

2019–2020  
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 2019–20. It has been prepared in accordance with section 13(2) of the *Legislative Standards Act 1992*. The Department of the Premier and Cabinet (DPC) collaborates 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 can be found in the DPC 2019-20 Annual Report.

The report records the significant achievements against the strategies and services detailed in the Office of the Queensland Parliamentary Counsel's 2019–23 Strategic Plan and the 2019–20 Service Delivery Statement. The financial information within this report was prepared by DPC 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.

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Office of the Queensland Parliamentary Counsel

2019–2020

# Annual Report

# Letter of compliance

15 September 2020

The Honourable Anastacia 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 2019–20 Annual Report for the Office of the Queensland Parliamentary Counsel, as required by section 13 of the *Legislative Standards Act 1992*.

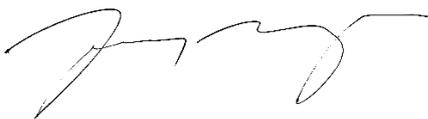
I certify that this annual report complies with the requirements of section 13(2) of the *Legislative Standards Act 1992* and has been prepared with consideration of the:

- prescribed requirements of the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2019*, and
- detailed requirements set out in the Annual report requirements for Queensland Government agencies.

The Office of the Queensland Parliamentary Counsel 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 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 2019–20 Annual Report.

Yours sincerely,



A D Keyes

Queensland Parliamentary Counsel

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# 2019–20 Highlights

- **349** total drafted instruments—**7,198** pages
- **894** reprints prepared—**152,086** pages
- **34** government Bills drafted—**2,488** pages
- **7** private member Bills drafted—**125** pages
- **39** amendments during consideration in detail drafted—**318** pages
- **269** subordinate legislation instruments drafted—**4,211** pages
- **128** indicative reprints prepared—**31,517** pages
- **7,528,603** legislation website page views from **3,505,193** website visits

# 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 2019–23 and includes outcomes against our specific areas of focus for 2019–20.

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.

The second half of the reporting year was of course substantially affected by the COVID-19 pandemic. That had a number of effects on OQPC. First, much of our drafting, editing and publishing effort has been devoted to COVID-19-related legislative activity. Most immediately, we were called on to draft a declaration of COVID-19 as a public health emergency under the *Public Health Act 2005* and a series of extensions. Then we drafted urgent amendments to the Public Health Act itself for new provisions specifically to support the public health response to the pandemic. The *COVID-19 Emergency Response Act 2020* made a series of significant modifications of existing Queensland legislation, and conferred COVID-19-related regulation-making powers. Since then, OQPC has been kept busy drafting regulations made under those powers. And there have been other

COVID-19-related amendments to existing Queensland Acts and subordinate legislation. More detail of that activity is given later in this report.

Second, while work on pandemic-related legislation had to take priority, the general legislative business has continued. OQPC has worked with central and other client agencies to reprioritise the production and publication of legislation to ensure the delivery of ordinary government business.

Third, like many other workplaces, the office was substantially affected by the pandemic and the various public health measures taken in response. OQPC activated its business continuity plan in late March, and during April and May 2020, the office's staff worked from home almost exclusively. We have made major improvements in our information systems and processes in recent years, and the technological capacity to work remotely supported this substantial change in our operations. Those improvements had previously been proven in a test environment and performed equally well under real-life conditions for a sustained period.

It was less clear how our people would respond to a sustained period of remote work. OQPC had previously supported a degree of flexible work arrangements, but continuous periods of exclusively remote work had not been tested. I am proud to say that the OQPC team performed to the highest possible standard. Throughout the period of exclusively remote work and since, the delivery of the office's statutory functions has continued without any interruption. That is a testament to the professionalism and dedication of every team member.

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. OQPC is fortunate to be served by dedicated and diligent officers who are devoted to serving the people of Queensland in these ways.

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.

The reporting year saw the commencement of the *Human Rights Act 2019*. That has a substantial effect on the drafting, enactment and administration of Queensland legislation. One tangible example is that the Queensland legislation website now publishes human rights statements of compatibility and human rights certificates alongside explanatory notes for Bills and subordinate legislation respectively. OQPC has worked closely with the Department of Justice and Attorney-General (which administers the Act) and our other client agencies in the implementation of the Act. The integration of human rights principles and practices into policy and legislative development has taken place relatively seamlessly.

2019–20 was a period of relative stability in the staffing of the office. That is partly because the changes of the previous reporting year had settled, but no doubt COVID-19 has reduced employment mobility.

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 DPC's 2019–20 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.

# About our office

## Our role

The Office of the Queensland Parliamentary Counsel (OQPC) is an independent statutory office that supports Queensland's democratic process by efficiently delivering Queensland legislation that is effective, accessible and consistent with fundamental legislative principles.

## Our vision

Drafting and providing access to Queensland legislation of the highest standard.

## 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 lead with integrity by providing non-partisan, objective and balanced advice throughout the legislative drafting process.

**Innovation** - We proactively embrace technological advances and new business models to continuously improve access to legislation and legislative information.

**Diversity** - We demonstrate a holistic approach to diversity and inclusion and ensure these elements are considered in all aspects of our work.

**Collaboration** - We adopt a collaborative approach to stakeholder engagement to ensure expectations are clear. We realise the benefits of our complementary knowledge, ideas and skills to achieve collective success.

**Empowerment** - We empower our employees by giving them responsibility, autonomy and accountability in their individual roles. We value their contribution to the achievement of our goals and objectives.

**Trust** - We inspire trust by demonstrating integrity, transparency and accountability in performing our functions.

## Government's objectives

OQPC supports a responsive government by delivering:

- an effective and efficient legislative drafting service to produce Queensland legislation of the highest standard
- Queensland legislation and information relating to legislation that is readily accessible
- a positive and high-performing workplace culture that is collaborative and supports employee wellbeing.

## Statutory obligations

The office has a broad range of functions under the *Legislative Standards Act 1992*, the *Statutory Instruments Act 1992* and the *Reprints 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
- managing the staged automatic expiry of subordinate legislation
- 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

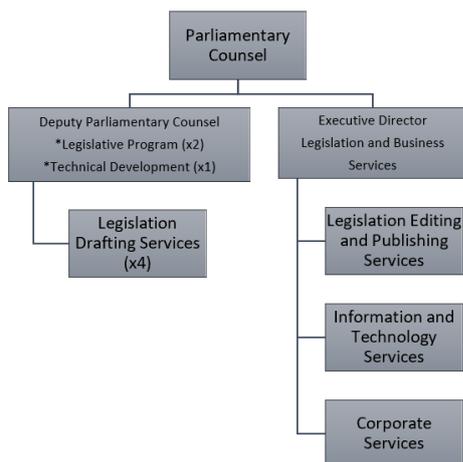
The Parliamentary Counsel is the chief executive of the office and, subject to the Minister (the Premier of Queensland and the Minister for Trade), controls the office. The Director-General of the Department of the Premier and Cabinet (DPC) is the accountable officer responsible for the financial administration of the office, and the office receives administrative support from the department.

OQPC's operating model consists of the Parliamentary Counsel's office, Legislative 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. Legislative Drafting Services has four teams that are led by the Deputy Parliamentary Counsel.

Legislation and Business Services consists of the Legislation Editing and Publishing Services, Information and Technology Services and Corporate Services business areas. Legislation

and Business Services is overseen by an Executive Director.

The office 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 2020.



The Parliamentary Counsel, as the chief executive of the office, leads the Executive Management Group, represents Queensland on the Australasian Parliamentary Counsel’s Committee and represents the office within 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 legislation of the highest standard.

## Legislation Editing and Publishing Services

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

## Information and Technology Services

The Information and Technology Services team provides tier-one specialised support for the legislative drafting and publishing system, mitigates the risk of cybersecurity 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 best practice methodology.

# Our operating environment – a review of OQPC’s progress against our statutory obligations

## Delivering on the government’s legislative program

During the reporting period, the office drafted all of Queensland’s Bills and subordinate legislation, as defined in the *Statutory Instruments Act 1992*, other than exempt subordinate legislation.

OQPC drafts legislation throughout each year to meet the government’s legislative program. However, 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, when many legislative amendments are timed to commence.

During the last half of the reporting period, a significant proportion of OQPC’s drafting capacity was pivoted towards supporting the government’s response to the COVID-19 pandemic. The legislative response to the pandemic evolved rapidly, particularly through the months of March to June.

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

During the reporting period, the office drafted the *COVID-19 Emergency Response Act 2020* and several extraordinary regulations and statutory instruments made under that Act. This legislation modifies the operation of a significant number of Queensland laws. Affected legislation operates as modified but the modification does not amend the text of the law. Accordingly, affected

in-force legislation does not show the text of the law as modified under this Act or other modifications. All modifications expire on 31 December 2020.

## Delivering legislation for other drafting clients

Seven Bills provided by OQPC during the 2019–20 reporting period were prepared for non-government members of the Legislative Assembly. The office also supplied 13 non-government amendments for Bills that were moved in the Legislative Assembly.

The office makes every effort to meet requests for drafting assistance from non-government members within the timeframes. 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, the office certified 269 instruments of subordinate legislation.

If the office refuses to certify proposed 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 2019, 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 2020:

- 4 were exempt on the basis they are uniform subordinate legislation
- 1 was exempt on the basis replacement instruments are being drafted
- 48 were exempt on the basis that they were subject to review under the Acts under which the instruments were made.

During the reporting period, an additional ground for exemption was added to the *Statutory Instruments Act 1992* to assist departments that were unable to remake expiring legislation due to COVID-19.

## Providing drafting support services

The office 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, OQPC produces all versions of Bills required for their passage through the Legislative Assembly and for assent. Under instruction from the Clerk of the Parliament, the office incorporates into Bills amendments made during consideration in detail and consequential amendments that arise.

The office 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

In accordance with section 7 of the *Legislative Standards Act 1992*, the office 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 (FLPs)

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 absolute 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 Ministers, government entities and members of the Legislative Assembly 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:

- First, OQPC provides commentary on the operation of the 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 of the draft by the clients.
- Second, OQPC liaises with DPC and the instructing department in relation to significant FLP issues in Bills and significant subordinate legislation required to go to Cabinet for approval. When appropriate, the office provides a formal briefing note 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 clients to develop provisions that achieved both the client's policy objectives and compliance with FLPs. This approach minimised the number of matters that needed to be considered by the Legislative Assembly's portfolio committees in reviewing legislation.

## The drafting process

During the reporting period, the office 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 section 9A of the *Legislative Standards Act 1992*.

## The overall drafting product

During the reporting period, the office 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, the office 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 and is faced with many challenges that may affect our ability to deliver on our vision. These include:

- 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 OQPC 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, the office has identified the following opportunities to strengthen organisational objectives and strategies:

- invest in our employees to strengthen employee engagement through professional development and wellbeing programs
- work collaboratively with all stakeholders to uphold the rule of law and ensure that Queensland legislation is of the highest standard and accessible
- increase risk awareness and ownership within OQPC through strong corporate governance and financial operational management
- provide a feature-rich resource and user-friendly interface for all users of the Queensland legislation website through continuous enhancement programs
- increase capability within our integrated legislative drafting and publishing system and pursue strategic improvements including automated workflows and document production.

## Key stakeholders and partners

The office works collaboratively with its drafting and advisory clients, and publishing clients to uphold the rule of law and support Queensland's democratic process by efficiently delivering Queensland legislation that is effective, accessible and consistent with fundamental legislative principles.

## 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, section 10 of the *Legislative Standards Act 1992* 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, the office 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 Ministers, Chiefs of Staff, Directors-General and their departments' Cabinet Legislation and Liaison Officers, senior policy officers, the courts, the legal profession, and members of the public.

The office 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 drafts 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 the office, 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 Queensland Curriculum and Assessment Authority 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 Speaker of the Legislative Assembly, it conducts its sittings in 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 leaders
- 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 2019 Youth Parliament by:

- providing general advice about legislative drafting and editing
- 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.

Unfortunately, due to the COVID-19 epidemic, the 2020 Youth Parliament was cancelled.

## Significant policy impacting on service delivery

Employees across the public service contributed to the Queensland Government COVID-19 pandemic response in a range of different ways.

Employees of OQPC contributed to this effort by:

- providing high-quality drafting services to seamlessly deliver urgent legislative instruments in support of the government response to the pandemic, despite sudden changes to the parliamentary sitting calendar and transitioning between working onsite and working remotely
- seamlessly delivering publishing, information technology and corporate services deliverables while working remotely and transitioning between remote and onsite working arrangements
- supporting the government response through the temporary secondment of a corporate services team member to the COVID-19 Response and Recovery Taskforce within the Department of the Premier and Cabinet.

## Financial summary

OQPC is a statutory authority and as such is represented as a service area of DPC known as the 'Legislative Drafting and e-Publishing'. This is reported in:

- DPC's *Statement of Comprehensive Income by Major Departmental Services*
- DPC's *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 DPC Annual Report.

Section 77(2)(b) of the *Financial Accountability Act 2009* requires the Chief Financial Officer (CFO) of DPC to verify the department's financial internal controls are operating efficiently, effectively and economically. In support of the DPC CFO, 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 the office 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 the office.

For the financial period ended 30 June 2020, a statement assessing OQPC's financial internal controls has been provided by the Parliamentary Counsel to the DPC CFO. The information was prepared in accordance with section 54 of the *Financial and Performance Management Standard 2019*.

Further information is provided in DPC's 2019–20 Annual Report.

# 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 is 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: Providing an effective and efficient legislative drafting service to produce Queensland legislation of the highest standard.

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 outcomes.

### Measures of success

- The annual client survey identified that the overall satisfaction with the service of legislative drafting services provided was 100 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 (2,488 pages)
  - 7 private members' Bills (125 pages)
  - 26 government amendments for consideration in detail (318 pages)

- 13 private member amendments for consideration in detail (56 pages)
- 269 instruments of subordinate legislation (4,211 pages).

### Key achievements during the reporting period

- Significant legislation drafted and introduced within the reporting period included:

- *Building Industry Fairness (Security of Payment) and Other Legislation Amendment Bill 2020*

This Bill implements extensive changes to enhance protections over subcontractor money by simplifying the framework, improve protections and oversight, and manage the financial transition across the building industry. It enhances the Queensland Building and Construction Commission's enforcement ability to ensure the integrity of industry participants and increase collaboration among regulators.

- *COVID-19 Emergency Response Bill 2020*

The main purposes of this Bill are:

- to protect the health, safety and welfare of persons affected by the COVID-19 emergency, and

- to facilitate the continuance of public administration, judicial process, small business and other activities disrupted by the COVID-19 emergency, and
  - to provide for matters related to residential, retail and prescribed leases affected by the COVID-19 emergency, and
  - to support the Queensland rental sector during the COVID-19 emergency period.
- *Criminal Code (Child Sexual Offences Reform) and Other Legislation Amendment Bill 2020*  
This Bill aims to improve the criminal justice system's responsiveness to sexual offending against children, including by implementing recommendations of the Criminal Justice Report of the Royal Commission into Institutional Responses to Child Sexual Abuse and recommendations of the Queensland Sentencing Advisory Council's report on the classification of child exploitation material for sentencing purposes.
  - *Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Bill 2019*  
The objectives of this Bill are to improve the actual and perceived integrity and public accountability of State elections and ensure public confidence in electoral and political processes. It also introduces new offences for dishonest conduct of Ministers and councillors more particularly around conflicts of interest.
  - *Environmental Protection and Other Legislation Amendment Bill 2020*  
This Bill provides for the statutory appointment of a Rehabilitation

Commissioner with specific functions including providing advice on rehabilitation or best practice management of land and facilitating better public reporting on rehabilitation. It also clarifies and enhances the residual risk framework to better manage risks on sites after an environmental authority for a resource activity has been surrendered.

- *Justice and Other Legislation (COVID-19 Emergency Response) Amendment Bill 2020*

This Bill makes necessary legislative amendments that are not able to be made under the limited global heads of power in the *COVID-19 Emergency Response Act 2020*. These amendments include safeguarding of the revenue streams for local governments, assisting Queensland business and individuals suffering financial and operational stress, and assisting health and disability sectors to operate safely and effectively.

- *Public Health and Other Legislation (Public Health Emergency) Amendment Bill 2020*

This Bill strengthens powers of the Chief Health Officer and emergency officers appointed under the Public Health Act to issue directions for the COVID-19 emergency and ensure penalty infringement notices may be issued for the offence of failing to comply with a direction. The Bill also amends legislation to facilitate the continuity of public service delivery, ensure Executive Council can be held flexibly using technology, if required, and to facilitate the holding of State by-elections in a way that helps minimise serious risks to the health and safety of persons voting during the COVID-19 pandemic.

- *Resources Safety and Health Queensland Bill 2019*

This Bill establishes a revised regulatory framework for resources safety and health in Queensland that engenders work trust, ensures appropriate independence and transparency, and enhances independent oversight of the performance of the regulator. The Bill establishes an independent statutory body called Resources Safety and Health Queensland, establishes an employing office and provides for the Commissioner for Resources Safety and Health.

- Significant legislation enacted in the reporting period included:

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

This Act continues 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.

- *Medicines and Poisons Act 2019*

The Act provides for 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. It also improves national uniformity by recognising Commonwealth manufacturing licences and aligning key terminology with the Poisons Standard. The Act also ensures health risks arising from the use of the substances are appropriately managed.

- *Motor Accident Insurance and Other Legislation Amendment Act 2019*

The purpose of this Act is to stop claim farming. To stop these types of nuisance calls, minimise the potential for fraudulent behaviours and protect the affordability and stability of Queensland's scheme, the Act prohibits both the cold-calling and the business model to ensure claim farming no longer operates as a profitable business and imposes significant penalties on those who contravene the law.

- *Personalised Transport Ombudsman Act 2019*

An Act to give people a timely, effective, and independent service to investigate complaints relating to personalised transport services and facilitate resolution of the complaints.

- Significant subordinate legislation drafted and made in the reporting period included:

- *Economic Development (COVID-19 Emergency Response) Regulation 2020*

This regulation's objectives are to protect the health, safety and welfare of persons affected by the COVID-19 emergency, and facilitate the ongoing effective operations of the principal Act component of the planning framework, by easing regulatory requirements and allowing for flexible responses in managing disruptions caused by the COVID-19 emergency and social distancing measures.

- *Education Legislation (COVID-19 Emergency Response) Regulation 2020*

This regulation modifies legislative requirements to address education portfolio-related issues that arose as a consequence of the COVID-19 emergency and the associated social restrictions.

- *Environmental Protection Regulation 2019*

This regulation is a replacement regulation that provides for the effective operation of the *Environmental Protection Act 1994*. A number of changes were made to reflect current drafting practice, clarify the policy intent of existing provisions and insert new transitional provisions to ensure the effective operation of the regulation.

- *Environmental Protection (Great Barrier Reef Protection Measures) and Other Legislation Amendment Regulation 2019*

This amendment regulation supports changes made to the principal Act to strengthen the existing Great Barrier Reef protection regulation to improve the quality of water entering the Great Barrier Reef.

- *Fisheries (Commercial Fisheries) Regulation 2019*

The overarching policy objective of this regulation is to provide for the effective management and utilisation of Queensland’s commercial fisheries in accordance with the objectives of the *Fisheries Act 1994*.

- *Health Legislation (COVID-19 Emergency Response) Regulation 2020*

This regulation extends statutory time limits relating to applications and reviews under the *Food Act 2006* and *Pest Management Act 2001*. It facilitates effective administration and manages potential disruption for the food and pest control industries as a result of the COVID-19 emergency.

- *Justice Legislation (COVID-19 Emergency Response—Documents and Oaths) Regulation 2020*

This regulation (as amended) prescribes modified requirements or arrangements for the making, signing and witnessing of wills, enduring powers of attorney, advance health directives, affidavits, statutory declarations, oaths, deeds, particular mortgages and general powers of attorney. The regulation prescribes alternative arrangements which will apply in addition to existing requirements and will not prevent a person from making these documents in compliance with existing requirements where possible.

- *Residential Tenancies and Rooming Accommodation (COVID-19 Emergency Response) Regulation 2020*

This regulation implements response measures to support the residential rental sector to manage COVID-19 impacts on residential leases. The regulation also ensures during the COVID-19 response period that lessor or provider-initiated terminations can only occur if there are transparent and stated grounds and that tenants and residents experiencing domestic and family violence can leave a tenancy safely and with capped liability.

- *Retail Shop Leases and Other Commercial Leases (COVID-19 Emergency Response) Regulation 2020*

This regulation implements the National Cabinet decision in relation to good faith leasing principles set out in the National Code for ‘affected leases’ in Queensland.

- *Transport Legislation (COVID-19 Emergency Response) Regulation 2020*

This regulation provides exemptions from, or otherwise modifies the application of, particular transport

requirements to minimise the risks to the health and safety of people caused by the COVID-19 emergency. It alleviates the financial burden on people caused by the emergency and ensures the effective and efficient regulation and administration of land transport activities during the emergency and for a period after the emergency ends.

- In the 2018–19 reporting period OQPC introduced the target delivering the legislative program at an average cost per hour at or below the cost of \$150/hour. During the 2019–20 reporting period, OQPC did not meet this service delivery standard. The 2019–20 actual (\$180/hour) is over target due to FTE vacancies in the service area relative to total operational expense per annual period, resulting in a higher cost per hour.

### **Strategic objective 2: Making Queensland legislation and information relating to legislation readily accessible.**

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. Maintain open data arrangements of 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 100 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.
- This year OQPC also surveyed members of the courts, the legal profession and the

public. 84.4% of respondents were satisfied with the quality of access to legislation.

- There were 894 authorised reprints published in the reporting period (152,086 pages) and 70 per cent of reprints were published within three days of the commencement of the legislation.

### **Key achievements during the reporting period**

- The following significant enhancements to the Queensland legislation website were made:
  - The final phase of the public website's application programming interface (API) was delivered, aligning with the Queensland Government's Open Data Initiative by providing the authorised Queensland legislation statute book in a form that can be programmatically searched and queried, with results supplied in human readable XML format.
  - The public legislation website was migrated to a more available and resilient cloud platform and proactively monitored for increased public enquiries from COVID-19 related legislation. Resources were significantly increased to cope with peak enquiry periods.
- In addition:
  - The InQ reporting application was developed to streamline legislation production and planning activities.
  - Significant enhancements were made to the legislative production system QULLS.
  - Upgrades to the legislative drafting system were planned for and developed, and DPC's hardware renewal program was supported.

- Open data arrangements for the release of Queensland legislation were maintained consistently throughout the reporting period.

**Strategic objective 3: Fostering a positive and high-performing workplace culture that is collaborative and supports employee wellbeing.**

1. Cultivate a high-performing, integrated and innovative workforce.
2. Create a culture of continuous improvement where staff collaborate and identify solutions and implementation strategies to address responses to the Working for Queensland survey.

**Measures of success**

OQPC is exceptionally proud of the Working for Queensland (WfQ) results achieved in the reporting period. The office celebrated positive increases in all agency factors when comparing results to last year's performance, including higher response percentages than the wider Queensland Public Sector.

OQPC would like to acknowledge the dedication and commitment of the 2019 WfQ working group who developed and progressed OQPC's WfQ Action Plan.

## Future direction

OQPC's priorities for 2020–21 are to:

- pursue excellence in legislative drafting and access to legislation by adopting best practice in making Queensland legislation easy to find, easy to understand and easy to use, and maintaining open data arrangements
- cultivate a highly skilled and high-performing workforce by giving our people a range of opportunities for ongoing professional and personal development
- make effective use of our technological resources and explore future drafting and publishing solutions to enhance the services we provide
- further develop a healthy workplace culture
- continue to work with key partners towards a process for the clear ordering of priorities within the government's legislative program.

# Our Governance

## Executive Management Group

The Executive Management Group (EMG) of the office 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 a 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 advisor.

### **Executive Director, Legislation and Business Services**

In January 2020, Stacey Talbot resigned from the role of Executive Director, Legislation and Business Services. Stacey had previously been substantively appointed to the role since January 2016. Since then, the role has been filled through internal acting arrangements.

## Committee and working group membership

OQPC provides valuable contributions 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.

## 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 in which:

- 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.

## Human rights

The *Human Rights Act 2019* commenced in its entirety on 1 January 2020 and forms part of the administrative law obligations and oversight mechanisms that hold government to account. The main objects of the Act are to:

- protect and promote human rights
- help build a culture in the Queensland public sector that respects and promotes human rights
- help promote a dialogue about the nature, meaning and scope of human rights.

The Act requires government to consider human rights in all decision-making and action, and only limit human rights in certain circumstances and after careful consideration.

Government departments and public service employees have a responsibility to respect, protect and promote the human rights of individuals. They must act in a way that is compatible with human rights obligations when delivering services and interacting with the community. This means fairer laws, policies and practices in government's day-to-day dealings with the community.

During the reporting period, OQPC offered training and guidance to all staff to ensure staff were prepared and understood their obligations under the Act.

OQPC ensures that all legislation is drafted giving due consideration to human rights.

There have been no human rights complaints received by OQPC within this reporting period.

## 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, whereas operational risks have the potential to affect service delivery.

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

1. **An agency focus** - there is an identifiable source of risk management expertise and senior managers regularly discuss risk management issues.
2. **An agency direction** - clear directions and strategy are established for risk management, including articulating risk appetite and giving a clear mandate on what constitutes effective risk management.
3. **Decision-making structures** - risk management is not a separate process but a key consideration at all levels of decision-making.
4. **Agency capability and capacity** - 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 EMG reviews the risk register regularly, documents the controls in place and reviews the risk trends across previous reporting periods.

## Internal audit

As a statutory office within DPC, 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 corporate governance 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 benefits from the external scrutiny of both governance arrangements and service delivery and notes that in the 2019–20 period there were no published reports relevant to its operation.

## Information systems

The office 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)
- Tracking On-Time Payment System (TOPS) (finance)
- Aurion (HR)

- HP Record Manager (records management)
- Promaster (corporate card).

## Record keeping

OQPC uses HP Record Manager to manage electronic and physical 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.

QuILLS, 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

## Workforce profile

In 2019–20 the office employed 46.63 FTE with 17.15 per cent of the workforce accessing part-time arrangements.

The OQPC workforce profile is based on June 2020 Minimum Obligatory Human Resources Information (MOHRI) data and is reported in the DPC 2019–20 Annual Report.

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

## Workforce planning

The OQPC 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, and meet future business needs and the expectations of its stakeholders.

During 2019–20 OQPC:

- encouraged inclusive staff engagement through our intranet (the Hub) to promote activities organised by the Fun Squad 2.0 and awareness of stress management techniques
- supported staff with health and wellbeing online modules available on the Hub and through the Microsoft Teams platform to provide strategies for working remotely
- 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), including online modules to assist with working remotely during COVID-19 and flu vaccinations

- continued to progress the *All roles flex* approach encouraging employees to successfully access and implement flexible working agreements
- advertised vacant roles using the new flexible options on the Smartjobs website to attract job applicants from diverse backgrounds
- encouraged employees to participate in domestic and family violence awareness events and initiatives
- continued to support LGBTIQ+ employees, including wearing rainbow lanyards to show support
- continued to support NAIDOC initiatives
- continued to support commitments and implement initiatives in the Cultural Capability Action Plan to strengthen an inclusive, diverse and culturally capable workforce
- participated in AccessAbility Day (an Australian Government initiative) to connect jobseekers with disability and employers for a one-day opportunity to:
  - learn more about working with jobseekers with disability
  - promote and encourage an inclusive workplace
  - access a talent pool of capable people who are keen to work
  - learn more about free disability employment services and support available for employers.

## Employee performance

The office 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 including the COVID-19 Response and Recovery Taskforce
- continued participation in:
  - *Speaker series* events
  - cultural awareness and disability awareness training
  - occupational, industry and inter-jurisdictional seminars and conferences.

# Glossary of terms

ARRs	Annual report requirements for Queensland Government agencies	MOHRI	Minimum Obligatory Human Resources Information
BCP	Business Continuity Plan	OQPC	<i>or</i> the office Office of the Queensland Parliamentary Counsel
CFO	Chief Financial Officer	QCAA	Queensland Curriculum and Assessment Authority
DPC	Department of the Premier and Cabinet	QuILLS	Queensland Integrated Legislation Lifecycle System
EMG	Executive Management Group	WfQ	Working for Queensland
FAA	<i>Financial Accountability Act 2009</i>	YMCA	Young Men's Christian Association
FPMS	<i>Financial and Performance Management Standard 2019</i>		

# Financial information

Further information including relevant accounting policies and related information is provided in the Department of the Premier and Cabinet's 2019–20 Annual Report.

## Statement of Comprehensive Income

Office of the Queensland Parliamentary Counsel for the year ended 30 June 2020

	2020 \$'000	2019 \$'000
<b>Income</b>		
Appropriation revenue	12,388	12,643
User charges and fees	7	93
Grants and other contributions	43	-
Other revenue	150	116
<b>Total Revenue</b>	<b>12,588</b>	<b>12,852</b>
<b>Expenses</b>		
Employee expenses	8,537	7,845
Supplies and services	3,799	3,217
Grants and subsidies	4	-
Depreciation and amortisation	232	212
Other expenses	16	1,578
<b>Total Expenses</b>	<b>12,588</b>	<b>12,852</b>
<b>Total Comprehensive Income</b>	<b>-</b>	<b>-</b>

Office of Queensland Parliamentary Counsel is included in Department of Premier and Cabinet 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 2020

	2020 \$'000	2019 \$'000
<b>Current Assets</b>		
Cash and cash equivalents	(1,575)	(1,374)
Receivables and loans receivable	123	290
Other	285	30
<b>Total Current Assets</b>	<u>(1,167)</u>	<u>(1,054)</u>
<b>Non-current Assets</b>		
Receivables and loans receivable	-	244
Intangible assets	2,080	2,081
Property, plant and equipment	72	135
<b>Total Non-current Assets</b>	<u>2,152</u>	<u>2,460</u>
<b>Total Assets</b>	<u>985</u>	<u>1,406</u>
<b>Current Liabilities</b>		
Payables	200	511
Accrued employee benefits	253	322
<b>Total Current Liabilities</b>	<u>453</u>	<u>833</u>
<b>Non-current Liabilities</b>		
Payables	-	243
<b>Total Non-current Liabilities</b>	<u>-</u>	<u>243</u>
<b>Total Liabilities</b>	<u>453</u>	<u>1,076</u>

Office of Queensland Parliamentary Counsel is included in Department of Premier and Cabinet Financial Statements as a major departmental service unit.

# Compliance checklist

Summary of requirement		Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> <li>A letter of compliance from the accountable officer or statutory body to the relevant Minister/s</li> </ul>	ARRs – section 7	ii
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 9.1	iii 25
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 9.2	Inside and back page
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	Inside cover
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	<i>Copyright Act 1968</i> ARRs – section 9.4	Inside cover
	<ul style="list-style-type: none"> <li>Information Licensing</li> </ul>	<i>QGEA – Information Licensing</i> ARRs – section 9.5	Inside cover
General information	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 10.1	1
	<ul style="list-style-type: none"> <li>Machinery of Government changes</li> </ul>	ARRs – section 10.2, 31 and 32	N/A
	<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>	ARRs – section 10.2	3
	<ul style="list-style-type: none"> <li>Operating environment</li> </ul>	ARRs – section 10.3	6
Non-financial performance	<ul style="list-style-type: none"> <li>Government’s objectives for the community</li> </ul>	ARRs – section 11.1	4
	<ul style="list-style-type: none"> <li>Other whole-of-government plans / specific initiatives</li> </ul>	ARRs – section 11.2	NIL
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 11.3	13
	<ul style="list-style-type: none"> <li>Agency service areas and service standards</li> </ul>	ARRs – section 11.4	DPC 2019–20 Annual Report
Financial performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 12.1	11
Governance – management and structure	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 13.1	4
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 13.2	19
	<ul style="list-style-type: none"> <li>Government bodies (statutory bodies and other entities)</li> </ul>	ARRs – section 13.3	NIL

Summary of requirement		Basis for requirement	Annual report reference
	• Public Sector Ethics	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	20
	• Human Rights	<i>Human Rights Act 2019</i> ARRs – section 13.5	20
	• Queensland public service values	ARRs – section 13.6	20
Governance – risk management and accountability	• Risk management	ARRs – section 14.1	21
	• Audit committee	ARRs – section 14.2	21
	• Internal audit	ARRs – section 14.3	21
	• External scrutiny	ARRs – section 14.4	21
	• Information systems and recordkeeping	ARRs – section 14.5	22
Governance – human resources	• Strategic workforce planning and performance	ARRs – section 15.1	23
	• Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	23
Open Data	• Statement advising publication of information	ARRs – section 16	DPC 2019–20 Annual Report
	• Consultancies	ARRs – section 33.1	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	• Overseas travel	ARRs – section 33.2	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	• Queensland Language Services Policy	ARRs – section 33.3	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	DPC 2019–20 Annual Report
	• Independent Auditor’s Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	DPC 2019–20 Annual Report

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**Office of the Queensland Parliamentary Counsel**

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