



Legislation Reprinting Policy

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0.1	August 2000	First published version
2	16 March 2009	Update of procedures



Legislation Reprinting Policy

1 Purpose

The purpose of this policy is to set an effective, client-focused framework for OQPC's future publishing program for reprints issued under the *Reprints Act 1992* (the *Queensland Legislation Reprints series*).

2 Scope

This policy applies to all legislation reprinted by the Office of the Queensland Parliamentary Counsel.

3 References/related documents

Documents related to the formulation of this policy are as follows—

- *Legislative Standards Act 1992*
- *Reprints Act 1992*
- Reprints Manual.

4 Definition of terms

Consolidated reprint means a reprint of legislation that, at the time of publication, includes all commenced amendments to the legislation being published.

Initial reprint means the first reprint of new legislation that has or has not been amended at the time of publication.

OQPC means the Office of the Queensland Parliamentary Counsel.

5 Policy principles

5.1 What is a reprinting policy?

A reprinting policy establishes guidelines to govern decisions about a program of releasing initial and consolidated reprints of legislation—that is, what legislation to reprint, when to reprint that legislation and how much legislation to reprint. These decisions are, of necessity, subject to a range of factors, including—

- the volume of legislation being enacted or notified
- the amount and frequency of amending legislation
- the significance of the amending legislation

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- the usefulness of particular legislation to reprint users, including special interest groups
 - the availability of OQPC resources to produce reprints
 - the size and nature of the market and the limits imposed by what it will pay for reprinted legislation
 - government policy and the Government's legislative program
 - achieving a balance between printed copies of authorised reprinted legislation and electronic access to legislation.

5.2 OQPC's legislative access role

One of OQPC's functions under the *Legislative Standards Act 1992* is to prepare initial and consolidated reprints of Queensland legislation. Since 1992, when the Legislative Standards Act commenced, OQPC has fulfilled this function through the Queensland Legislation Reprints series.

The Act also requires OQPC to arrange for electronic access to Queensland legislation. This function is carried out through the creation, maintenance and distribution of the OQPC legislation database which includes frequently updated unauthorised (that is, electronic) reprints.

The database is available at no cost on OQPC's internet site <www.legislation.qld.gov.au>.

The advent of electronic access to legislation and OQPC's program for unauthorised reprints means the primary focus for future printed, authorised reprinted legislation will be to respond to clients' needs for consolidated reprints in an environment where free electronic access to more frequently consolidated legislation is available.

The OQPC reprinting policy therefore involves 2 interlinked reprinting programs—for printed, authorised reprints and for unauthorised reprints.

5.2.1 Printed, authorised reprints

Primarily, printed copies of authorised reprints are made available to respond to clients' needs and requests.

Often this release corresponds to the commencement of major or important amendments and it is in the best interest of users, including special interest groups, that printed authorised reprints are available.

A decision to include particular legislation in a release is made after considering the following factors—

- the number and significance of amendments made since the last printed, authorised reprint

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- whether a specific request has been received from a department (or other client) for a reprint to be prepared
 - the length of time since the existing printed, authorised reprint was last released
 - whether an agreement has been made with a department that certain continually amended legislation is to be reprinted in authorised form at specific times
 - whether the legislation is of particular importance/significance
 - whether feedback from users indicates a general need for regular updating of particular frequently used legislation.

A decision not to include particular legislation in a release is made for various reasons, including—

- the legislation is of little interest to reprints users generally
- amendments since the existing, printed, authorised reprint was last released are minor or of no particular importance/significance
- future amendments are proposed
- repeal or replacement of the legislation is proposed.

5.2.2 Unauthorised reprints

The unauthorised reprints program has the following guidelines—

- a maximum 14-day turnaround from when the amendments commence and are consolidated into the reprint until the reprint is available on OQPC's internet site
- a new reprint is prepared for—
 - each new amendment on its commencement, providing a specific 'point-in-time' availability
 - the omission of provisions that have expired
 - a revision, in the form of a revised edition, because of an error correction, a retrospective provision or other relevant information.

6 Procedures

6.1 Authorised reprints

The procedures to be followed in the preparation of authorised reprints focus on—

- complying with the approved practices outlined in the Reprints Manual to ensure that the reprint being produced is up-to-date and follows current legislative style
- exercising limited editorial powers, as outlined in the *Reprints Act 1992* and approved by the First Assistant Parliamentary Counsel of a drafting group
- ensuring strict quality-control measures are followed in the checking of the reprint.

6.2 Unauthorised reprints

The procedures to be followed in the preparation of unauthorised reprints focus on—

- complying with the approved practices outlined in the Reprints Manual to ensure that there is a reprint available for each day of change to the law
- ensuring strict quality control measures are followed in the checking of the reprint.

Editorial powers outlined in the *Reprints Act 1992*, with the exception of section 5(d), are not exercised for unauthorised reprints. Section 5(d) allows for the incorporation of all necessary consequential amendments whether of punctuation, numbering or another kind if a law has been amended.

7 Review of policy

OQPC will monitor future developments in legislative publishing procedures to ensure its reprinting policy remains current and relevant to the needs of reprints users. In particular, OQPC will—

- develop and implement ongoing consultation processes with reprints clients and users
- continue to liaise with corresponding offices in other jurisdictions about general trends and best practice solutions for legislative access
- continue to liaise with SDS Publications about issues relating to printed, authorised reprints published in the Queensland Legislation Reprints series.