

**OFFICE OF
PARLIAMENTARY COUNSEL**

Section 1: Overview and Appropriations

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 does not interpret, nor does it provide advice on, the intention of any Commonwealth legislation.

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

The Office 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 and by engaging in continuous improvement of drafting techniques). The Office 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 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.

Appropriations

The total appropriations for the Office in the 2000–01 Budget are \$6.701m. Table 1.1 shows appropriations (2000–01) and other revenue by outcome.

Administered capital and departmental equity injections and loans

The OPC will receive an adjustment to carryover of unspent funds from 1998–99 of \$0.326m.

Office of Parliamentary Counsel- Appropriations 2000–01

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)	(J=C+I)
Parliamentary democracy and an effective statute book.	6 375	–	6 375 98.5%	95	6 470	–	–	–	–	6 375
Total	6 375	–	6 375	95	6 470	–	–	–	–	6 375
Departmental capital (equity injections and loans)										326
Administered capital										–
Total appropriations										6 701

Notes:

- Columns C, D, E and I refer to information provided in Table 2.1.
- 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 Operating Statement 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 indicates the percentage contribution of revenue from government (departmental appropriations) to the total price of outputs, by outcome.

Section 2: Outcome and Outputs Information

Outcome and outputs

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:

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)*

Program and project management

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

Legislative drafting capability

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

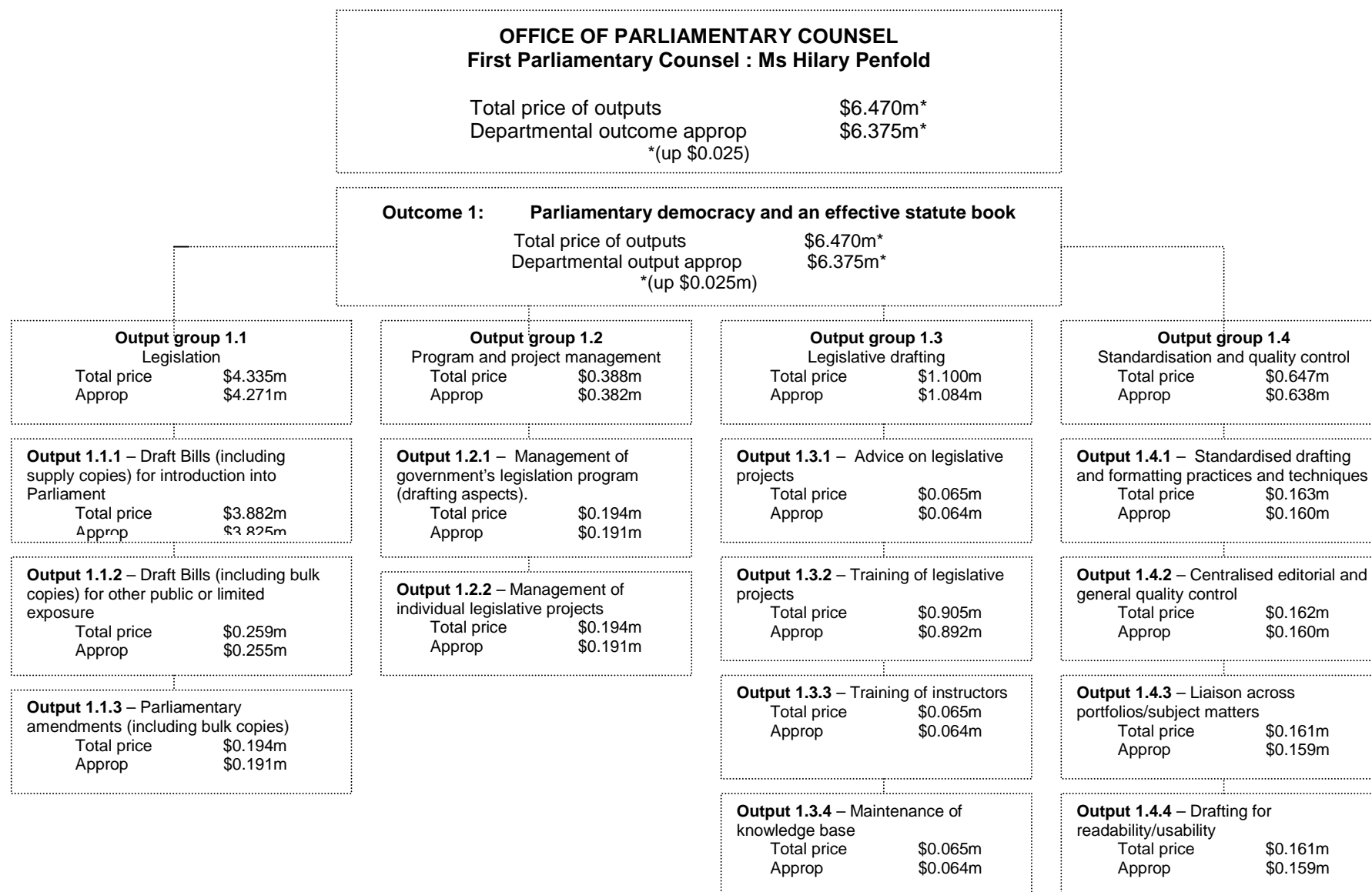
Standardisation and quality control of legislation

- *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 - details financial information for outcome 1.
- Table 2.2 - details non-financial information for outcome 1.

Map 2.1 Outcome and outputs



Outcome 1: Parliamentary democracy and an effective statute book.

Resourcing

Table 2.1 shows how the 2000–01 appropriations translate to total resourcing for the Office's outcome: revenue from government (appropriations), revenue from other sources and the total price of outputs.

Table 2.1 Total resources for outcome 1 (\$'000)

	Estimated Actual 1999–2000 (\$'000)	Budget Estimate 2000–01 (\$'000)
Departmental appropriations		
Output group 1.1 – Legislation		
Output 1.1.1 – Draft Bills (including supply copies) for introduction into the Parliament	3 810	3 825
Output 1.1.2 – Draft Bills (including bulk copies) for other public or limited exposure	254	255
Output 1.1.3 – Parliamentary amendments (including bulk copies)	190	191
Subtotal output group 1.1	4 254	4 271
Output group 1.2 – Program and project management		
Output 1.2.1 – Management of government's legislation program (drafting aspects)	191	191
Output 1.2.2 – Management of individual legislative projects	190	191
Subtotal output group 1.2	381	382
Output group 1.3 – Legislative drafting capability		
Output 1.3.1 – Advice on legislative projects	64	64
Output 1.3.2 – Training of legislative drafters	889	892
Output 1.3.3 – Training of instructors	63	64
Output 1.3.3 – Maintenance of knowledge base	64	64
Subtotal output group 1.3	1 080	1 084
Output group 1.4 – Standardisation and quality control		
Output 1.4.1 – Standardised drafting and formatting practices and techniques	159	160
Output 1.4.2 – Centralised editorial and general quality control	159	160
Output 1.4.3 – Liaison across portfolios/subject matters	158	159
Output 1.4.4 – Drafting for readability/useability	159	159
Subtotal output group 1.4	635	638
Total revenue from government (appropriations) contributing to price of departmental outputs	6 350	6 375
	98.5%	98.5%

Table 2.1 Total resources for outcome 1 (\$'000) (continued)

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 – Standardised drafting and formatting practices and techniques	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 (Total revenue from government and from other sources)	6 445	6 470
Total estimated resourcing for outcome 1 (Total price of outputs and administered expenses)	6 445	6 470
Average Staffing Level (number)	40	42

*Performance information***Table 2.2 Performance information for outcome 1**

Table 2.2 provides information on the strategies chosen to deliver the outcome, and shows the links between the output and the outcome.

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	
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. Consideration is being given to market testing the outsourcing of personnel processing.

Section 3: Budgeted Financial Statements

Table 3.1 Departmental Operating Statement (for the year ended 30 June)

	Estimated Actual 1999–00 \$'000	Budget Estimate 2000–01 \$'000	Forward Estimate 2001–02 \$'000	Forward Estimate 2002–03 \$'000	Forward Estimate 2003–04 \$'000
OPERATING REVENUE					
Revenues from government	6 350	6 375	6 431	6 481	6 532
Sales of goods and services	38	38	38	38	38
Interest	35	35	35	35	35
Other	22	22	22	22	22
Total operating revenues <i>(before abnormal items)</i>	6 445	6 470	6 526	6 576	6 627
OPERATING EXPENSES					
Employees	4 139	4 156	4 237	4 278	4 311
Suppliers	1 821	1 828	1 803	1 812	1 830
Depreciation and amortisation	390	390	390	390	390
Total operating expenses	6 349	6 374	6 430	6 480	6 531
Operating surplus or (deficit) before abnormal and extraordinary items	96	96	96	96	96
Abnormal and extraordinary items	–	–	–	–	–
Operating surplus or (deficit) after abnormal and extraordinary items	96	96	96	96	96
Capital use charge paid	96	96	96	96	96
Operating surplus or (deficit) after abnormal and extraordinary items and CUC	–	–	–	–	–

Table 3.2 Departmental Balance Sheet (as at 30 June)

	Estimated Actual 1999–00 \$'000	Budget Estimate 2000–01 \$'000	Forward Estimate 2001–02 \$'000	Forward Estimate 2002–03 \$'000	Forward Estimate 2003–04 \$'000
ASSETS					
Financial assets					
Cash	1 251	1 793	2 009	2 238	2 469
Receivables	10	10	10	10	10
Total financial assets	1 261	1 803	2 019	2 248	2 479
Non-financial assets					
Infrastructure, plant and equipment	848	658	469	279	89
Other	150	150	150	150	150
Total non-financial assets	998	808	619	429	239
Total Assets	2 259	2 611	2 638	2 677	2 718
LIABILITIES					
Provisions and payables					
Employees	1 357	1 383	1 410	1 449	1 490
Suppliers	100	100	100	100	100
Total provisions and payables	1 457	1 483	1 510	1 549	1 590
Total liabilities	1 457	1 483	1 510	1 549	1 590
EQUITY					
Capital	700	1 026	1 026	1 026	1 026
Accumulated surpluses or (deficits)	102	102	102	102	102
Total equity	802	1 128	1 128	1 128	1 128
Current liabilities	436	442	449	459	469
Non-current liabilities	1 021	1 041	1 061	1 090	1 121
Current assets	1 411	1 953	2 169	2 398	2 629
Non-current assets	848	658	469	279	89

Table 3.3 Departmental Statement of Cash Flows (for the year ended 30 June)

	Estimated Actual 1999–00 \$'000	Budget Estimate 2000–01 \$'000	Forward Estimate 2001–02 \$'000	Forward Estimate 2002–03 \$'000	Forward Estimate 2003–04 \$'000
OPERATING ACTIVITIES					
Cash received					
Appropriations for outputs	7 050	6 701	6 431	6 481	6 532
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	7 134	6 785	6 515	6 565	6 616
Cash used					
Employees	3 436	3 477	3 545	3 567	3 595
Suppliers	2 468	2 481	2 469	2 484	2 505
Total cash used	5 904	5 958	6 014	6 051	6 100
Net cash from operating activities	1 230	827	501	514	516
INVESTING ACTIVITIES					
Cash received					
Proceeds from sales of property, plant and equipment	11	11	11	11	11
Total cash received	11	11	11	11	11
Cash used					
Purchase of property, plant and equipment	200	200	200	200	200
Total cash used	200	200	200	200	200
Net cash from investing activities	(189)	(189)	(189)	(189)	(189)
FINANCING ACTIVITIES					
Cash Received					
Other	–	–	–	–	–
Total cash received	–	–	–	–	–
Cash used					
Capital use charge 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	945	542	216	229	231
Cash at the beginning of the reporting period	306	1 251	1 793	2 009	2 238
Cash at the end of the reporting period	1 251	1 793	2 009	2 238	2 469

Table 3.4 Departmental Capital Budget Statement

	Estimated Actual 1999–00 \$'000	Budget Estimate 2000–01 \$'000	Forward Estimate 2001–02 \$'000	Forward Estimate 2002–03 \$'000	Forward Estimate 2003–04 \$'000
CAPITAL APPROPRIATIONS					
Total equity injections	700	326	–	–	–
Total loans	–	–	–	–	–
Represented by:					
Purchase of non-current assets	–	–	–	–	–
Other	700	326	–	–	–
PURCHASE OF NON-CURRENT ASSETS					
Funded by capital appropriations	–	–	–	–	–
Funded internally by departmental resources	200	200	200	200	200

Table 3.5 Departmental Non-Financial Assets — Summary of Movement for Budget Year 2000–01

	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 2000 (opening)</i>	–	–	–	2 490	2 490	–	2 490
Additions	–	–	–	200	200	–	200
Disposals	–	–	–	(200)	(200)	–	(200)
Other movements	–	–	–	–	–	–	–
<i>As at 30 June 2001 (closing)</i>	–	–	–	2 490	2 490	–	2 490
ACCUMULATED DEPRECIATION							
<i>As at 1 July 2000 (opening)</i>	–	–	–	1 642	1 642	–	1 642
Disposals	–	–	–	(200)	(200)	–	(200)
Charge for the reporting period	–	–	–	390	390	–	390
<i>As at 30 June 2001 (closing)</i>	–	–	–	1 832	1 832	–	1 832
Net book value as at 30 June 2001 (closing book value)	–	–	–	658	658	–	658
Net book value as at 1 July 2000 (opening book value)	–	–	–	848	848	–	848
TOTAL ADDITIONS							
Self funded	–	–	–	200	200	–	200
Appropriations	–	–	–	–	–	–	–
Total				200	200	–	200

Appendix 1**Non-appropriation departmental revenue**

	Estimated Revenue 1999–2000 \$'000	Estimated Revenue 2000–01 \$'000
Section 31 (FMA Act) receipts	95	95