Instructor’s Checklist for Private Members

To assist OQPC in preparing your legislation, your drafting instructions should include all of the information mentioned in this checklist. If your instructions do not address an issue mentioned, it would be appreciated if you could complete the relevant part of this form and return it to OQPC as soon as possible.

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| --- | --- |
| Contact details | |
| Please provide up-to-date contact details for the person who will be working with OQPC on the draft legislation. This may be the private member or a member of the private member’s staff. | Name:  Phone:  Email: |
| Commencement information | |
| When will the provisions of the draft legislation commence? | On assent  On [insert date]  If a combination of the above, please provide details: |
| Timeframes | |
| When is the draft legislation proposed to be introduced into Parliament? |  |
| When is a final version of the draft legislation required? |  |
| Relevant background information | |
| Have you provided copies of, or links to, all court decisions, reports, laws of other jurisdictions or other information and documents referred to in the drafting instructions or which provide important background information to your drafting instructions?  *Please note that communications with OQPC are subject to legal professional privilege (see the Legislative Standards Act 1992, section 9A(2)).* | Yes |
| Fundamental legislative principles and human rights | |
| Is the draft legislation potentially inconsistent with fundamental legislative principles or human rights? | Yes  No  If yes, please ensure this has been addressed in your drafting instructions. |
| Other important information | |
| Is the draft legislation potentially in breach of the same question rule in Standing Orders 87 and 50? | Yes  No |
| Does the draft legislation potentially involve an appropriation from the consolidated fund? | Yes  No |