level of accessibility of legislation
The office's organisational capability is of the highest standard	Executive management group's satisfaction with service delivery Attraction, development and retention of highly skilled and professional staff Office systems and business processes support service delivery

Surveys undertaken throughout the year with government instructors indicated a client satisfaction level of 96 per cent with the drafting services provided by the office. This exceeded the target satisfaction rate of 85 per cent. The summary performance statement sets out the quantity of drafting services delivered in the 2011–12 year. Additionally, the summary performance statement outlines the quantity and timeliness of publishing services in the 2011–12 year.

The Executive Management Group was satisfied with service delivery in relation to the office's organisational capability. The office enjoys a relatively stable workforce with several staff having been with the office since its establishment in 1992. However, the departure of several highly experienced drafters means the office is in a period of renewal. A critical factor for a specialised office is attraction, development and retention of highly skilled and professional staff. Using a benchmark of five years for drafting staff to become experienced and three years for legislation services staff to become experienced, only 46.2 per cent of drafters would be considered experienced while 82.4 per cent of legislation services officers would be considered experienced. The only exiting permanent staff had been retained for more than these benchmark periods.

Office systems and business processes supported the office's delivery of services with many key systems and processes reviewed and strengthened in the year. Business planning and risk management was undertaken throughout the year and strategies were developed, implemented and reviewed as required.

# Challenges, risks and future directions

In 2012, as the office celebrates its 20<sup>th</sup> anniversary, it is operating in a very different environment from the one established in 1992. Society and organisations are faced with adapting to an unprecedented rate of change in business, technology and communication. The community at large is generally more sophisticated in interactions with government agencies and more demanding of a high level of service. Access to the written law is an integral part of a strong democracy and the office continues its proud tradition of taking very seriously its role in providing access to legislation and resources that enable the community to understand legislation.

The office must balance meeting the strong demand for drafting, publishing and information services with maintaining a drafting product of the highest standard. In Queensland the drafting process includes advising on FLPs and assisting state government agencies to understand FLPs and how they are examined by the parliamentary committees that scrutinise legislation. As part of the office's ongoing commitment to engaging with its clients to improve the quality of drafting services, the office launched an online resource for FLPs in June 2012 on the government extranet.

In addition to drafting legislation for the government and private members in Queensland, the office drafts and reviews proposed national scheme legislation.

The office is committed to keeping up to date with national and international developments in drafting and publishing. Ensuring the office has the physical and human resources to deliver its services remains a significant challenge. The office is responding to its challenges and risks with a combination of business system improvements and staff attraction, development and retention strategies.

## Business system improvements

The legislation services team of the office has the challenge of providing information in increasingly shorter

time frames for clients with diverse requirements. Some of the work previously carried out manually by this team was significantly automated in the 2011–12 year with the introduction of the LegMD database in July 2011. This automation brought with it new work procedures, enabling the office to instantly generate reports and publish updates to legislative information more frequently. This move from manual to automated processes presented challenges met by the office's staff, who learnt new skills to ensure the introduction of LegMD realised the intended benefits by way of reduced time frames for a number of core activities.

The nature of the office's work means that it is very dependent on technology and there are significant challenges in selectively adopting and upgrading systems to keep abreast of change in a financially responsible manner. In the 2011–12 year the office commenced an eLegislation project which takes a holistic and integrated approach to business improvement.

The eLegislation project will deliver outcomes that will dramatically improve the way legislation is prepared and published. This project aims to see the implementation of a new drafting and publishing tool and a new content management system that will be more stable and sustainable and support an enhanced Queensland legislation website. Other outcomes from this project include Queensland having authorised legislation available on the website—currently only the printed versions published by the government printer are officially authorised. On 1 June 2012 the office completed stage 1 of a backcapture subproject, making available online in searchable format Acts as passed between 1970 and 1991. Future stages of this subproject will make all legislation made before 1991 available on the Queensland legislation website. While there are a number of significant risks and challenges in delivering this complex project, the return on investment will be indisputable.

## Staff attraction, development and retention

Meeting organisational challenges and managing the office's risks relies, in part, on the office's ability to attract, develop and retain a diverse and skilled workforce and to plan effectively to manage the impacts of rapid changes in society and technology.

The office competes with a variety of private and public sector entities for talented staff, and employees in 2012 are more open to career shifts and changes. As a result, the office will continue to focus on succession planning, knowledge management and flexible working practices to ensure it has a sustainable and competent workforce. Some examples of how the office is responding to these challenges and risks include:

- continually improving internal systems and processes to support staff in their work
- continually improving drafting capability through formal and informal development programs
- continually reviewing and improving knowledge transfer and management practices to ensure the expertise and knowledge of experienced employees are retained within the office
- providing opportunities for retired senior staff to continue to work on a fractional basis.

A particular challenge for the office is maintaining a high level of drafting capability. As at 30 June 2012, 46.2 per cent of drafters had five or more years' experience and 32 per cent of permanent drafting staff were aged over 50.

The office will continue to deliver Queensland legislation of the highest standard, and identify and manage effectively the risks and challenges that affect the office now and into the future.

The background of the page features a complex, abstract pattern of thin, light gray lines. These lines are arranged in a grid-like fashion but are curved and warped, creating a sense of depth and movement, similar to a distorted perspective or a topographical map. The lines are more densely packed in the upper left corner and become more sparse towards the bottom right.

# **Our performance and achievements**

# Legislative drafting, advisory and information service

## Objective: Queensland legislation is of the highest standard

The office's strategic objective of ensuring Queensland legislation is of the highest standard is measured as set out below.

### Related service standards from legislative drafting, advisory and information service

Service standard	Notes	2011–12 target/est.	2011–12 actual
Level of direct government drafting client satisfaction with legislative drafting services provided by the Office of the Queensland Parliamentary Counsel		85%	96%
Other measures	Notes	2011–12 target/est.	2011–12 actual
Reasonable levels of output:	1	-	106
• Number of Bills provided			
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• Number of amendments during consideration in detail provided		-	30
• Number of pages of amendments during consideration in detail provided		-	167

#### Notes:

1 – Workloads are driven by the government's legislative program and the sitting pattern of the Parliament. Demand for services is not consistent throughout the year and may vary from year to year.

## Strategies used to achieve this objective

- Develop and refine drafting instructions into draft legislation in a way that focuses on the draft legislation:
  - being legally effective, accurate, timely and meeting the needs of the office's clients
  - being accessible by being simply written and user-friendly and contributing to the quality, consistency and integrity of the Queensland statute book
  - being consistent with FLPs by showing commitment to individual rights and liberties and the institution of Parliament.
- Use effective quality control systems including for the management of risk.
- Identify and respond to emerging drafting issues and opportunities to improve drafting.
- Maintain strong, mutually productive relationships with clients to achieve the required drafting outcomes.

## What this service involves

- Delivering the government's legislative program.
- Delivering legislation for other drafting clients.
- Supporting Council of Australian Government (COAG) and other national reform agenda initiatives.

- Drafting subordinate legislation.
- Managing the staged expiry of subordinate legislation.
- Guiding drafting of exempt instruments.
- Providing drafting support services.

## Delivering the government's legislative program

During the 2011–12 year the office drafted Queensland Bills and subordinate legislation, as defined in the *Statutory Instruments Act 1992*, other than exempt subordinate legislation.

In some cases, the legislation was based on national scheme legislation prepared by the office or another jurisdiction for the Australasian Parliamentary Counsel's Committee (PCC). The committee consists of the heads of the drafting offices in Australia and New Zealand and oversees the preparation of national scheme legislation.

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

An indicator of drafting workload for a period is the total number of printed pages of Bills and subordinate legislation provided during that period. The number of Bills and instruments of subordinate legislation provided as set out below has remained relatively constant over the last five years, while the total number of pages provided has increased by approximately six per cent since last financial year. The office also drafted and supplied 30 government amendments for Bills that were debated in the Parliament.

In addition, the office provided 585 pages of consultation drafts for Bills and 18 pages of consultation drafts for subordinate legislation. These page counts are not included in the performance figures.

### Number of printed pages of Bills and subordinate legislation

Year	No. of Bills	No. of Bill pages	No. of instruments of SL	No. of SL pages	Total no. of Bills and instruments of SL provided	Total no. of pages provided
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
2011–12	106	7318	366	5121	472	12,439

### Significant legislation drafted during 2011–12

Title	Purpose
Aboriginal and Torres Strait Islander Land Holding Bill 2011 (lapsed 19 February 2012)	To provide a new framework for granting outstanding leases on Indigenous land and processes to facilitate agreements about leasing issues, to enhance processes for protecting Indigenous cultural heritage, and to clarify requirements about Indigenous access and use agreements under the <i>Land Act 1994</i> .
Animal Care and Protection and Other Legislation Amendment Bill 2012	To apply animal welfare obligations to acts done by Aboriginal people and Torres Strait Islanders who are exercising tradition or custom under native title rights or legislative authorisations, bringing Queensland in line with animal welfare legislation in other states.
Biosecurity Bill 2011 (lapsed 19 February 2012)	To replace a number of Acts with a single flexible and responsive biosecurity framework to prevent or minimise adverse effects of exotic or endemic pests and diseases and contaminants on human health, social amenity, the economy and the environment.
<i>Building Boost Grant Act 2011</i>	To establish a scheme for paying grants to persons buying or building new homes to assist affordability, increase the supply of housing and support employment in the construction industry.
<i>Business Names (Commonwealth Powers) Act 2011</i>	To refer legislative power to the Commonwealth Parliament to enable it to legislate for the registration and regulation of business names, repeal the existing Queensland business names legislation (the <i>Business Names Act 1962</i> and <i>Business Names Regulation 1998</i> ), and facilitate the migration of business names registration data to the Commonwealth Government.
<i>Charitable and Non-Profit Gaming (Two-up) Amendment Act 2012</i>	To legalise the responsible, not-for-profit conduct of two-up games by the Returned and Services League and Services clubs on Anzac Day, Remembrance Day and related prescribed days.
<i>Civil Partnerships Act 2011</i>	To provide for the legal recognition of particular relationships by registration.
<i>Civil Partnerships and Other Legislation Amendment Act 2012</i>	To amend provisions of the <i>Civil Partnerships Act 2011</i> relating to the involvement of civil partnership notaries, the holding of declaration ceremonies and the ending of registered relationships.
<i>Civil Proceedings Act 2011</i>	To implement the recommendations of the Rules Committee for the repeal, reform or relocation of the provisions of the <i>Supreme Court Act 1995</i> , and amend the <i>District Court of Queensland Act 1967</i> and the relevant Magistrates Courts legislation to harmonise the provisions common to all three courts and to assist in the integration, consistency and effectiveness of the court registries.
<i>Commonwealth Games Arrangements Act 2011</i>	To establish the Gold Coast 2018 Commonwealth Games Corporation to plan, organise and deliver the 2018 Commonwealth Games.
Criminal Law Amendment Bill 2012	To increase the non-parole period for murder in particular circumstances, to abolish Queensland's Sentencing Advisory Council, and to increase penalties for the offence of evading police.
Criminal Law (Two Strike Child Sex Offenders) Amendment Bill 2012	To increase penalties applying to repeat child sex offenders.
Criminal Law (False Evidence Before Parliament) Amendment Bill 2012	To amend the <i>Criminal Code</i> to re-introduce an offence to knowingly give false evidence to Parliament or its committees.
<i>Education and Care Services National Law (Queensland) Act 2011</i>	To apply the Education and Care Services National Law as a law of Queensland, providing for a national approach to the regulation, assessment and quality improvement of early childhood education and care.
<i>Education and Training Legislation Amendment Act 2011</i>	To extend the mandatory requirements regarding the reporting by teachers of sexual abuse and provide for the cancellation of teacher registration or permission to teach where a person is convicted of a serious offence.
<i>Health and Hospitals Network Act 2011</i>	To establish Local Health and Hospital Networks as separate legal entities in order to devolve operational management for public hospitals to the local level.

### Significant legislation drafted during 2011–12 (continued)

Title	Purpose
<i>Health and Hospitals Network and Other Legislation Amendment Act 2012</i>	To strengthen the decentralisation of healthcare delivery in Queensland by giving hospital and health boards greater control over key aspects of decision-making in their hospital and health services, remove the prohibition on hospital and health services owning land and buildings, allow hospital and health services to employ staff, provide for the establishment of advisory boards and executive committees and implement the revised national health funding arrangements.
Heavy Vehicle National Law Bill 2011 (lapsed 19 February 2012)	To provide for the application of Heavy Vehicle National Law (which consolidates and unifies existing laws regulating heavy vehicles and establishes a national heavy vehicle regulator), and to promote public safety and the efficient transport of goods and passengers by heavy vehicles across state and territory borders.
<i>Industrial Relations (Fair Work Act Harmonisation) and Other Legislation Amendment Act 2012</i>	To modernise the law to reflect certain key aspects of the Commonwealth industrial relations regime, and to require the Queensland Industrial Relations Commission to give consideration to the prevailing economic conditions when determining wages and employment conditions.
One Funding System for Better Services Bill 2011 (lapsed 19 February 2012)	To establish a framework for the process through which funding is provided by Queensland Government departments and in doing so, improve accountability and provide safeguards for publicly funded products and services.
<i>Parliament of Queensland and Other Acts Amendment Act 2012</i>	To amend the <i>Constitution of Queensland 2001</i> and the <i>Parliament of Queensland Act 2001</i> to set out formulae for determining the size and membership of the parliamentary portfolio committees according to the composition of the Assembly, to reform the Committee of the Legislative Assembly by including the Speaker as a member and chairperson, and to retitle the position of Parliamentary Secretary as Assistant Minister.
<i>Strategic Cropping Land Act 2011</i>	To implement a framework for managing development impacts on strategic cropping land and protect identified areas from developments with a permanent impact that diminish the land's productivity, and to establish a consistent process for assessing proposed development on strategic cropping land in order to provide clarity and certainty for investment decisions by the agriculture, urban development and resources sectors.
<i>Treasury (Cost of Living) and Other Legislation Amendment Act 2012</i>	To reinstate the transfer duty home concession, to increase the payroll tax exemption threshold, to freeze the regulated standard residential retail electricity tariff (Tariff 11) at 2011–12 prices (plus the cost of the Commonwealth Government's carbon tax) for one year from 1 July 2012 and to display carbon price impacts on electricity bills, to facilitate the establishment of an Office of Best Practice Regulation within the Queensland Competition Authority, and to remove the requirements to prepare and provide a sustainability declaration prior to the sale of residential dwellings.
<i>Vocational Education and Training (Commonwealth Powers) Act 2012</i>	To refer legislative power to the Commonwealth Parliament to regulate registered training organisations and vocational education and training courses, abolish the Training and Employment Recognition Council and transfer its remaining functions to Skills Queensland.
<i>Waste Reduction and Recycling Act 2011</i>	To establish a streamlined framework to reduce the consumption of natural resources and minimise the disposal of waste by encouraging waste avoidance and the recovery, reuse and recycling of waste, and to ensure a shared responsibility between government, business and industry and the community in waste management and resource recovery.
<i>Weapons Amendment Act 2011</i>	To increase penalties for behavioural offences associated with the misuse of weapons, and to strengthen provisions relating to knives in line with the National Prohibited Weapons Agreement and the National Prohibited Weapons List.
<b>Subordinate legislation</b>	
<i>Child Protection Regulation 2011</i>	To revise and rewrite the <i>Child Protection Regulation 2000</i> .
<i>Civil Partnerships Regulation 2012</i>	To support the operation of the <i>Civil Partnerships Act 2011</i> by prescribing the documents required to be provided to register a civil partnership and to list the relationships and corresponding laws in other jurisdictions that are taken to be registered as a civil partnership under the Act.
<i>Commission for Children and Young People and Child Guardian Regulation 2011</i>	To revise and rewrite the <i>Commission for Children and Young People and Child Guardian Regulation 2001</i> .
<i>Education and Care Services National Law (Queensland) Regulation 2011</i>	To prescribe various matters to support the implementation of the Education and Care Services National Law.
<i>Fire and Rescue Service Regulation 2011</i>	To revise and rewrite the <i>Fire and Rescue Service Regulation 2001</i> .

### Significant legislation drafted during 2011–12 (continued)

Title	Purpose
<i>Fisheries (Gladstone Harbour and Surrounding Waters) Emergency Disease and Quarantine Declaration 2011</i>	To place restrictions on taking and possessing fish and using fishing apparatus in Gladstone Harbour and adjacent waters to deal with a significant threat to fisheries resources and human beings posed by diseased fish in the waters.
<i>Fisheries Legislation Amendment and Repeal Regulation (No. 1) 2011</i>	To restructure Gulf of Carpentaria commercial net fishery licence conditions for waters further than seven nautical miles offshore, to provide greater clarity in the description of particular regulated waters, and to introduce catch, bag and season limits for certain species of fin fish in the Gulf to ensure their sustainability.
<i>Geothermal Energy Regulation 2012</i>	To introduce a regulatory framework for the exploration of geothermal energy.
<i>Health and Hospitals Network Regulation 2012</i>	To establish 17 Hospital and Health Services and prescribe matters relating to employment for certain health service employees.
<i>Rural and Regional Adjustment Amendment Regulation 2012</i>	To establish a financial assistance scheme to assist veterinary surgeons at risk of exposure to the Hendra virus in purchasing personal protective equipment.
<i>Safety in Recreational Water Activities Regulation 2011</i>	To remake the provisions for recreational diving and snorkelling in the <i>Workplace Health and Safety Regulation 2008</i> .
<i>Water Resource (Fitzroy Basin) Plan 2011</i>	To create a new management plan to sustainably manage water and a framework for accessing and using water in the Fitzroy Basin region.
<i>Witness Protection Regulation 2011</i>	To revise and rewrite the <i>Witness Protection Regulation 2001</i> .
<i>Work Health and Safety Regulation 2011</i>	To give effect to the national model WHS regulations that, together with the national model WHS Act and a suite of national model WHS codes of practice, form the national model WHS laws.

### Delivering legislation for other drafting clients

Four Bills were prepared by the office during the 2011–12 year for non-government members of the Parliament. The office also supplied eight non-government amendments for Bills that were debated in the Parliament.

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 requests are met with the highest standard of service and supported by the office's duty of confidentiality to clients, the office follows the general practice, wherever possible, of allocating the drafting of amendments to the drafter of the Bill.

All confidential communications between a client and the office are subject to legal professional privilege and may not be disclosed by the office without the client's consent.

### Supporting Council of Australian Government (COAG) and other national reform agenda initiatives

The PCC is responsible for drafting and reviewing national scheme legislation which facilitates regulatory reforms initiated by COAG and other Ministerial Councils, including under the National Partnership Agreement to deliver a Seamless National Economy (the Agreement). Queensland is represented on the PCC by the Queensland Parliamentary Counsel.

Under the Agreement and other reform initiatives, Queensland is committed to reducing the level of unnecessary or inconsistent regulation, delivering agreed deregulation and competition priorities and improving processes for regulation making and review. These objectives are consistent with the Queensland Government's stated objective to cut red tape and regulation by 20 per cent.

The office, through the Queensland Parliamentary Counsel's membership of the PCC, made a significant contribution to the progress of

COAG and other national reform initiatives in 2011–2012. National scheme legislation, drafted by the office on behalf of the PCC, included legislation regulating heavy vehicles and legislation establishing a national system of licensing for tradespersons. The office also contributed to the drafting of other national scheme legislation by reviewing, on behalf of the Queensland Government, legislation drafted by other members of the PCC dealing with the registration and regulation of business names, health reforms to decentralise healthcare delivery, the regulation of registered training organisations and vocational education and training courses, maritime safety, rail safety, e-conveyancing, payroll tax reforms, community housing and electricity and gas retail matters.

The office's contribution to drafting and reviewing national scheme legislation through PCC contributed to Queensland meeting payment milestones agreed with the Commonwealth, including milestones under the Agreement for which payments of up to \$41.01 million were payable by the Commonwealth to Queensland in 2011–12.

## Drafting subordinate legislation

All Queensland subordinate legislation, other than exempt instruments, is drafted by the office. The office certifies subordinate legislation it has drafted if it is satisfied the subordinate legislation is lawful and has sufficient regard to FLPs. During the 2011–12 year the office certified 366 instruments of subordinate legislation.

If the office refuses to certify proposed subordinate legislation, the instrument must, under the *Queensland Cabinet Handbook*, be approved by the Premier or the Cabinet before it is made.

## Managing the staged expiry of subordinate legislation

### Automatic expiry and exemption from expiry of subordinate legislation

A significant regulatory reform device in the maintenance of the Queensland 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 and 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 if:

1. the subordinate legislation is substantially uniform or complementary with legislation of the Commonwealth or another state or a territory
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.

In August 2011, 76 instruments of subordinate legislation were exempt from expiry until various dates. Of the subordinate legislation currently shown as exempt from expiry in the *Statutory Instruments Regulation 2002*, schedule 3:

- six instruments are exempt on the basis they are uniform subordinate legislation (two of the six are first exemptions)
- nine instruments are exempt on the basis replacement subordinate legislation is being drafted
- 61 instruments are exempt on the basis the Acts under which the subordinate legislation is made are subject to review (18 of the 61 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 the Queensland legislation website. The guidelines for drafting local government exempt instruments and university statutes were reviewed during the 2011–12 year and will be republished shortly.

Examples of provisions in Queensland Acts that provide for exempt subordinate legislation include:

- *Legislative Standards Act 1992*, section 2, definition **exempt instrument**, paragraph (a)—a local law
- *Public Trustee Act 1978*, section 17(6)
- *University of Queensland Act 1998*, section 53.

## Providing drafting support services

The office continued to provide drafting support services to the Parliament and the Governor in Council during the 2011–12 year.

In performing functions in the Bill-to-Act process, the office produces all the versions of Bills required for a Bill's passage through the Parliament and for assent by the Governor. Under the instruction of the Clerk of Parliament, the office inserts into a Bill 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 notification or, if necessary, publication of subordinate legislation in the *Queensland Government Gazette* for client departments.

Since 19 May 2011 it has been a requirement under the *Legislative Standards Act 1992*, section 22(2) that all subordinate legislation be accompanied by an explanatory note. The office formats the explanatory notes, as well as regulatory impact statements, and arranges for their publication and their tabling in the Parliament with the subordinate legislation.

## Assessing client satisfaction for legislative drafting

To assess client satisfaction with the quality of its legislative drafting services, the office surveys individual government instructors for each significant item of legislation produced.

As part of the office's commitment to continuous improvement, during the 2011–12 year the manual PDF-based system for seeking feedback was replaced with an online version using the survey software, SurveyMonkey. This new approach makes it easier for surveyed instructors to respond, and enables the office to streamline the process of sending out requests and

collating and analysing the feedback received.

The target is an overall client satisfaction rating of 85 per cent of surveyed instructors viewing the drafting service provided by the office as being good or very good. This rating is an aggregate of rating by surveyed instructors in four areas:

1. advice on alternative ways of achieving policy objectives
2. advice on the application of FLPs
3. the drafting process
4. the overall drafting product.

#### **Results for 2011–12**

For the 2011–12 year, the office achieved an overall client satisfaction rate of 96 per cent.

#### **Advice on alternative ways of achieving policy objectives—94.7 per cent**

Under the *Legislative Standards Act 1992*, section 7, the office has a specific function of providing 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 policy formulation 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 government position in relation to particular provisions
- how the presentation of a law can make it user-friendly.

#### **Commitment to Fundamental Legislative Principles (FLPs)**

The office is committed to drafting legislation that has sufficient regard to FLPs. In Queensland, parliamentary portfolio committees with areas of responsibility that collectively cover all areas of government activity examine all legislation. This includes scrutinising legislation to check its compliance with FLPs.

The office has developed an electronic database of reports published by the parliamentary committees, and alerts previously published by the Scrutiny of Legislation Committee (which had responsibility for examining legislation before 30 June 2011). On 1 June 2012, the database, known as the *FLP Index*, was made available on the government extranet.

#### **Advice on the application of FLPs—94.6 per cent**

The office's functions under the *Legislative Standards Act 1992* include advising Ministers, government entities and members of the Parliament 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:

- derive their force from the values they enshrine
- are not absolutes, and can be displaced
- may conflict with each other
- 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 parliamentary portfolio committees 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. Except where time frames prevent it, 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.

The office has only a limited role in the legislative processes of government. It acknowledges the role of the portfolio parliamentary committees and has strived to keep instructors fully informed of the committees' concerns. During the 2011–12 year the office continued to work with its clients to develop provisions that achieve both policy objectives and compliance with FLPs.

### The drafting process—96.9 per cent

During the 2011–12 year 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
  - 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.

### The overall drafting product—96.8 per cent

During the 2011–12 year the office continued to review its practices and precedents (in particular, its provisions dealing with inspectors' powers) and to publish comprehensive information about legislative matters, to ensure Queensland's statute book is of the highest standard.

### Assisting instructors and visiting drafters

During the 2011–12 year the office hosted visiting overseas drafters:

- Principal State Attorneys from Rwanda, Speciose Kabibi and Linda Atukunda, undertook a two-week placement at the office in August as part of the Sydney Law School's Legislative Drafting Capacity Building in East Africa program.
- Bhutanese drafters, Dema Lham (National Assembly Secretariat) and Kunzang Dukpa (Office of the Attorney-General), undertook a two-week placement with the office in late January and early February 2012.
- The Attorney-General of Bhutan, Phuntsho Wangdi, and several of his colleagues visited the office on 18 May 2012. The visitors held discussions with the Executive Management Group (EMG) and the Attorney-General gave a short presentation to drafters. Several of the officers visited again the following week.

In addition to several short presentations for departments, the office also conducted three, full-day training programs for instructors and other policy officers. The programs were run by a senior drafter and included a short presentation by an experienced policy officer. Participants were provided with background material, papers and other documents before attending the training. These included tools such as a template for providing comprehensive drafting instructions and a checklist to ensure all significant matters have been addressed. The aim of the training was to provide participants with:

- information relevant for preparing high-quality, succinct and effective drafting instructions
- a greater understanding of the drafting process, including learning about the role and responsibilities of the instructor and the drafter in the drafting process, and the interaction between instructor and drafter
- a greater understanding of the office's functions, the way it operates and its expectations of instructors
- experience, by use of a mock scenario, in preparing drafting instructions for a Bill, and then preparing further drafting instructions and comments on a first draft of the Bill.

### Resources to improve the quality of legislation

The office maintains *The Queensland Legislation Handbook*, part of the 'Governing Queensland' suite of handbooks. The handbook identifies the principles, processes and practices that achieve legislation of the highest standard and is therefore useful reading for people involved in the development of legislation. During the 2011–12 year the office reviewed and updated the publication.

In April 2012 the office published *Working with OQPC on Queensland legislation*, a guide to help instructors with how they can best provide effective drafting instructions and work with the office during the time-critical drafting process. The booklet is part of a range of resources the office publishes with the aim of increasing the understanding of the legislative process and thereby improving the overall quality of Queensland legislation.

# Legislative publishing and information services

## Objective: Accessibility to Queensland legislation is of the highest standard

The office's strategic objective of ensuring accessibility to Queensland legislation is of the highest standard is measured as set out below.

### Related service standards from legislative drafting, advisory and information service

Other measures	2011–12 target/est.	2011–12 actual
Percentage of printed legislative publications with a mandatory deadline supplied within mandated time frames	100%	100%
Percentage of legislation reprints available online within five working days of the commencement of an amendment to the reprint	75%	94%

## Strategies used to achieve this objective

- Publish accurate and up-to-date reprints (consolidations) of legislation and related information in a timely manner.
- Use effective quality control systems, including for the management of risk.
- Identify and respond to emerging issues and advances in publishing technology to improve the user experience.
- Maintain strong, mutually productive relationships to achieve required publishing outcomes.

## What this service involves

- Supplying Bills, Acts and subordinate legislation.
- Publishing up-to-date reprints of Queensland legislation.
- Providing useful information about Queensland legislation.
- Improving accessibility to legislation and legislative information.
- Assisting the Queensland Youth Parliament.

## Supplying Bills, Acts and subordinate legislation

### Bills through all stages of Parliament and assent

During the 2011–12 year the office:

- provided Parliament with all Bills for all stages of passage through the Parliament and assent by the Governor
- published on the Queensland legislation website all introduced Bills, explanatory notes for Bills and erratum for explanatory notes when tabled
- published on the Queensland legislation 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 2011–12 was 7485 pages.

### Legislation series

The office publishes, in hard-copy and electronic form, three main legislation series:

1. Acts as Passed series—all Acts as passed as soon as they receive assent
2. Subordinate Legislation series—all subordinate legislation as made as soon as they are notified
3. Reprints series—as passed or made legislation plus point-in-time consolidations of legislation for all amendments or changes.

### Acts as passed

During the 2011–12 year the office published all 68 Acts as passed, as soon as they received assent by the Governor, in both hard-copy form in the Acts as Passed series, and on the Queensland legislation website. The office published 20,507 pages of Acts and 4225 pages of explanatory notes.

### Subordinate legislation as made

During the 2011–12 year the office published all subordinate legislation as made as soon as they were notified, in both hard-copy form in the subordinate legislation series and on the Queensland legislation website.

This year the office published 296 instruments of subordinate legislation with a total of 10,248 pages.

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

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

This year the office published 122 pages of weekly tables of subordinate legislation as made, 1382 pages of explanatory notes and 188 pages of regulatory impact statements.

### Timely access to legislation as passed or made

During the 2011–12 year the office met 100 per cent of mandatory deadlines. These deadlines included:

- the supply to Goprint of Bills for introduction
- the supply to the Table Office at Parliament House of Bills 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 publishing in the *Queensland Government Gazette*.

The office also met all of its deadlines for printed legislative publications,

such as the Queensland Legislation Annotations and updates, hard-copy reprints and the annual volumes of Acts and subordinate legislation. This performance measure counts the percentage of printed publications prepared in time to meet agreed timelines for supply to Goprint and SDS Publications for printing.

During the 2011–12 year the legislation services team made substantial progress towards the comprehensive review and conversion of training and reference manuals, procedures and related materials to online format. These continual improvement activities have enabled the team to reduce the turnaround times for publications so that 78 per cent of electronic reprints were published within three days of the commencement of the relevant legislation or any change to the legislation.

## Publishing up-to-date reprints of legislation

When an Act is passed or an instrument of subordinate legislation is made, it is printed in hard-copy form and also published on the Queensland legislation website. During the 'legislation lifecycle' the original principal legislation may, for example, be amended, have provisions expire or be repealed. To ensure the community has access to what the law was on any particular day, a reprint (consolidation) of the legislation is prepared for each day there is a change to the legislation. Each reprint incorporates all changes that come into effect on the reprint date and also includes an annotated history of that legislation.

Under the *Reprints Act 1992* the office is able 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 Queensland statute book was first converted to an electronic format, the amount of editing required has diminished. This is due in part to the consistent application of modern drafting techniques and

the editing of draft legislation before it is supplied for introduction or, for subordinate legislation, certified.

The office manages reprint risks through the application of an internal 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.

### Queensland Legislation Reprints series

During the 2011–12 year the office published 148 hard-copy reprints with a total of 25,206 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 selected for this printed series are prioritised taking into account factors such as:

- the importance of the legislation as identified by clients, including the courts, the public, business groups and government agencies
- any imminent repeal of the legislation
- the likelihood of further amendments of the legislation in the near future
- the importance of any amendment of the legislation not yet included
- the period since a hard-copy reprint of the legislation was last prepared.

### Reprints published online

The Queensland legislation website, administered by the office, provides point-in-time versions 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 or a provision expires.

During the 2011–12 year the office prepared 895 electronic reprints with a total of 148,255 pages. Electronic reprints are not yet officially authorised under the *Reprints Act 1992*, but provide users with a free and easily accessible consolidation of legislation at a given point in time. Revised electronic editions of reprints are prepared to include retrospective amendments or amendments arising from revision notices.

### Reprints published 2007–12

Year	2007–08	2008–09	2009–10	2010–11	2011–12
<b>Hard-copy reprints</b>					
Quantity	236	281	175	172	148
No. of pages	28,166	31,513	23,840	22,293	25,206
<b>Electronic reprints</b>					
Quantity	998	957	1643	1139	895
No. of pages	154,685	147,476	241,467	192,862	148,255

### Timely access to reprints of legislation

Improvements to work practices and technology have meant the office has rapidly reduced turnaround times for reprints over the past two years. The current performance measure of publishing 75 per cent of reprints within five working days (reduced from 10 working days) of commencement is being consistently exceeded and will change to three working days.

Completed electronic reprints are updated on the Queensland legislation website every working day and when there is a recognised need, outside working hours as well.

During the 2011–12 year the office published 78 per cent of electronic reprints within three days of the commencement of the relevant legislation or any change to the legislation.

The office also met 100 per cent of deadlines for the supply of hard-copy reprints. The emphasis in deciding which legislation is prepared for hard-copy reprints has shifted in the past year to focus on the more frequent publication of high-demand titles.

## Providing useful information about Queensland legislation

### Queensland Legislation Annotations

The Queensland Legislation Annotations is the primary 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 is information about:

- amending legislation
- commencement dates
- the expiry of provisions
- 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 the 2011–12 year the office published two volumes of current annotations with a total of 2864 pages and one volume of repealed annotations with a total of 777 pages. The office also continued to make the annotations available in electronic form free of charge on the Queensland legislation website.

### Updates to Queensland legislation

During the 2011–12 year the office continued to publish electronic cumulative updates to the Queensland Legislation Annotations

and the hard-copy weekly update to the Queensland Legislation Annotations. These publications show the weekly changes to Queensland legislation and are designed to complement and supplement other information on the Queensland legislation website. Due to the declining demand for the hard-copy weekly update, the office discontinued this publication at the end of June 2012.

During the 2011–12 year the office published 5517 pages of the weekly update, which was printed and made available for purchase or subscription from SDS Publications. The electronic cumulative update is updated every week and is available free of charge on the Queensland legislation website.

### Legislation information service

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

### Number of email queries and hotline calls

Year	No. of email queries	No. of hotline calls
2006–07	501	732
2007–08	525	664
2008–09	512	1325
2009–10	440	567
2010–11	472	783
2011–12	347	543

The office also offers a free weekly email subscription service with a membership as at 30 June 2012 of 4866 subscribers. This email notifies subscribers each week of any new legislation, legislation that has been amended or legislation that has been repealed. Information is compiled from all Bills introduced into the Parliament, Acts passed, subordinate legislation made, and current, superseded and repealed reprints. Subscription is available through the Queensland legislation website <www.legislation.qld.gov.au>.

### Timely access to information about legislation

The office supplies:

- notification tables
- weekly and monthly indexes for subordinate legislation
- regulatory impact statements and explanatory notes that accompany the subordinate legislation.

During the 2011–12 year the office met 100 per cent of the deadlines for the supply of information about legislation.

### Annual volumes

During the 2011–12 year the office published the 2011 hard-copy annual volumes of:

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

### Tables of changed laws and references

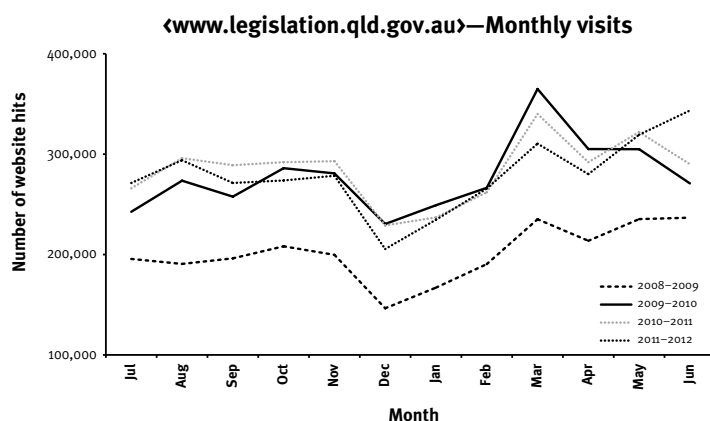
Legislation is frequently amended or replaced and, as a result, the way things are referred to may be changed or replaced.

During the 2011–12 year the office continued to update and publish on the Queensland legislation website two documents that provide a way to track these changes in legislation:

- the table of changed citations and remade laws identifies in a single location citations that have changed and laws that have been remade

- the table of changed names and titles in legislation identifies in a single location the names of titles that have changed.

#### Number of visitors to the Queensland legislation website



#### Improving accessibility to legislation and legislative information

The office provides free public access on the Queensland legislation website <www.legislation.qld.gov.au>, administered by the office, to all electronic versions of the following legislation and legislative information, and to the most up-to-date version of related reference material:

- 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 1970)
- subordinate legislation as made (from July 1991) with associated explanatory notes and regulatory impact statements (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 the annotated history of current and repealed legislation
- information about expressing government policy in legislative form
- guidelines for drafting local laws
- guidelines for drafting university statutes
- a guide for instructing officers working with the office to draft legislation
- a layperson's guide to finding Queensland legislation and legislative information
- 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.

#### Information about forms

Information about forms approved and used under Queensland legislation is now updated each week in a single comprehensive document available on the

Queensland legislation website.

Formerly, users needed to refer to two documents (current annotations and cumulative update) to see lists of all published forms. The publication is compiled in the office from information published by government agencies in the *Queensland Government Gazette*.

#### Providing legislation to other organisations

The office provides electronic versions of legislation free of charge to the Queensland Police Service, the Department of Justice and Attorney-General, Department of Public Works (State Distribution Service) and AUSTLIJ (University of New South Wales).

The office also has licensing agreements with four commercial providers, ANSTAT Pty Ltd, LexisNexis, Thomson Reuters and TimeBase Pty Ltd, who repackage the legislation and add contextual information, further extending access to Queensland legislation.

#### Printed publications

The printed versions of the office's publications are currently available for purchase and subscription from SDS Publications. Electronic versions of these publications are available on the Queensland legislation website free of charge.

#### Resources to assist the community to understand legislation

In April 2012 the office published *Finding Queensland legislation and information*, a publication designed to help new and occasional users of legislation understand the basic processes involved in making written law and accessing it.

## Assisting the Queensland Youth Parliament

The Youth Parliament is a Queensland Studies Authority accredited education program for young Queenslanders run each year by the Council of YMCAs Queensland. With the consent of the Honourable Speaker of the Parliament, it conducts its sittings at Parliament House.

The Youth Parliament provides young Queenslanders with the opportunity to:

- express their views, through a state forum, on matters important to them
- provide the Queensland 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 the 2011–12 year the office provided support for the Youth Parliament by:

- providing general drafting and editing advice about legislative drafting
- 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.

# Organisational capability

## Objective: QQPC's organisational capability is of the highest standard

The office's strategic objective of ensuring organisational capability is of the highest standard is measured by:

- whether the office's Executive Management Group (EMG) is satisfied with service delivery
- whether the office attracts, develops and retains highly skilled and professional staff
- whether the office systems and business processes support service delivery.

The related strategies from the office's strategic plan and the key achievements which contributed to the achievement of the objective are set out below.

### Summary of QQPC's organisational capability achievements

Strategies from QQPC's Strategic Plan 2011–2015	Achievements from QQPC's 2011–12 Business Plan
Maintain a professional and dynamic culture that is supportive, motivates high-level performance and encourages excellence, commitment and adaptability.	100% of staff had individual performance and development plans in place as at 30 June 2012. 100% of quarterly performance reporting deadlines were met in the 2011–12 year. 96.9% response rate to the department's EEO census. Budget reports were tabled monthly to the EMG. The Fun Squad delivered six staff initiatives. The Sustainability Committee was formed.
Gain the resources (including the knowledge, skills and financial resources) necessary to achieve the office's objectives and to implement an integrated lifecycle for legislation and legislative information.	Financial resources were obtained to recruit additional drafting and other staff and undertake an eLegislation project which will deliver an integrated lifecycle for legislation and legislative information. An organisational review of group 3 was completed in February 2012.
Use effective and efficient systems for the management and development of staff, business and resources, including for quality improvement and the management of risk.	Ergonomic assessments were offered to all staff and participants were provided with a full report and recommendations for improvements which were implemented on request. The eLegislation project started.
Identify and respond to emerging capability issues and opportunities to improve capability.	Various training and development opportunities were provided for staff throughout the year, including support under the Study and Research Assistance Scheme (SARAS). See the section on training and development for more details.
Maintain strong, mutually productive relationships with key stakeholders and organisations.	112 clients were surveyed with an overall client satisfaction rate of 96%. The Goprint/SDS QQPC committee met each month in 2011–12.

## Rewarding great performance

### The Department of the Premier and Cabinet Achievement Awards

The office participated in the department's annual achievement awards held in 2011. Award categories were:

- leadership, strategy and advice
- enhancing governance systems and practice
- leadership in client service and delivery
- promoting and coordinating the government's priorities
- disaster response and recovery
- outstanding individual achievement.

The winning and highly commended teams included many office staff:

- Paul McFadyen, Belinda Comino and Robyn Morrison were winners in the leadership, strategy and advice category for their work on the Queensland Reconstruction Authority legislation.
- Ian Larwill and Wendy Abernethy were part of the team that was highly commended in the leadership, strategy and advice category for their work on the Reform and Modernisation of Parliament.
- Jon Beets, John Panasiuk, Stacey Talbot, Sue Pavasaris, Robyn Morrison and Pam Pike were highly commended for their work on the LegMD database in the enhancing governance systems and practice category.
- Inderjeet Sidhu won an outstanding individual achievement award.

In addition:

- Lynn Anderson won an outstanding service award for length of service.
- Standout staff awards were given to Kate Quinn, the 'Quiz Queen award', and Nathan Chester, the 'Headmaster award'.

### **The Department of the Premier and Cabinet's Australia Day Achievement Awards**

In 2012 the office again participated in the annual Australia Day Achievement Awards held by the department. These awards are part of the department's Australia Day celebrations and serve to recognise employees who have shown outstanding dedication to and made an outstanding contribution through their work over the past year. Annette O'Callaghan and Robyn Morrison were this year's award winners from the office.

Annette O'Callaghan was recognised for her outstanding contribution to national scheme legislation and to the office's business services throughout 2011. Robyn Morrison was acknowledged for her exceptional dedication to the delivery of legislative production services throughout 2011.

### **Performance management training for managers and supervisors**

All the office's managers and supervisors participated in mandatory training about performance management provided by the department. Participation in the training recognises the vital role managers and supervisors play in ensuring performance targets are achieved.

### **The eLegislation project**

The office's eLegislation project started in the 2011–12 year with a review of current legislative drafting and publishing systems and processes, and development of a roadmap for the future. Key drivers for the project include the changing nature of user access to legislation and legislative information (from paper to online access), the increased expectations of online users, enhanced data management opportunities provided by newer and emerging technologies, and the possibility of greater automation and efficiency in the production and management of legislation and legislative information.

The project aims to:

- greatly improve public access to Queensland legislation via a new website that will become the primary source of authorised Queensland legislation with an expanded range of higher quality associated legislative information
- streamline and, wherever practicable, automate the office's production and publishing processes to support the rapid and reliable delivery of more comprehensive legislative information on the Queensland legislation website than is possible with current systems.

The project is currently at the requirements definition and implementation planning stage. This involves:

- confirming the scope of the proposed legislative drafting and publishing system
- developing a system architecture and integration plan (including risk analysis)
- developing an approved implementation plan and timeline consistent with budget and business priorities.

The project includes a number of other components including authorised electronic legislation, backcapture of historical legislation and wider circulation of information relating to FLPs.

#### **Backcapture**

Previously the Queensland legislation website included only Acts as passed from June 1991 (Act No. 30 onwards) to the present and subordinate legislation as made from July 1991 to the present. Earlier legislation was available in printed form only. On 1 June 2012 the office completed stage 1 of a backcapture subproject, making available online Acts as passed between 1970 and 1991. This subproject supports the preservation of historical legislation and increased community preference for accessing material online. The online material is searchable.

### **FLP Index on GovNet**

The office's *FLP Index* was developed during the 2011–12 year and launched on 1 June 2012. The *FLP Index* is a record of fundamental legislative principle (FLP) issues identified by parliamentary portfolio and scrutiny committees and reported to the Parliament. FLPs are principles that underpin our parliamentary democracy and guide lawmakers and others involved in the policy and legislation process in striking the appropriate balance between state power and individual freedom and between the Parliament and the Executive.

This Index is published on GovNet, the Queensland Government extranet, and contributes to the education of public sector employees engaged in policy and legislative development. Access to this data supports the development of informed drafting instructions.

### **LegMD database**

In 2011–12 the office introduced a LegMD (legislative metadata) database and fundamentally changed the way it produces the Queensland Legislation Annotations.

Before 1 July 2011 the annotations were produced manually by the office but LegMD now allows for the automatic generation of annotations information (including updates) from data saved in the database during all stages of the drafting, editing and supply of legislation. The hard-copy current and repealed annotations volumes published in early 2012 were generated entirely from LegMD.

As well as generating the publicly available annotations, LegMD provides a wealth of additional 'in-house' information about the progress and status of legislation that greatly assists officers in their work. Its introduction has also seen a thorough review and streamlining of this area of the office's work practices.

During the 2011–12 year all legislation services officers and drafters were trained to make full use of LegMD and have successfully incorporated LegMD data input into their work practices.





# **Managing our business**

# Governance

## Overview of corporate governance arrangements

The services provided by the office are focused on achieving the purposes of the *Legislative Standards Act 1992*, that is, ensuring that:

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

Effective governance is crucial to ensure the office is accountable for decision-making and performance. The office's corporate governance arrangements are driven by 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.

## Roles

### Parliamentary Counsel

The Queensland Parliamentary Counsel is appointed under the *Legislative Standards Act 1992* by the Governor in Council.

The Parliamentary Counsel is accountable to the Premier of Queensland for the performance of the office. The Parliamentary Counsel is also a member of the Corporate Governance Group for the Department of the Premier and Cabinet (the department) and the department's Audit and Risk Management Committee.

### Director-General, Department of the Premier and Cabinet

The Director-General, Department of the Premier and Cabinet is the accountable officer bound by statutory responsibilities outlined in the *Financial Accountability Act 2009*, the *Public Service Act 2008*, and the *Financial and Performance Management Standard 2009*. The Parliamentary Counsel works closely with the Director-General to

ensure the financially responsible performance of the office.

### Executive Management Group

Chair: Parliamentary Counsel

An integral part of the office's governance arrangements is the Executive Management Group (EMG). The EMG provides leadership and direction on strategic and operational issues and supports the Parliamentary Counsel to deliver effective, efficient and sustainable outcomes. The achievements for the EMG for 2011–12 include:

- determining strategic priorities and future direction, particularly in relation to staffing and the eLegislation project
- ensuring resources are aligned to organisational priorities
- overseeing financial and non-financial performance
- overseeing the delivery of the government's legislative program
- overseeing the implementation of the office's governance, planning and reporting activities.

### Theresa Johnson, Queensland Parliamentary Counsel

Theresa Johnson was appointed Queensland Parliamentary Counsel in February 2010. 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 the office 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 for private members and the production of 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. 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 subject matter administered by the departments of the Premier and Cabinet; Aboriginal and Torres Strait Islander and Multicultural Affairs; Communities, Child Safety and Disability Services; Community Safety; Education, Training and Employment; Housing and Public Works; Justice and Attorney-General; Queensland Health; Queensland Police Service; Queensland Treasury and Trade; Science, Information Technology, Innovation and the Arts; Tourism, Major Events, Small Business and the Commonwealth Games; and Transport and Main Roads.

### Paul McFadyen, A/Deputy Parliamentary Counsel

Paul has been acting Deputy Parliamentary Counsel for group 2 since January 2012. Paul worked in the Commonwealth public service before joining the office in 1998. Paul is an admitted solicitor with an Honours degree in Law from the Queensland University of Technology and a Bachelor of Arts degree from the University of Queensland.

As acting Deputy Parliamentary Counsel for group 2, Paul manages the group and supervises the preparation of legislation for subject matter administered by the departments of Agriculture, Fisheries and Forestry; Energy and Water Supply; Environment and Heritage Protection; Local Government;

National Parks, Recreation, Sport and Racing; Natural Resources and Mines; and State Development, Infrastructure and Planning.

**Annette O'Callaghan, Deputy Parliamentary Counsel**

Annette O'Callaghan was appointed Deputy Parliamentary Counsel in 2010. Annette is an admitted solicitor with 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 since then has also had experience 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.

As Deputy Parliamentary Counsel for group 3, Annette is responsible for national scheme legislation and the office's specialist editing, publishing and information services; IT and information management services; and corporate governance services.

**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 years.

Ian is Deputy Parliamentary Counsel for group 2 but since January 2012 has been on extended leave from the office to allow him to undertake a drafting role in an overseas Parliamentary Counsel office.

## Governance activities

The office's corporate governance framework supports strategic planning and reporting processes as outlined in the Queensland Government Performance Management Framework. The office prepared the following documents during the 2011–12 year:

- OQPC Strategic Plan 2011–2015
- Business and Risk Management Plan 2011–2012
- Business Continuity Plan
- Service Delivery Statements
- Staff individual performance and development plans
- OQPC Annual Report 2010–11.

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.

### Risk management and audit

As a statutory office within the Department of the Premier and Cabinet portfolio, the office is included in the program of audits and evaluations performed by the department's Internal Audit and Risk Services Unit. The office also reviews the risks to and opportunities for its operations regularly in accordance with the department's Risk Management Policy and Guidelines. Internal audit reports and periodic summaries of risk are presented to the department's Audit and Risk Management Committee, of which the Parliamentary Counsel is a member. Further information about internal audit and risk management can be found in the department's annual report.

The office's business plan incorporates risk management to ensure risks are identified and managed effectively. The sensitive and often confidential nature of the office's work means that risk management is an integral part of its everyday processes. The office's 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 mitigation strategies are assigned to specific officers or committees. These officers or committees take responsibility for implementing the approved strategies to address the risks, with updates provided on a quarterly basis.

The office's policy on risk management of reprints continues to be observed and the office's strategy of documenting and regularly reviewing office procedures continues to prove its value as an effective risk mitigation strategy.

### Business continuity

The office's Business Continuity Plan is the functional plan for managing disruptions to operations and service delivery. The plan ensures the office is able to continue to function in the event of a business continuity incident. The plan has been developed with regard to, and complies with, *The DPC Business Continuity Framework (Crisis Response)* which provides a whole-of-department and whole-of-government context for business continuity in a crisis situation.

Business continuity responses are managed by the Parliamentary Counsel and members of the EMG who constitute the Business Continuity Team. Business continuity coordination is managed by the Business Continuity Working Group, which was formed during the 2011–12 year.

During the 2011–12 year the office undertook a major review of its business continuity processes and resources. The review has incorporated recommendations from the office's response to the flood event of January 2011 as well as best practice information from the Australian National Audit Office. As a result, the office has additional resources to assist the Business Continuity Team respond to any business continuity event. One significant outcome from the review was the development of an annual schedule of training, testing and awareness activities.

## External scrutiny

The office's governance arrangements support internal processes that ensure accountability and compliance with the requirements of a number of external agencies including:

- the Crime and Misconduct Commission
- the Office of the Information Commissioner
- the Queensland Audit Office
- the Queensland Ombudsman
- Queensland State Archives
- Queensland Treasury.

The office benefits from the external scrutiny of both its governance arrangements and its business services:

- External scrutiny of governance—  
The office works with the department's Internal Audit and Risk Services to ensure corporate governance arrangements meet best practice requirements. The office also participates in whole-of-government compliance audits as required.
- External scrutiny of services—  
The office carefully considers reports by parliamentary

committees about legislation, including, in particular, reports about matters relating to the application of FLPs. Previously, the review of the application of FLPs in Bills had been undertaken by the Scrutiny of Legislation Committee. However, in 2011 the *Parliament of Queensland Act 2001* was amended to introduce changes to the parliamentary committee system. Under the new committee system the work done by the Scrutiny of Legislation Committee was spread between several portfolio committees. Under the new arrangements the portfolio committees examine all legislation to ensure consistency with the *Legislative Standards Act 1992*, including issues related to FLPs.

- During the 2011–12 year the Queensland Audit Office made one mention of the office in a report—the need to update a section in *The Queensland Legislation Handbook*. The handbook has been updated. There were no mentions by the Queensland Ombudsman directly relating to the office.

# Our people

The office takes a holistic approach to managing its most important resource—its staff. The office has engaged in management and leadership development, team building and targeted capability improvement activities and encourages staff to contribute to the establishment of a culture of high performance by participating in committees and social events and contributing to the staff newsletter.

## Workforce composition

The office's number of FTE staff at 30 June 2012 was 56.89. As at 30 June 2012, 69.2 per cent of SO and SES level roles in the office were held by women, well above the current average for the public service.

### Gender breakdown in roles classified at SO level and above

Classification	Female	Male	All
SES and over	5	4	9
SO	4	0	4
Total	9	4	13

As at 30 June 2012, 25.5 per cent of all permanent staff were aged 50 years or over. This percentage rises to 32 per cent for permanent drafting staff.

The office offered no voluntary early retirement packages and no staff were made redundant or retrenched during the 2011–12 year.

### Work–life balance and staff wellbeing

The office supports staff to achieve work–life balance by ensuring excess leave is reported to the EMG quarterly and plans are put in place to reduce excess leave balances within a suitable time frame. Flexible work options are promoted within the office and as at 30 June 2012, 10 staff were part-time of whom 40 per cent were engaged at the SO or SES level. The office also has one member of staff with a permanent telecommuting arrangement.

All staff have 24-hour access to independent professional and confidential employee assistance services as part of the Employee Assistance Program provided by a private firm and administered by the department. All staff were also offered the opportunity to receive free flu vaccinations in preparation for flu season this year.

The Wesley Corporate Health Executive Health Program has been developed specifically to assist organisations improve productivity, retention and overall business improvement by working with senior officers and executives to identify and manage health risks. In 2011–12, 71.4 per cent of eligible staff participated in the program.

## Workforce planning and performance

The office is faced with the ongoing challenge of planning to manage the impacts of rapid social and technological change, the renewed workforce and attracting, developing and retaining staff with a diverse range of skills including professional lawyers, specialists and generalists in the fields of editorial practices and publishing, information systems, and corporate governance. Key initiatives for the next financial year include the development of a succession plan for the office and a learning and development program tailored to the office's unique needs. Between 1 July 2011 and 30 June 2012 the office's permanent retention rate was 88.4 per cent. As at 30 June 2012, 46.2 per cent of drafters had five or more years' experience and 82.4 per cent of legislation services officers had three or more years' experience.

The performance and ongoing development of all staff is managed through participation in an individual performance and development planning process. This process provides a framework for staff and managers to establish clear goals and expectations for the year and ensures formal feedback is provided to staff and supplemented by informal feedback throughout the year. Staff and managers meet on a quarterly basis to review the progress of staff against these plans and a formal assessment is conducted annually.

### A cause for celebration

The office celebrated 20 years of staff performance with a gathering on 1 June 2012, the anniversary of the establishment of the office under the *Legislative Standards Act 1992*. Current staff were joined by retired and former staff.

The first Queensland Parliamentary Counsel, John Leahy travelled from Canberra to attend the event, and Peter Drew, the longest serving Queensland Parliamentary Counsel was also present. The current Parliamentary Counsel, Theresa Johnson, used the OQPC acronym to outline the EMG's vision for the next 20 years:

**O** for 'officer', particularly the accelerated development of officers

**Q** for 'quality', in terms of service and the drafting and publishing product

**P** for work 'practices' as the office deals with internal and external change

**C** for 'collegiability' as the office strives to achieve the best outcomes by working productively with colleagues, clients, stakeholders and other legislative drafting offices.

## Training and development

The training and development needs of staff are identified in the office's performance development process and are then met through individual study or targeted training. The office also operates a system of on-the-job training, similar to an apprenticeship, in relation to its drafting and publishing functions. Under this system a less-experienced officer works closely with a more senior officer, enabling a transfer of knowledge and skills to occur and providing a quality control check of all work. It takes considerable time to fully train a drafter or a legislation services officer. The comprehensive training process is complemented by extensive documentation of office procedures.

Through the government's Study and Research Assistance Scheme (SARAS), employees on approved, structured study and research activities that have a relevant professional application are eligible for leave and financial assistance. During the 2011–12 year SARAS assistance was approved for four employees undertaking studies in the areas of law and business administration.

In April 2012 the office changed the way training is organised, moving the responsibility from the training committee to the Deputy Parliamentary Counsel, group 3. The office's staff participate in training offered by the department's fully-funded competency development program which offers training in areas including management and leadership. The office also organises external training, invites experts to speak to the office on certain topics, and sends staff to specialist courses.

In the 2011–12 year, the following training opportunities were provided.

#### **Developing new drafters**

All drafters with less than five years' experience attended an intensive in-house training session from 13 to 15 December 2011, facilitated by two officers from the Commonwealth Office of Parliamentary Counsel. One of these officers is also a lecturer in Legislation and Legislative Drafting at the Australian National University College of Law in the Graduate Program in Law.

New and developing drafters also took advantage of the online continuing professional development program run by Crown Law. In this program, drafters work at their own pace through online modules on a range of legal areas.

#### **Training in drafting and legal matters**

- Constitutional law masterclass
- Sessions on:
  - aspects of the *Acts Interpretation Act 1954* (Qld) and the modern interpretation of legislation
  - mining and resources law essentials

- carbon tax intensive
- infrastructure in the mining and resources sector
- land law—several sessions conducted by Associate Parliamentary Counsel, David Harwood with assistance from another drafter, Farina Kahn
- National Scheme Legislation
- RAS (Regulatory Assessment Scheme) online training
- Training from the Law and Justice Policy unit and Criminal Justice Research unit within the department
- Information sessions from legal publishing companies:
  - LexisNexis
  - Thomson Reuters
- Committees at Work (Parliament House)

#### **Training related to the eLegislation project**

- ITIL Foundation Certificate in IT Service Management
- Managing and Implementing Change
- Introduction to Project Board Governance
- PRINCE2 Foundation Training Course

#### **Training in government systems and processes**

- HP TRIM software administrator and archiving essentials
- Travel Management System (TMS)
- Cabinet overview by the Cabinet Services unit within the department
- Relationship between Parliament and the Executive

#### **General staff development training**

- Writing: editing, proofreading and grammar
- Ethical decision-making
- Confident presentation skills
- Recordkeeping in business systems masterclass
- Grammar workshop

#### **Training to increase organisational capability**

- Foundations of directorship: governance for directors
- New Term — New Faces — New Policies
- Business Services Group team building workshops
- Strategic planning workshop for drafting and business services
- How to manage unacceptable employee behaviour
- Tools and skills for policy practitioners
- Managing workplace conflict
- Self-leadership
- From manager to leader training
- Performance planning and management

#### **Training related to workplace health and safety**

- CPR e-learning
- CPR fast track
- First five minutes fire safety training

#### **Conferences attended by staff during 2011–12**

Attendances at conferences offer a valuable opportunity for staff to mix with their peers and keep up with developments in their profession.

A number of drafters attended the following conferences:

- Scrutiny of Legislation Conference (26–28 July 2011)
  - Theresa Johnson and Allanah Aitken presented
- 2011 Australasian Drafting Conference in Adelaide (3–5 August 2011)
  - Ian Beale, Annette O'Callaghan, Allanah Aitken and Sandra Lawson presented and other drafters chaired sessions
- Crime, Justice and Social Democracy: An International Conference (26–28 September 2011)
- University of NSW Constitutional Law Conference in Sydney (17 February 2012)
- Queensland Law Society Symposium (30–31 March 2012)

- Rule of Law: Contemporary Issues Conference (20 April 2012)
- 6th Annual Government Lawyers' Conference (3 May 2012)

The Parliamentary Counsel and a number of officers from the Business Services Group attended the Parliamentary Counsel's Committee IT Forum in Melbourne from 20 to 22 July 2011. Stacey Talbot and Brett Allan presented at this forum.

### *Public Sector Ethics Act 1994*

In accordance with its obligations under the *Public Sector Ethics Act 1994*, the office ensures staff are aware of the required standards of integrity and accountability for public sector officers. Since 1 January 2011, there has been a single Code of Conduct for the Queensland Public Service.

The induction of new staff to the office includes training about the Public Sector Ethics Act, the application of ethics principles and obligations, the whole-of-government Code of Conduct, and the rights and obligations of officers in relation to contraventions of the code. Staff also attend annual training in the Code of Conduct and ethical decision-making which is administered by the department on behalf of the office.

The principles of the Act are considered in office planning documents and performance agreements. Individual performance plans include a list of office values and the way employees can support these. Senior executives provide an annual Declaration of Interests to prevent any conflict or possible conflict between their personal interests and their official duties. In addition, the office implemented processes to ensure that potential, perceived and real conflicts of interest are reported, managed and resolved effectively and efficiently.

# OQPC business systems and processes

The office takes an integrated approach to managing business systems and associated work processes. Drafting offices are knowledge-intensive organisations so the management of information is critical if the office is to achieve its objectives. The office's approach to information management is outlined in the additional annual report information to be published online.

The drafting and publishing of high-quality legislation is supported with specialist resources including a legal library and web-based information systems.

## Legal library

Staff have ready access to research materials and assistance through the office's legal library. Increasingly, information is available via online databases; however, the library also has a select collection of current and historical printed material and can source material from other libraries. Staff from other government departments are welcome to use the library. Library services include a weekly update service to keep staff informed of new material and items of particular interest, and training sessions to keep staff up to date with research materials and methods.

### A glimpse of Queensland history

The office has a valuable collection of historical material including:

- *The Queensland Government Industrial Gazette*
- *Queensland Government Gazette*
- *The Public Acts of Queensland.*

Dating back to the mid 19th century in some cases, these leather-bound volumes are kept in special glass cases for preservation purposes, but can still be used for historical research.

## Web-based information systems

The office uses its intranet as a key information-sharing tool. Through the intranet, staff have access to up-to-date material needed to do their jobs, including training manuals, policies and guidelines, and workplace resources.

The intranet provides a portal into specialist legislative databases and also plays a role in change management by providing a point for feedback and ideas generation. As the office deals with the issues of staff development and knowledge management, there are plans for further intranet developments.

# Disclosure of additional information

In accordance with the guidelines for this year's annual report, the following information will be published online and not included in the printed version of the annual report tabled in Parliament:

- information systems and recordkeeping
- consultancies
- overseas travel
- waste management
- initiatives for women
- Carers (Recognition) Act.

The Queensland legislation website will therefore include:

- the information in this report, published at the same time as the report is tabled in the Parliament
- the additional information mentioned above
- a link to the tabled report on the Parliament's website <[www.parliament.qld.gov.au](http://www.parliament.qld.gov.au)>.



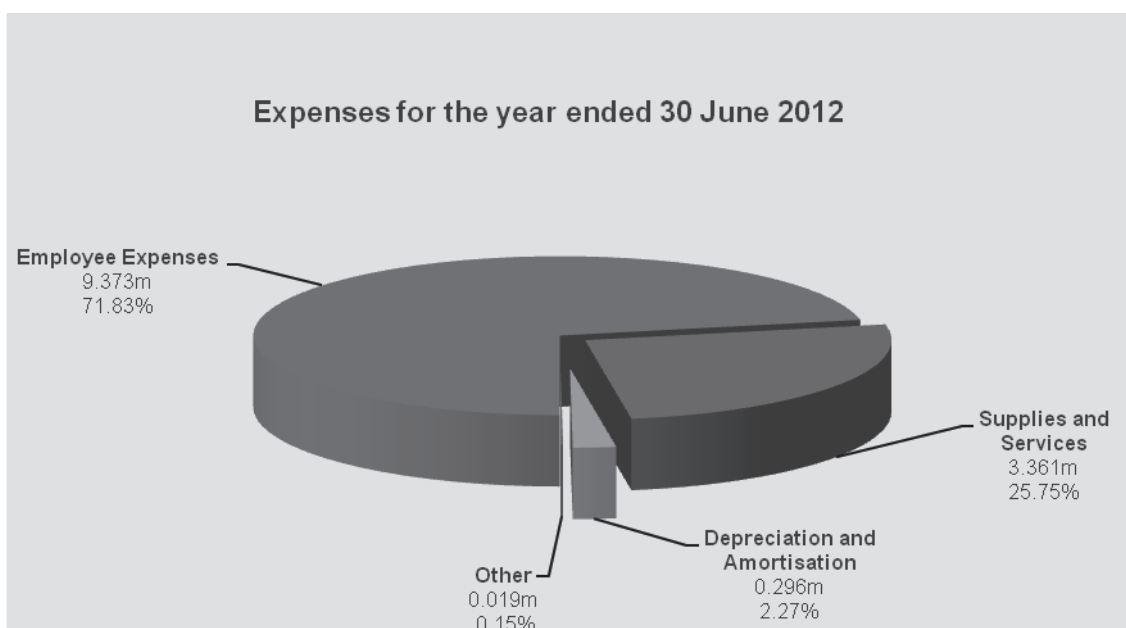
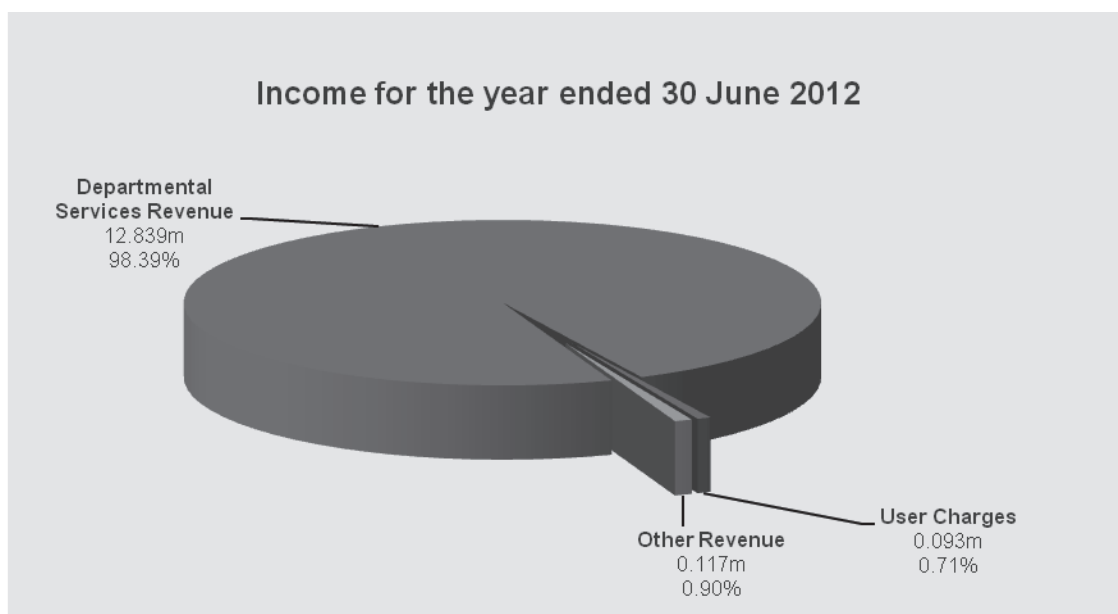


# **Financial statements**

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

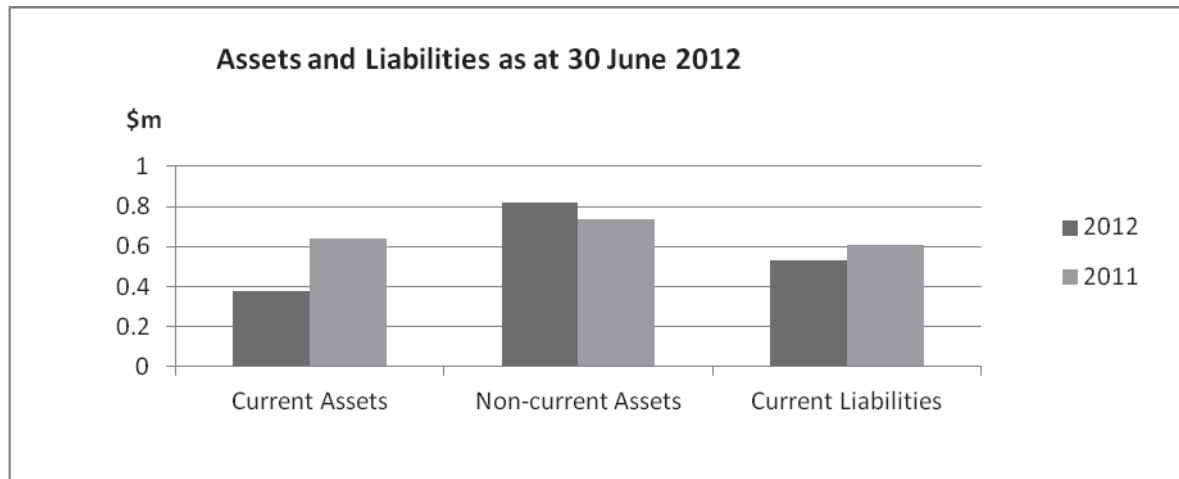
The Statement of Comprehensive Income for the office has been prepared on an accrual basis in accordance with the prescribed requirements. Revenues and expenses have been recognised as part of the Statement of Comprehensive Income of the office and include allocations for corporate support and executive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

The office's main revenue source is the departmental services revenue (appropriation from the Consolidated Fund) from Queensland Treasury and Trade. The following graphs show income and expense distribution for the year ended 30 June 2012.



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 2012 and their comparatives.

Further information is provided in the department's 2011–12 annual report.



	Notes	2012 \$'000	2011 \$'000
<b>Income from Continuing Operations</b>			
<b>Revenue</b>			
Departmental services revenue	2	12,839	10,086
User charges	3	93	298
Other revenue	4	117	99
<b>Total Income from Continuing Operations</b>		<b>13,049</b>	<b>10,483</b>
<b>Expenses from Continuing Operations</b>			
Employee expenses	5	9,373	7,482
Supplies and services	6	3,361	2,764
Depreciation and amortisation	7	296	217
Other expenses	8	19	20
<b>Total Expenses from Continuing Operations</b>		<b>13,049</b>	<b>10,483</b>
<b>Operating Result from Continuing Operations</b>		<b>-</b>	<b>-</b>

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

	Notes	2012 \$'000	2011 \$'000
<b>Current Assets</b>			
Cash and cash equivalents	9	63	75
Receivables	10	288	468
Other	11	24	96
<b>Total Current Assets</b>		<b>375</b>	<b>639</b>
<b>Non-current Assets</b>			
Property, Plant and Equipment	12	328	127
Intangible assets	13	493	611
<b>Total Non-current Assets</b>		<b>821</b>	<b>738</b>
<b>Total Assets</b>		<b>1,196</b>	<b>1,377</b>
<b>Current Liabilities</b>			
Payables	14	291	375
Accrued employee benefits	15	238	233
<b>Total Current Liabilities</b>		<b>529</b>	<b>608</b>
<b>Total Liabilities</b>		<b>529</b>	<b>608</b>

*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 Queensland Treasury and Trade's Minimum Reporting Requirements for the year ending 30 June 2012, 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 and Minister for Trade 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 2012.

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.

Items of plant and equipment including leasehold improvements with a cost or other value equal to or in excess of \$5,000 are recognised for financial reporting purposes in the year of acquisition, with those of a lesser value being expensed.

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 2011–12.

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

	2012 \$'000	2011 \$'000
<b>2. Reconciliation to payments from Consolidated Fund</b>		
<b>Departmental services revenue</b>		
Budgeted departmental services appropriation	12,839	10,086
Departmental services revenue recognised in Statement of Comprehensive Income	<b>12,839</b>	<b>10,086</b>

### 3. User charges

Publications	30	27
Professional services*	22	248
Other	41	23
	<b>93</b>	<b>298</b>

\* The decrease in professional services is due to a lower demand for fee-for-service drafting activities associated with the National Scheme Legislation.

### 4. Other revenue

Resources received below fair value	111	94
Other	6	5
	<b>117</b>	<b>135</b>

### 5. Employee expenses

Salaries, wages and allowances	7,406	6,155
Salary related taxes	507	419
Superannuation	854	725
Long service leave levy	150	125
Professional development	154	42
Other*	307	16
	<b>9,378</b>	<b>7,482</b>

\* The increase relates to the payment of termination benefits to a number of Senior Executive officers.

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

	2012	2011
• <b>Number of Employees</b>	<b>56.89</b>	<b>68.39</b>

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

	2012 \$'000	2011 \$'000
<b>6. Supplies and services</b>		
Administration costs	20	19
Advertising and promotions	6	4
Building services	1,592	1,466
Information technology bureau services	608	437
Maintenance	59	55
Motor vehicle costs	171	156
Office supplies, books, legislation and statutes	196	165
Professional services*	213	56
Telecommunications	73	55
Travel	41	17
Other	382	334
	<b>3,361</b>	<b>2,764</b>

\* The increase in professional services is due to the employment of contractors to undertake components of the eLegislation project.

## 7. Depreciation and amortisation

Depreciation and amortisation expenses for the financial year were charged in respect of:

Property, plant and equipment	108	144
Intangibles	188	73
	<b>296</b>	<b>217</b>

## 8. Other expenses

Other	19	20
	<b>19</b>	<b>20</b>

## 9. Cash and cash equivalents

Cash at bank and on hand	63	75
	<b>63</b>	<b>75</b>

	2012 \$'000	2011 \$'000
<b>10. Receivables</b>		
Trade debtors	35	142
GST receivable	28	30
Long service leave reimbursements	72	58
Annual leave reimbursements	141	135
Other receivables	12	103
	<b>288</b>	<b>468</b>
<b>11. Other</b>		
Prepayments	24	96
	<b>24</b>	<b>96</b>
<b>12. Property, Plant and Equipment</b>		
Plant and equipment:		
At cost	1,171	1,145
Less: Accumulated depreciation *	(843)	(1,035)
Capital work in progress	-	17
	<b>328</b>	<b>127</b>
* The decrease relates to the retirement of eight multi-function devices.		
<b>13. Intangible Assets</b>		
Software internally generated:		
At cost	856	419
Less: Accumulated amortisation	(363)	(161)
Work in progress	-	353
	<b>493</b>	<b>611</b>
<b>14. Payables</b>		
Trade Creditors	291	375
	<b>291</b>	<b>375</b>

	2012 \$'000	2011 \$'000
<b>15. Accrued employee benefits</b>		
Long service leave levy payable	36	34
Annual leave levy payable	193	162
Wages outstanding	9	37
	<b>238</b>	<b>233</b>

# Glossary

**Act** A law made by Parliament. Sometimes referred to as primary or principal legislation.

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

**Annotations** Historical information about legislation.

**Assent** See *Royal Assent*.

**Bill** Proposed primary legislation. It becomes an Act if passed by the Legislative Assembly and assented to by the Governor.

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

**Cabinet** The members of the Parliament holding appointment as Ministers. Cabinet is the decision-making centre of government. The Premier presides over Cabinet meetings, which are usually held on Mondays.

**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** The stage in the passage of a Bill through the Parliament, between the Bill's second and third readings, when the Assembly considers the Bill in detail, that is, clause by clause, and schedule by schedule.

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

**Executive Management Group (EMG)** The group comprising the Parliamentary Counsel and Deputy Parliamentary Counsel responsible for leadership and direction on strategic and operational issues for the office.

**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.

**Explanatory notes** An explanation of the purpose and detail of proposed legislation.

**Fundamental legislative principles (FLPs)** Guiding principles relating to legislation that underlie a parliamentary democracy based on the rule of law. They include 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 Legislative Assembly.

**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.

**Office of the Queensland Parliamentary Counsel (the office)** The office established under the *Legislative Standards Act 1992* to draft and publish Queensland legislation.

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

**Parliament** Consists of the Queen and the Legislative Assembly—see *Constitution Act 1867*.

**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 results of the agency's service delivery achieved the agency's objectives.

**Premier** The leader of the government. The Premier is a Minister and the chair of Cabinet.

**Private Member's Bill** A Bill sponsored in the Legislative Assembly other than by a Minister in his or her role as a member of the executive government.

**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, explanatory speech 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 incorporating any amendments to that legislation.

**Royal Assent** Signification by the Governor in the Queen's name of assent to a Bill becoming an Act.

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

**Sitting day** The daily period when the Parliament meets between the time the Speaker takes the Chair and the Assembly is adjourned.

**Statute book** The complete collection of the written laws of Queensland.

**Statutory instrument** In general terms, a document made under the authority, directly or indirectly, of an Act.

**Subordinate legislation** A 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 Parliament.

**Table** The process of placing documents or proposals before the Parliament for consideration.

# Compliance checklist

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.

FAA 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
<b>Accessibility</b>	• Table of contents	ARRs – section 8.1
	• Glossary	Table of contents
	• Public availability	Glossary
	• Interpreter service statement	ARRs – section 8.2
	• Copyright notice	ARRs – section 8.3
	• Government Information Licensing Framework (GILF) Licence	ARRs – section 8.4
		ARRs – section 8.5
<b>Letter of compliance</b>	• A letter of compliance from the accountable officer or statutory body to the relevant Minister(s)	ARRs – section 9
<b>General information</b>	• Introductory Information	ARRs – section 10.1
	• Agency role and main functions	ARRs – section 10.2
	• Operating environment	ARRs – section 10.3
	• External scrutiny	ARRs – section 10.4
	• Machinery of government changes	ARRs – section 10.5
	• Review of proposed forward operations	ARRs – section 10.6
<b>Non-financial performance</b>	• Government objectives for the community	ARRs – section 11.1
	• Other whole-of-government plans / specific initiatives	ARRs – section 11.2
	• Council of Australian Government (COAG) initiatives	ARRs – section 11.3
	• Agency objectives and performance indicators	ARRs – section 11.4
	• Agency service areas, service standards and other measures	ARRs – section 11.5
<b>Financial performance</b>	• Summary of financial performance	ARRs – section 12.1
	• Chief Finance Officer (CFO) statement	ARRs – section 12.2
<b>Governance – management and structure</b>	• Organisational structure	ARRs – section 13.1
	• Executive management	ARRs – section 13.2
	• Related entities	ARRs – section 13.3
	• Schedule of statutory authorities or instrumentalities	ARRs – section 13.4
	• Boards and committees	ARRs – section 13.5
	• <i>Public Sector Ethics Act 1994</i>	ARRs – section 13.6
<b>Governance – risk management and accountability</b>	• Risk management	ARRs – section 14.1
	• Audit committee	ARRs – section 14.2
	• Internal Audit	ARRs – section 14.3

Summary of requirement		Basis for requirement	Annual report reference
<b>Governance – human resources</b>	• Workforce planning, attraction and retention	ARRs – section 15.1	Managing our business
	• Early retirement, redundancy and retrenchment	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	Managing our business
	• Voluntary Separation Program	ARRs – section 15.3	N/A
<b>Financial statements</b>	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 16.1	N/A*
	• Independent Auditors Report	FAA – section 62 FPMS – section 50 ARRs – section 16.2	N/A*
	• Remuneration disclosures	<i>Financial Reporting Requirements for Queensland Government Agencies</i> ARRs – section 16.3	N/A*
<b>Disclosure of additional information</b>	• Additional information to be reported online	ARRs – section 17	Disclosure of additional information

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

# Feedback survey 2011–12

Dear reader,

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

**Please email your response to <legislation.queries@oqpc.qld.gov.au> or fax it to the office on (07) 3235 4513.**

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

**Please circle or comment as appropriate**

Overall impression	Excellent	5	4	3	2	1	Poor
Presentation of content	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?

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Do you have any other suggestions for improvement?

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Where are you from?

- |  |   |  |                                   |
|--|---|--|-----------------------------------|
| <input type="checkbox"/> Queensland Government | <input type="checkbox"/> Local or Commonwealth government | <input type="checkbox"/> Industry professional | <input type="checkbox"/> Academia |
| <input type="checkbox"/> Legal organisation    | <input type="checkbox"/> General community                | <input type="checkbox"/> Elected official      | <input type="checkbox"/> other    |

Thank you for taking the time to complete our survey.



