

**OUR VISION:** To draft high quality legislation for NSW and to provide optimal access to that legislation

**Key Targets 2023 to 2025**

Excellence in drafting legislation	Free and accessible legislation	Effective processes and systems to support our work	Productive relationships with our stakeholders
<ul style="list-style-type: none"> <li>• Attract and develop quality drafting and editorial staff</li> <li>• Expanded library of materials for instructors and stakeholders (e.g. a legislation handbook, factsheets, updated drafting precedents and templates)</li> <li>• Ensure consistency of practice through a Legislative Practices Committee and a PCO drafting standard</li> <li>• Embed team responsible for drafting and access to environment planning instruments.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide optimal access to legislation through further development of the functionality and features of the NSW legislation website</li> <li>• Engage with stakeholder groups to improve website and legislation accessibility</li> </ul>	<ul style="list-style-type: none"> <li>• Strong corporate governance frameworks and risk-engaged culture, supported by appropriate and regularly reviewed policies and procedures.</li> <li>• Implement new legislative drafting and publishing system (ADaPT)</li> <li>• Improve cyber security maturity within PCO</li> </ul>	<ul style="list-style-type: none"> <li>• Increase number of instructor training sessions and implement improvement in Instructor Training Program</li> <li>• Reinstate Stakeholder Engagement Group</li> <li>• Provide leadership to the Parliamentary Counsels' Committee</li> <li>• Host 5 informal and social engagements each year to support the building of relationships</li> </ul>

**2023-24 Goals**

<ul style="list-style-type: none"> <li>• Meet agreed deadlines for the approval and introduction of Government Bills.</li> <li>• Drafting precedents and templates updated by December 2023</li> <li>• Engage with Government and key stakeholders about new Legislation Act and prepare draft bill by end of 2023.</li> <li>• Deliver consistent training and development for all drafting and editorial staff</li> <li>• Actively plan for succession of key positions</li> <li>• Maintain low turnover among drafting and editorial staff</li> <li>• Continue staff secondments with departments and other agencies</li> <li>• Participate in the NSW Public Sector Graduate Program</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor emerging technologies that support easy access to legislation</li> <li>• Website accessibility evaluated and improvement plan developed by December 2023.</li> <li>• Investigate the automation of the Gazette</li> <li>• Explore using instructing policy officers to produce explanatory notes</li> <li>• Establish and build capacity of the Access and Digital Strategy function</li> <li>• Conduct survey with key stakeholders to improve website accessibility</li> </ul>	<ul style="list-style-type: none"> <li>• Finalise and implement the ADAPT system, including: XML-based structured authoring environment, XML-based workflow and document management system, automatic amendment wording generation functionality and automated consolidation processes</li> <li>• Update corporate policies and finalise documentation for all corporate processes and procedures</li> <li>• Update core cyber policies and processes and improve cyber maturity score</li> <li>• All staff have Performance Management Plans for 2023-24 year</li> <li>• Refurbishment of PCO premises to improve collaboration and facilitate modern working practices</li> </ul>	<ul style="list-style-type: none"> <li>• Continue and expand program of Instructor training</li> <li>• Meet regularly with key stakeholders, including General Counsel, departmental legal teams and Ministerial Chiefs of Staff and Clerks of the Parliament and their staff</li> <li>• Maintain contact with key non-Government members and their staff</li> <li>• Maintain program of professional speaking engagements</li> <li>• Build relationships with key stakeholders through informal and social engagement</li> <li>• Participate in the GovConnect Functional and Technical Groups for Corporate Services and ICT</li> <li>• Host PCC/CALC Drafting Conference in August 2023</li> </ul>
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