

## 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 AND RESOURCING

The total appropriation for the Office of Parliamentary Counsel in the 2003–04 Budget is \$6.662m. Table 1.1 shows appropriations (2003–04) 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 2003–04

**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 Appropriations	Total Administered Appropriations	
	Bill No. 1 (A)	Special approps (B)	Total (C = A+B)	(D)	(E = C+D)	Bill No. 1 (F)	Bill No. 2 (SPPs & NAOs) (G)	(H)	(I = F+G+H)	
<b>Outcome 1 - Parliamentary democracy and an effective statute book</b>	6,662	-	6,662 99.6%	27	6,689	-	-	-	-	6,662
<b>Total</b>	<b>6,662</b>	-	<b>6,662</b>	<b>27</b>	<b>6,689</b>	-	-	-	-	<b>6,662</b>
Departmental capital (equity injections and loans)										-
Administered capital										-
<b>Total Appropriations</b>										<b>6,662</b>

1. Columns C, E and I refer to information provided in Total Resources for Outcome tables.
  2. Under the Appropriation structure, Bill No. 2 includes Specific Purpose Payments (SPP's), New Agency Outcomes (NAO's), administered capital and departmental capital via departmental injections and loans.
  3. Refer to Budgeted Statement of Financial Performance for application of agency revenue.
  4. Revenue from other sources includes other revenue from government (for example, resources free of charge) and revenue from other sources (for example, sales of goods and services by agencies). Non-appropriated departmental and administered revenues are detailed in Table 1.3.
- Note: Percentage figures indicate the percentage contribution of Revenue from Government (Departmental Appropriations) to the Total Price of Outputs, by outcome.

## RECEIPTS FROM INDEPENDENT SOURCES

**Table 1.3: Receipts from independent sources**

	Estimated Revenue 2002-03 \$'000	Estimated revenue 2003-04 \$'000
<b>DEPARTMENTAL REVENUE</b>		
Sales of goods and services	27	27
Interest	35	-
Resources received free of charge	-	-
Other revenue	22	-
<b>Total estimated revenue</b>	<b>84</b>	<b>27</b>

## SPECIAL APPROPRIATIONS

The Office of Parliamentary Counsel does not receive any special appropriations.

## SPECIAL ACCOUNTS

**Table 1.5: Estimates of special account flows and balances**

Special Account	Estimate - 2003-04, Heavy Figures				
	Opening Balance 2003-04 2002-03 \$'000	Receipts 2003-04 2002-03 \$'000	Payments 2003-04 2002-03 \$'000	Adjustments 2003-04 2002-03 \$'000	Closing Balance 2003-04 2002-03 \$'000
Services to other governments – FMA Act	-	-	-	-	-
Other Trust Monies Account - FMA Act (D)	-	-	-	-	-
<b>Total Special Accounts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

D = Departmental      A = Administered

Acts Glossary:

FMA Act = *Financial Management and Accountability Act, 1999*

Note 1 The Opening Balance for 2003-04 is the same as the closing balance for 2002-03.

Note 2 If required, receipts from appropriations and other sources are further specified in the Total Resources for Outcome tables.

## Section 2: Outcomes and outputs information

### **OUTCOMES AND OUTPUT GROUPS**

The Office of Parliamentary Counsel works to achieving an outcome specified by Government. The following section provides a departmental overview, and then the outcome is discussed. Map 2 shows the relationship between the outcome and outputs.

### **Output cost attribution**

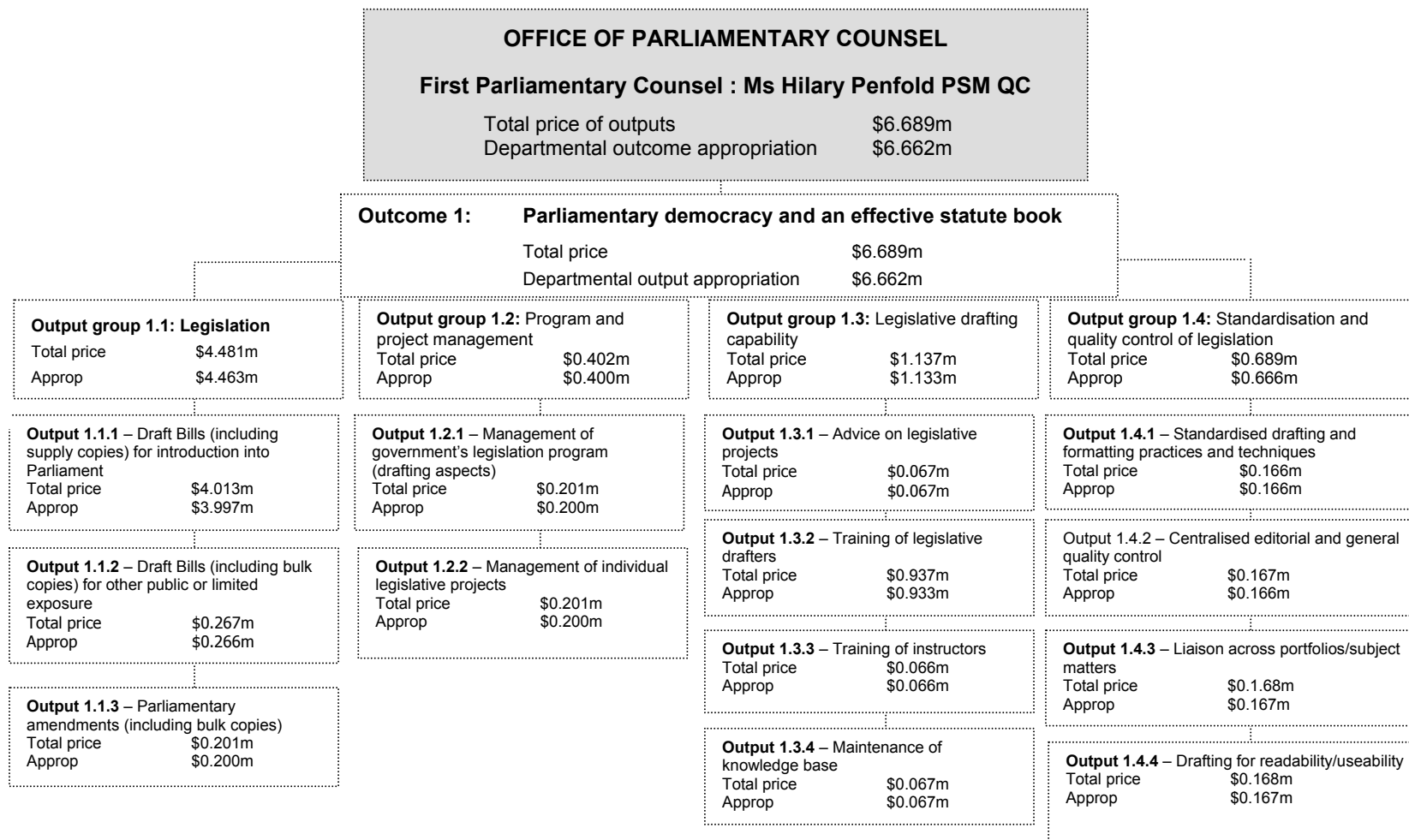
The cost of each output is calculated by the application of an estimated percentage of resources consumed by each output. The percentages were determined after an assessment of information provided by staff and a review of the nature of expenses.

### **CHANGES TO OUTCOMES AND OUTPUTS**

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

## Map 2: Outcomes and output groups

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## OUTCOME 1 — PARLIAMENTARY DEMOCRACY AND AN EFFECTIVE STATUTE BOOK

Parliamentary democracy and an effective statute book.

## OUTCOME 1 — RESOURCING

Table 2.1.1 shows how the 2003–04 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 2002–03 \$'000	Budget Estimate 2003–04 \$'000
<b>Departmental appropriations</b>		
<b>Output 1.1: Legislation</b>		
Output 1.1.1 – Draft Bills (including supply copies) for introduction into the Parliament	3,919	3,997
Output 1.1.2 – Draft Bills (including bulk copies) for other public or limited exposure	260	266
Output 1.1.3 – Parliamentary amendments (including bulk copies)	196	200
<b>Subtotal Output Group 1.1</b>	<b>4,375</b>	<b>4,463</b>
<b>Departmental appropriations</b>		
<b>Output 1.2: Program and project management</b>		
Output 1.2.1 – Management of government's legislation program (drafting aspects)	196	200
Output 1.2.2 – Management of individual legislative projects	196	200
<b>Subtotal Output Group 1.2</b>	<b>392</b>	<b>400</b>
<b>Output 1.3: Legislative drafting capability</b>		
Output 1.3.1 – Advice on legislative projects	65	67
Output 1.3.2 – Training of legislative drafters	914	933
Output 1.3.3 – Training of instructors	66	66
Output 1.3.4 – Maintenance of knowledge base	65	67
<b>Subtotal Output Group 1.3</b>	<b>1,110</b>	<b>1,133</b>
<b>Output 1.4: Standardisation and quality control of legislation</b>		
Output 1.4.1 – Standardised drafting and formatting practices and techniques	163	166
Output 1.4.2 – Centralised editorial and general quality control	163	166
Output 1.4.3 – Liaison across portfolios/subject matters	163	167
Output 1.4.4 – Drafting for readability/useability	163	167
<b>Subtotal Output Group 1.4</b>	<b>652</b>	<b>660</b>
<b>Total revenue from government (appropriations)</b>		
<b>Contributing to price of departmental outputs</b>	<b>6,529</b>	<b>6,662</b>

**Table 2.1.1: Total resources for Outcome 1 (\$'000) cont**

	Estimated Actual 2002-03 \$'000	Budget Estimate 2003-04 \$'000
<b>Revenue from other sources</b>		
Output 1.1.1 – Draft Bills (including supply copies) for introduction into the Parliament	47	16
Output 1.1.2 – Draft Bills (including bulk copies) for other public or limited exposure	4	1
Output 1.1.3 – Parliamentary amendments (including bulk copies)	3	1
Output 1.2.1 – Management of government's legislation program (drafting aspects)	3	1
Output 1.2.2 – Management of individual legislative projects	3	1
Output 1.3.1 – Advice on legislative projects	1	-
Output 1.3.2 – Training of legislative drafters	13	4
Output 1.3.3 – Training of instructors	1	-
Output 1.3.4 – Maintenance of knowledge base	1	-
Output 1.4.1 – Standardised drafting and formatting practices and techniques	3	-
Output 1.4.2 – Centralised editorial and general quality control	2	1
Output 1.4.3 – Liaison across portfolios/subject matters	1	1
Output 1.4.4 – Drafting for readability/useability	2	1
<b>Total revenue from other sources</b>	<b>94</b>	<b>27</b>
<b>Total price from departmental outputs</b> (Total revenue from government and from other sources)	<b>6,613</b>	<b>6,689</b>
<b>from Special Accounts (estimated payments from Special Account balances)</b>		
Other Trust Monies- FMA Act 1999	-	-
<b>Total Departmental Special Account outflows</b>	<b>-</b>	<b>-</b>
<b>Total estimated resourcing for Outcome 1</b> (Total price of outputs and administered appropriations)	<b>6,613</b>	<b>6,689</b>
<b>Average Staffing Level</b>	<b>46.5</b>	<b>44.7</b>

Note 1. Flows into Special Accounts are also shown in the receipts column of the Special Accounts table in Table 1.5

Note 2. Special Account outflows are shown in the payments column of the Special Account table in Table 1.5

Note 3. Where names of Acts have been abbreviated, the full name of the Act can be found in the Acts Glossary at the end of Table 1.5

## **OUTCOME 1 — CONTRIBUTION OF 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:

- 1.1 Legislation
  - a) Draft Bills (including supply copies) for introduction into Parliament
  - b) Draft Bills (including bulk copies) for other public or limited exposure
  - c) 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

## PERFORMANCE INFORMATION FOR OUTCOME 1

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**

<b>Effectiveness – overall achievement of the outcome</b>	
<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
<b>Performance information for departmental outputs</b>	
<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 project 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
<b>Output group 1.4:</b> Standardisation and quality control of legislation	<i>Quality:</i> Drafting standards and conventions applied consistently to Bills

## Section 3: Budgeted financial statements

### ANALYSIS OF BUDGETED FINANCIAL STATEMENTS

The Office of Parliamentary Counsel operates in a relatively stable environment and as expected, there are no material changes from the 2002–03 year to the 2003–04 year.

The abolition of the Capital Use Charge and the Agency Banking Incentive Schemes have been reflected in the 2003–04 statements. Both of these were intended to be budget neutral and there is no affect on financial performance of the agency.

The increase in revenues from government, of approximately 2%, is a result of indexation, conversion of interest revenue to appropriation revenue and the partial supplementation of increases in superannuation contributions.

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

	Estimated Actual 2002–03 \$'000	Budget Estimate 2003–04 \$'000	Forward Estimate 2004–05 \$'000	Forward Estimate 2005–06 \$'000	Forward Estimate 2006–07 \$'000
<b>REVENUE</b>					
<b>Revenues from ordinary activities</b>					
Revenues from government	6,529	6,662	6,608	6,589	6,581
Goods and services	27	27	27	27	27
Interest	35	-	-	-	-
Other	22	-	-	-	-
<b>Revenues from ordinary activities</b>	<b>6,613</b>	<b>6,689</b>	<b>6,635</b>	<b>6,616</b>	<b>6,608</b>
<b>EXPENSE</b>					
<b>Expenses from ordinary activities (excluding borrowing costs expense)</b>					
Employees	3,968	4,127	4,180	4,168	4,163
Suppliers	2,189	2,202	2,095	2,088	2,085
Depreciation and amortisation	360	360	360	360	360
<b>Expenses from ordinary activities (excluding borrowing costs expense)</b>	<b>6,517</b>	<b>6,689</b>	<b>6,635</b>	<b>6,616</b>	<b>6,608</b>
Borrowing costs expense	-	-	-	-	-
<b>Operating surplus or deficit from ordinary activities</b>	<b>96</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Gain or loss on extraordinary items	-	-	-	-	-
<b>Net surplus or deficit</b>	<b>96</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Capital Use Charge Paid *	96	-	-	-	-
<b>Net surplus or deficit after CUC</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

\* The Capital Use Charge will be discontinued from 1 July 2003

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

	Estimated Actual 2002-03 \$'000	Budget Estimate 2003-04 \$'000	Forward Estimate 2004-05 \$'000	Forward Estimate 2005-06 \$'000	Forward Estimate 2006-07 \$'000
<b>ASSETS</b>					
<b>Financial assets</b>					
Cash	2,387	2,440	2,507	2,577	2,650
Receivables	10	10	10	10	10
Other	44	61	58	57	57
<b>Total financial assets</b>	<b>2,441</b>	<b>2,511</b>	<b>2,575</b>	<b>2,644</b>	<b>2,717</b>
<b>Non-financial assets</b>					
Land and buildings	60	60	60	60	60
Infrastructure, plant and equipment	560	560	560	560	560
Other	-	-	-	-	-
<b>Total non-financial assets</b>	<b>620</b>	<b>620</b>	<b>620</b>	<b>620</b>	<b>620</b>
<b>Total assets</b>	<b>3,061</b>	<b>3,131</b>	<b>3,195</b>	<b>3,264</b>	<b>3,337</b>
<b>LIABILITIES</b>					
<b>Provisions</b>					
Employees	1,638	1,708	1,772	1,841	1,915
Other	-	-	-	-	-
<b>Payables</b>					
Suppliers	40	40	40	40	40
Other	-	-	-	-	-
<b>Total liabilities</b>	<b>1,678</b>	<b>1,748</b>	<b>1,812</b>	<b>1,881</b>	<b>1,995</b>
<b>EQUITY</b>					
<b>Outside equity interest</b>					
Contributed equity	930	930	930	930	930
Reserves	-	-	-	-	-
Retained surpluses or accumulated deficits	453	453	453	453	453
<b>Total outside equity interest</b>	<b>1,383</b>	<b>1,383</b>	<b>1,383</b>	<b>1,383</b>	<b>1,383</b>
<b>Total equity</b>	<b>1,383</b>	<b>1,383</b>	<b>1,383</b>	<b>1,383</b>	<b>1,383</b>
<b>Total assets and liabilities by maturity</b>					
<b>Current assets</b>	<b>2,501</b>	<b>2,751</b>	<b>2,635</b>	<b>2,704</b>	<b>2,777</b>
<b>Non-current assets</b>	<b>620</b>	<b>560</b>	<b>560</b>	<b>560</b>	<b>560</b>
<b>Current liabilities</b>	<b>450</b>	<b>467</b>	<b>483</b>	<b>500</b>	<b>519</b>
<b>Non-current liabilities</b>	<b>1,229</b>	<b>1,281</b>	<b>1,329</b>	<b>1,381</b>	<b>1,436</b>

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

	Estimated Actual 2002–03 \$'000	Budget Estimate 2003–04 \$'000	Forward Estimate 2004–05 \$'000	Forward Estimate 2005–06 \$'000	Forward Estimate 2006–07 \$'000
<b>OPERATING ACTIVITIES</b>					
<b>Cash received</b>					
Appropriations for outputs	6,529	6,662	6,608	6,589	6,581
Sales of goods and services	27	27	27	27	27
Interest	35	-	-	-	-
Other	22	242	230	230	229
<b>Total cash received</b>	<b>6,613</b>	<b>6,931</b>	<b>6,865</b>	<b>6,846</b>	<b>6,833</b>
<b>Cash used</b>					
Employees	4,041	4,081	4,134	4,119	4,111
Suppliers	2,138	2,423	2,304	2,297	2,293
Other	-	-	-	-	-
<b>Total cash used</b>	<b>6,179</b>	<b>6,503</b>	<b>6,438</b>	<b>6,416</b>	<b>6,404</b>
<b>Net cash from operating activities</b>	<b>434</b>	<b>428</b>	<b>427</b>	<b>430</b>	<b>433</b>
<b>INVESTING ACTIVITIES</b>					
<b>Cash received</b>					
Other	60	21	24	26	30
<b>Total cash received</b>	<b>60</b>	<b>21</b>	<b>24</b>	<b>26</b>	<b>30</b>
<b>Cash used</b>					
Purchase of property, plant and equipment	275	396	384	386	390
<b>Total cash used</b>	<b>275</b>	<b>396</b>	<b>384</b>	<b>386</b>	<b>390</b>
<b>Net cash from investing activities</b>	<b>(215)</b>	<b>(375)</b>	<b>(360)</b>	<b>(360)</b>	<b>(360)</b>
<b>FINANCING ACTIVITIES</b>					
<b>Cash used</b>					
Capital use and dividends paid	267	-	-	-	-
<b>Total cash used</b>	<b>267</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net cash from financing activities</b>	<b>(267)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net increase in cash held</b>	<b>(48)</b>	<b>53</b>	<b>67</b>	<b>70</b>	<b>73</b>
Cash at the beginning of the reporting period	2,435	2,387	2,440	2,507	2,577
<b>Cash at the end of the reporting period</b>	<b>2,387</b>	<b>2,440</b>	<b>2,507</b>	<b>2,577</b>	<b>2,560</b>

**Table 3.4: Departmental Capital Budget Statement**

	Estimated Actual 2002-03 \$'000	Budget Estimate 2003-04 \$'000	Forward Estimate 2004-05 \$'000	Forward Estimate 2005-06 \$'000	Forward Estimate 2006-07 \$'000
<b>CAPITAL APPROPRIATIONS</b>					
Total equity injections	-	-	-	-	-
Total loans	-	-	-	-	-
Appropriation of previous year's carryover	-	-	-	-	-
<b>Represented by:</b>					
Purchase of non-financial assets	-	-	-	-	-
Other	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>PURCHASE OF NON-FINANCIAL ASSETS</b>					
Funded by capital appropriations	-	-	-	-	-
Funded internally by departmental resources	275	396	384	386	390
<b>Total</b>	<b>275</b>	<b>396</b>	<b>384</b>	<b>386</b>	<b>390</b>

**Table 3.5: Departmental Non-financial Assets — Summary of Movement (Budget year 2003–04)**

	Land \$'000	Buildings \$'000	Total land and buildings \$'000	Other infrastructure plant and equipment \$'000	Total infrastructure plant and equipment \$'000	Computer software \$'000	Other intangibles \$'000	Total \$'000
Carrying amount at the start of year	-	60	60	560	560	-	-	620
Additions	-	-	-	360	360	-	-	360
Disposals	-	-	-	-	-	-	-	-
Revaluation increments	-	-	-	-	-	-	-	-
Recoverable amount write-downs	-	-	-	-	-	-	-	-
Net transfers free of charge	-	-	-	-	-	-	-	-
Depreciation/amortisation expense	-	-	-	360	360	-	-	360
Write-off of assets	-	-	-	-	-	-	-	-
Carrying amount at the end of year	-	60	60	560	560	-	-	620
<b>Total additions</b>								
Self funded	-	-	-	360	360	-	-	360
Appropriations	-	-	-	-	-	-	-	-
<b>Total</b>	-	-	-	<b>360</b>	<b>360</b>	-	-	<b>360</b>

## **NOTES TO THE FINANCIAL STATEMENTS**

As to be expected the major revenue item for the Office of Parliamentary Counsel is appropriation from government (99.6% of revenue) and the major expense item related to employees (61.7% of expenses). There are no major variations in these items.

The Office of Parliamentary Counsel has signed a new 10 year lease for office accommodation. The written down value of fitout (Land & Building assets) is currently \$60,000. A revaluation of fitout by an independent valuer is planned and is likely to substantially increase the value of this asset. These statements do not reflect the expected increase in assets. The increased asset value will be included in the audited financial statements.

The Capital Use Charge has been discontinued. The cash outflows reflect the payment of CUC liability for the 2001-02 and 2002-03 financial years.

## **Section 4: Purchaser/Provider and Cost Recovery arrangements**

### **PURCHASER/PROVIDER ARRANGEMENTS**

This Office of Parliamentary Counsel does not participate in any purchaser/provider arrangements.

### **COST RECOVERY ARRANGEMENTS**

The Office of Parliamentary Counsel has no cost recovery arrangements requiring a Cost Recovery Impact Statement.

