

OFFICE OF
PARLIAMENTARY
COUNSEL

Section 1: Overview, appropriations and budget measures summary

OVERVIEW

The Office of Parliamentary Counsel was established by the *Parliamentary Counsel Act 1970*. The role of the Office is to assist the Government to carry out its legislative drafting capability and, subject to Government priorities, assist private members with their legislative requirements. The Office of Parliamentary Counsel does not interpret, nor does it provide advice on, the intention of any Commonwealth legislation.

The Office of Parliamentary Counsel drafts Bills and amendments of Bills and arranges supply of bulk copies of Bills and amendments to the Parliament. The Office of Parliamentary Counsel has a role in arranging for Bills passed by both Houses of Parliament to be assented to by the Governor-General.

The Office of Parliamentary Counsel contributes to an effective statute book by maintaining a high standard of legislative drafting capability (in particular by providing substantial drafting training to employees of the Office of Parliamentary Counsel and by engaging in continuous improvement of drafting techniques). The Office of Parliamentary Counsel also maintains standardised drafting and formatting practices for Bills and amendments, to ensure consistency in both the contents and the form of the statute book. As well, the Office of Parliamentary Counsel encourages a high standard of legislative drafting proposals by providing advice to other agencies on legislative projects and by training staff of policy agencies who might be responsible for giving drafting instructions to the Office of Parliamentary Counsel.

APPROPRIATIONS

The total appropriation for the Office of Parliamentary Counsel in the 2001–02 Budget is \$6.463m. Table 1.1 shows appropriations (2000–01) and other revenue by outcome.

ADMINISTERED CAPITAL AND DEPARTMENTAL EQUITY INJECTIONS AND LOANS

The Office of Parliamentary Counsel does not have an appropriation for an equity injection or loan or an appropriation for administered capital.

Office of Parliamentary Counsel — Appropriations 2001–02

Table 1.1: Appropriations and other revenue (\$'000)

Outcome	Departmental (price of outputs)					Administered			Total appropriations	
	Revenue from government (appropriations)			Revenue from other sources	Price of outputs	Annual appropriations		Special approps		Total administered appropriations
	Bill 1	Special approps	Total			Bill 1	Bill 2 (SPPs & NAOs)			
	(A)	(B)	(C=A+B)	(D)	(E= C+D)	(F)	(G)	(H)		(I=F+G+H)
Parliamentary democracy and an effective statute book	6,463	-	6,463 98.5%	95	6,558	-	-	-	-	6,463
Total	6,463	-	6,463	95	6,558	-	-	-	-	6,463
									Departmental capital (equity injections and loans)	-
									Administered capital	-
									Total appropriations	6,463

Notes:

- Columns C, D, E and I refer to information provided in Table 2.1.1.
- Under the appropriation structure, Bill 2 includes Specific Purpose Payments (SPP)'s, New Agency Outcomes (NAO's), administered capital and departmental capital via departmental injections and loans.
- Refer to Budgeted Departmental Statement of Financial Performance for application of agency revenue.
- Revenue from other sources includes other revenue from government (eg resources free of charge) and revenue from other sources (eg sales of goods and services). Non-appropriated departmental and administered revenues are detailed in Appendix 1.
- Percentage figure in column C indicates the percentage contribution of revenue from government (departmental appropriations) to the total price of outputs, by outcome.

Section 2: Outcomes and outputs information

OUTCOMES AND OUTPUT GROUPS

The Office of Parliamentary Counsel has one outcome:

Parliamentary democracy and an effective statute book

There are four output groups with outputs for the outcome:

1.1 Legislation

- Draft Bills (including supply copies) for introduction into Parliament
- Draft Bills (including bulk copies) for other public or limited exposure
- Parliamentary amendments (including bulk copies)

1.2 Program and project management

- Management of government's legislation program (drafting aspects)
- Management of individual legislative projects

1.3 Legislative drafting capability

- Advice on legislative projects
- Training of legislative drafters
- Training of instructors
- Maintenance of knowledge base

1.4 Standardisation and quality control of legislation

- Standardised drafting and formatting practices and techniques
- Centralised editorial and general quality control
- Liaison across portfolios/subject matters
- Drafting for readability/useability

Financial and non-financial information is provided as follows:

Map 2.1 - details outcome and output resourcing and illustrates the relationship between the outcomes and contributing outputs.

Table 2.1.1 - details financial information for outcome 1.

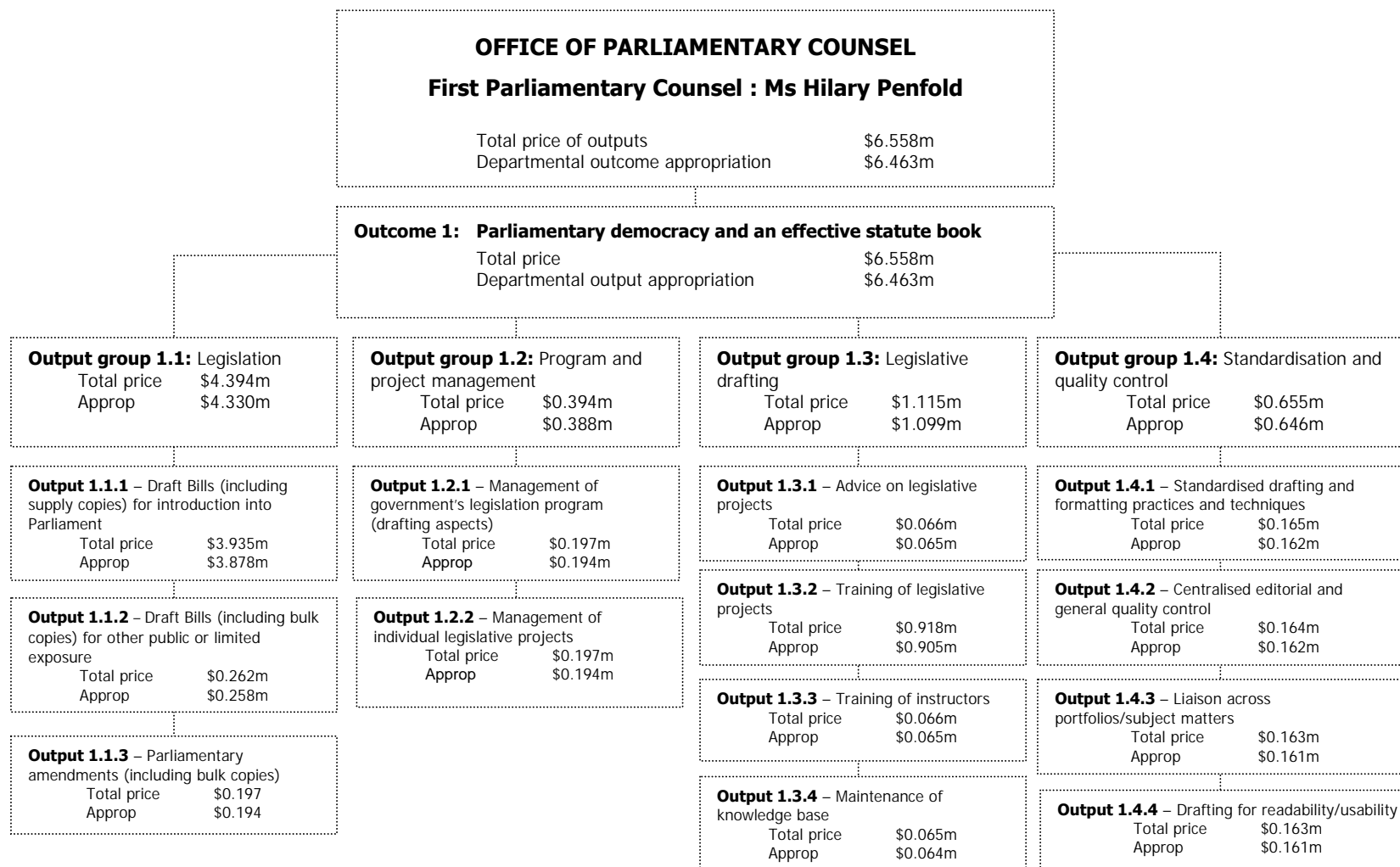
Table 2.2.1 - details non-financial information for outcome 1.

CHANGES TO OUTCOMES AND OUTPUTS

There have been no changes to the outcome and outputs structure for the Office of Parliamentary Counsel.

Map 2.1: Outcome and output groups

349



OUTCOME 1 — PARLIAMENTARY DEMOCRACY AND AN EFFECTIVE STATUTE BOOK

OUTCOME 1 — RESOURCING

Table 2.1.1 shows how the 2001–02 appropriations translate to total resourcing for the Office of Parliamentary Counsel for outcome 1: revenue from government (appropriations), revenue from other sources and the total price of the outputs.

Table 2.1.1: Total resources for outcome 1 (\$'000)

	Estimated Actual 2000–01 (\$'000)	Budget Estimate 2001–02 (\$'000)
DEPARTMENTAL APPROPRIATIONS		
Output 1.1: Legislation		
Output 1.1.1 – Draft Bills (including supply copies) for introduction into the Parliament	3,825	3,878
Output 1.1.2 – Draft Bills (including bulk copies) for other public or limited exposure	255	258
Output 1.1.3 – Parliamentary amendments (including bulk copies)	191	194
Sub total output group 1.1	4,271	4,330
Output 1.2: Program and project management		
Output 1.2.1 – Management of government's legislation program (drafting aspects)	191	194
Output 1.2.2 – Management of individual legislative projects	191	194
Sub total output group 1.2	382	388
Output 1.3: Legislative drafting capability		
Output 1.3.1 – Advice on legislative projects	64	65
Output 1.3.2 – Training of legislative drafters	892	905
Output 1.3.3 – Training of instructors	64	65
Output 1.3.4 – Maintenance of knowledge base	64	64
Sub total output group 1.3	1,080	1,099
Output 1.4: Standardisation and quality control		
Output 1.4.1 – Standardisation and quality control	160	162
Output 1.4.2 – Centralised editorial and general quality control	160	162
Output 1.4.3 – Liaison across portfolios/subject matters	158	161
Output 1.4.4 – Drafting for readability/usability	159	161
Sub total output group 1.4	638	646
Total revenue from government (appropriations) contributing to price of departmental outputs	6,375 98.5%	6,463 98.5%

(Table continued over)

Table 2.1.1: Total resources for outcome 1 (\$'000) (continued)

	Estimated Actual 2000–01 (\$'000)	Budget Estimate 2001–02 (\$'000)
REVENUE FROM OTHER SOURCES		
Output 1.1.1 – Draft Bills (including supply copies) for introduction into the Parliament	57	57
Output 1.1.2 – Draft Bills (including bulk copies) for other public or limited exposure	4	4
Output 1.1.3 – Parliamentary amendments (including bulk copies)	3	3
Output 1.2.1 – Management of government's legislation program (drafting aspects)	3	3
Output 1.2.2 – Management of individual legislative projects	3	3
Output 1.3.1 – Advice on legislative projects	1	1
Output 1.3.2 – Training of legislative drafters	13	13
Output 1.3.3 – Training of instructors	1	1
Output 1.3.4 – Maintenance of knowledge base	1	1
Output 1.4.1 – Standardisation and quality control	3	3
Output 1.4.2 – Centralised editorial and general quality control	2	2
Output 1.4.3 – Liaison across portfolios/subject matters	2	2
Output 1.4.4 – Drafting for readability/useability	2	2
Total revenue from other sources	95	95
Total price of departmental outputs <i>(Total revenue from government and other sources)</i>	6,470	6,558
Total estimated resourcing for outcome 1 <i>(Total price of outputs and administered expenses)</i>	6,470	6,558
AVERAGE STAFFING LEVEL	42	45

OUTCOME 1 — PERFORMANCE INFORMATION

Table 2.2.1 provides information on the strategies chosen to deliver outcome 1, and shows the links between the outputs and the outcome.

Table 2.2.1 Performance information for outcome 1

Effectiveness – overall achievement of the outcome	
<i>Effectiveness indicators</i>	<i>Measures</i>
Availability of Bills for parliamentary consideration	Government Bills drafted in accordance with Government priorities
	Private member's Bills drafted where resources permit
	Bills reflect sponsor's policy intentions and are legally effective
Condition of statute book	Drafting standards and conventions applied consistently to all Bills
Performance information for departmental outputs	
<i>Output description</i>	<i>Performance measure</i>
Output group 1.1: Legislation	<i>Quality:</i> Bills drafted in accordance with Government priorities, and supplied to Parliament in accordance with applicable deadlines. Bills reflect sponsor's policy intentions and are legally effective
Output group 1.2: Program and program management	<i>Quality:</i> Drafting work is allocated, and legislative projects are managed, so as to make optimum use of drafting resources
Output group 1.3: Legislative drafting capability	<i>Quality:</i> Lawyers recruited to the Office are trained in legislative drafting, to ensure the long term viability of drafting resources. Potential instructors are trained in policy development and preparation of instructions, to ensure efficient use of drafting resources and quality of Bills
	Legislative drafters maintain and improve drafting skills and knowledge
Output group 1.4: Standardisation and quality control of legislation	<i>Quality:</i> Drafting standards and conventions applied consistently to Bills

COMPETITIVE TENDERING AND CONTRACTING

The Office has no plans to apply competitive tendering and contracting to the production of outputs. A process of market testing the outsourcing of personnel processing is currently in progress.

Section 3: Budgeted Financial Statements

**Table 3.1: Budgeted Departmental Statement of Financial Performance
for the period ended 30 June**

	Estimated Actual 2000–01 \$'000	Budget Estimate 2001–02 \$'000	Forward Estimate 2002–03 \$'000	Forward Estimate 2003–04 \$'000	Forward Estimate 2004–05 \$'000
Revenues from ordinary activities					
Revenues from government	6,375	6,463	6,494	6,551	6,551
Sales of goods and services	38	38	38	38	38
Interest	35	35	35	35	35
Other	22	22	22	22	22
Total revenues from ordinary activities	6,470	6,558	6,589	6,646	6,646
Expenses from ordinary activities (excluding borrowing costs expense)					
Employees	4,156	4,189	4,211	4,251	4,251
Suppliers	1,828	1,882	1,892	1,910	1,910
Depreciation and amortisation	390	390	390	390	390
Total expenses from ordinary activities (excluding borrowing costs expense)	6,374	6,462	6,493	6,550	6,550
Borrowing cost expense	-	-	-	-	-
Net surplus or (deficit) from ordinary activities	96	96	96	96	96
Gain or loss on extraordinary items	-	-	-	-	-
Net surplus or (deficit)	96	96	96	96	96
Capital use charge	(96)	(96)	(96)	(96)	(96)
Operating surplus or (deficit) after capital use charge	-	-	-	-	-

**Table 3.2: Budgeted Departmental Statement of Financial Position
as at 30 June**

	Estimated Actual 2000–01 \$'000	Budget Estimate 2001–02 \$'000	Forward Estimate 2002–03 \$'000	Forward Estimate 2003–04 \$'000	Forward Estimate 2004–05 \$'000
ASSETS					
Financial assets					
Cash	1,793	1,793	1,793	1,793	1,793
Receivables	10	10	10	10	10
Other	-	-	-	-	-
Total financial assets	1,803	1,803	1,803	1,803	1,803
Non-financial assets					
Land and buildings	-	-	-	-	-
Infrastructure, plant and equipment	658	658	658	658	658
Other	150	150	150	150	150
Total non-financial assets	808	808	808	808	808
Total assets	2,611	2,611	2,611	2,611	2,611
LIABILITIES					
Debt					
Leases	-	-	-	-	-
Other	-	-	-	-	-
Total debt	-	-	-	-	-
Provisions and payables					
Employees	1,383	1,424	1,467	1,511	1,557
Suppliers	100	100	100	100	100
Total provisions and payables	1,483	1,524	1,567	1,611	1,657
Total liabilities	1,483	1,524	1,567	1,611	1,657
EQUITY					
Capital	1,026	636	246	-	-
Reserves	-	-	-	-	-
Accumulated surpluses or (deficits)	102	451	798	1,000	954
Total equity	1,128	1,087	1,044	1,000	954
Current liabilities	442	456	467	478	489
Non-current liabilities	1,041	1,068	1,100	1,133	1,167
Current assets	1,953	1,953	1,953	1,953	1,953
Non-current assets	658	658	658	658	658

**Table 3.3: Budgeted Departmental Statement of Cash Flows
for the period ended 30 June**

	Estimated Actual 2000–01 \$'000	Budget Estimate 2001–02 \$'000	Forward Estimate 2002–03 \$'000	Forward Estimate 2003–04 \$'000	Forward Estimate 2004–05 \$'000
OPERATING ACTIVITIES					
Cash received					
Appropriations for outputs	6,701	6,463	6,494	6,551	6,551
Sales of goods and services	27	27	27	27	27
Interest	35	35	35	35	35
Other	22	22	22	22	22
Total cash received	6,785	6,547	6,578	6,635	6,635
Cash used					
Employees	3,477	3,400	3,540	3,696	3,696
Suppliers	2,481	2,671	2,563	2,464	2,464
Interest	-	-	-	-	-
Other	-	-	-	-	-
Total cash used	5,958	6,072	6,103	6,160	6,160
Net cash from operating activities	827	475	475	475	475
INVESTING ACTIVITIES					
Cash received					
Other	11	11	11	11	11
Total cash received	11	11	11	11	11
Cash used					
Purchase of property, plant and equipment	200	390	390	390	390
Total cash used	200	390	390	390	390
Net cash from investing activities	(189)	(379)	(379)	(379)	(379)
FINANCING ACTIVITIES					
Cash received					
Other	-	-	-	-	-
Total cash received	-	-	-	-	-
Cash used					
Capital use and dividends paid	96	96	96	96	96
Total cash used	(96)	(96)	(96)	(96)	(96)
Net cash from financing activities	(96)	(96)	(96)	(96)	(96)
Net increase in cash held	542	-	-	-	-
Cash at the beginning of the reporting period	1,251	1,793	1,793	1,793	1,793
Cash at the end of the reporting period	1,793	1,793	1,793	1,793	1,793

Table 3.4: Departmental Capital Budget Statement

	Estimated Actual 2000-01 \$'000	Budget Estimate 2001-02 \$'000	Forward Estimate 2002-03 \$'000	Forward Estimate 2003-04 \$'000	Forward Estimate 2004-05 \$'000
CAPITAL APPROPRIATIONS					
Total equity injections	326	-	-	-	-
Total loans	-	-	-	-	-
Appropriation of previous year's carryover	-	-	-	-	-
Represented by:					
Purchase of non-current assets	-	-	-	-	-
Other	326	-	-	-	-
Total	326	-	-	-	-
PURCHASE OF NON-CURRENT ASSETS					
Funded by capital appropriations	-	-	-	-	-
Funded internally by departmental resources	200	390	390	390	390
Total	200	390	390	390	390

Table 3.5: Departmental Non-financial Assets — Summary of Movement (Budget Year 2001–02)

	Land	Buildings	Total land and buildings	Other infrastructure plant and equipment	Total infrastructure plant and equipment	Intangibles	Total
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
GROSS VALUE							
<i>As at 1 July 2001 (opening)</i>	-	-	-	2,490	2,490	-	2,490
Additions	-	-	-	390	390	-	390
Disposals	-	-	-	(200)	(200)	-	(200)
Other movements	-	-	-	-	-	-	-
<i>As at 30 June 2002 (closing)</i>	-	-	-	2,680	2,680	-	2,680
ACCUMULATED DEPRECIATION							
<i>As at 1 July 2001 (opening)</i>	-	-	-	1,832	1,832	-	1,832
Disposals	-	-	-	(200)	(200)	-	(200)
Charge for the reporting period	-	-	-	390	390	-	390
Other movements	-	-	-	-	-	-	-
<i>As at 30 June 2002 (closing)</i>	-	-	-	2,022	2,022	-	2,022
Net book value as at 30 June 2002 (closing book value)	-	-	-	658	658	-	658
Net book value as at 1 July 2001 (opening book value)	-	-	-	-	-	-	-
TOTAL ADDITIONS							
Self funded	-	-	-	390	390	-	390
Appropriations	-	-	-	-	-	-	-
Total	-	-	-	390	390	-	390

Appendix 1

Non-Appropriation Departmental Revenue

	Estimated Revenue 2000–01 \$'000	Estimated Revenue 2001–02 \$'000
DEPARTMENTAL REVENUE		
Sales of goods and services	38	38
Interest	35	35
Resources received free of charge	14	14
Other revenue	8	8
Total Estimated Departmental Revenue	95	95