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# **Sample documents for legislative instruments**

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Prepared by the Parliamentary Counsel's Office

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# Sample 1—general template

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Australian Capital Territory {Left aligned, Arial 12pt}

## **Authorising law name (Subject Matter) [Determination/Notice/Appointment/ Approval] [year] (No )** {Left aligned, Arial 20pt, bold}

**Notification type and number** {Left aligned, Arial 12pt, bold}

made under the {Left aligned, Times new roman 12pt}

**Authorising law, authorising provision (heading)** {Left aligned, Arial 10pt, bold}

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**1 Clause heading** {Left aligned, Arial, 12pt, Bold}

Clause {Left aligned, Times new roman 12pt}

**2 Clause heading** {Left aligned, Arial, 12pt, Bold}

Clause {Left aligned, Times new roman 12pt}

maker's name

maker's title

date {Left aligned, Times new roman 12pt}

## Sample 2—Disallowable instrument (fees)

---

Arial 12pt

Australian Capital Territory

Arial 20pt, bold

### Water Resources (Fees) Determination 2011 (No 2)

Arial 12pt, bold

Disallowable instrument DI2011—{number filled in by CLO}

Times new  
roman, 12pt

made under the

Arial 10pt, bold

Water Resources Act 1998, s 107 (Determination of fees)

---

Arial 12pt, bold

#### 1 Name of instrument

Times new  
roman, 12pt

This instrument is the *Water Resources (Fees) Determination 2011 (No 2)*.

#### 2 Commencement

This instrument commences on 1 July 2011.

#### 3 Determination of fees

The fees set out in the schedule are determined.

#### 4 Payment of fees

The determined fees are payable to the ACT Government by a person requesting the goods or services mentioned in schedule 1.

#### 5 Revocation

This instrument revokes the *Water Resources (Fees) Determination 2011 (No 1)* DI2011-12.

Times new  
roman, 12pt

Bill Wood  
Minister for Urban Services  
15 June 2011

*Note* For information about the requirements for the determination of fees by disallowable instrument see the Legislation Act, s 56.

# Sample 3—Disallowable instrument (amendment)

---

Arial 12pt Australian Capital Territory

Arial 20pt, bold

## Water Resources (Fees) Amendment Determination 2011 (No 1)

Arial 12pt, bold Disallowable instrument DI2011—{number filled in by CLO}

Times new  
roman, 12pt made under the

Arial 10pt, bold Water Resources Act 1998, s 107 (Determination of fees)

---

Arial 12pt, bold

### 1 Name of instrument

Times new  
roman, 12pt This instrument is the *Water Resources (Fees) Amendment Determination 2011 (No 1)*.

### 2 Commencement

This instrument commences on the day after its notification day.

### 3 Instrument amended

This instrument amends the *Water Resources (Fees) Determination 2011 (No 2)* DI2011-124.

### 4 Schedule, page 1

*insert*

Section 35	Application fee for a licence to take water.	102.00	104.55	On application for a licence
------------	--	--------	--------	------------------------------

Times new  
roman, 12pt Bill Wood  
Minister for Urban Services  
15 September 2011

## **Sample 4—Disallowable instrument (revocation)**

Arial 12pt

Australian Capital Territory

Arial 20pt, bold

# **Water Resources (Fees) Revocation 2011 (No 1)**

Arial 12pt, bold

**Disallowable instrument DI2011—{number filled in by CLO}**

Times new  
roman, 12pt

made under the

Arial 10pt, bold

**Water Resources Act 1998, s 45 (Wasting bore water)**

---

Arial 12pt, bold

### **1 Name of instrument**

Times new  
roman, 12pt

This instrument is the *Water Resources (Fees) Revocation 2011 (No 1)*.

### **2 Commencement**

This instrument commences on 20 December 2011.

### **3 Revocation**

This instrument revokes the *Water Resources (Fees) Determination 2011 (No 2)* DI2011-124.

Times new  
roman, 12pt

Bill Wood  
Minister for Urban Services  
15 December 2011

## Checklist—disallowable instruments

<b>Instrument type and authorising provisions</b>	
check provision in relevant Act/SL for the type of instrument (disallowable or notifiable)	
does the instrument refer to the correct Act/SL?	
does the instrument refer to the correct provision in the Act/SL?	
<b>Instrument title</b>	
does the instrument title start with the name of the relevant Act/SL and include a reference to the subject matter? eg      Water Resources (Fees)	
is the type of instrument (ie a <i>determination, direction, appointment, authorisation, declaration, exemption notice</i> or other?) included in the title? eg      Water Resources (Fees) <b>Determination</b>	
is the year the instrument was made included in the instrument title? eg      Water Resources (Fees) Determination <b>2011</b>	
does the instrument have an identifying number in the title indicating that it is the first (or subsequent) instrument under the Act for the year? eg      Water Resources (Fees) Determination 2011 ( <b>No 2</b> )	
<b>notification number allocated by PCO</b>	
does the instrument include a subheading with space for the notifications officer to add the notification number? eg      Water Resources (Fees) Determination 2011 (No 2) Disallowable instrument DI2011—{leave blank}	
<b>Act/SL that the instrument is made under</b>	
does the instrument include the Act/SL and provision details that the instrument is made under? eg      Water Resources (Fees) Determination 2011 (No 1) Disallowable instrument DI2011- made under the Water Resources Act 1998, s 107 (Determination of fees)	
<b>Signature block</b>	
does the instrument include the signature block with the name and title of the instrument maker ?	
is the instrument dated with the date the instrument was made?	
is everything on the page left aligned?	

<b>Explanatory statement and Regulatory Impact statement</b>	
is the explanatory statement/regulatory impact statement supplied (if any)?	
does the ES/RIS include the instrument title and DI number as it appears on the instrument?	
<b>General checks</b>	
Does the instrument show any tracked changes? <i>Note</i> PCO will not accept documents with tracked changes in them.	
Is there enough room on the page for the PCO footer? <i>Note</i> PCO adds a footer to the bottom of each page. Please leave room in your documents to allow this.	
<b>Fees (Disallowable instruments only)</b>	
If your instrument is about fees, have you checked the requirements in the Legislation Act, s 56?	
<b>Appointments</b>	
If your instrument is an appointment, have you checked the requirements in the Legislation Act, div 19.3.3?	
If your appointment is a disallowable instrument, have you consulted the appropriate Legislative Assembly committee <b>before</b> making the appointment?	



## Sample 5—Notifiable instrument (appointment)

---

Arial 12pt Australian Capital Territory

Arial 20pt, bold

# Planning and Development (Chief Planning Executive) Appointment 2011 (No 1)

Arial 12pt, bold Notifiable instrument NI2011—{number filled in by CLO}

Times new roman, 12pt made under the

Arial 10pt, bold **Planning and Development Act 2007, s 21 (Appointment of chief planning executive)**

---

Arial 12pt, bold

### 1 Name of instrument

Times new roman, 12pt This instrument is the *Planning and Land (Chief Planning Executive) Appointment 2011 (No 1)*.

### 2 Commencement

This instrument commences on 15 September 2011.

### 3 Appointment of chief planning executive

The Australian Capital Territory Executive appoints NEIL SAVERY to be the Chief Planning Executive.

### 4 Term of appointment

The Chief Planning Executive is appointed for the period 15 September 2011 to 14 September 2014.

### 5 Revocation

This instrument revokes the *Planning and Development (Chief Planning Executive) Appointment 2008 (No 1) NI2008-224*.

Times new roman, 12pt  
Simon Corbell  
Minister  
25 July 2011

Jon Stanhope  
Minister  
25 July 2011

## Sample 6—Notifiable instrument

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Arial 12pt Australian Capital Territory

Arial 20pt, bold

# Workers Compensation (Religious Workers) Declaration 2011 (No 1)

Arial 12pt, bold

**Notifiable instrument NI2011**—{number filled in by CLO}

Times new roman, 12pt

made under the

Arial 10pt, bold

**Workers Compensation Act 1951, s 17 (Religious workers)**

---

Arial 12pt, bold

### **1 Name of instrument**

Times new roman, 12pt

This instrument is the *Workers Compensation (Religious Workers) Declaration 2011 (No 1)*.

### **2 Commencement**

This instrument commences on the day after its notification day.

### **3 Declaration**

Times new roman, 12pt

I declare individuals employed to provide religious services by Christian & Missionary Alliance of Australia Incorporated to be a class of religious workers for the purposes of section 17 of the *Workers Compensation Act 1951*.

Times new roman, 12pt

Simon Corbell  
Attorney General  
27 June 2011

## Checklist—notifiable instruments

<b>Instrument type and authorising provisions</b>	
check provision in relevant Act/SL for the type of instrument (disallowable or notifiable)	
does the instrument refer to the correct Act/SL?	
does the instrument refer to the correct provision in the Act/SL?	
<b>Instrument title</b>	
does the instrument title start with the name of the relevant Act/SL and include a reference to the subject matter? eg      Workers Compensation (Religious Workers)	
is the type of instrument (ie a <i>determination, direction, appointment, authorisation, declaration, exemption notice</i> or other?) included in the title? eg      Workers Compensation (Religious Workers) <b>Declaration</b>	
is the year the instrument was made included in the instrument title? eg      Workers Compensation (Religious Workers) Declaration <b>2011</b>	
does the instrument have an identifying number in the title indicating that it is the first (or subsequent) instrument under the Act for the year? eg      Workers Compensation (Religious Workers) Declaration 2011 ( <b>No 1</b> )	
<b>notification number allocated by PCO</b>	
does the instrument include a subheading with space for the notifications officer to add the notification number? eg      Workers Compensation (Religious Workers) Declaration 2011 (No 1) Notifiable instrument NI2011—{leave blank}	
<b>Act/SL that the instrument is made under</b>	
does the instrument include the Act and provision details that the instrument is made under? eg      Workers Compensation (Religious Workers) Declaration 2011 (No 1) Notifiable instrument NI2011- made under the Workers Compensation Act 1951, s 17 (Religious workers)	
<b>Signature block</b>	
does the instrument include the signature block with the name and title of the instrument maker ?	
is the instrument dated with the date the instrument was made?	
is everything on the page left aligned?	

<b>Explanatory statement and Regulatory Impact statement</b>	
is the explanatory statement/regulatory impact statement supplied (if any)?	
does the ES/RIS include the instrument title and NI number as it appears on the instrument?	
<b>General checks</b>	
Does the instrument show any tracked changes? <i>Note</i> PCO will not accept documents with tracked changes in them.	
Is there enough room on the page for the PCO footer? <i>Note</i> PCO adds a footer to the bottom of each page. Please leave room in your documents to allow this.	
<b>Appointments</b>	
If your instrument is an appointment, have you checked the requirements in the Legislation Act, div 19.3.3?	

## **Sample 7—Commencement notice—Act**

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Arial 12pt Australian Capital Territory

Arial 20pt, bold **Rehabilitation of Offenders (Interim)  
Commencement Notice 2011**

Arial 12pt, bold **Commencement notice CN2011—{number filled in by CLO}**

Times new  
roman, 12pt made under the

Arial 10pt, bold **Rehabilitation of Offenders (Interim) Act 2011, s 2 (Commencement)**

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Times new  
roman, 12pt The *Rehabilitation of Offenders (Interim) Act 2011* commences on 24 September  
2011.

Times new  
roman, 12pt Ted Quinlan  
Minister for Police and Emergency Services and Corrections  
23 June 2011

## **Sample 8—Commencement notice—SL**

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Arial 12pt Australian Capital Territory

Arial 20pt, bold **Rehabilitation of Offenders (Interim)  
Regulation Commencement Notice 2011**

Arial 12pt, bold **Commencement notice CN2011—{number filled in by CLO}**

Times new  
roman, 12pt made under the

Arial 10pt, bold **Rehabilitation of Offenders (Interim) Act 2011, s 2 (Commencement)**

---

Times new  
roman, 12pt The *Rehabilitation of Offenders (Interim) Regulation 2011* commences on  
24 September 2011.

Times new  
roman, 12pt Ted Quinlan  
Minister for Police and Emergency Services and Corrections  
23 June 2011

## Checklist—commencement notices

<b>Instrument type and authorising provisions</b>	
does the commencement notice refer to the correct Act/SL?	
does the commencement notice refer to the correct provision (the commencement provision) in the Act/SL?	
<b>Instrument title</b>	
does the commencement notice start with the name of the relevant Act? eg      Rehabilitation of Offenders (Interim)	
<b>OR</b>	
does the commencement notice start with the name of the relevant SL? eg      Rehabilitation of Offenders (Interim) Regulation	
is <i>commencement</i> included in the title? eg      Rehabilitation of Offenders (Interim) <b>Commencement Notice</b>	
is the year the commencement notice was made included in the instrument title? eg      Rehabilitation of Offenders (Interim) Commencement Notice <b>2011</b>	
does the instrument have an identifying number in the title indicating that it is the first (or subsequent) instrument under the Act for the year? eg      Rehabilitation of Offenders (Interim) Commencement Notice 2011 ( <b>No 1</b> )  <i>Note</i> This is not necessary if there will only be one commencement notice for the Act or instrument.	
<b>notification number allocated by PCO</b>	
does the commencement include a subheading with space for the notifications officer to add the notification number? eg      Rehabilitation of Offenders (Interim) Commencement Notice 2011 (No 1)  <b>Commencement notice CN2011—{leave blank}</b>	
<b>Act/SL that the instrument is made under</b>	
does the instrument include the Act and provision details that the instrument is made under? eg      Rehabilitation of Offenders (Interim) Commencement Notice 2011 (No 1)  Commencement notice CN2011-  made under the  Rehabilitation of Offenders (Interim) Act 2011, s 2 (Commencement)	

<b>Signature block</b>	
does the instrument include the signature block with the name and title of the instrument maker ?	
is the instrument dated with the date the instrument was made?	
is everything on the page left aligned?	
<b>General checks</b>	
Does the instrument show any tracked changes? <i>Note</i> PCO will not accept documents with tracked changes in them.	
Is there enough room on the page for the PCO footer? <i>Note</i> PCO adds a footer to the bottom of each page. Please leave room in your documents to allow this.	



## Sample 9—Approved form with written statement

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Arial 12pt Australian Capital Territory

Arial 20pt, bold

### Unit Titles (Reduced Quorum Decisions Notice Form) Approval 2011

Times new roman, 12pt approval statement for

Arial 12pt, bold **Approved form AF2011**—{number filled in by CLO}

Times new roman, 12pt made under the

Arial 10pt, bold **Unit Titles Act 2001, s 100 (Approved forms)**

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Arial 12pt, bold

#### **1 Name of instrument**

Times new roman, 12pt This instrument is the *Unit Titles (Reduced Quorum Decisions Notice Form) Approval 2011*.

#### **2 Commencement**

This instrument commences on 1 July 2011.

#### **3 Approval**

The attached form is approved.

Times new roman, 12pt John Smith  
Delegate of the Minister for Planning  
23 June 2011

*Note* This part is the written statement. It should be lodged for notification on the legislation register as a separate document to the approved form.

(see s 100)

**REDUCED QUORUM DECISIONS NOTICE**

**Part A Details of reduced quorum decisions<sup>†</sup>**

**A1 The Owners—Units Plan No** \_\_\_\_\_ *[insert number]*

**A2 General meeting**

Date (or dates) of general meeting  
at which the reduced quorum  
decision or decisions were made— \_\_\_\_\_  
\_\_\_\_\_

*Tick applicable box, or both boxes if applicable:*

**Regularly convened**  
The general meeting was regularly  
convened (not following any  
adjournment under UTA s 99 (3) or  
(6) (a)).

**Convened after  
adjournment**  
The general meeting was convened  
following an adjournment or  
adjournments (under UTA s 99 (3)  
or (6) (a)).

**A3 Reduced quorum decisions**

*[If there is insufficient space here, tick  and attach details to the notice]*

Date of decision	Full text of reduced quorum decision

**A4 Owners corporation declaration**

The information in this notice has been recorded on the following date from details shown in the records of the owners corporation.

.....*[insert date of affixing of seal]*

*[Affix owners corporation seal in accordance with the corporation articles]*

\_\_\_\_\_  
<sup>†</sup> In this notice, *UTA* means the *Unit Titles Act 2001*.

## Checklist—approved forms with written statement

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<b>Instrument type and authorising provisions</b>	
does the approved form refer to the correct Act/SL?	
does the approved form refer to the correct provision in the Act/SL?	
<b>Written statement</b>	
is the written statement in a separate document?	
does the written statement name start with the name of the relevant Act/SL? eg        Unit Titles	
does the written statement name include (in brackets) a reference to the form's purpose? eg        Unit Titles ( <b>Reduced Quorum Decisions Notice Form</b> )	
is <i>approval</i> included in the name? eg        Unit Titles (Reduced Quorum Decisions Notice Form) <b>Approval</b>	
is the year the approved form was approved included in the instrument title? eg        Unit Titles (Reduced Quorum Decisions Notice Form) <b>Approval 2011</b>	
<b>Written statement—notification number allocated by PCO</b>	
does the written statement include a subheading with space for the notifications officer to add the notification number? eg        Unit Titles (Reduced Quorum Decisions Notice Form) Approval 2011 <b>Approved Form AF2011-<small>{leave blank}</small></b>	
<b>Written statement—Act/SL that the instrument is made under</b>	
does the written statement include the Act and provision details that the instrument is made under? eg        Unit Titles (Reduced Quorum Decisions Notice Form) Approval 2011 Approved Form AF2011- made under the Unit Titles Act 2001, s 100 (Approved forms)	

<b>Written statement—Approval details</b>	
does the written statement include the name and title of the instrument approver ?	
is the instrument dated with the date the instrument was made?	
<b>Approved form</b>	
is the approved form in a separate document to the written statement?	
does the approved form include a brief indication of the form’s purpose? eg        Reduced Quorum Decisions Notice	
<b>Approved form—notification number allocated by PCO</b>	
does the approved form include space for the notifications officer to add the notification number? eg        Reduced Quorum Decisions Notice <b>AF2011—{leave blank}</b>	
<b>Act/SL that the instrument is made under</b>	
does the approved form include the Act and provision details that the instrument is made under? eg        Reduced Quorum Decisions Notice Approved Form AF2011- <b>Unit Titles Act 2001, s 100</b>	
<b>Form number (optional)</b>	
If the form includes a form number, is the form number unique?	
<b>General checks</b>	
Does the instrument show any tracked changes? <i>Note</i> PCO will not accept documents with tracked changes in them.	
Is there enough room on the page for the PCO footer? <i>Note</i> PCO adds a footer to the bottom of each page. Please leave room in your documents to allow this.	

# Sample 10—Approved form with approval information in form

Approved form AF2011— approved by Bill Wood, the Minister for Territory and Municipal Services on 22 September 2011 under the Cemeteries and Crematoria Act 2003, s 50



CEMETERIES AND CREMATORIA REGULATION 2003  
section 7

## Application for Burial

NOTE: 1. Application must be lodged with a Cemetery before burial can take place.  
2. Application is to be completed by the executor or nearest surviving relative of the deceased  
3. All questions must be answered fully.

WARNING: Maximum penalty for furnishing a document which is false or misleading in a material

**The particulars given herein will be regarded as strictly confidential**

I hereby apply for the burial of the remains of the deceased described hereunder (**Please use block letters**)

Surname of deceased.....Other names.....

Address..... Occupation.....

Date of Birth (if known)..... Age (if date unknown give age as accurately as possible).....

Sex..... Marital status (eg. married, unmarried, widow, widower or defacto).....

Name of cemetery to whom application is made.....

*Particulars of applicant (the applicant is the person who is to become the holder of the Right of Burial)*

Surname.....Other names.....

Permanent Address.....Occupation.....

To the best of my knowledge the answers given to the questions set out below are true:

1. Are you an executor or nearest surviving relative of the deceased?..... *If the answer is 'No' please complete (a) and (b) below:*

(a) Relationship to the deceased:.....

(b) State why the application is made by you and not by an executor or nearest surviving relative.

.....

2. Did the deceased leave any written directions as to the mode of disposal of his/her remains?.....

If the answer is 'Yes' say what directions.....

3. Have the nearest relatives of the deceased been informed of the proposed burial?.....(NOTE: The term near relative here used includes widow, widower, parents, domestic partners, children above 16 years and any other relative residing with the deceased).

4. Has any near relative of the deceased expressed any objection to the proposed burial?.....If the answer is 'Yes' say

on what  
grounds:.....  
.....

5. Date of Death...../...../..... Hour of Death.....am/pm.

6. Address where deceased died.....

Say whether own residence, lodgings, hotel, hospital, nursing home etc.....

*Death Certificate*

Has a death certificate been supplied?.....Doctor issuing certificate.....Date issued.....

SIGNATURE OF APPLICANT..... Date.....

WITNESS OF SIGNATURE..... Date.....

NAME OF WITNESS.....

## Checklist—approved forms with approval information in form

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<b>Instrument type and authorising provisions</b>	
does the approved form refer to the correct Act/SL?	
does the approved form refer to the correct provision in the Act/SL?	
<b>Approved form</b>	
does the approved form include a brief indication of the form's purpose? eg      Application for burial	
<b>Approved form—notification number allocated by PCO</b>	
does the approved form include space for the notifications officer to add the notification number? eg      Application for burial  <b>Approved Form AF2011</b> —{leave blank}	
<b>Act/SL that the instrument is made under</b>	
does the approved form include the Act and provision details that the instrument is made under? eg      eg      Application for burial Approved Form AF2011- Cemeteries and Crematoria Act 2003, section 20	
<b>Approval details</b>	
does the approved form include the with the name and title of the instrument approver ?	
is the instrument dated with the date the instrument was made?	
<b>Form number (optional)</b>	
If the form includes a form number, is the form number unique?	
<b>General checks</b>	
Does the instrument show any tracked changes? <i>Note</i> PCO will not accept documents with tracked changes in them.	
Is there enough room on the page for the PCO footer? <i>Note</i> PCO adds a footer to the bottom of each page. Please leave room in your documents to allow this.	