



Parliamentary  
Counsel's Office

# 2016–2017 Business Plan

Initiatives/ Projects	Performance Measures		Responsibility and timeframe
	Service measures	Results measures	
<b>A. Services that contribute to the provision of appropriate legislation for parliamentary and regulatory processes</b>			
<p><b>PCO Program 1: Government Bill drafting and publishing</b></p> <p>The drafting and publishing of Bills and Amendments in Committee in accordance with the timeframes and standards required by the Government's parliamentary agenda. This program also provides support for Parliament throughout the Bill passage process. The Statute Law Revision Program is a sub-program of this program. In addition, the PCO provides advice on legislative proposals as part of this program.</p>	<p>1) Drafting and publishing volumes and support services meet the deadlines and quality standards set by the Government.</p>	<p>a) Number of Government Bills and number of pages drafted, published and introduced.</p> <p>b) Number of Government Bills and number of pages drafted and published for public consultation.</p> <p>c) Number of sets of Government amendments in committee completed.</p>	<p>Parliamentary Counsel (Band 4); Deputy Parliamentary Counsel (Band 2) and Director, Governance and Operations (Band 1).</p> <p>On-going.</p>
	<p>2) Management, drafting and publishing for the Statute Law Revision program (including repeal of Acts or part of Acts) to the standard and timetable set by the Government.</p>	<p>a) Number of Statute Law Revision Bills drafted, published and introduced each year.</p> <p>b) Number of instruments amended by Statute Law Revision Bills.</p> <p>c) Number of instruments repealed by Statute Law Revision Bill.</p> <p>Note: For reporting purposes, a Statute Law Revision Bill and any related Statute Law Repeal Bill will be treated as 1 Bill.</p>	<p>Parliamentary Counsel (Band 4) and Assistant Parliamentary Counsel (Band 1).</p> <p>Generally two SLR Bills required each year (one for each parliamentary session).</p>

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<p><b>PCO Program 2: Statutory Instrument drafting and publishing</b></p> <p>The drafting and publishing of a range of statutory instruments to the standards and timetables requested by the Government. Statutory instruments drafted under this program include regulations, court and other rules, orders and proclamations. In addition, the PCO provides advice on regulatory proposals as part of this program. The Staged Repeal Program is a sub-program.</p>	<p>1) Draft, publish and provide opinions (where required) on 80% of statutory instruments within 20 working days of receipt of instructions.</p>	<p>a) Number of instruments finalised.  b) Number of pages drafted and published under the program.  c) % finalised in 10 working days or less.  d) % finalised in 11–20 working days.  e) % finalised in 21–40 working days.  f) % finalised in more than 40 working days.</p>	<p>Parliamentary Counsel (Band 4) and Deputy Parliamentary Counsel (Band 2).</p> <p>On-going.</p>
<p><b>PCO Program 2: Statutory Instrument drafting and publishing—continued</b></p>	<p>2) Management, drafting and publishing of instruments under Staged Repeal Program in accordance with the requirements of the <i>Subordinate Legislation Act 1989</i>.</p>	<p>a) Number of instruments dealt with by that stage of the program.  b) Number of instruments dealt with that had been granted postponement of repeal under previous stages of the program.  c) Number of instruments repealed under the Act, by a replacement instrument or under another Act.  d) Number of instruments that had their repeal postponed by an order under the Act.  e) Number of instruments that had their repeal date postponed by other amending legislation.  f) Number of new instruments made under the Act.</p>	<p>Parliamentary Counsel (Band 4) and Senior Assistant Parliamentary Counsel (Band 1).</p> <p>Program completed by 1 September each year.</p>

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		g) Number of instruments currently in force that are subject to the program. h) Number of pages of instruments currently in force that are subject to the program.	
<b>PCO Program 3: Environmental Planning Instrument drafting and publishing</b> The drafting and publishing of environmental planning instruments (EPIs) to the standards and timetables requested by the Government. EPIs include State Environmental Planning Policies and Local Environmental Plans (LEPs). In addition, the PCO provides advice on proposals as part of this program. EPI Modernisation is a sub-program (including making standard instruments for local areas to replace existing plans for the area and reviewing and replacing existing State Environmental Planning Policies).	1) Draft, publish and provide opinions (where required) on 80% of environmental planning instruments within 20 working days of receipt of instructions.	a) Number of environmental planning instruments finalised. b) % finalised in 10 working days or less. c) % finalised in 11–20 working days. d) % finalised in 21–40 working days. e) % finalised in more than 40 working days. f) Number of pages drafted and published under the program.	Parliamentary Counsel (Band 4) and Deputy Parliamentary Counsel (Band 2), with the assistance of an Assistant Parliamentary Counsel (Band 1).  On-going.
	2) Manage the drafting and publishing of instruments under EPI Modernisation sub-program in accordance with deadlines and priorities negotiated with the Department of Planning and Infrastructure.	a) Report annually on the program of modernisation.	Parliamentary Counsel (Band 4) and Deputy Parliamentary Counsel (Band 2).  On-going.

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<p><b>PCO Program 4: Non-government Bill drafting and publishing</b></p> <p>The drafting and publishing of Bills and Amendments in Committee in accordance with the <i>Arrangements for the drafting of non-Government legislation</i> as agreed to by the Government.</p>	Meet drafting and publishing volumes for non-government and private members as negotiated with the member and in accordance with Government policy on non-government drafting.	<p>a) Number of non-government Bills and number of pages drafted, published and introduced.</p> <p>b) Number of sets of non-government amendments in committee completed.</p>	<p>Parliamentary Counsel (Band 4) and Deputy Parliamentary Counsel (Band 2).</p> <p>On-going.</p>
<p><b>PCO Program 5: Parliamentary Counsel's Committee drafting program</b></p> <p>The provision of secretariat functions for the co-ordination of the Australasian Parliamentary Counsel's Committee (PCC) and the drafting and publishing of national uniform legislation. This program extends to the development and maintenance of the PCC website relating to national and uniform legislation.</p>	Manage secretariat of the PCC and prepare or comment on draft uniform legislation in accordance with the required timetable.	Report annually on outcomes.	<p>Parliamentary Counsel (Band 4) with assistance of an Assistant Parliamentary Counsel (Band 1)</p> <p>On-going.</p>
<p><b>B. Services that provide the public and government with access to legislation and information about legislation</b></p>			
<p><b>PCO Program 6: Legislation Website</b></p> <p>The timely on-line provision of up-to-date "In Force" legislation, "As Made" legislation, historical and other significant versions of legislation, Gazettes, Bills and information about legislation in an easily accessible and searchable format.</p>	1) Maintain the reliable, accurate and timely functioning and updating of the website.	Report on performance, including any outages.	<p>Parliamentary Counsel (Band 4) and Director, Legislative Systems (Band 1).</p> <p>On-going.</p>

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	2) Monitor and maintain the website to ensure accessibility and usefulness.	a) Usage trends monitored— overall usage remains stable and reflects seasonal legislative activities or enhancements to website. b) Monitoring of formal and informal feedback from users of the website.	Parliamentary Counsel (Band 4) and Director, Legislative Systems (Band 1).  On-going.
<b>PCO Program 7: Notification/Government Gazette</b> Official publication on the Legislation Website of new statutory instruments (including environmental planning instruments) and other Gazette notices.	1) Publish new statutory instruments (other than EPIs) on the Legislation Website on a cumulative basis each week, including urgent publications.	a) Total number of instruments published. b) Number of pages published. c) Publishing deadlines met.	Parliamentary Counsel (Band 4) and Director, Governance and Operations (Band 1).  On-going.
	2) Publish new EPIs on the Legislation Website on a cumulative basis each week, including urgent publications.	a) Number of instruments published. b) Number of pages published. c) Publishing deadlines met.	Parliamentary Counsel (Band 4) and Director, Governance and Operations (Band 1).  On-going.
	3) Publish Gazette on the Legislation Website on a cumulative basis each week, including urgent publications.	a) Number of Gazettes published. b) Number of pages of Gazettes published. c) Publishing deadlines met.	Parliamentary Counsel (Band 4) and Director, Governance and Operations (Band 1).  On-going.

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<p><b>PCO Program 8: Legislation Database</b></p> <p>The maintenance of an accurate, up-to-date and comprehensive source database of NSW legislation for uploading to the Legislation Website and delivery to Database subscribers.</p>	<p>1) Capture all new Acts within 3 working days of authorisation by Parliamentary officers following assent.</p>	<p>a) Number of new Acts added to the Database.</p> <p>b) Publishing deadlines met.</p>	<p>Parliamentary Counsel (Band 4) and Director, Governance and Operations (Band 1).</p> <p>On-going.</p>
	<p>2) Capture all new principal statutory instruments, including Environmental Planning Instruments, within 3 working days of notification/gazettal.</p>	<p>a) Number of new instruments added to the Database.</p> <p>b) Publishing deadlines met.</p>	<p>Parliamentary Counsel (Band 4) and Director, Governance and Operations (Band 1).</p> <p>On-going.</p>
	<p>3) Update Database within 3 working days of any amendment commencing.</p>	<p>a) Number of sets of amendments incorporated.</p> <p>b) Number of other updates made.</p> <p>c) Publishing deadlines met.</p>	<p>Parliamentary Counsel (Band 4) and Director, Governance and Operations (Band 1).</p> <p>On-going.</p>
<p><b>PCO Program 9: Legislation Information Service</b></p> <p>The provision of information to the public about the status of legislation. Inquiries may be received and responded to by either telephone or email.</p>	<p>Respond to all telephone and email inquiries with accurate, up-to-date information or by referral to a more appropriate source.</p>	<p>a) Number of telephone inquiries responded to.</p> <p>b) Number of email inquiries responded to.</p>	<p>Parliamentary Counsel (Band 4) and Director, Governance and Operations (Band 1).</p> <p>On-going.</p>

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<p><b>PCO Program 10: Annual Volumes of Acts</b> The compilation, printing and distribution of the Annual Volumes of Acts, including managing the subscription service.</p>	Volumes are accurately compiled and printed and distributed to subscribers in a timely manner.	<p>a) Art work for the prior year is compiled within 6 weeks of the commencement of the calendar year.</p> <p>b) Volumes for the prior year are printed and dispatched to subscribers by 30 June of each year.</p>	<p>Parliamentary Counsel (Band 4) and Director, Governance and Operations (Band 1).</p> <p>On-going.</p>
<p><b>C. Office-wide services and projects</b></p>			
<p><b>PCO Program 11: Knowledge Management</b> The development and maintenance of a process and supporting systems for knowledge management and staff development across the Office.</p>	Provide a knowledge management process and supporting system, including the on-going capture and review of information.	Report annually on system usage, back-capture and review of information and development of new information resources.	<p>Parliamentary Counsel (Band 4) and Knowledge Management Steering Committee (including a rotation of senior officers from Band 1 and Band 2 levels).</p> <p>On-going.</p>
	Contribute to knowledge sharing and training programs, including co-ordinating the annual Continuing Professional Development (CPD) program for legal officers.	Report annually on activities, including CPD activities.	<p>Parliamentary Counsel (Band 4); Deputy Parliamentary Counsel (Band 2) and Director, Governance and Operations (Band 1).</p> <p>On-going.</p>



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<p><b>PCO Program 12: Legislative Systems Maintenance, Development and Projects</b></p> <p>The maintenance and further development of legislative drafting and publishing systems, including a range of system enhancement projects.</p>	1) Timely maintenance and support for legislative drafting and publishing systems (including hardware, software and networking).	Report on performance, including any outages.	Parliamentary Counsel (Band 4) and Director, Legislative Systems (Band 1).  On-going.
	2) New and enhanced systems are implemented in accordance with relevant project plan.	Report monthly to Business Process Committee on progress of projects.	Parliamentary Counsel (Band 4); Director, Legislative Systems (Band 1) and Business Process Committee.  In accordance with the relevant project timetable.
<p><b>PCO Program 13: Cross-program monitoring and corporate governance activities</b></p>	1) Recurrent and capital expenditure is within budget.	Report monthly on budget expenditure, variations and any trends.	Parliamentary Counsel (Band 4) and Director, Governance and Operations (Band 1).
	2) Staff development, performance management, recruitment and workforce plans.	<p>a) Report monthly on establishment changes and annually on performance management compliance and other general staff development activities.</p> <p>b) Annual workforce plan in place within the first quarter of financial year.</p>	Parliamentary Counsel (Band 4) and Director, Governance and Operations (Band 1).

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<b>PCO Program 12: Cross-program monitoring and corporate governance activities—continued</b>	3) Managing external relations with the wider legal community, including: the judiciary; instructing officers; General Counsel and Legal Branches; and international drafting support.	Report annually on activities	Parliamentary Counsel (Band 4) and Deputy Parliamentary Counsel (Band 2).
	4) Timely compliance with public sector and corporate compliance reporting and activities (eg WHS, audit, GIPA requests, central agency policy compliance and reporting, ARC etc)	Report annually on legislative compliance and on any public sector and corporate reporting deadlines and requirements that are not met.	Parliamentary Counsel (Band 4) and Director, Governance and Operations (Band 1).