

# Drafting Simple Instruments II

## A one day introduction to the issues and techniques involved in drafting simple legislative 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 legislative instruments. The course outlines key provisions of the *Legislation Act 2003*, the *Acts Interpretation Act 1901* and other Acts of general application that may affect the drafting of simple legislative instruments. It gives an overview of basic principles of statutory interpretation, highlights key constitutional issues and outlines basic drafting techniques used by OPC to produce legislation in plain English. It is hands-on, with opportunities for participants to draft their own instruments. Previous attendance at a Legislation Process Course and a Drafting Simple Instruments I Course is a prerequisite.

### Topics

- Acts of general application
- Statutory interpretation, incorporation by reference and subdelegation
- Constitutional issues
- Working within your legislative context (interpreting and staying within a rule-making power)
- How to draft provisions

### Expected outcomes

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

- Drafting simple legislative instruments;

- Identifying when a legislative instrument might need to be drafted by a specialist drafting team.

### When

#### Course dates

- Friday 20 April 2018

8.45 am—4.30 pm

### Where

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

### Registration

*There are 19 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](http://www.opc.gov.au) or contact Steffi Linton on (02) 6270 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 day**

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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:			
Email:			
Have you previously attended an OPC or OLDP Legislation Process Course?			Date attended:
Have you previously attended an OPC Drafting Simple Instruments I Course?			Date attended:
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. **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**

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

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