

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 2002–03 Budget is \$6.529m. Table 1.1 shows appropriations (2002–03) 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 2002- 03

**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	6,529	-	6,529 98.7%	84	6,613	-	-	-	-	6,529
<b>Total</b>	<b>6,529</b>	<b>-</b>	<b>6,529</b>	<b>84</b>	<b>6,613</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,529</b>
Non-operating: equity injections, loans and previous years' outputs									-	
Administered assets and liabilities									-	
<b>Total appropriations</b>									<b>6,529</b>	

Notes:

- Columns C, D, E and I refer to information provided in Table 2.1.1.
- Under the appropriation structure, Bill 2 includes appropriations for Specific Purpose Payments (SPPs), New Agency Outcomes (NAOs), administered assets and liabilities and equity injections, loans and previous years' outputs.
- 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.
- 98.7% 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.

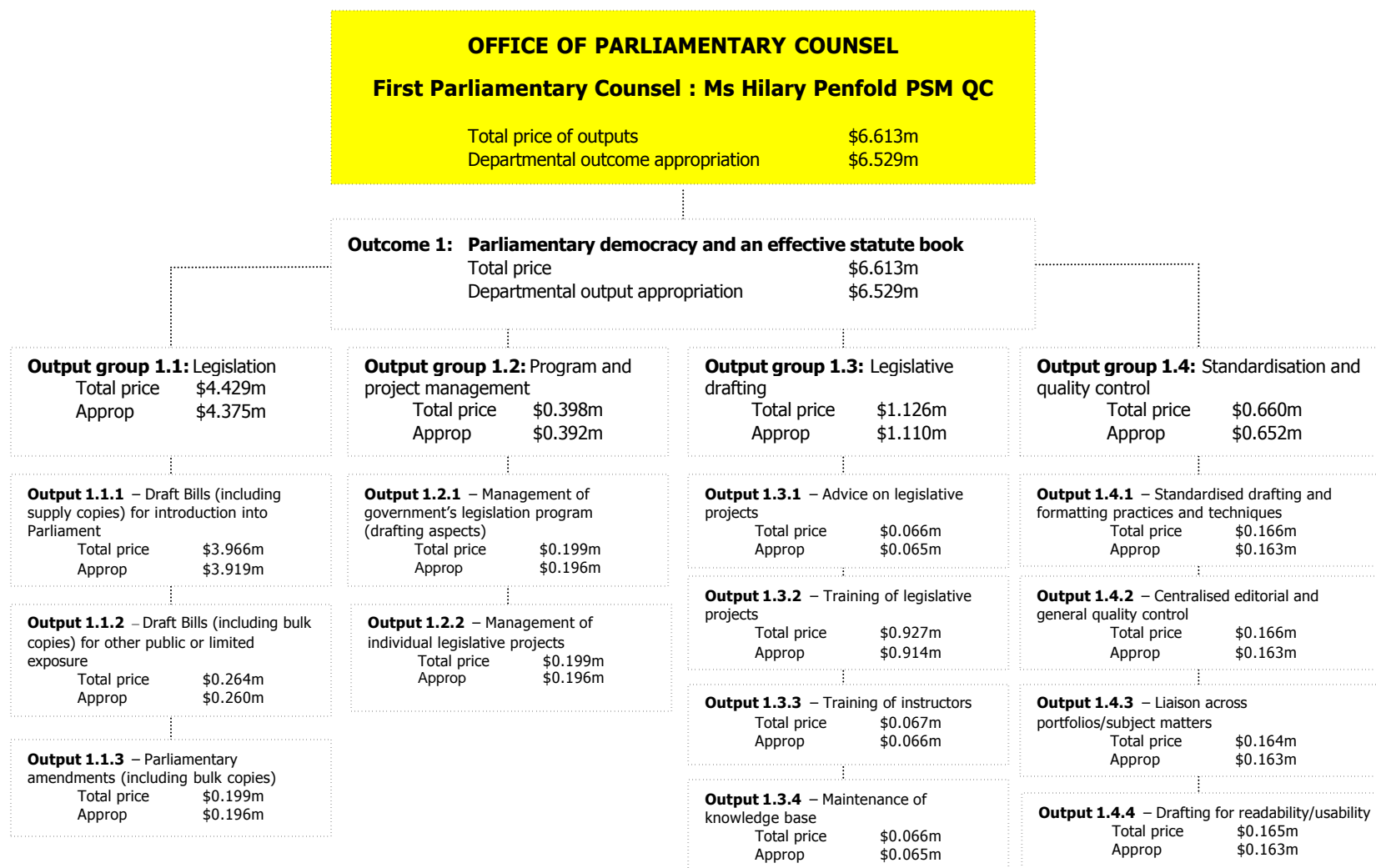
Table 2.2.1 - details non-financial information for outcome 1.

## **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

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

### OUTCOME 1 — RESOURCING

Table 2.1.1 shows how the 2002–03 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 2001–02 (\$'000)	Budget Estimate 2002–03 (\$'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	3,878	3,919
Output 1.1.2 – Draft Bills (including bulk copies) for other public or limited exposure	258	260
Output 1.1.3 – Parliamentary amendments (including bulk copies)	194	196
<b>Sub total output group 1.1</b>	<b>4,330</b>	<b>4,375</b>
<b>Output 1.2: Program and project management</b>		
Output 1.2.1 – Management of government's legislation program (drafting aspects)	194	196
Output 1.2.2 – Management of individual legislative projects	194	196
<b>Sub total output group 1.2</b>	<b>388</b>	<b>392</b>
<b>Output 1.3: Legislative drafting capability</b>		
Output 1.3.1 – Advice on legislative projects	65	65
Output 1.3.2 – Training of legislative drafters	905	914
Output 1.3.3 – Training of instructors	65	66
Output 1.3.4 – Maintenance of knowledge base	64	65
<b>Sub total output group 1.3</b>	<b>1,099</b>	<b>1,110</b>
<b>Output 1.4: Standardisation and quality control</b>		
Output 1.4.1 – Standardisation and quality control	162	163
Output 1.4.2 – Centralised editorial and general quality control	162	163
Output 1.4.3 – Liaison across portfolios/subject matters	161	163
Output 1.4.4 – Drafting for readability/usability	161	163
<b>Sub total output group 1.4</b>	<b>646</b>	<b>652</b>
<b>Total revenue from government (appropriations) contributing to price of departmental outputs</b>	<b>6,463</b>	<b>6,529</b>
	<b>98.5%</b>	<b>98.7%</b>

(Table continued over)

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

	Estimated Actual 2001–02 (\$'000)	Budget Estimate 2002–03 (\$'000)
<b>REVENUE FROM OTHER SOURCES</b>		
Output 1.1.1 – Draft Bills (including supply copies) for introduction into the Parliament	57	47
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)	4	3
Output 1.2.2 – Management of individual legislative projects	4	3
Output 1.3.1 – Advice on legislative projects	2	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	2	1
Output 1.4.1 – Standardisation and quality control	4	3
Output 1.4.2 – Centralised editorial and general quality control	3	2
Output 1.4.3 – Liaison across portfolios/subject matters	2	1
Output 1.4.4 – Drafting for readability/useability	2	2
<b>Total revenue from other sources</b>	<b>101</b>	<b>84</b>
<b>Total price of departmental outputs</b> (Total revenue from government and other sources)	<b>6,564</b>	<b>6,613</b>
<b>Total estimated resourcing for outcome 1</b> (Total price of outputs and administered expenses)	<b>6,564</b>	<b>6,613</b>
<b>AVERAGE STAFFING LEVEL</b>	45	46.5

## 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**

<b>Effectiveness – overall achievement of the outcome</b>	
Effectiveness indicators	Measures
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>	
Output description	Performance measure
<b>Output group 1.1:</b> Legislation	Quality: 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
<b>Output group 1.2:</b> Program and program management	Quality: Drafting work is allocated, and legislative projects are managed, so as to make optimum use of drafting resources
<b>Output group 1.3:</b> Legislative drafting capability	Quality: 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	Quality: Drafting standards and conventions applied consistently to Bills

## Section 3: Budgeted Financial Statements

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

	<b>Estimated Actual 2001–02 \$'000</b>	<b>Budget Estimate 2002–03 \$'000</b>	<b>Forward Estimate 2003–04 \$'000</b>	<b>Forward Estimate 2004–05 \$'000</b>	<b>Forward Estimate 2005–06 \$'000</b>
<b>Revenues from ordinary activities</b>					
Revenues from government	6,463	6,529	6,581	6,515	6,484
Sales of goods and services	48	27	27	27	27
Interest	41	35	35	35	35
Other	12	22	22	22	22
<b>Total revenues from ordinary activities</b>	<b>6,564</b>	<b>6,613</b>	<b>6,665</b>	<b>6,599</b>	<b>6,568</b>
<b>Expenses from ordinary activities (excluding borrowing costs expense)</b>					
Employees	4,189	3,968	3,999	3,959	3,941
Suppliers	1,850	2,133	2,154	1,128	1,115
Depreciation and amortisation	362	360	360	360	360
<b>Total expenses from ordinary activities (excluding borrowing costs expense)</b>	<b>6,401</b>	<b>6,461</b>	<b>6,513</b>	<b>6,447</b>	<b>6,416</b>
Borrowing costs expense	-	-	-	-	-
<b>Net surplus or (deficit) from ordinary activities</b>	<b>163</b>	<b>152</b>	<b>152</b>	<b>152</b>	<b>152</b>
Gain or loss on extraordinary items	-	-	-	-	-
<b>Net surplus or (deficit)</b>	<b>163</b>	<b>152</b>	<b>152</b>	<b>152</b>	<b>152</b>
Capital use charge	(163)	(152)	(152)	(152)	(152)
<b>Net surplus or (deficit) after capital use charge</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

	<b>Estimated Actual 2001–02 \$'000</b>	<b>Budget Estimate 2002–03 \$'000</b>	<b>Forward Estimate 2003–04 \$'000</b>	<b>Forward Estimate 2004–05 \$'000</b>	<b>Forward Estimate 2005–06 \$'000</b>
<b>ASSETS</b>					
<b>Financial assets</b>					
Cash	2,369	2,500	2,570	2,643	2,718
Receivables	10	10	10	10	10
Other	60	-	-	-	-
<b>Total financial assets</b>	<b>2,439</b>	<b>2,510</b>	<b>2,580</b>	<b>2,653</b>	<b>2,728</b>
<b>Non-financial assets</b>					
Land and buildings	190	190	190	190	190
Infrastructure, plant and equipment	616	620	620	620	620
Other	-	-	-	-	-
<b>Total non-financial assets</b>	<b>806</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>
<b>Total assets</b>	<b>3,245</b>	<b>3,320</b>	<b>3,390</b>	<b>3,463</b>	<b>3,538</b>
<b>LIABILITIES</b>					
<b>Debt</b>					
Leases	-	-	-	-	-
Other	163	152	152	152	152
<b>Total debt</b>	<b>163</b>	<b>152</b>	<b>152</b>	<b>152</b>	<b>152</b>
<b>Provisions and payables</b>					
Employees	1,680	1,747	1,817	1,890	1,965
Suppliers	21	40	40	40	40
<b>Total provisions and payables</b>	<b>1,701</b>	<b>1,787</b>	<b>1,857</b>	<b>1,930</b>	<b>2,005</b>
<b>Total liabilities</b>	<b>1,864</b>	<b>1,939</b>	<b>2,009</b>	<b>2,082</b>	<b>2,157</b>
<b>EQUITY</b>					
Capital	863	711	559	407	255
Reserves	-	-	-	-	-
Accumulated surpluses or (deficits)	518	670	822	974	1,126
<b>Total equity</b>	<b>1,381</b>	<b>1,381</b>	<b>1,381</b>	<b>1,381</b>	<b>1,381</b>
<b>Liabilities and equity</b>	<b>3,245</b>	<b>3,320</b>	<b>3,390</b>	<b>3,463</b>	<b>3,538</b>

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

	Estimated Actual 2001–02 \$'000	Budget Estimate 2002–03 \$'000	Forward Estimate 2003–04 \$'000	Forward Estimate 2004–05 \$'000	Forward Estimate 2005–06 \$'000
<b>OPERATING ACTIVITIES</b>					
<b>Cash received</b>					
Appropriations for outputs	6,463	6,529	6,581	6,515	6,484
Sales of goods and services	48	27	27	27	27
Interest	41	35	35	35	35
Other	12	22	22	22	22
<b>Total cash received</b>	<b>6,564</b>	<b>6,613</b>	<b>6,665</b>	<b>6,599</b>	<b>6,568</b>
<b>Cash used</b>					
Employees	4,189	4,041	4,006	3,966	3,947
Suppliers	1,900	2,138	2,158	2,132	2,120
Interest	-	-	-	-	-
Other	-	-	-	-	-
<b>Total cash used</b>	<b>6,089</b>	<b>6,179</b>	<b>6,164</b>	<b>6,098</b>	<b>6,067</b>
<b>Net cash from operating activities</b>	<b>475</b>	<b>434</b>	<b>501</b>	<b>501</b>	<b>501</b>
<b>INVESTING ACTIVITIES</b>					
<b>Cash received</b>					
Other	11	60	21	24	26
<b>Total cash received</b>	<b>11</b>	<b>60</b>	<b>21</b>	<b>24</b>	<b>26</b>
<b>Cash used</b>					
Purchase of property, plant and equipment	200	200	300	300	300
<b>Total cash used</b>	<b>200</b>	<b>200</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>Net cash from investing activities</b>	<b>(189)</b>	<b>(140)</b>	<b>(279)</b>	<b>(276)</b>	<b>(274)</b>
<b>FINANCING ACTIVITIES</b>					
<b>Cash used</b>					
Capital use and dividends paid	267	163	152	152	152
<b>Total cash used</b>	<b>(267)</b>	<b>(163)</b>	<b>(152)</b>	<b>(152)</b>	<b>(152)</b>
<b>Net cash from financing activities</b>	<b>(96)</b>	<b>(96)</b>	<b>(96)</b>	<b>(96)</b>	<b>(96)</b>
<b>Net increase in cash held</b>	<b>19</b>	<b>131</b>	<b>70</b>	<b>73</b>	<b>75</b>
Cash at the beginning of the reporting period	2,350	2,369	2,500	2,570	2,643
<b>Cash at the end of the reporting period</b>	<b>2,369</b>	<b>2,500</b>	<b>2,570</b>	<b>2,643</b>	<b>2,718</b>

Table 3.4: Departmental Capital Budget Statement

	Estimated Actual 2001–02 \$'000	Budget Estimate 2002–03 \$'000	Forward Estimate 2003–04 \$'000	Forward Estimate 2004–05 \$'000	Forward Estimate 2005–06 \$'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	200	200	300	300	300
<b>Total</b>	<b>200</b>	<b>200</b>	<b>300</b>	<b>300</b>	<b>300</b>

**Table 3.5: Departmental Non-financial Assets — Summary of Movement (Budget Year 2002–03)**

	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
Carrying amount at the start of year	-	190	190	616	616	-	806
Additions	-	-	-	200	200	-	200
Disposals	-	-	-	60	60	-	60
Revaluation increments	-	38	38	186	186	-	186
Recoverable amount write-downs	-	-	-	-	-	-	-
Net transfers free of charge	-	-	-	-	-	-	-
Depreciation/amortisation expenses	-	38	38	322	322	-	360
Write-off of assets	-	-	-	-	-	-	-
Carrying amount at the end of year	-	190	190	620	620	-	810
<b>Total Additions</b>							
Self funded	-	-	-	200	200	-	200
Appropriations	-	-	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200</b>	<b>200</b>	<b>-</b>	<b>200</b>

**APPENDIX 1****Receipts from Independent Sources**

	<b>Estimated Revenue 2001–02 \$'000</b>	<b>Estimated Revenue 2002–03 \$'000</b>
<b>DEPARTMENTAL REVENUE</b>		
Sales of goods and services	48	27
Interest	41	35
Resources received free of charge	-	-
Other revenue	12	22
<b>Total Estimated Departmental Revenue</b>	<b>101</b>	<b>84</b>