

# The Legislation Process

# Advanced

**A one day practical and in-depth look at the complex issues associated with the legislative change process**

## Presenters

The course is presented by a team of experienced drafters of the Office of Parliamentary Counsel.

## For

The course is primarily designed for staff of Australian Government agencies who are, or will be, instructing OPC on legislation. Previous attendance at an OPC Legislation Process Course is a pre-requisite. The advanced course provides a practical and in-depth look at some of the more complex issues associated with the legislative change process.

**As places on the courses are limited, priority will be given to people who are likely to be instructing OPC in the near future.**

## Topics

- **Understanding your legislation**
- **Understanding Acts of general application, including the *Acts Interpretation Act 1901* and the *Crimes Act 1914***
- **Selected constitutional issues**
- **Understanding and instructing on commencement, application, transitional and savings provisions**
- **Understanding and instructing on consequential and contingent amendments**
- **Parliamentary amendments of Bills**
- **Policy authority**
- **Getting a Bill ready for introduction**
- **Before and after making legislative instruments**

## Expected Outcomes

At the end of the course, participants will have a deeper understanding of some of the more complex issues associated with the

development of legislation. In particular, participants will:

- be confident in working with and understanding legislation
- have an awareness of key constitutional issues affecting legislative design
- be skilled in instructing OPC on matters relating to the commencement of legislation and application, transitional and savings provisions
- be familiar with the critical steps in the legislation change process
- have a working understanding of the parliamentary process as it relates to legislation

## When

### Course dates

- 24 July 2018
- 11 December 2018
- 17 April 2019

**Time:** 8.45 am—4.30 pm

## Where

**Office of Parliamentary Counsel  
Level 4  
PWC Building  
28 Sydney Ave, Forrest ACT 2603**

## Registration

*There are 25 places available for each course. An email confirming registration on a course will be sent once completed registration form has been received.*

*For further information and course availability check our website [www.opc.gov.au](http://www.opc.gov.au) or contact Steffi Linton on (02) 6120 1400, [courses@opc.gov.au](mailto:courses@opc.gov.au)*

## **Cost**

- **\$900 per individual (GST not applicable).**  
[Course cost is subject to periodic review]

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## **To apply**

Fill in the attached application form and email it to:

**Steffi Linton, Course Co-ordinator**

**Phone: (02) 6120 1400**

**Email: [courses@opc.gov.au](mailto:courses@opc.gov.au)**

Receipt of your application form will be acknowledged by return email. **Please contact the Course Co-ordinator if you have not received confirmation within 5 working days.**

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**Office of Parliamentary Counsel  
APPLICATION FORM  
APPLICANT TO COMPLETE AND SIGN**

Preferred Course date/s		
Surname:		Preferred first name:
Position:		Telephone:
Department/Agency:		
Have you previously attended an OPC or OLDP Legislation Process Course?		
When did you attend the Legislation Process Course?		
*Are you attending this course because: [ ] You are, or will be instructing OPC on legislation in the near future? Name of the legislation: ..... ..... When are you expecting to be instructing OPC on legislation?		
Email:		
Special dietary requirements:		
If you have a disability you would like taken account of, please give details		

**Invoice/ Receipt to be sent to: Accounts Section / Booking Officer (please circle)**

Postal address:	
Contact name:	Phone:
Email:	

**Authorised person to complete and sign**

<b>I understand and accept the cancellation policy below.</b>	
Name: .....	Position.....
Telephone.....	Email: .....
Signature.....	Date .....

\* **Mandatory field**

**PAYMENT, CANCELLATION AND REFUND POLICY**

Tax invoices will be sent out on the closure of registrations for each course. Payment for attendance of registered participants is required on receipt of tax invoice and must be received prior to attendance. The preferred methods of payment are direct debit, cheque or credit card.

In the event of a cancellation, a full refund will be made to registered participants who cancel more than 5 working days prior to the course commencement. If a cancellation is made 5 or less working days prior to the course commencement, a \$100 administration fee will be deducted from the refund. Should the registered person be unable to attend the nominated course, a substitute participant is welcome to take their place but the Course Co-ordinator must be informed of this change as early as possible. For any changes or cancellations notification must be sent by email to [courses@opc.gov.au](mailto:courses@opc.gov.au). **No refund will be given for non-attendance.**

**Cost:** \$900 per individual [Course cost is subject to periodic review]

**HOW TO APPLY**

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**Steffi Linton, Office of Parliamentary Counsel**

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