

The Legislation Process

A one day introduction to the process of developing legislation

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. Attendees can expect to gain a basic understanding, or to refresh their knowledge, of the processes involved in developing legislation. The course will particularly benefit officers who prepare or may prepare drafting instructions.

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

- Basic features of legislation
- Priorities and policy authority
- Roles of instructors and drafters
- Parliamentary scrutiny of legislation
- Additional information relating to different kinds of legislation

Expected outcomes

At the end of the course participants should have a better understanding of how to:

- contribute to the planning and conduct of legislative projects within their own organisations
- provide drafting instructions
- devise policy options:
 - which are more readily translated into legislative form
 - which are less likely to attract the attention of Parliamentary Committees
- make a contribution to the processes of revising and finalising draft legislation prepared by OPC.

Course material

A comprehensive course manual is provided on the day.

When

Course dates

- 4 July 2018
- 5 July 2018
- 23 July 2018
- 10 December 2018
- 11 April 2019
- 15 April 2019
- 16 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 30 spots available for each course and registration closes 2 weeks before course date. 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

Comments from previous courses

‘Very good course, I will be recommending it to others.’

‘Fantastic. Overall, one of the best courses I have been to. I learnt a lot about the legislation process. Presenters were very approachable.’

‘Great course. Insightful and invaluable!’

‘Very professional and well-pitched presentations.’

‘Great overview of the legislation process, you have definitely demystified the process for me!’

‘The presenters were excellent! Found this course very interesting and useful!’

‘Good blend of theory and hands on exercises.’

‘I have been impressed with OPC’s professionalism in the organisation and presentation of this course.’

‘Very informative course presented in an engaging manner, with just enough challenging interactions and exercises to keep us on our toes.’

Cost

- **\$600 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:			
<p>*Are you attending this course because: <input type="checkbox"/> You are, or will be instructing OPC on legislation in the near future? Name of the legislation:</p>			
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			
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, a notification must be sent by email to courses@opc.gov.au. **No refund will be given for non-attendance.**

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