

2018–2019 ANNUAL REPORT



Acknowledgement of country

The Office of the Queensland Parliamentary Counsel acknowledges Aboriginal and Torres Strait Islander peoples as the First Australians and recognises their culture, history, diversity and their deep connection to the land, waters and seas of Queensland and the Torres Strait. We acknowledge the traditional custodians of the lands on which we operate and wish to pay our respects to their Elders past, present and emerging.

About this report

This report provides information about the Office of the Queensland Parliamentary Counsel's performance for 2018–19. It has been prepared in accordance with section 13(2) of the *Legislative Standards Act 1992*.

The Department of the Premier and Cabinet (DPC) collaborate with agencies across government, including the Office of the Queensland Parliamentary Counsel, to deliver on the government's objectives for the community. Further information in relation to the Office of the Queensland Parliamentary Counsel's financial performance and strategic alignment with the department to ensure the delivery of a robust system of government can be found in the DPC 2018-19 Annual Report.

The report records the significant achievements against the strategies and services detailed in the Office of the Queensland Parliamentary Counsel's 2018–22 Strategic Plan and the 2018–19 Service Delivery Statement.

The financial information within this report was prepared by the Department of the Premier and Cabinet in accordance with Australian Accounting Standards and Interpretations, the Treasurer's minimum reporting requirements, and other authoritative pronouncements.

This report has been prepared for the Premier to table in Parliament.

ISSN (Online): 1837-0365



Interpreter service

The Queensland Government is committed to providing accessible services to Queenslanders from all culturally and linguistically diverse backgrounds. If you have difficulty in understanding this report, you can access the Translating and Interpreting Services via < www.qld.gov.au/languages > or by phoning 13 14 50.

Readers are invited to comment on this report at < www.qld.gov.au/annualreportfeedback >.

Copyright

© The State of Queensland
(Office of the Queensland Parliamentary Counsel) 2019.
Published by the Queensland Government,
September 2019.
111 George Street, Brisbane Qld 4000.



Licence

This annual report is licensed by the State of Queensland (Office of the Queensland Parliamentary Counsel) under the Creative Commons Attribution (CC BY) 4.0 International licence.

In essence, you are free to copy, communicate and adapt this annual report, as long as you attribute the work to the State of Queensland (Office of the Queensland Parliamentary Counsel) 2018–19 Annual Report.

To view a copy of this licence, visit
< www.creativecommons.org/licenses/by/4.0 >.

Copies of this publication can be obtained at
< www.legislation.qld.gov.au/about >.

Office of the Queensland Parliamentary Counsel

2018–2019

Annual Report

Letter of compliance

30 August 2019

The Honourable Annastacia Palaszczuk MP
Premier of Queensland and Minister for Trade
1 William Street
Brisbane City QLD 4000

Dear Premier,

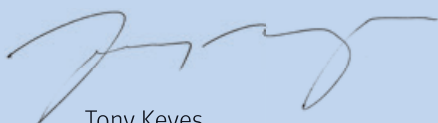
I am pleased to submit for presentation to the Parliament the Annual Report 2018–2019 for the Office of the Queensland Parliamentary Counsel, as required by section 13 of the *Legislative Standards Act 1992*.

I certify that this annual report complies with the requirements of section 13(2) of the *Legislative Standards Act 1992* and has been prepared with consideration of the:

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

The Office of the Queensland Parliamentary Counsel collaborate with the Department of the Premier and Cabinet to deliver on the government's objectives for the community. Further information in relation to the Office of the Queensland Parliamentary Counsel's financial performance and strategic alignment with the department to ensure the delivery of a robust system of government can be found in the Department of the Premier and Cabinet's 2018–19 Annual Report.

Yours sincerely,

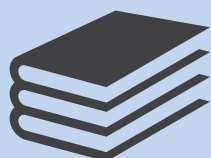


Tony Keyes
Queensland Parliamentary Counsel

Table of contents

Our year in review	1	Publishing clients	13
Message from the Parliamentary Counsel	2	Assisting the Queensland Youth Parliament	13
In focus: Indicative reprints with tracked changes	4	Significant policy impacting on service delivery	14
About our office	5	Financial summary	14
Our role	6	Our performance	15
Our vision	6	Strategic objectives	16
Our purpose	6	Future direction	18
Guiding principles	6	Service delivery statement	18
Government's objectives for the community	6	Our governance	19
Statutory obligations	7	Executive Management Group	20
Organisational structure	7	Governance framework	20
Legislative Drafting Services	7	Business continuity	20
Legislation Editing and Publishing Services	8	Committee and working group membership	21
Information Technology Services	8	Public sector ethics	21
Corporate Services	8	Queensland public service values	21
Our operating environment	9	Public Service Commission Capability Blueprint	22
Delivering on the government's legislative program	10	Job Shadow program	22
Delivering legislation for other drafting clients	10	Community Recovery	22
Certifying subordinate legislation	10	Risk management	23
Managing staged expiry of subordinate legislation	10	Internal audit	23
Providing drafting support services	10	External scrutiny	24
Advice on alternative ways of achieving policy objectives	11	Information systems	24
Advice on the application of Fundamental Legislative Principles	11	Record keeping	24
The drafting process	11	Our people	25
The overall drafting product	12	Workforce profile	26
Strategic risks and challenges	12	Workforce planning	26
Key stakeholders and partners	12	Employee performance	27
Drafting and advisory clients	12	DPC Achievement Awards	27
		Working for Queensland survey	28
		Glossary of terms	29
		Financial information	31

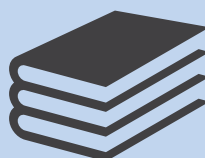
2018–19 Highlights



349

total drafted instruments

7,027 drafted pages
of legislation



789

reprints prepared

147,235 reprint pages
produced



34

government bills

2,490 drafted pages



8

private member bills

109 drafted pages



45

amendments during
consideration in detail

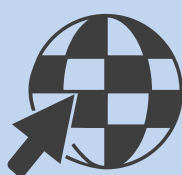
311 drafted pages



262

subordinate legislation
instruments

4,117 drafted pages



7,159,919

webpage views of the Queensland legislation
website representing

3,215,813 website visits



our year in review

Message from the Parliamentary Counsel



I am pleased to present the annual report of the Office of the Queensland Parliamentary Counsel. Our annual report is one of the many ways in which the office promotes its work. This report shows the progress against our objectives outlined in our Strategic Plan 2018–2022 and includes outcomes against our specific areas of focus for 2018–19.

The Office of the Queensland Parliamentary Counsel (OQPC) is a statutory authority 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.

Since that time, the office has met those objectives in a professional, effective, economical and independent way.

Professionalism and independence does not mean disengagement and isolation. The old stereotype of the legislative drafter as an aloof, disengaged and isolated technician is well behind us.

The development of legislation is a collaborative business, and the office has a network of vigorous and productive relationships, within the office, with instructing departments and agencies, with the Queensland Parliamentary Service and with a wider

range of external stakeholders. Those relationships are critical to meeting the office's statutory responsibilities.

The three core functions set out above require the development and maintenance of a professional and able workforce. It consists of legally qualified legislative drafters, expert editors and publishers, information and technology experts and corporate support. The office is fortunate to be served by dedicated and diligent officers who are devoted to serving the people of Queensland in these ways.

The office has made significant gains in recent years in harnessing the power of digital technologies. OQPC has drafting and publishing applications that enable the efficient and responsive drafting of legislation for the Government and private members, and the prompt delivery of legislation to the people, primarily through the Queensland legislation website. Reprints of existing legislation showing the effect of new amendments are usually available within three business days (and often sooner).

In early 2019, the office delivered our change-tracked indicative reprints initiative. Indicative reprints set out current law, showing in track mode amendments proposed by Bills introduced into the Legislative Assembly. This makes it easier for members and the public to understand the effect of amending legislation and improves access to and citizen involvement in the law-making process.

A related initiative allows Queensland legislation website users to generate their own 'on-the-fly' change-tracked reprint comparisons. A user can compare versions of the same Act as in force at any two points in time.

We have been fortunate to have constructive engagement with a range of stakeholders, and thanks to their feedback a range of further website improvements is on the drawing board. Some detail of these is given later in this report.

The office drafted and published a number of significant pieces of legislation during the year, including the *Human Rights Act 2019*, the *Health and Wellbeing Queensland Act 2019*, the *Termination of Pregnancy Act 2018*, the Medicines and Poisons Bill 2019, the Therapeutic Goods Bill 2019 and the Local Government Electoral (Implementing Stage 2 of Belcarra) and Other Legislation Amendment Bill 2019. In total, we drafted 349 legislative instruments (7,027 pages) and published 789 reprints (147,235 pages).

Nationally uniform and nationally consistent legislation is of increasing importance in Australia nowadays, and the office contributed to the drafting of national scheme legislation through the Australasian Parliamentary Counsel's Committee.

The development of legislation is a collaborative process, and our instructors are as critical as the drafters and editors to the quality of the final product. The office has resumed instructor training sessions which have been well received by enthusiastic attendees.

Fundamental legislative principles (FLPs) are the principles that underlie a parliamentary democracy based on the rule of law. FLPs include requiring that legislation have sufficient regard to the institution of parliament, and to the rights and liberties of individuals. Nowadays, lawmakers and policy professionals are generally familiar with FLPs, but it remains an important part of the office's work to advise Ministers, members, departments and agencies on the application of FLPs.

2018–19 was a period of significant change for the office. The 2017–18 reporting period saw the departure of former Parliamentary Counsel Annette O'Callaghan as a result of her appointment as the Parliamentary Counsel of New South Wales. Sandra Lawson, Ian Larwill and Paul McFadyen acted as Parliamentary Counsel at different times during the

subsequent recruitment process. In July 2018, Katy Le Roy was appointed as a Deputy Parliamentary Counsel and, in September 2018, I was appointed as Queensland Parliamentary Counsel. Since then, Sandra, Katy and I have settled into our Executive Management Group roles alongside Stacey Talbot as Executive Director, Legislation and Business Services.

Legislative drafting and publishing is a highly specialised field, and the office has continued to support employees undertaking career opportunities with drafting offices in both interstate and international jurisdictions. The Working for Queensland employee opinion survey showed that our employees have a keen sense of the public importance of our work, but that there is room for improvement in areas including workload stress, workplace health and decision-making fairness and transparency. Following an inclusive consultation process, we have implemented a range of initiatives designed to improve job satisfaction and safety.

The office collaborates with the Department of the Premier and Cabinet to deliver on the government's objectives for the community. Further information in relation to the office's financial performance and strategic alignment with the department to ensure the delivery of a robust system of government can be found in the DPC 2018–19 Annual Report.

The office looks forward to building on our collaborative partnerships and further improving the performance of our statutory functions in the public interest.



Tony Keyes
Queensland Parliamentary Counsel

IN FOCUS: Indicative reprints with tracked changes

A Queensland Government election commitment delivered by OQPC

OQPC met the government's election commitment to investigate the feasibility of indicative reprints with tracked changes that incorporate proposed amendments from introduced Bills, and went on to deliver the initiative.

During the 2017 election campaign, the Queensland Law Society, in its *Call to Parties Statement*, called for a commitment to provide Bills in tracking where amendments to existing legislation are proposed in the Bill. The Palaszczuk Government committed to investigating this proposal and referred the matter to OQPC.

The initial indicative reprints component of the solution was developed and delivered in a short time frame, ready for the 2018 Parliamentary year, providing fully incorporated Bill amendments published as PDF renditions of indicative reprints, identifying the Bill amendments with italic styling.

However, the final goal was to provide change-tracked documents to indicate the Bill amendments. The OQPC ICT team worked with their system partners to research, assess, develop and deliver the final product. Significant testing and system changes to the office's workflow and publishing systems were implemented. The project was developed and tested using existing work resources within the OQPC ICT and LEaPS teams during December 2018 and January 2019, all while continuing to provide their primary services. The delivery of indicative reprints with tracked changes was ready for the first Parliamentary sittings of 2019 and made available to the public via the Queensland legislation website < <https://www.legislation.qld.gov.au> >.

The website now offers user-friendly comparison tools enabling website users to easily view, in multiple ways, differences between the original legislation and the indicative reprint with the proposed Bill amendments.

Extending the benefits of this developed technology, OQPC added the change-tracking functionality to Queensland's In Force legislation collection on the legislation website. This enables users to prepare their own 'on-the-fly' comparisons of 'live' in-force reprints with multiple options for viewing the differences including synchronised side-by-side view of reprint comparisons.

The tracked changes functionality for indicative reprints and in-force reprint comparisons benefits website users through—

- easier access to the legislative changes, both past and future
- simpler ways to understand the legislative changes
- understandable mark-up of changes to Bills.

The implementation of change-tracked indicative reprints and 'on-the-fly' reprint comparisons on the Queensland legislation website not only responded to a government election commitment, it also means that Queensland has one of the most advanced legislation websites in Australia. While some other jurisdictions provide similar services to their parliaments and governments, Queensland is the only jurisdiction to publicly provide these documents as part of the State's legislation website, marking us as a leader of openness, transparency and accessibility.

The screenshot displays the Queensland legislation website's comparison tool. It shows two versions of the 'What grower licences authorise' section side-by-side. The left version is the original, and the right version is the amended one. Changes are highlighted: green for additions and red for deletions. A 'Comparison tools' panel on the right offers options to view changes, including a 'Diff' view. The top navigation bar includes links for 'Return to standard view', 'Amending Bill', 'Legislative history', 'Search Act', 'Change-tracked PDF', and 'PDF'.

52 What grower licences authorise

A grower licence authorises the licensee, in accordance with the licence—

(a) to possess industrial cannabis plants and seed; and

(b) to produce industrial cannabis plants and seed from *certified cannabis* seed; and

Note—

Certified cannabis seed is seed certified to produce plants with a THC concentration in their leaves and flowering heads of not more than 0.5%. However, industrial cannabis plants may have a THC concentration in their leaves and flowering heads of not more than 1%. The difference recognizes that the leaves and flowering heads of plants grown using certified cannabis seed may have more than 0.5% THC because of environmental conditions beyond a grower's control.

(c) to supply industrial cannabis seed to—

(i) a *category 1 or category 2* researcher; or

(ii) a grower; or

(iii) a person authorised under a regulation under *section 48* to possess the seed; and

(d) to possess class A or class B research cannabis seed for use under the supervision of a *category 1 or category 2* researcher, as part of a field trial the *category 1 or category 2* researcher is conducting on land owned or leased by the grower; and

(e) to produce class A or class B research cannabis plants and seed under the supervision of a *category 1 or category 2* researcher, as part of a field trial the *category 1 or category 2* researcher is conducting on land owned or leased by the grower; and

(f) to supply to a *category 1 or category 2* researcher class A or class B research cannabis plants and seed produced on land owned or leased by the grower as part of a field trial conducted under the supervision of the *category 1 or category 2* researcher; and

(g) to supply industrial cannabis seed to—

(i) a person who holds a cannabis research licence or a medicinal cannabis licence under the *Narcotic Drugs Act 1967* (Cwlth); or

(ii) a person in another State who is authorised under the law of that State to possess cannabis seed that, if grown, will produce cannabis plants with a THC concentration in their leaves and flowering heads that the person in the other State may possess; and

51 What grower licences authorise

A grower licence authorises the licensee, in accordance with the licence—

(a) to possess industrial cannabis plants and seed; and

(b) to produce industrial cannabis plants and seed from *planting* seed; and

Note—

Planting seed is seed that is, in accordance with a regulation, taken to have been harvested from a cannabis plant with a THC concentration in the plant's leaves and flowering heads, of not more than 0.5%. However, industrial cannabis plants may have a THC concentration in their leaves and flowering heads of not more than 1%. The difference recognizes that the leaves and flowering heads of plants grown using planting seed may have more than 0.5% THC because of environmental conditions beyond a grower's control.

(c) to supply industrial cannabis seed to—

(i) a researcher; or

(ii) a grower; or

(iii) a person authorised under a regulation under *section 48* to possess the seed; and

(d) to possess class A or class B research cannabis seed for use under the supervision of a researcher, as part of a field trial the researcher is conducting on land owned or leased by the grower; and

(e) to produce class A or class B research cannabis plants and seed under the supervision of a researcher, as part of a field trial the researcher is conducting on land owned or leased by the grower; and

(f) to supply to a researcher class A or class B research cannabis plants and seed produced on land owned or leased by the grower as part of a field trial conducted under the supervision of the researcher; and

(g) to supply industrial cannabis seed to—

(i) a person who holds a cannabis research licence or a medicinal cannabis licence under the *Narcotic Drugs Act 1967* (Cwlth); or

(ii) a person in another State who is authorised under the law of that State to possess cannabis seed that, if grown, will produce cannabis plants with a THC concentration in their leaves and flowering heads that the person in the other State may possess; and

Comparison tools

Diff

Inserts

Insert 639 [Repealed]

Insert 632 [Repealed]

Insert 631 [Repealed]

Insert 636 [Repealed]

Insert 635 [Repealed]

Insert 634 [Repealed]

Insert 633 [Repealed]

Insert 630 [Repealed]

Insert 629 [Repealed]

Insert 628 [Repealed]

Insert 627 [Repealed]

Insert 626 [Repealed]

Insert 625 [Repealed]

Insert 624 [Repealed]

Insert 623 [Repealed]

Insert 622 [Repealed]

Insert 621 [Repealed]

Insert 620 [Repealed]

Insert 619 [Repealed]

Insert 618 [Repealed]

Insert 617 [Repealed]

Insert 616 [Repealed]

Insert 615 [Repealed]

Insert 614 [Repealed]

Insert 613 [Repealed]

Insert 612 [Repealed]

Insert 611 [Repealed]

Insert 610 [Repealed]

Insert 609 [Repealed]

Insert 608 [Repealed]

Insert 607 [Repealed]

Insert 606 [Repealed]

Insert 605 [Repealed]

Insert 604 [Repealed]

Insert 603 [Repealed]

Insert 602 [Repealed]

Insert 601 [Repealed]

Insert 600 [Repealed]

Insert 599 [Repealed]

Insert 598 [Repealed]

Insert 597 [Repealed]

Insert 596 [Repealed]

Insert 595 [Repealed]

Insert 594 [Repealed]

Insert 593 [Repealed]

Insert 592 [Repealed]

Insert 591 [Repealed]

Insert 590 [Repealed]

Insert 589 [Repealed]

Insert 588 [Repealed]

Insert 587 [Repealed]

Insert 586 [Repealed]

Insert 585 [Repealed]

Insert 584 [Repealed]

Insert 583 [Repealed]

Insert 582 [Repealed]

Insert 581 [Repealed]

Insert 580 [Repealed]

Insert 579 [Repealed]

Insert 578 [Repealed]

Insert 577 [Repealed]

Insert 576 [Repealed]

Insert 575 [Repealed]

Insert 574 [Repealed]

Insert 573 [Repealed]

Insert 572 [Repealed]

Insert 571 [Repealed]

Insert 570 [Repealed]

Insert 569 [Repealed]

Insert 568 [Repealed]

Insert 567 [Repealed]

Insert 566 [Repealed]

Insert 565 [Repealed]

Insert 564 [Repealed]

Insert 563 [Repealed]

Insert 562 [Repealed]

Insert 561 [Repealed]

Insert 560 [Repealed]

Insert 559 [Repealed]

Insert 558 [Repealed]

Insert 557 [Repealed]

Insert 556 [Repealed]

Insert 555 [Repealed]

Insert 554 [Repealed]

Insert 553 [Repealed]

Insert 552 [Repealed]

Insert 551 [Repealed]

Insert 550 [Repealed]

Insert 549 [Repealed]

Insert 548 [Repealed]

Insert 547 [Repealed]

Insert 546 [Repealed]

Insert 545 [Repealed]

Insert 544 [Repealed]

Insert 543 [Repealed]

Insert 542 [Repealed]

Insert 541 [Repealed]

Insert 540 [Repealed]

Insert 539 [Repealed]

Insert 538 [Repealed]

Insert 537 [Repealed]

Insert 536 [Repealed]

Insert 535 [Repealed]

Insert 534 [Repealed]

Insert 533 [Repealed]

Insert 532 [Repealed]

Insert 531 [Repealed]

Insert 530 [Repealed]

Insert 529 [Repealed]

Insert 528 [Repealed]

Insert 527 [Repealed]

Insert 526 [Repealed]

Insert 525 [Repealed]

Insert 524 [Repealed]

Insert 523 [Repealed]

Insert 522 [Repealed]

Insert 521 [Repealed]

Insert 520 [Repealed]

Insert 519 [Repealed]

Insert 518 [Repealed]

Insert 517 [Repealed]

Insert 516 [Repealed]

Insert 515 [Repealed]

Insert 514 [Repealed]

Insert 513 [Repealed]

Insert 512 [Repealed]

Insert 511 [Repealed]

Insert 510 [Repealed]

Insert 509 [Repealed]

Insert 508 [Repealed]

Insert 507 [Repealed]

Insert 506 [Repealed]

Insert 505 [Repealed]

Insert 504 [Repealed]

Insert 503 [Repealed]

Insert 502 [Repealed]

Insert 501 [Repealed]

Insert 500 [Repealed]

Insert 499 [Repealed]

Insert 498 [Repealed]

Insert 497 [Repealed]

Insert 496 [Repealed]

Insert 495 [Repealed]

Insert 494 [Repealed]

Insert 493 [Repealed]

Insert 492 [Repealed]

Insert 491 [Repealed]

Insert 490 [Repealed]

Insert 489 [Repealed]

Insert 488 [Repealed]

Insert 487 [Repealed]

Insert 486 [Repealed]

Insert 485 [Repealed]

Insert 484 [Repealed]

Insert 483 [Repealed]

Insert 482 [Repealed]

Insert 481 [Repealed]

Insert 480 [Repealed]

Insert 479 [Repealed]

Insert 478 [Repealed]

Insert 477 [Repealed]

Insert 476 [Repealed]

Insert 475 [Repealed]

Insert 474 [Repealed]

Insert 473 [Repealed]

Insert 472 [Repealed]

Insert 471 [Repealed]

Insert 470 [Repealed]

Insert 469 [Repealed]

Insert 468 [Repealed]

Insert 467 [Repealed]

Insert 466 [Repealed]

Insert 465 [Repealed]

Insert 464 [Repealed]

Insert 463 [Repealed]

Insert 462 [Repealed]

Insert 461 [Repealed]

Insert 460 [Repealed]

Insert 459 [Repealed]

Insert 458 [Repealed]

Insert 457 [Repealed]

Insert 456 [Repealed]

Insert 455 [Repealed]

Insert 454 [Repealed]

Insert 453 [Repealed]

Insert 452 [Repealed]

Insert 451 [Repealed]

Insert 450 [Repealed]

Insert 449 [Repealed]

Insert 448 [Repealed]

Insert 447 [Repealed]

Insert 446 [Repealed]

Insert 445 [Repealed]

Insert 444 [Repealed]

Insert 443 [Repealed]

Insert 442 [Repealed]

Insert 441 [Repealed]

Insert 440 [Repealed]

Insert 439 [Repealed]

Insert 438 [Repealed]

Insert 437 [Repealed]

Insert 436 [Repealed]

Insert 435 [Repealed]

Insert 434 [Repealed]

Insert 433 [Repealed]

Insert 432 [Repealed]

Insert 431 [Repealed]

Insert 430 [Repealed]

Insert 429 [Repealed]

Insert 428 [Repealed]

Insert 427 [Repealed]

Insert 426 [Repealed]

Insert 425 [Repealed]

Insert 424 [Repealed]

Insert 423 [Repealed]

Insert 422 [Repealed]

Insert 421 [Repealed]

Insert 420 [Repealed]

Insert 419 [Repealed]

Insert 418 [Repealed]

Insert 417 [Repealed]

Insert 416 [Repealed]

Insert 415 [Repealed]

Insert 414 [Repealed]

Insert 413 [Repealed]

Insert 412 [Repealed]

Insert 411 [Repealed]

Insert 410 [Repealed]

Insert 409 [Repealed]

Insert 408 [Repealed]

Insert 407 [Repealed]

Insert 406 [Repealed]

Insert 405 [Repealed]

Insert 404 [Repealed]

Insert 403 [Repealed]

Insert 402 [Repealed]

Insert 401 [Repealed]

Insert 400 [Repealed]

Insert 399 [Repealed]

Insert 398 [Repealed]

Insert 397 [Repealed]

Insert 396 [Repealed]

Insert 395 [Repealed]

Insert 394 [Repealed]

Insert 393 [Repealed]

Insert 392 [Repealed]

Insert 391 [Repealed]

Insert 390 [Repealed]

Insert 389 [Repealed]

Insert 388 [Repealed]

Insert 387 [Repealed]

Insert 386 [Repealed]

Insert 385 [Repealed]

Insert 384 [Repealed]

Insert 383 [Repealed]

Insert 382 [Repealed]

Insert 381 [Repealed]

Insert 380 [Repealed]

Insert 379 [Repealed]

Insert 378 [Repealed]

Insert 377 [Repealed]

Insert 376 [Repealed]

Insert 375 [Repealed]

Insert 374 [Repealed]

Insert 373 [Repealed]

Insert 372 [Repealed]

Insert 371 [Repealed]

Insert 370 [Repealed]

Insert 369 [Repealed]

Insert 368 [Repealed]

Insert 367 [Repealed]

Insert 366 [Repealed]

Insert 365 [Repealed]

Insert 364 [Repealed]

Insert 363 [Repealed]

Insert 362 [Repealed]

Insert 361 [Repealed]

Insert 360 [Repealed]

Insert 359 [Repealed]

Insert 358 [Repealed]

Insert 357 [Repealed]

Insert 356 [Repealed]

Insert 355 [Repealed]

Insert 354 [Repealed]

Insert 353 [Repealed]

Insert 352 [Repealed]

Insert 351 [Repealed]

Insert 350 [Repealed]

Insert 349 [Repealed]

Insert 348 [Repealed]

Insert 347 [Repealed]

Insert 346 [Repealed]

Insert 345 [Repealed]

Insert 344 [Repealed]

Insert 343 [Repealed]

Insert 342 [Repealed]

Insert 341 [Repealed]

Insert 340 [Repealed]

Insert 339 [Repealed]

Insert 338 [Repealed]

Insert 337 [Repealed]

Insert 336 [Repealed]

Insert 335 [Repealed]

Insert 334 [Repealed]

Insert 333 [Repealed]

Insert 332 [Repealed]

Insert 331 [Repealed]

Insert 330 [Repealed]

Insert 329 [Repealed]

Insert 328 [Repealed]

Insert 327 [Repealed]

Insert 326 [Repealed]

Insert 325 [Repealed]

Insert 324 [Repealed]

Insert 323 [Repealed]

Insert 322 [Repealed]

Insert 321 [Repealed]

Insert 320 [Repealed]

Insert 319 [Repealed]

Insert 318 [Repealed]

Insert 317 [Repealed]

Insert 316 [Repealed]

Insert 315 [Repealed]

Insert 314 [Repealed]

Insert 313 [Repealed]

Insert 312 [Repealed]

Insert 311 [Repealed]

Insert 310 [Repealed]

Insert 309 [Repealed]

Insert 308 [Repealed]

Insert 307 [Repealed]

Insert 306 [Repealed]

Insert 305 [Repealed]

Insert 304 [Repealed]

Insert 303 [Repealed]

Insert 302 [Repealed]

Insert 301 [Repealed]

Insert 300 [Repealed]

Insert 299 [Repealed]

Insert 298 [Repealed]

Insert 297 [Repealed]

Insert 296 [Repealed]

Insert 295 [Repealed]

Insert 294 [Repealed]

Insert 293 [Repealed]

Insert 292 [Repealed]

Insert 291 [Repealed]

Insert 290 [Repealed]

Insert 289 [Repealed]

Insert 288 [Repealed]

Insert 287 [Repealed]

Insert 286 [Repealed]

Insert 285 [Repealed]

Insert 284 [Repealed]

Insert 283 [Repealed]

Insert 282 [Repealed]

Insert 281 [Repealed]

Insert 280 [Repealed]

Insert 279 [Repealed]

Insert 278 [Repealed]

Insert 277 [Repealed]

Insert 276 [Repealed]

Insert 275 [Repealed]

Insert 274 [Repealed]

Insert 273 [Repealed]

Insert 272 [Repealed]

Insert 271 [Repealed]

Insert 270 [Repealed]

Insert 269 [Repealed]

Insert 268 [Repealed]

Insert 267 [Repealed]

Insert 266 [Repealed]

Insert 265 [Repealed]

Insert 264 [Repealed]

Insert 263 [Repealed]

Insert 262 [Repealed]

Insert 261 [Repealed]

Insert 260 [Repealed]

Insert 259 [Repealed]

Insert 258 [Repealed]

Insert 257 [Repealed]

Insert 256 [Repealed]

Insert 255 [Repealed]

Insert 254 [Repealed]

Insert 253 [Repealed]

Insert 252 [Repealed]

Insert 251 [Repealed]

Insert 250 [Repealed]

Insert 249 [Repealed]

Insert 248 [Repealed]

Insert 247 [Repealed]

Insert 246 [Repealed]

Insert 245 [Repealed]

Insert 244 [Repealed]

Insert 243 [Repealed]

Insert 242 [Repealed]

Insert 241 [Repealed]

Insert 240 [Repealed]

Insert 239 [Repealed]

Insert 238 [Repealed]

Insert 237 [Repealed]

Insert 236 [Repealed]

Insert 235 [Repealed]

Insert 234 [Repealed]

Insert 233 [Repealed]

Insert 232 [Repealed]

Insert 231 [Repealed]

Insert 230 [Repealed]

Insert 229 [Repealed]

Insert 228 [Repealed]

Insert 227 [Repealed]

Insert 226 [Repealed]

Insert 225 [Repealed]

Insert 224 [Repealed]

Insert 223 [Repealed]

Insert 222 [Repealed]

Insert 221 [Repealed]

Insert 220 [Repealed]

Insert 219 [Repealed]

Insert 218 [Repealed]

Insert 217 [Repealed]

Insert 216 [Repealed]

Insert 215 [Repealed]

Insert 214 [Repealed]

Insert 213 [Repealed]

Insert 212 [Repealed]

Insert 211 [Repealed]

Insert 210 [Repealed]

Insert 209 [Repealed]

Insert 208 [Repealed]

Insert 207 [Repealed]

Insert 206 [Repealed]

Insert 205 [Repealed]

Insert 204 [Repealed]

Insert 203 [Repealed]

Insert 202 [Repealed]

Insert 201 [Repealed]

Insert 200 [Repealed]

Insert 199 [Repealed]

Insert 198 [Repealed]

Insert 197 [Repealed]

Insert 196 [Repealed]

Insert 195 [Repealed]

Insert 194 [Repealed]

Insert 193 [Repealed]

Insert 192 [Repealed]

Insert 191 [Repealed]

Insert 190 [Repealed]

Insert 189 [Repealed]

Insert 188 [Repealed]

Insert 187 [Repealed]

Insert 186 [Repealed]

Insert 185 [Repealed]

Insert 184 [Repealed]

Insert 183 [Repealed]

Insert 182 [Repealed]

Insert 181 [Repealed]

Insert 180 [Repealed]

Insert 179 [Repealed]

Insert 178 [Repealed]

Insert 177 [Repealed]

Insert 176 [Repealed]

Insert 175 [Repealed]

Insert 174 [Repealed]

Insert 173 [Repealed]

Insert 172 [Repealed]

Insert 171 [Repealed]

Insert 170 [Repealed]

Insert 169 [Repealed]

Insert 168 [Repealed]

Insert 167 [Repealed]

Insert 166 [Repealed]

Insert 165 [Repealed]

Insert 164 [Repealed]

Insert 163 [Repealed]

Insert 162 [Repealed]

Insert 161 [Repealed]

Insert 160 [Repealed]

Insert 159 [Repealed]

Insert 158 [Repealed]

Insert 157 [Repealed]

Insert 156 [Repealed]

Insert 155 [Repealed]

Insert 154 [Repealed]

Insert 153 [Repealed]

Insert 152 [Repealed]

Insert 151 [Repealed]

Insert 150 [Repealed]

Insert 149 [Repealed]

Insert 148 [Repealed]

Insert 147 [Repealed]

Insert 146 [Repealed]

Insert 145 [Repealed]

Insert 144 [Repealed]

Insert 143 [Repealed]

Insert 142 [Repealed]

Insert 141 [Repealed]

Insert 140 [Repealed]

Insert 139 [Repealed]

Insert 138 [Repealed]

Insert 137 [Repealed]

Insert 136 [Repealed]

Insert 135 [Repealed]

Insert 134 [Repealed]

Insert 133 [Repealed]

Insert 132 [Repealed]

Insert 131 [Repealed]

Insert 130 [Repealed]

Insert 129 [Repealed]

Insert 128 [Repealed]

Insert 127 [Repealed]

Insert 126 [Repealed]

Insert 125 [Repealed]

Insert 124 [Repealed]

Insert 123 [Repealed]

Insert 122 [Repealed]

Insert 121 [Repealed]

Insert 120 [Repealed]

Insert 119 [Repealed]

Insert 118 [Repealed]

Insert 117 [Repealed]

Insert 116 [Repealed]

Insert 115 [Repealed]

Insert 114 [Repealed]

Insert 113 [Repealed]

Insert 112 [Repealed]

Insert 111 [Repealed]

Insert 110 [Repealed]

Insert 109 [Repealed]

Insert 108 [Repealed]

Insert 107 [Repealed]

Insert 106 [Repealed]

Insert 105 [Repealed]

Insert 104 [Repealed]

Insert 103 [Repealed]

Insert 102 [Repealed]

Insert 101 [Repealed]

Insert 100 [Repealed]

Insert 99 [Repealed]

Insert 98 [Repealed]

Insert 97 [Repealed]

Insert 96 [Repealed]

Insert 95 [Repealed]

Insert 94 [Repealed]

Insert 93 [Repealed]

Insert 92 [Repealed]

Insert 91 [Repealed]

Insert 90 [Repealed]

Insert 89 [Repealed]

Insert 88 [Repealed]

Insert 87 [Repealed]

Insert 86 [Repealed]

Insert 85 [Repealed]

Insert 84 [Repealed]

Insert 83 [Repealed]

Insert 82 [Repealed]

Insert 81 [Repealed]

Insert 80 [Repealed]

Insert 79 [Repealed]

Insert 78 [Repealed]

Insert 77 [Repealed]

Insert 76 [Repealed]

Insert 75 [Repealed]

Insert 74 [Repealed]

Insert 73 [Repealed]

Insert 72 [Repealed]

Insert 71 [Repealed]

Insert 70 [Repealed]

Insert 69 [Repealed]

Insert 68 [Repealed]

Insert 67 [Repealed]

Insert 66 [Repealed]

Insert 65 [Repealed]

Insert 64 [Repealed]

Insert 63 [Repealed]

Insert 62 [Repealed]

Insert 61 [Repealed]

Insert 60 [Repealed]

Insert 59 [Repealed]

Insert 58 [Repealed]

Insert 57 [Repealed]

Insert 56 [Repealed]

Insert 55 [Repealed]

Insert 54 [Repealed]

Insert 53 [Repealed]

Insert 52 [Repealed]

Insert 51 [Repealed]

Insert 50 [Repealed]

Insert 49 [Repealed]

Insert 48 [Repealed]

Insert 47 [Repealed]

Insert 46 [Repealed]

Insert 45 [Repealed]

Insert 44 [Repealed]

Insert 43 [Repealed]

Insert 42 [Repealed]

Insert 41 [Repealed]

Insert 40 [Repealed]

Insert 39 [Repealed]

Insert 38 [Repealed]

Insert 37 [Repealed]

Insert 36 [Repealed]

Insert 35 [Repealed]

Insert 34 [Repealed]

Insert 33 [Repealed]

Insert 32 [Repealed]

Insert 31 [Repealed]

Insert 30 [Repealed]

Insert 29 [Repealed]

Insert 28 [Repealed]

Insert 27 [Repealed]

Insert 26 [Repealed]

Insert 25 [Repealed]

Insert 24 [Repealed]

Insert 23 [Repealed]

Insert 22 [Repealed]

Insert 21 [Repealed]

Insert 20 [Repealed]

Insert 19 [Repealed]

Insert 18 [Repealed]

Insert 17 [Repealed]

Insert 16 [Repealed]

Insert 15 [Repealed]

Insert 14 [Repealed]

Insert 13 [Repealed]

Insert 12 [Repealed]

Insert 11 [Repealed]

Insert 10 [Repealed]

Insert 9 [Repealed]

Insert 8 [Repealed]

Insert 7 [Repealed]

Insert 6 [Repealed]

Insert 5 [Repealed]

Insert 4 [Repealed]

Insert 3 [Repealed]

Insert 2 [Repealed]

Insert 1 [Repealed]

Insert 0 [Repealed]

Insert -1 [Repealed]

Insert -2 [Repealed]

Insert -3 [Repealed]

Insert -4 [Repealed]

Insert -5 [Repealed]

Insert -6 [Repealed]

Insert -7 [Repealed]

Insert -8 [Repealed]

Insert -9 [Repealed]

Insert -10 [Repealed]

Insert -11 [Repealed]

Insert -12 [Repealed]

Insert -13 [Repealed]

Insert -14 [Repealed]

Insert -15 [Repealed]

Insert -16 [Repealed]

Insert -17 [Repealed]

Insert -18 [Repealed]

Insert -19 [Repealed]

Insert -20 [Repealed]

Insert -21 [Repealed]

Insert -22 [Repealed]

Insert -23 [Repealed]

Insert -24 [Repealed]

Insert -25 [Repealed]

Insert -26 [Repealed]

Insert -27 [Repealed]

Insert -28 [Repealed]

Insert -29 [Repealed]

Insert -30 [Repealed]

Insert -31 [Repealed]

Insert -32 [Repealed]

Insert -33 [Repealed]

Insert -34 [Repealed]

Insert -35 [Repealed]

Insert -36 [Repealed]

Insert -37 [Repealed]

Insert -38 [Repealed]

Insert -39 [Repealed]

Insert -40 [Repealed]

Insert -41 [Repealed]

Insert -42 [Repealed]

Insert -43 [Repealed]

Insert -44 [Repealed]

Insert -45 [Repealed]

Insert -46 [Repealed]

Insert -47 [Repealed]

Insert -48 [Repealed]

Insert -49 [Repealed]

Insert -50 [Repealed]

Insert -51 [Repealed]

Insert -52 [Repealed]

Insert -53 [Repealed]

Insert -54 [Repealed]

Insert -55 [Repealed]

Insert -56 [Repealed]

Insert -57 [Repealed]

Insert -58 [Repealed]

Insert -59 [Repealed]

Insert -60 [Repealed]

Insert -61 [Repealed]

Insert -62 [Repealed]

Insert -63 [Repealed]

Insert -64 [Repealed]

Insert -65 [Repealed]

Insert -66 [Repealed]

Insert -67 [Repealed]

Insert -68 [Repealed]

Insert -69 [Repealed]

Insert -70 [Repealed]

Insert -71 [Repealed]

Insert -72 [Repealed]

Insert -73 [Repealed]

Insert -74 [Repealed]

Insert -75 [Repealed]

Insert -76 [Repealed]

Insert -77 [Repealed]

Insert -78 [Repealed]

Insert -79 [Repealed]

Insert -80 [Repealed]

Insert -81 [Repealed]

Insert -82 [Repealed]

Insert -83 [Repealed]

Insert -84 [Repealed]

Insert -85 [Repealed]

Insert -86 [Repealed]

Insert -87 [Repealed]

Insert -88 [Repealed]

Insert -89 [Repealed]

Insert -90 [Repealed]

Insert -91 [Repealed]

Insert -92 [Repealed]

Insert -93 [Repealed]

Insert -94 [Repealed]

Insert -95 [Repealed]

Insert -96 [Repealed]

Insert -97 [Repealed]

Insert -98 [Repealed]

Insert -99 [Repealed]



about our office

About our office

Our role

The Office of the Queensland Parliamentary Counsel is the frontline service provider for Queensland legislation, supporting government and democracy through legislative drafting and access to legislation.

Our vision

Creating excellence in Queensland legislation.

Our purpose

The Office of the Queensland Parliamentary Counsel was established as a statutory authority on 1 June 1992 by the *Legislative Standards Act 1992* to ensure that:

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

Our guiding principles

Leadership

We support democracy by acting with integrity, transparency and accountability. We are agile, flexible and responsive to the strategic imperatives of government. We provide objective and balanced advice in providing legislative drafting services.

Innovation

We have a whole-of-government perspective in providing legislative drafting services. We embrace new technologies and business models to ensure access to legislation and legislative information.

Diversity

We value diversity and inclusivity and celebrate their benefits. We consider the needs of all stakeholders in providing legislative drafting services and access to legislation.

Collaboration

We seek to understand our stakeholders, their expectations and aspirations. We embrace new ways of working with our stakeholders to engage effectively with them and respond to their needs. We value, respect and learn from each other and our stakeholders as we strive for mutual success.

Empowerment

We recognise the importance of our employees and value their contributions. We provide a family-friendly and flexible workplace that fosters mutual respect, inclusion and open communication. We ensure our people have the skills they need to do their jobs effectively.

Trust

We inspire trust in the system of government by demonstrating integrity, transparency and accountability.

Government's objectives

OQPC will support responsive government by delivering:

- excellence in legislative drafting to support Government objectives
- Queensland legislation and information about legislation that is readily accessible to the community
- a collaborative high-performing culture focused on organisational excellence.



Statutory obligations

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 fundamental legislative principles (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 electronic access to Queensland legislation and information about Queensland legislation.

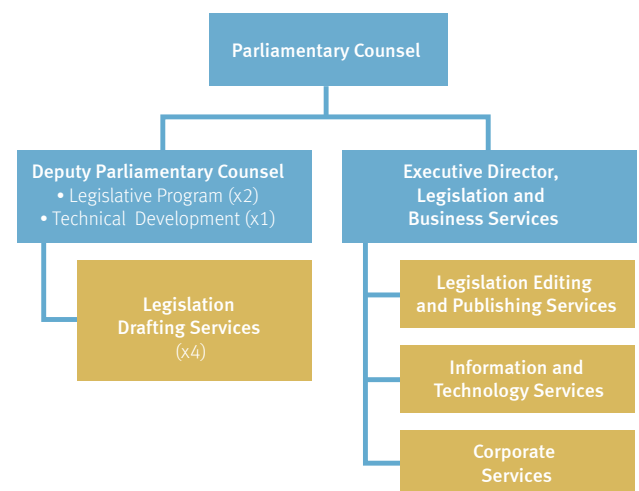
Organisational structure

The Parliamentary Counsel is the chief executive of OQPC and, subject to the Minister (the Premier of Queensland and Minister for Trade), controls the office.

OQPC's operating model consists of the Parliamentary Counsel's office, Drafting Services and Legislation and Business Services. This operating model supports the Executive Management Group and allows the office to maintain an optimum arrangement for high-

quality service delivery and exemplary work practices. Drafting Services has four teams that are overseen by the Deputy Parliamentary Counsel. Legislation and Business Services consists of the Legislation Editing and Publishing Services (LEaPS), Information Technology Services (ITS) and Corporate Services business areas.

OQPC is located at 111 George Street, Brisbane and staff primarily work from this location but have the flexibility to work remotely if required. The organisational chart below reflects the office structure as at 30 June 2019.



The Parliamentary Counsel is the chief executive of OQPC, leads the Executive Management Group, is the Queensland representative of the Australasian Parliamentary Counsel's Committee and represents the office within the Department of the Premier and Cabinet (DPC) as part of its Executive Leadership Team and through high-level committee membership.

Legislation Drafting Services

The Deputy Parliamentary Counsel lead the drafting teams to provide an effective and efficient legislative drafting service to produce Queensland legislation of the highest standard.

Legislation Editing and Publishing Services

The Legislation Editing and Publishing Services (LEaPS) team edits draft legislation, prepares reprints and publishes legislation making Queensland legislation and information relating to legislation readily accessible.

Information and Technology Services

The Information Technology Services team provides tier one specialised support for the legislative drafting and publishing system, mitigates the risk of cyber security threats and works closely with DPC's Information Services unit.

Corporate Services

The Corporate Services team ensures human resource management, corporate governance and finance functions are delivered in accordance with legislation, industry standards and using best practice methodology.

The background of the slide features a faint, light blue watermark of a document's table of contents. The document is tilted at an angle. The visible entries in the table of contents include: 'wrapper' (with a minus sign on the left and a plus sign on the right), 'front' (with a minus sign on the left and a plus sign on the right), 'longtitle' (with a plus sign on the left and a plus sign on the right), 'enact' (with a plus sign on the left and a plus sign on the right), 'body' (with a minus sign on the left and a plus sign on the right), 'chapter' (with a plus sign on the left and a plus sign on the right), 'chapter' (with a minus sign on the left and a plus sign on the right), 'no' (in a box), 'heading' (with a plus sign on the right), and 'part' (with a minus sign on the left and a plus sign on the right).

our operating environment

Our operating environment

A review of OQPC's progress against our statutory obligations

Delivering on the government's legislative program

During the 2018–19 reporting period OQPC drafted all of Queensland's Bills and subordinate legislation, as defined in the *Statutory Instruments Act 1992*, other than exempt subordinate 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.

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

Delivering legislation for other drafting clients

Eight Bills provided by OQPC during the 2018–19 reporting period were prepared for non-government members of the Legislative Assembly. OQPC also supplied 18 non-government amendments for Bills that were moved in the Legislative Assembly.

OQPC 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.

Certifying subordinate legislation

OQPC drafts all Queensland subordinate legislation other than exempt instruments. The office certifies subordinate legislation it has drafted if satisfied it is lawful and has sufficient regard to FLPs. During the reporting period OQPC certified 262 instruments of subordinate legislation.

If OQPC refuses to certify proposed subordinate legislation, the instrument must, under the Queensland

Cabinet Handbook, be submitted to Cabinet before it is made.

Managing staged expiry of subordinate legislation

A significant regulatory reform device in the maintenance of the Queensland statute book is the imposition of automatic expiry dates on subordinate legislation. The current system was established under part 7 of the *Statutory Instruments Act 1992* and provides for a 10-year cycle for the review and remaking of subordinate legislation. Exemptions from expiry are strictly limited.

In August 2018, 58 instruments were exempted from expiry until specified dates. Of the instruments shown as exempt from expiry in schedule 1 of the *Statutory Instruments Regulation 2012* as at 30 June 2019:

- four were exempt on the basis they are uniform subordinate legislation
- six were exempt on the basis replacement instruments are being drafted
- 48 were exempt on the basis that the Acts under which the instruments are made are subject to review (13 of the 48 are first exemptions).

Providing drafting support services

OQPC continued to provide drafting support services to Parliament and the Governor in Council during the reporting period.

In performing functions in the Bill-to-Act process, the office produces all versions of Bills required for their passage through the Legislative Assembly and for assent. Under instruction from the Clerk of the Parliament, OQPC incorporates into Bills amendments made during consideration in detail and consequential amendments that arise.

OQPC coordinates notification, publication and tabling processes for subordinate legislation, including extraordinary notification of subordinate legislation for government departments.

Advice on alternative ways of achieving policy objectives

Under section 7 of the *Legislative Standards Act 1992*, OQPC has a specific function to provide advice on alternative ways of achieving policy objectives when drafting legislation. The development of 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.

OQPC contributes to the policy development process by advising on:

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

Advice on the application of Fundamental Legislative Principles

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

The principles are defined in the *Legislative Standards Act 1992* as ‘the principles relating to legislation that underlie a parliamentary democracy based on the rule of law’ and include the requirement that legislation has sufficient regard to the rights and liberties of individuals and the institution of Parliament.

The office consistently seeks to achieve policy objectives without infringing FLPs, noting that they:

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

Advice provided by the office to key stakeholders may include:

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

OQPC provides advice on FLPs in two main ways:

- Firstly, by providing commentary 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 for future drafts.
- Secondly, by maintaining a briefing note system in relation to Bills and significant subordinate legislation required to go to Cabinet for approval. When appropriate, OQPC provides a formal briefing note about compliance with FLPs to DPC and the instructing department. This process facilitates a whole-of-government decision on the operation of the FLPs concerned.

During the reporting period OQPC continued to work with departments to develop provisions that achieve both policy objectives and compliance with FLPs. This approach minimised the number of matters about which a portfolio committee needed to take action in its role of monitoring the quality of legislation.

The drafting process

During the reporting period OQPC continuously strove for high client satisfaction in relation to the processes adopted to provide drafting services by:

- promptly acknowledging instructions and confirming drafter allocation
- providing draft legislation in a timely way
- promptly responding to requests and queries, and promoting drafter availability to discuss complex legislative matters
- updating clients on the progress of legislative instruments being drafted

- providing incidental advice in relation to:
 - the drafting process
 - other relevant legislation or agencies
 - general drafting matters.

Throughout the drafting process the office maintains its duty of confidentiality to clients as required under the *Legislative Standards Act 1992*, section 9A.

The overall drafting product

During the reporting period OQPC continued to review its practices and precedents, published comprehensive information about legislative matters and ensured the Queensland Statute Book is of the highest standard.

Key activities included:

- maintaining internal quality assurance processes
- continuing our commitment to plain English drafting.

In addition to drafting legislation for the government and private members in Queensland, OQPC drafted and reviewed proposed national scheme legislation. The office is committed to keeping informed on national and international developments in drafting and publishing.

Strategic risks and challenges

OQPC works within an increasingly complex operating environment, faced with many challenges that affect our ability to deliver on our vision:

- challenges in planning the annual legislative program and competing expectations among clients and other stakeholders that have the potential to affect the delivery of legislative drafting services and access to legislation
- challenges in filling key roles and misaligned organisational capacity and capability that have the potential to affect the delivery of legislative drafting services and access to legislation
- cybersecurity threats to the Queensland legislation website and threats to the integrity of network infrastructure and data repositories that have the potential to affect service delivery and business continuity.

To mitigate risk OQPC has identified opportunities to strengthen organisational objectives and strategies:



Continuously develop our staff capability

strengthen employee engagement through knowledge management, professional development and information management projects.



Client relationships

build stronger working relationships with stakeholders, clients and partnering entities.



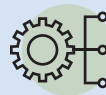
Good governance

improve corporate governance, financial operational management and risk awareness and ownership.



Effective systems

enhance the Queensland legislation website to provide a feature-rich resource for legislation users.



Innovative solutions

enhance our integrated legislative drafting and publishing system to improve workflow capability, automated document production, single-source reporting and electronic publishing.

Key stakeholders and partners

OQPC works collaboratively with all stakeholders to uphold the rule of law and ensure that Queensland legislation is of the highest standard and accessible.

Drafting and advisory clients

Clients of drafting services are those providing instructions on proposed legislation and include the Premier, Cabinet, Ministers, government departments, government entities, parliamentary committees and members of the Legislative Assembly.

Executive government is a major client because it sponsors most Bills in the Parliament. However, the *Legislative Standards Act 1992*, section 10 states that any member of the Legislative Assembly may request drafting services. The Parliamentary Counsel must

comply with the request unless it is considered that complying with the request would significantly and adversely affect the government's legislative program.

To strengthen stakeholder engagement with drafting clients, OQPC facilitates instructor training sessions to provide:

- information relevant for preparing high quality, clear 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
 - the interaction between an instructor and drafter in the drafting process
- a greater understanding of OQPC's functions, the way it operates and what legislative drafting entails
- a range of practical scenarios to experience and gain first-hand knowledge of drafting.

Publishing clients

Clients of OQPC's publishing services are stakeholders who access legislation published on the legislation website. These clients include the courts, the legal profession and members of the public.

OQPC provides specific publishing services to Parliament, government departments and government entities by:

- producing the versions of Bills required for their passage through the Legislative Assembly to assent
- preparing copies of subordinate legislation for certification and providing certified copies
- coordinating notification, publication and tabling processes for subordinate legislation.

To strengthen engagement with publishing clients, OQPC established a Stakeholder Reference Group to exchange information and discuss feedback and suggestions from frequent users of Queensland legislation on issues relating to:

- Queensland legislation website accessibility and usability
- future developments and functionality for the Queensland legislation website

- legislative publishing matters and allied work processes within OQPC.

Membership of the Stakeholder Reference Group includes key management staff within OQPC, representatives from Parliament House, representatives from policy areas of significant government departments, law librarians, legal academics, representatives from the Queensland Law Society and the government printer.

Assisting the Queensland Youth Parliament

The YMCA Queensland Youth Parliament is a QCAA-accredited education program for young Queenslanders in Years 11 and 12 to experience first hand the workings of the parliamentary process. 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 reporting period 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.

Significant policy impacting on service delivery

There are no identified significant initiatives or policy changes that are likely to impact on service delivery.

Financial summary

OQPC is a statutory authority and as such is represented as a service of DPC 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*.

In compliance with AASB 1052 *Disaggregated Disclosures*, the Statement of Assets and Liabilities for OQPC is noted in the Department of the Premier and Cabinet Annual Report.

Section 77(2)(b) of the *Financial Accountability Act 2009* requires the chief finance officer of DPC to verify the department's financial internal controls are

operating efficiently, effectively and economically. In support of the chief finance officer the Parliamentary Counsel conducts quarterly reviews and provides assurance that:

- the financial records of OQPC have been properly maintained in accordance with prescribed requirements
- the internal compliance and control systems of OQPC relating to financial management have been operating efficiently, effectively and economically.

Since balance date, there have been no material changes that may affect the risk management and internal compliance and control systems of OQPC.

For the financial year ended 30 June 2019, a statement assessing OQPC's financial internal controls has been provided by the Parliamentary Counsel to the chief finance officer of DPC. The information was prepared in accordance with section 57 of the *Financial and Performance Management Standard 2009*.

Further information is provided in DPC's 2018–19 Annual Report.

our performance

Our performance

Strategic objectives

This section reports on OQPC's strategic objectives and how these have supported government and democracy in Queensland by drafting legislation, ensuring the statute book was of the highest standard, and arranging public access to legislation and legislative information. OQPC makes a significant contribution by advising on the application of FLPs to ensure legislation has sufficient regard to the rights and liberties of individuals and the institution of Parliament.

Strategic objective 1:

Excellence in legislative drafting to support Government objectives

1. Identify and adopt best practice in drafting Bills, amendments to Bills and subordinate legislation, having regard to fundamental legislative principles.
2. Contribute to the drafting of national scheme legislation and the work of the Australasian Parliamentary Counsel's Committee.
3. Efficiently use resources to deliver drafting and publishing services at an average cost per hour at or below the service delivery standard threshold.

Measures of success

- The annual client survey identified that the overall satisfaction with the service of legislative drafting services provided was 95 per cent in the reporting period. Clients are Ministers, Chiefs of Staff, Directors-General and their departments' Cabinet Legislation and Liaison Officers and senior policy officers.
- The legislative program was delivered on time and produced:
 - 34 government Bills (2,490 pages)
 - 8 private member Bills (109 pages)
 - 27 government amendments for consideration in detail (243 pages)
 - 18 private member amendments for consideration in detail (68 pages)
 - 262 instruments of subordinate legislation (4,117 pages)

- Significant legislation drafted in the reporting period includes:

- *Health and Wellbeing Queensland Act 2019*

This Act established a health promotion agency known as Health and Wellbeing Queensland. This statutory body contributes to improving general health and wellbeing, reducing risk factors associated with chronic disease and reducing health inequities of all Queenslanders.

- *Human Rights Act 2019*

Australia has ratified many human rights treaties. However they only become a direct source of individual rights and obligations when directly incorporated into domestic legislation. This Act aims to consolidate and establish statutory protections for certain human rights recognised under international law, as well as the rights to health services, education and property.

- *Therapeutic Goods Bill 2019*

This Bill adopts the *Therapeutic Goods Act 1989 (Cwlth)* to enhance national consistency, reduce regulatory burden and ensure appropriate safeguards are implemented to protect the health and safety of the community. It will provide competitive fairness in the marketplace and ensure the safety of products manufactured and sold within Queensland.

- *Medicines and Poisons Bill 2019*

This Bill establishes a new regulatory framework to modernise and streamline the regulation of medicines and poisons, ensuring requirements are easier for industry and the community to understand and apply in practice.

- *Termination of Pregnancy Act 2018*

This Act enables reasonable and safe access by women to terminations of pregnancy and regulates the conduct of registered health practitioners in relation to terminations.

- *Local Government Electoral (Implementing Stage 2 of Belcarra) and Other Legislation Amendment Bill 2019*

The objectives of this Bill are to continue the Government's rolling local government reform

agenda guided by four key principles of integrity, transparency, diversity (reflecting electorate diversity) and consistency, as appropriate, with State and Commonwealth electoral and governance frameworks.

- *Building (Cladding) Amendment Regulation 2019*

This regulation amended the Building Regulation 2006 by introducing Part 4A to assist in determining the extent of the use of potentially combustible cladding on existing private buildings in Queensland and raise awareness with building owners of the risks associated with the potentially combustible cladding.

- *Childrens Court Amendment Rule 2018*

These amendments to the Rules are in relation to the Childrens Court and the promotion of the safe care and connection of Aboriginal and Torres Strait Islander children with their families, communities and cultures.

- In this reporting period, OQPC introduced the efficiency measure of delivering the legislative program at an average cost per hour at or below the service delivery standard threshold. During the reporting period the office met this objective by delivering the legislative program at an average cost of \$132 per hour which is below the threshold value of \$145 per hour.

Strategic objective 2:

Queensland legislation and information about legislation that is readily accessible to the community

1. Identify and adopt best practice in providing access to Queensland legislation.
2. Make up-to-date consolidations of Queensland legislation publicly available for each day of change.
3. Identify and implement enhancements to the Queensland legislation website to improve accessibility and end-user experience.
4. Maintain open data arrangements for the release of Queensland legislation.

Measures of success

- The annual client survey identified that the overall satisfaction with the quality of access to legislation online was 84 per cent in this reporting period. Clients are Ministers, Chiefs of Staff, Directors-General and their departments' Cabinet Legislation and Liaison Officers and senior policy officers.
- There were 789 authorised reprints (147,235 pages) published in the reporting period and 72 per cent were published within three days.
- The following significant enhancements to the Queensland legislation website were made:
 - 'on-the-fly' comparisons
 - enhanced search functionality
 - navigational aids, including collapsible table of contents and infinite scroll enhancement
 - easier access to explanatory notes for Bills
- Open data arrangements for the release of Queensland legislation were maintained consistently throughout the reporting period.

Strategic objective 3:

A collaborative high-performing culture focused on organisational excellence

1. Cultivate a high-performing, integrated and innovative workforce.
2. Cultivate a culture of continuous improvement where staff collaborate and contribute to solutions and implementation strategies from the Employee Opinion Survey.
3. Nurture strategic relationships with clients, partnering entities and other stakeholders.

Measures of success

- The working group to address Employee Opinion (now Working for Queensland) Survey results was employee-led and developed, and implemented an action plan to address areas of improvement.
- Strategic relationships were strengthened through the Stakeholder Reference Group and Drafting Instructor Training Sessions.

Future direction

In accordance with our 2019–20 Service Delivery Statement, OQPC's priorities for the coming year are to:

- support democracy and the Queensland Government's objectives for the community by providing high-quality drafting services and timely delivery of the Government's legislative program
- support democracy by providing high-quality drafting services for Bills and amendments to Bills as requested by private members
- contribute to the drafting of national scheme legislation and the work of the Australasian Parliamentary Counsel's Committee
- provide the authoritative sources of current Queensland legislation by preparing consolidations of Queensland legislation, including indicative reprints, in a timely way and publish this material on the Queensland legislation website
- enhance access to Queensland legislation and legislative information by:
 - continuing with public website developments to provide advanced functionality for website users, including additional subscriber notification options and user-generated reports and lists
 - providing legislation in open data format.

Service Delivery Statement

The Department of the Premier and Cabinet portfolio *Service Delivery Statement* published as part of the 2018–19 Budget papers presents an overview of the Office of the Queensland Parliamentary Counsel's performance aligned to the strategic plan and government objectives.

The primary aim of the Service Delivery Statement is to showcase how the office delivers services efficiently and effectively against strategic objectives. The efficiency and effectiveness measures provide a comparative assessment of the estimated actual results against the targets assigned in the prior years' Service Delivery Statement.

The effectiveness and efficiency measures on the Service Delivery Statement are aligned to OQPC's strategic objectives and strengthens the collaborative partnership with the Department of the Premier and Cabinet to deliver a robust system of government. The office activities and processes that contributed to the achievement of these objectives are:

- Identifying and adopting best practice in drafting legislation with regard to the fundamental legislative principles

(effectiveness measure). Annual client satisfaction survey results identified that the overall satisfaction with the service of legislative drafting services provided was 95 per cent in the reporting period.

- Identifying and adopting best practice in providing access to Queensland legislation and information about legislation that is readily accessible to the community (effectiveness measure). Annual client satisfaction survey results identified that the overall satisfaction with the quality of access to legislation online was 84 per cent in the reporting period.
- Efficiently using resources to deliver the legislative program within a fiscally responsible and economically sustainable framework to ensure that the average cost per hour of legislative drafting and publishing output is at or below the service delivery standard threshold (efficiency measure). During the reporting period the office met this objective by delivering the legislative program at an average cost of \$132 per hour which is below the threshold value of \$145 per hour.

Legislative Drafting and e-Publishing	2018-19 Target/Est	2018-19 Actual
Service standards		
Effectiveness Measures		
Client satisfaction with legislative drafting services provided by OQPC ¹	85%	95%
Client satisfaction with the quality of access to legislation available online ¹	85%	84%
Efficiency measure		
Average cost per hour of legislative drafting and publishing output ²	\$145/hour	\$132/hour

Notes:

1. This service standard informs on overall satisfaction with the service and is derived from an annual client survey. Clients are Ministers, Chiefs of Staff, Directors-General and their departments' Cabinet Legislation and Liaison Officers and senior policy officers.
2. This service standard informs on the average cost per hour to draft and publish Queensland legislation. The calculation methodology applied to determine the average cost per hour is the total operation expense per annual period, plus a percentage of centralised costs, divided by the total cumulative recurrent standard hours per annual period. The 2018–19 Estimated Actual is above the 2018–19 Target/Estimate due to a lower FTE estimate driven by temporary vacancies which impacted on the average cost per hour.

The background of the page features a faint, light blue watermark of a document's table of contents. The text is tilted at an angle and includes entries such as 'wrapper', 'front', 'longtitle', 'enact', 'body', 'chapter', 'no', 'heading', and 'part', each followed by a minus or plus sign.

our governance

Our governance

Executive Management Group

The Executive Management Group (EMG) of OQPC comprises the Parliamentary Counsel, two Deputy Parliamentary Counsel (Legislative Program) and the Executive Director, Legislation and Business Services. The EMG meets monthly. Proceedings are transparent and decisions are taken in consultation with affected persons. Ordinary public sector ethical conduct requirements apply to all EMG proceedings. The EMG is primarily a strategic forum that focuses on the future direction of the office by:

- identifying and considering emerging governance issues and major corporate activities
- reviewing and providing assurance on the effectiveness of governance and risk management arrangements
- reviewing and approving corporate policies and processes, strategies and action plans in relation to governance matters
- acting as a forum for strategic information-sharing
- considering the impacts of whole-of-government and DPC initiatives on OQPC's activities.

Tony Keyes - Parliamentary Counsel

Tony Keyes was appointed as Parliamentary Counsel on 15 October 2018. Tony studied law and arts at the University of Queensland and was admitted as a solicitor of the Supreme Court of Queensland in 1990. Tony has had a long and varied legal career, including private and community-sector practice, policy and investigative work at the Criminal Justice Commission, the Ombudsman's Office and the Law Reform Commission, working in law and justice policy for the Department of the Premier and Cabinet, and serving for almost 10 years as Senior Deputy Crown Solicitor at Crown Law.

Sandra Lawson - Deputy Parliamentary Counsel

Sandra Lawson has more than 20 years' experience drafting legislation. She was appointed Deputy Parliamentary Counsel in July 2018, having worked in various drafting roles at OQPC since 2001. Before joining OQPC, Sandra was a drafter in the New Zealand Parliamentary Counsel Office. Sandra studied law at the

Victoria University of Wellington and was admitted as a barrister and solicitor of the High Court of New Zealand in 1995. Sandra also worked as a solicitor in private practice, before discovering that legislation is her true calling.

Katy Le Roy - Deputy Parliamentary Counsel

Katy Le Roy was appointed Deputy Parliamentary Counsel in July 2018. Prior to joining OQPC, Katy had served as a Parliamentary Counsel in the New Zealand Parliamentary Counsel Office and as Parliamentary Counsel in the Nauru Parliamentary Counsel Office. Katy was admitted as a barrister and solicitor of the Supreme Court of Victoria in 1999. She obtained her LLB(Hons) and PhD from the University of Melbourne, where she later lectured and worked as a research fellow. Katy also has experience as a solicitor in private practice, as in-house counsel, and as a consultant legal adviser.

Stacey Talbot - Executive Director, Legislation and Business Services

Stacey Talbot has been in the role of Executive Director, Legislation and Business Services since January 2016, leading OQPC's teams responsible for legislative editing and publishing services, corporate services, and information and technology services. Prior to this, Stacey managed OQPC's eLegislation project which delivered a new legislative drafting and publishing system. Before joining OQPC in 2003, Stacey worked in human resources, training and corporate roles in a number of Queensland government agencies as well as long term placements on major Queensland Government information system projects.

Governance framework

OQPC's corporate governance framework supports strategic and operational planning and mandated reporting aligned to the Queensland Government Performance Management Framework.

Business continuity

OQPC's Business Continuity Plan (BCP) is a functional plan for managing disruptions to operations and

service delivery. The plan ensures business continuity in the event of a critical incident. The BCP 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.

The Business Continuity Working Group review the BCP quarterly and refresh the plan annually. OQPC also participates in annual desktop scenario BCP testing with DPC.

Committee and working group membership

OQPC provides a valuable contribution to the government's objectives through membership on the following committee structures and working groups within DPC:

- Executive Leadership Team
- Corporate Governance Group
- Finance Committee
- Risk Committee
- Performance and Strategy Committee
- People and Capability Committee
- Information Steering Committee
- Workplace Health and Safety Committee
- Health and Wellbeing Committee
- Cultural Capability Action Plan (working group)
- Disability Action Plan (working group)
- ICT Operational Meeting
- Change Advisory Board (CAB) Meeting

Public sector ethics

OQPC considers the conduct and performance of employees central to achieving its deliverables and objectives. Employees are required to adhere to the Code of Conduct, as required by the *Public Sector Ethics Act 1994*, and can access it and a range of supporting resources through the Public Service Commission website.

New employees are required to complete an induction program to ensure they are aware of expected obligations, workplace behaviours and their compliance with the Code of Conduct.

Supervisors and managers incorporate these expectations into the ongoing cycle of employees' performance and development.

Queensland public service values

The Queensland public service values provide a framework to generate a high-performing, impartial and productive workforce that puts the people of Queensland first. This commitment is underpinned by a way of working where:

- leaders and employees make decisions based on the values
- leaders demonstrate the values as role models for employees
- we prioritise quality, inclusion, diversity, creativity and collaboration every day.

The five Queensland public service values guide our behaviour and the way we do business:



Customers first - know your customers, deliver what matters and make decisions with empathy.



Ideas into action - challenge the norm and suggest solutions, encourage and embrace new ideas, and work across boundaries.



Unleash potential - expect greatness, lead and set clear expectations, and seek, provide and act on feedback.



Be courageous - own your actions, successes and mistakes, take calculated risks, and act with transparency.



Empower people - lead, empower and trust, play to everyone's strengths, and develop yourself and those around you.

Public Service Commission Capability Blueprint

The Queensland public service is committed to continuous service improvement and innovation to enhance service delivery to the community. The Capability Blueprint program, coordinated by the Public Service Commission, has been developed to focus attention on organisational capability to drive increased organisational performance by having each department:

- analyse their own capability within a common framework
- develop a Capability Blueprint that identifies areas of organisational strength and opportunities for improvement.

The Capability Blueprint program is delivered over a 12-week period and resourced by high-performing, high-potential public sector service employees from both within the department undertaking the blueprint, and from the broader sector including central agencies. OQPC continued to support this initiative through the provision of key personnel who contributed to the following capability blueprint teams:

- **Ms Mande Machan**
Manager, Corporate Services
contributed to the Department of Health and Queensland Ambulance Service Capability Blueprint in 2018–19.
- **Ms Belinda Comino**
First Assistant Parliamentary Counsel
contributed to the Department of Aboriginal and Torres Strait Islander Partnerships Capability Blueprint in 2017–18.
- **Mr Steven Moskwa**
Manager, Information Technology Services
contributed to the Department of Environment and Heritage Protection Capability Blueprint in 2017–18.

Job Shadow program

OQPC participated in the DPC Job Shadow Program, which is designed to further develop leadership skills, professional networks and corporate knowledge. The job shadow participants were given the opportunity

to join senior leaders at briefings, meetings, events and other day-to-day activities over a six-week period. The participants gained a fresh perspective on the department and gained insight into the ways in which senior executives performed their leadership roles and pursue strategic objectives.

Tony Keyes, OQPC Parliamentary Counsel, had Alicia McPherson, Assistant Policy Officer DPC Cabinet Services shadow him during the program. Steven Moskwa, OQPC Manager Information and Technology Services, and Kayla Webster, OQPC Executive Assistant, participated by shadowing Tess Bishop, DPC Deputy Director-General Strategy and Engagement and Libby Gregoric, DPC General Manager Corporate Services respectively.



Community Recovery

The Department of Communities, Disability Services and Seniors is the functional lead agency for human and social recovery, more commonly known as Community Recovery. Partnering with local government this department provides advice, support and additional resources to strengthen the emotional, social and physical wellbeing of Queenslanders affected by disaster.

Steven Moskwa, Denise Amies and Helen Fleming from OQPC volunteered to assist those affected by the Townsville floods in 2019.

The team relocated temporarily to Townsville and were based at the Kirwan Community Outreach centre.

Those involved in the Community Recovery program visited the homes of affected community members in the region to sight damage and to help them complete grant applications. They also provided logistics, quality assurance and grants information in addition to phoning people and setting up the individual run sheets to plan community visits for the following day.



Helen Fleming and Steven Moskwa representing OQPC as part of the Community Recovery Program in Townsville 2019



Community Recovery team in the incident room – Townsville 2019



Former Police Superintendent Mark Plath, the Deputy State Recovery Coordinator, Major General Stuart Smith, the State Recovery Coordinator with OQPC's Steven Moskwa and other community recovery workers

Risk management

OQPC embodies an organisational culture of prudent risk-taking, acknowledging that risk encompasses both possible threats and opportunities that may affect the delivery of objectives. The EMG regularly reviews both strategic and operational risks.

Strategic risk directly relates to strategic planning and management processes, where operational risks have the potential to affect service delivery.

The EMG adopts an integrated risk approach underpinned by four key factors:

An agency focus – where there is an identifiable source of risk management expertise and senior managers regularly discuss risk management issues.

An agency direction – where clear direction and strategy are established for risk management, including articulating risk appetite and giving a clear mandate on what constitutes effective risk management.

Decision-making structures – where risk management is not a separate process but a key consideration at all levels of decision-making.

Agency capability and capacity – where executive management invest time and resources into building momentum, capability and capacity throughout the workforce to ensure there are training, development and established tools and processes for risk management.

The EMG documents strategic and operational risks giving due consideration to fraud-related risks. Each risk is assigned a risk appetite category, functional category (strategic or operational) and assessed for risk likelihood and consequence prior to being assigned a risk rating. The risk register is reviewed regularly, documents the controls in place and reviews the risk trends across previous reporting periods.

Internal audit

As a statutory office with the Department of the Premier and Cabinet, the office is included in the program of audits and evaluations performed by the department's Internal Audit service.

OQPC acknowledges the value internal audit processes provide through independent assurance. Report outcomes are leveraged to strengthen the corporate governance environment through an objective,

systematic approach to evaluating effectiveness and efficiency processes, internal controls and risk management practices.

External scrutiny

OQPC supports independent scrutiny of government performance and carefully considers published reports on the operation or performance of the office and other government entities. OQPC ensures accountability and compliance with several 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.

OQPC benefits from the external scrutiny of both governance arrangements and service delivery, and notes that in the 2018–19 period there were no published reports relevant to its operation.

Information systems

OQPC continued to use information systems for corporate functions (e.g. finance, HR, information technology and information management services) under a shared service arrangement with Queensland Shared Services – a third-party corporate information and communication technology provider.

Information systems used include:

- SAP (finance)
- Aurion (HR)
- HP Record Manager (records management)
- Promaster (corporate card)

During the reporting period, OQPC provided new employees with information management, security and privacy training to reiterate the importance of security and management of non-electronic information in shared workplaces. OQPC ensures systems and workplace behaviours adhere to Information Standards (Information Security).

For drafting and publishing legislation, the office uses a proprietary system, called QuLLS, to create, manage, publish and store authorised versions of legislation. This system also offers a dynamic, database-driven website for access to Queensland legislation.

To support QuLLS development, the office has assurance and approval committees to oversee any actions affecting the system and inform the enhancement schedule.

Record keeping

OQPC uses HP Record Manager to manage electronic and physical corporate documents, and has policies and processes in place for record keeping, email management, retention and disposal of records, managing information on shared network drives and information security.

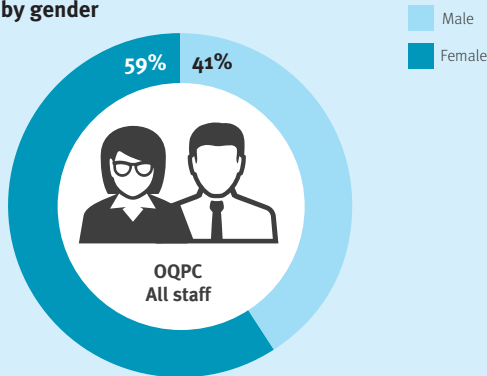
QuLLS, OQPC's legislative drafting and publishing system, is the published document repository for legislative documents drafted by the office and information related to legislative drafting.

OQPC's record keeping practices adhere to the Records governance policy, Information Standard 31: Retention and Disposal of Public Records and the *Public Records Act 2002*.

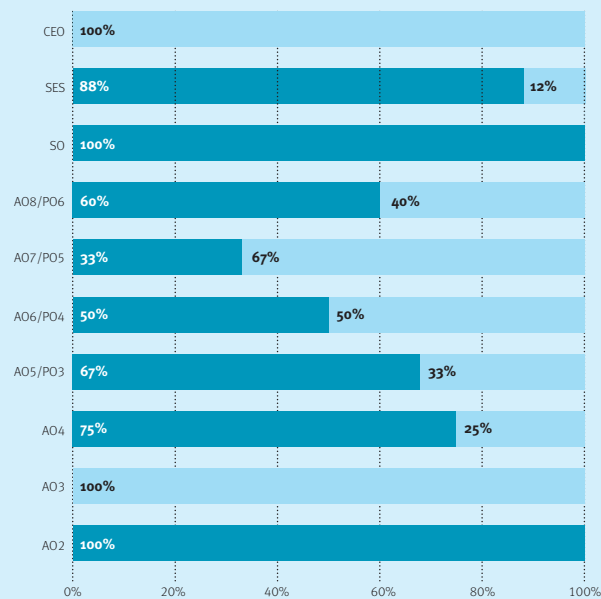
our people

Our people

QQPC staff by gender

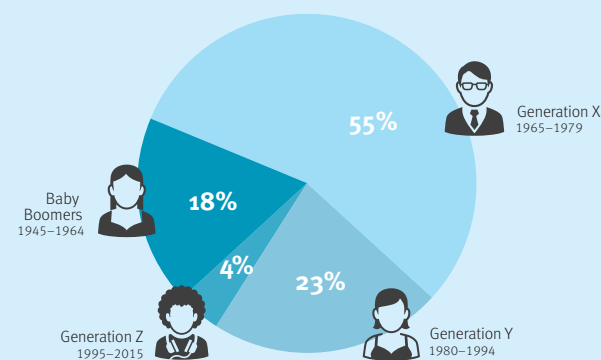


QQPC staff classifications by gender



QQPC staff by generation

Our workforce spans across four of the generational groups. The average age of our workforce is 44.51 years of age. This is consistent with the wider Queensland public service's workforce statistics reported average of 44.39 years (as at December 2018).



Workforce profile

In 2018–19 the Office of the Queensland Parliamentary Counsel employed 48.36 FTE with 12 per cent of the workforce accessing part-time arrangements.

The QQPC workforce profile is based on June 2019 Minimum Obligatory Human Resources Information (MOHRI) data and reported in the Department of the Premier and Cabinet's 2018–19 Annual Report.

No redundancy, early retirement or retrenchment packages were paid during the reporting period.

Workforce planning

QQPC's EMG continuously engages in strategic workforce planning. The EMG is committed to building an inclusive, agile and capable workforce to ensure the office is well positioned to achieve objectives, meet future business needs and the expectations of its stakeholders.

During 2018–19, QQPC:

- encouraged inclusive staff engagement through our intranet (the Hub) to promote activities organised by the Fun Squad 2.0, awareness of stress management techniques, the staff Book Club and weekly walking groups
- invested in employee wellbeing by supporting Queensland Mental Health Week, RUOK? Day and ergonomic assessments
- contributed to DPC's Health and Wellbeing, and Health and Safety Committees
- contributed to DPC-led initiatives that focused on multi-dimensional aspects of staff wellbeing (physical, financial, psychological, social and work) such as mindfulness sessions, blood drive, flu vaccinations and skin cancer assessments
- encouraged employees to participate in domestic and family violence awareness events and initiatives, including the Darkness to Daylight Challenge, White Ribbon Day and Domestic and Family Violence Prevention Month

- continued to progress the *All roles flex* approach encouraging employees to successfully access and implement flexible working agreements
- supported staff who volunteered for the Community Recovery Ready Reserve deployed to North Queensland to provide recovery efforts after the severe weather events in January/February 2019
- advertised vacant roles using the new flexible options on the SmartJobs website to attract job applicants from diverse backgrounds
- continued to support commitments and implement initiatives in the *Cultural capability action plan* to strengthen an inclusive, diverse and culturally capable workforce
- supported LGBTIQ+ events and initiatives, including wearing rainbow lanyards, to show support for LGBTIQ+ employees
- participated in NAIDOC initiatives including immersion tours of the Ration Shed Museum in Cherbourg.

Employee performance

OQPC recognises and supports a culture of high performance and continuous learning and development through:

- expressions of interest for higher duties, mentoring partnerships, internal placements in government and participation in key government projects
- continued participation in:
 - *Management Development* program
 - *Capability Blueprint* program
 - *Job Shadow* program
 - *Speaker Series* events
 - cultural awareness and disability awareness training
 - occupational, industry and inter-jurisdictional seminars and conferences.

During 2019–20 OQPC will:

- review employee induction and exit processes to identify improvement opportunities
- review recruitment and selection processes to identify improvement opportunities

- continue to prioritise, develop and monitor employee capability through yearly performance development plans.

DPC Achievement Awards

The Department of the Premier and Cabinet, Public Service Commission, Office of the Queensland Parliamentary Counsel, Trade and Investment Queensland and Screen Queensland employees are all eligible to nominate for DPC's annual achievement awards. Individuals, teams and initiatives are recognised across the following categories:

- Customer focus
- Innovation
- Leadership
- Performance
- Sustainability
- DG's Rising Star Award
- Outstanding Individual Achievement.

In 2018 OQPC was highly commended in the following categories:

- Outstanding Individual Achievement - Belinda Comino
- Innovation - OQPC 'The Hub' project
 - Alison Ryan
 - Andrew Curran
 - Andrew Thorpe
 - Belinda Comino
 - Claire Riethmuller
 - Farina Khan
 - Helen Fleming
 - Jason Emmett
 - Jennifer Roan
 - Jo Pittendreigh
 - Mandee Machan
 - Megan Frost
 - Melita Gardiner
 - Nathan Chester
 - Paul Kettle
 - Sandra Lawson
 - Stacey Talbot

Working for Queensland survey

OQPC participated in the 2018 Working for Queensland (WfQ) survey. Overall, there was a significant improvement from 2017 across the key metrics. This was particularly evident in employee perceptions of:

- leadership and engagement improving by 8 percentage points to 79 per cent – 16 percentage points higher than the Queensland public sector average
- people and relationships improving 7 percentage points to 87 per cent – 10 percentage points higher than the Queensland public sector average
- performance and development improving 5 percentage points to 73 per cent – 17 percentage points higher than the Queensland public sector average.

OQPC supported a collaborative WfQ working group, led by employees, to prepare an action plan focusing on those areas where there is room for improvement, including:

- ‘ability to access and use flexible work arrangements’ decreased by 11 percentage points to 54 per cent – 2 percentage points lower than the Queensland public sector average
- ‘approval processes at my workplace are excessive’ decreased by 9 percentage points in 2017 survey results to 32 per cent – however this was 13 percentage points higher than the Queensland public sector average.

The Working for Queensland Survey is an annual survey that measures Queensland public sector employee perceptions of their work, manager, team and organisation. The annual survey results are a catalyst to:

- drive positive workplace change across the Queensland public service
- measure progress against organisational goals and integration of public service values.

The survey explored employee perceptions of workplace climate to measure:

- employee engagement
- job satisfaction
- leadership within the public service.

Glossary of terms

ARRs	Annual report requirements for Queensland Government agencies	ITS	Information Technology Services
BCP	Business Continuity Plan	LEaPS	Legislation Editing and Publishing Services
DPC	Department of the Premier and Cabinet	MOHRI	Minimum Obligatory Human Resources Information
EMG	Executive Management Group	OQPC	<i>or</i> the office Office of the Queensland Parliamentary Counsel
FAA	<i>Financial Accountability Act 2009</i>	QCAA	Queensland Curriculum and Assessment Authority
FPMS	<i>Financial and Performance Management Standard 2009</i>	QuILLS	Queensland Integrated Legislation Lifecycle System
FLPs	Fundamental Legislative Principles	WfQ	Working for Queensland
FTE	Full-time equivalent	YMCA	Young Men's Christian Association

This page has been intentionally left blank.

The background of the slide features a light gray, tilted document graphic. It contains faint, overlapping text and checkboxes, including words like 'wrapper', 'front', 'longtitle', 'enact', 'body', 'chapter', 'no', 'heading', and 'part'. Some of these are preceded by minus signs (-) and others by plus signs (+), suggesting a list or form. The document is tilted at an angle, creating a sense of depth and movement.

financial information

30 June 2019

Financial information

Further information including relevant accounting policies and related information is provided in the Department of the Premier and Cabinet's 2018–2019 Annual Report.

Statement of Comprehensive Income Office of the Queensland Parliamentary Counsel for the year ended 30 June 2019

	2019 \$'000	2018 \$'000
Income		
Appropriate revenue	12 643	12 553
User charged and fees	93	130
Other revenue	116	75
Total revenues	12 852	12 758
Expenses		
Employee expenses	7 845	7 955
Supplies and services	3 217	3 872
Grant and subsidies	—	30
Depreciation and amortisation	212	245
Other expenses	1 578	656
Total expenses	12 852	12 758
Total Comprehensive Income	—	—

OQPC is included in the Department of the Premier and Cabinet Audited Financial Statements as a major departmental service unit.

Statement of Assets and Liabilities
Office of the Queensland Parliamentary Counsel for the year ended 30 June 2019

	2019 \$'000	2018 \$'000
Current Assets		
Cash and cash equivalents	(1 374)	(1 174)
Receivable and loans receivable	290	256
Other	30	88
Total Current Assets	(1 054)	(830)
Non-Current Assets		
Receivables and loans receivable	244	—
Intangible assets	2 081	1 951
Property, plant and equipment	135	193
Total Current Assets	2 460	2 145
Total Assets	1 406	1 314
Non-Current Liabilities		
Payables	243	162
Total Non-Current Liabilities	243	162
Total Liabilities	1 076	950

OQPC is included in the Department of the Premier and Cabinet Audited Financial Statements as a major departmental service unit.

Compliance checklist

Summary of requirements		Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> A letter of compliance for the accountable officer or statutory body to the relevant Minister/s 	ARRs – section 7	inside cover
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1	page iii page 29
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2	inside & back page
	<ul style="list-style-type: none"> Interpreter service statement 	Queensland Government Language Services Policy ARRs – section 9.3	inside cover
	<ul style="list-style-type: none"> Copyright notice 	Copyright Act 1968 ARRs – section 9.4	inside cover
	<ul style="list-style-type: none"> Information licensing 	QGEA – Information licensing ARRs – section 9.5	inside cover
General information	<ul style="list-style-type: none"> Introductory information 	ARRs – section 10.1	page 2
	<ul style="list-style-type: none"> Machinery of Government changes 	ARRs – section 10.2, 31 and 32	N/A
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 10.2	page 6
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3	page 10
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community 	ARRs – section 11.1	page 6
	<ul style="list-style-type: none"> Other whole-of-government plans/specific initiatives 	ARRs – section 11.2	nil
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.3	page 16
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.4	page 18
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	page 14
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	page 7
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	page 20
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 13.3	nil
	<ul style="list-style-type: none"> Public Sector Ethics Act 1994 	Public Sector Ethics Act 1994 ARRs – section 13.4	page 21
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.5	page 21
Governance – risk management and accountability	<ul style="list-style-type: none"> Risk management 	ARRs – section 14.1	page 23
	<ul style="list-style-type: none"> Audit committee 	ARRs – section 14.2	page 23
	<ul style="list-style-type: none"> Internal audit 	ARRs – section 14.3	page 23
	<ul style="list-style-type: none"> External scrutiny 	ARRs – section 14.4	page 24
	<ul style="list-style-type: none"> Information systems and recordkeeping 	ARRs – section 14.5	page 24
Governance and human resources	<ul style="list-style-type: none"> Strategic workforce planning and performance 	ARRs – section 15.1	page 26
	<ul style="list-style-type: none"> Early retirements, redundancy and retrenchment 	Directive No. 04/18 Early Retirement, Redundancy and Retrenchment ARRs – section 15.2	page 26
Open Data	<ul style="list-style-type: none"> Statement advising publication of information 	ARRs – section 16	inside cover
	<ul style="list-style-type: none"> Consultancies 	ARRs – section 33.1	https://data.qld.gov.au
	<ul style="list-style-type: none"> Overseas travel 	ARRs – section 33.3	https://data.qld.gov.au
	<ul style="list-style-type: none"> Queensland Language Services Policy 	ARRs – section 33.3	https://data.qld.gov.au
Financial statements	<ul style="list-style-type: none"> Certification of financial statements 	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 17.2	DPC 2018-19 Annual Report
	<ul style="list-style-type: none"> Independent Auditor's Report 	FAA – section 62 FPMS – section 50 ARRs – section 17.2	DPC 2018-19 Annual Report

Office of the Queensland Parliamentary Counsel
Level 18
111 George Street
Brisbane QLD 4000
Telephone: (07) 3003 9600

Visit our web site <www.legislation.qld.gov.au>