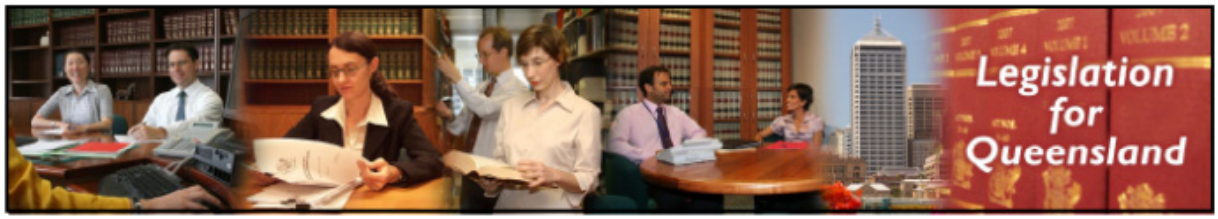
Queensland Government
Office of the Queensland Parliamentary Counsel

Policy and procedure



Legislation Reprinting Policy

Document control

Document details

Policy/Procedure number:	OQPC.23
Version number:	3
Release date:	21 October 2013
Next review date:	21 October 2014
Approving officer's title:	Parliamentary Counsel
Approving officer's signature:	
File reference:	TRIM: Legislative Publishing & Access: Policy: Legislation Reprinting Policy

Version history

Version number	Date	Reason/comments
0.1	August 2000	First published version
2	16 March 2009	Update of procedures
3	21 October 2013	Update of procedures—authorised electronic reprints

Queensland Government
Office of the Queensland Parliamentary Counsel

Policy and procedure

Legislation Reprinting Policy

1 Purpose

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

2 Scope

This policy applies to all legislation reprinted by OQPC.

3 References/related documents

Documents related to the formulation of this policy are:

- *Legislative Standards Act 1992*
- *Reprints Act 1992*
- *Reprints Manual* (an internal OQPC document).

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 principal legislation that has or has not been amended at the time of publication. It includes the full text of the legislation, including uncommenced provisions, which appear in italics.

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 and when it should be reprinted and made available publicly. These decisions are, of necessity, subject to a range of factors, including—

- government policy and the Government's legislative program
- the volume of legislation being enacted or notified and its complexity
- the availability of OQPC resources to produce reprints
- OQPC's commitment to make reprinted legislation available publicly in a timely way.

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. From 1992, when the Legislative Standards Act commenced, to 28 January 2013 OQPC fulfilled this function through the Queensland Legislation Reprints series, which involved the monthly publication of hard copy reprints authorised by the Parliamentary Counsel and printed by the Government Printer.

During this period, OQPC also published on its website *unauthorised* electronic reprints that, from 1 July 2002, were produced for each day when any change to the legislation took effect.

From 29 January 2013, OQPC has produced *authorised* electronic reprints of Queensland legislation for each day when any change to the legislation takes effect. From that date, all electronic reprints are authorised by the Parliamentary Counsel, initially under the *Evidence Act 1977* and, from 23 September 2013, under specific legislative amendments officially authorising the electronic form of Queensland legislation.

OQPC's function under the Legislative Standards Act is met through the creation, maintenance and distribution of the OQPC legislation database. The database is freely available on the Queensland legislation website <www.legislation.qld.gov.au>. Authorised reprints on the website are also available for printing commercially by the government printer.

OQPC aims to have all reprints published on the website as soon as possible after a change to the legislation takes effect. Most reprints are actually available on the date of change or the next day.

5.2.1 Authorised electronic reprints

The authorised reprints program has the following guidelines—

- There is a maximum 5-day turnaround time from the day the amendments commence, or another change takes effect, to the day an updated consolidated reprint is produced and published on the Queensland legislation website.
- A new initial reprint is prepared for all new principal legislation.
- A new consolidated reprint is prepared for—
  - all amendments to legislation for each day an amendment commences
  - the omission of provisions that have expired.
- A revised version of the current reprint is prepared and an explanatory note is added to the front cover page of all affected reprints when—
  - an error is identified and corrected
  - retrospective amendments to legislation take effect.

6 Procedures

6.1 Authorised reprints

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

- forward planning of the reprints program to ensure turnaround times are met or exceeded
- complying with the approved processes 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.

7 Review of policy

OQPC will monitor future developments in legislative publishing processes 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 public access to legislation
- continue to liaise with the government printer to ensure users of legislation are easily able to purchase commercially printed copies of authorised reprints.