

Drafting Simple Instruments I

A one day introduction to the process of drafting simple instruments

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 whose roles include drafting simple non-legislative, legislative and notifiable instruments. The course covers the essential requirements for drafting simple non-legislative instruments such as appointments, authorisations and delegations, as well as simple legislative and notifiable instruments. It is hands-on, with opportunities for participants to draft their own instruments. Previous attendance at an OPC Legislation Process Course is a prerequisite.

Topics

- **Legal Services Directions 2005**
- **Different types of instruments**
- **Main Acts of general application**
- **Appointments, delegations and authorisations**
- **Technical drafting issues, such as naming conventions and amending forms**
- **Parliamentary committees with an interest in legislative instruments**
- **Services and assistance that OPC can provide**

Expected outcomes

At the end of the course, participants will be skilled in drafting:

- simple one page non-legislative instruments (for example, instruments of delegation and appointment)
- basic principal legislative and notifiable instruments

- basic amending legislative and notifiable instruments

When

Course dates

- 25 July 2018
- 12 December 2018
- 29 April 2019

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 spots 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 or contact Steffi Linton on (02) 6120 1400, courses@opc.gov.au

Cost

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

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

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.**

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

Preferred Course date/s			
Surname:		Preferred first name:	
Position:		Telephone:	
Department/Agency:			
Email:			
Have you previously attended an OPC or OLDP Legislation Process Course?			
When did you attend the Legislation Process Course?			
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			
I understand and accept the cancellation policy below.			
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. **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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