Legislative Review Committee Information Guide

Updated June 2026

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Part 1 Preliminary

1.1 What is the Legislative Review Committee?

(1) The Legislative Review Committee ('the Committee') is a Standing Committee of the Parliament of South Australia established under section 10 of the *Parliamentary Committees Act 1991*.

(2) The Committee consists of six members of Parliament. Each House of Parliament appoints three of its members to the Committee.

(3) The Committee appoints one of its Legislative Council members as Presiding Member of the Committee.

1.2 Functions of Committee

The Committee's functions are set out in section 12 of the *Parliamentary Committees Act 1991*. Its functions are as follows:

(a) to inquire into, consider and report to the Parliament on the following matters referred to the Committee under the *Parliamentary Committees Act 1991*:
   - (i) legal, constitutional or parliamentary reform or with the administration of justice (excluding standing orders or rules of practice of the Parliament);
   - (ii) any Act or legislative instrument in relation to its expiry;
   - (iii) inter-governmental relations;

(b) to inquire into, consider and report to the Parliament on:
   - (i) legislative instruments referred to the Committee by the *Legislative Instruments Act 1978*; and
   - (ii) petitions referred to the Committee by section 16B of the *Parliamentary Committees Act 1991;*

(c) other functions imposed on the Committee by an Act or by resolution of both Houses of Parliament.

1.3 Purpose of Information Guide

The purpose of the Committee's Information Guide is to set out how the Committee carries out its functions, including for the benefit of those involved with the making of instruments required to be tabled in Parliament.

1.4 Application of Information Guide

The Committee's Information Guide applies to the following kinds of instruments required to be tabled in Parliament:

(a) regulations;
(b) rules;
(c) by-laws;
(d) fee notices;
(e) any other instrument whose enabling Act requires the instrument to be tabled in the Parliament and referred to the Committee.

1.5 Publication of Committee's Activities

(1) The Committee tables an annual report of its activities in a calendar year in each House of Parliament. Annual reports are available on the Committee's webpage.

(2) The Committee publishes *Committee Updates* on its webpage to provide current information about notices of motion to disallow given in the Parliament, hearing of witnesses in relation to instruments or other inquiries, publishing of evidence and tabling of inquiry reports. *Committee Updates* for previous Parliaments can also be found on the Committee's webpage.

(3) At the conclusion of the Committee's inquiry into and consideration of an instrument, the Committee publishes on its webpage any correspondence to and from the Committee relating to the instrument.

1.6 Committee Secretariat

(1) The Committee has a Secretariat to assist the Committee to carry out its functions set out in section 12 of the *Parliamentary Committees Act 1991*.

(2) The Secretariat includes a Secretary and a Research Officer.

(3) For any questions about this Information Guide, or a matter relating to the work of the Committee, please contact the Secretary of the Committee at seclrc@parliament.sa.gov.au or on (08) 8237 9415.

1.7 Overview of Committee

The following provides an overview of the work of the Committee:

Who is part of the Committee?	What members of the Committee do?	Why the Committee matters?	Where and when does the Committee meet?	How does the work of the Committee aid Parliament?
The Committee includes three members of the House of Assembly and three members of the Legislative Council.	Members of the Committee consider a wide range of matters on behalf of the Parliament, including scrutinising over 300 legislative instruments each year.	The Committee matters particularly because of its work in providing Parliamentary oversight over laws delegated by Parliament to the Executive branch of Government.	The Committee meets at Parliament House each sitting Wednesday, and at other times as agreed by the Committee.	The Committee aids Parliament by regularly reporting to the Parliament, including about its scrutiny of delegated legislation. This enables the Parliament to act on matters brought to its attention.

Part 2 Committee meetings

2.1 Meetings of Committee

(1) Each member of the Committee has a deliberative vote in relation to matters before the Committee.

(2) If there is an equal number of votes on a matter before the Committee, the Presiding Member of the Committee has a casting vote in addition to the Presiding Member's deliberative vote.

(3) Subject to section 24 of the *Parliamentary Committees Act 1991* and to the Legislative Council Standing Orders, the Committee establishes its own procedures for meetings of the Committee.

2.2 Attendance before Committee

(1) The Committee may ask a person to attend a meeting of the Committee to answer questions from Committee members about the following:
- (a) an instrument referred to the Committee or its supporting report;
- (b) a Committee Inquiry;
- (c) any other matter related to the functions of the Committee.

(2) A witness attending before the Committee may make a brief opening statement at the meeting.

(3) Generally, witnesses have 30 minutes to present their evidence to the Committee and for Committee members to ask questions of witnesses.

(4) Under section 28(2) of the *Parliamentary Committees Act 1991*, the Committee may send for persons, papers and records.

2.3 Evidence heard at Committee meetings open to public

(1) Generally, if the Committee is hearing evidence, the Committee meeting is open to the public and is broadcast live on the Parliament's website.

(2) However, a witness may ask the Committee to hear all or part of a witness's evidence in-camera. If the Committee agrees to hear all or part of the witness's evidence in-camera, members of the public will be asked to leave the Committee's meeting while the Committee hears the in-camera evidence.

2.4 Parliamentary privilege applies to evidence

Parliamentary privilege applies to evidence presented at a meeting of the Committee. However, parliamentary privilege does not extend to statements made outside of the Committee.

Part 3 Committee's inquiry into and consideration of instruments

3.1 Instruments tabled in Parliament and referred to Committee

(1) Section 10(3) of the *Legislative Instruments Act 1978* requires every regulation, except as expressly provided in another Act, to be laid before each House of Parliament within six sitting days after it has been made.

(2) Every regulation that is required to be laid before Parliament is referred to the Committee under section 10A(1) of the *Legislative Instruments Act 1978*.

(3) Section 10A(2) of the *Legislative Instruments Act 1978* requires the Committee to inquire into and consider all regulations referred to it.

(4) Under section 4 of the *Legislative Instruments Act 1978*, regulation means a regulation, rule or by-law.

(5) That said, an Act may deem the *Legislative Instruments Act 1978*, or section 10 of that Act, to apply to an instrument and the instrument would be required to be laid before each House of Parliament within six sitting days after it has been made and referred to the Committee under section 10A of the *Legislative Instruments Act 1978*.

3.2 Adoption of scrutiny principles

The Committee uses scrutiny principles to inform its inquiry into and consideration of each instrument referred to the Committee. The Committee scrutinises each instrument referred to it as to whether:

(a) it is in accordance with its enabling Act and otherwise complies with all legislative requirements; and
(b) it is constitutionally valid; and
(c) it makes rights, liberties, obligations or interests unduly dependent on insufficiently defined administrative powers; and
(d) those likely to be affected by the instrument were adequately consulted in relation to it; and
(e) its drafting is defective or unclear; and
(f) it, and any document it incorporates, may be freely accessed and used; and
(g) the accompanying explanatory material provides sufficient information to gain a clear understanding of the instrument; and
(h) it trespasses unduly on personal rights and liberties; and
(i) it unduly excludes, limits or fails to provide for independent review of decisions affecting rights, liberties, obligations or interests; and
(j) it contains matters more appropriate for parliamentary enactment; and
(k) it is exempt from sunsetting provisions in Part 3A of the *Legislative Instruments Act 1978*; and

(l) it amends, modifies, or creates exemptions to, the operation of primary legislation; and
(m) it complies with any other ground relating to the technical scrutiny of delegated legislation that the committee considers appropriate.

3.3 Types of issues in relation to Committee's scrutiny principles

(1) The following types of issues may arise under the Committee's scrutiny principles.

(2) Under scrutiny principle 3.2(a), the Committee may consider, for example, whether an instrument referred to the Committee:
(a) is in accordance with its enabling Act; or
(b) is in accordance with the intent of its enabling Act; or
(c) is in accordance with all legislative requirements in any other Act; or
(d) is beyond the authority delegated.

(3) Under scrutiny principle 3.2(b), the Committee may consider, for example, whether an instrument referred to the Committee:
(a) may breach the separation of powers doctrine embodied in the Constitution; or
(b) is inconsistent with the rule of law principle, including provisions which inappropriately delegate legislative power.

(4) Under scrutiny principle 3.2(c), the Committee may consider, for example, whether an instrument referred to the Committee:
(a) delegates administrative power in the absence of requirements relating to the seniority of delegates, their qualifications or expertise; or
(b) confers broad discretionary powers, including to disclose information; or
(c) contains provisions that allow persons to assist in the exercise of coercive powers, with little or no specificity as to who may assist or as to any required training.

(5) Under scrutiny principle 3.2(d), the Committee may consider, for example:
(a) if adequate opportunity was given to persons likely to be affected by an instrument referred to the Committee in accordance with the spirit or intent of the Parliament, including by inviting submissions or encouraging participation in public hearings; or
(b) whether the instrument drew on the knowledge of persons having expertise in matters dealt with by the instrument.

(6) Under scrutiny principle 3.2(e), the Committee may consider, for example, whether an instrument referred to the Committee:
(a) has certainty of meaning and operation; or
(b) includes ambiguous provisions.

(7) Under scrutiny principle 3.2(f), the Committee may consider, for example:

(a) whether an instrument referred to the Committee is publicly available; or
(b) if the instrument incorporates a document by reference—the accessibility of the document.

(8) Under scrutiny principle 3.2(g), the Committee may consider, for example, whether accompanying explanatory material to an instrument referred to the Committee enables the Committee to properly inquire into and consider the instrument.

(9) Under scrutiny principle 3.2(h), the Committee may consider, for example, whether an instrument referred to the Committee contains:
(a) provisions that fail to adequately protect privacy, including provisions that inappropriately authorise the disclosure of personal information; or
(b) coercive powers, including provisions that authorise the use of force, powers to detain persons and powers of search and seizure; or
(c) offences that apply strict or absolute liability; or
(d) provisions that reverse the evidential or legal burden of proof; or
(e) provisions that abrogate privileges, including the privilege against self-incrimination and legal professional privilege; or
(f) provisions that have retrospective effect; or
(g) provisions that interfere with property rights, including provisions that authorise the arbitrary disclosure of personal property.

(10) Under scrutiny principle 3.2(i), the Committee may consider, for example:
(a) the availability of independent merits review in relation to discretionary decisions which may affect rights, interests or obligations; or
(b) whether adverse decisions are notified to affected persons in a timely and appropriate manner, including whether statements of reasons are provided, and review rights are explained; or
(c) the breadth of discretionary decisions, including whether clear and objective decision-making criteria are set out in the instrument or its enabling Act.

(11) Under scrutiny principle 3.2(j), the Committee may consider, for example, whether an instrument referred to the Committee:
(a) manifests as a fundamental change to the law; or
(b) substantially alters rights, obligations or liabilities; or
(c) is lengthy or complex; or
(d) inappropriately impinges on the community; or
(e) intends to bring about radical changes in relationships or attitudes of people in an aspect of the life of the community; or
(f) is a core element of a regulatory scheme; or
(c) is part of a major uniform, or partially uniform, scheme involving other States or Territories, or the Commonwealth.

(12) Under scrutiny principle 3.2(k), the Committee may consider, for example, whether an instrument exempt from sunsetting referred to the Committee:
(a) contains measures that will remain in force within a principal instrument that is exempt from sunsetting; or

(b) defers the sunsetting date of another instrument; or
(c) overrides or modifies primary legislation; or
(d) limits individual rights and liberties; or
(e) facilitates the expenditure of public money on an ongoing basis; or
(f) otherwise contains a matter requiring parliamentary oversight.

(13) Under scrutiny principle 3.2(l), the Committee may consider, for example, whether an instrument referred to the Committee that modifies primary legislation:
(a) limits parliamentary oversight; or
(b) subverts the appropriate relationship between Parliament and the Executive; or
(c) is necessary and appropriate for delegated legislation; or
(d) contains provisions to conduct a review of the relevant provisions to determine whether they remain necessary and appropriate; or
(e) is time limited and in force only for as long as is strictly necessary.

(14) Under scrutiny principle 3.2(m), the Committee may consider, for example, whether an instrument referred to the Committee:
(a) has any unforeseen consequences; or
(b) is inconsistent with principles of natural justice; or
(c) could have been achieved by alternative and more effective means; or
(d) has associated costs which outweigh its likely benefits; or
(e) has excessive fees and charges.

3.4 Supporting report to accompany instrument

(1) To enable the Committee to properly inquire into and consider instruments referred to it, the Committee receives a supporting report with each such instrument.

(2) Part 4 of the Information Guide sets out the information that would assist the Committee in its inquiry into and consideration of each instrument referred to it.

(3) If the supporting report does not include the information mentioned in Part 4 of the Information Guide, the Committee may:
(a) request further information from a person; or
(b) request that a person appear before the Committee to provide further information to the Committee.

(4) Delays associated with Committee requests for information may unnecessarily take up the Committee's time and may also impact on the work of the Parliament.

3.5 Committee's approach to its inquiry into and consideration of instruments

(1) The Committee takes a non-partisan technical approach to its inquiry into and consideration of instruments referred to it.

(2) The Committee's inquiry into and consideration of an instrument referred to the Committee takes into account the following:
(a) the Committee's assessment of the instrument against its scrutiny principles;
(b) the information included in the supporting report to the instrument;

(c) any other matter as the Committee thinks fit.

(3) During the Committee's deliberations in relation to an instrument referred to the Committee, the Committee may:
   (a) put questions or concerns in relation to the instrument to the person or body administratively responsible for the instrument; or
   (b) seek an undertaking in relation to an instrument by the person or body administratively responsible for the instrument.

(4) The Committee aims to inquire into, consider and report to Parliament on an instrument referred to the Committee before the expiry of 14 sitting days after the tabling of the instrument in the Parliament.

(5) The Committee may decide to:
   (a) take no further action in relation to an instrument referred to the Committee; or
   (b) defer the instrument; or
   (c) have a representative of the Committee give a notice of motion in the Parliament to disallow the instrument.

3.6 Decision to take no further action on instrument

(1) If the Committee decides to take no further action in relation to an instrument referred to the Committee, the Committee reports to each House of Parliament that it has taken no action in relation to the instrument.

(2) A no action report by the Committee to each House of Parliament reflects the majority position of the Committee in relation to an instrument referred to the Committee.

3.7 Decision to defer instrument

(1) If the Committee decides to defer an instrument referred to the Committee, the Committee defers the instrument until its next meeting.

(2) However, if the Committee's inquiry into and consideration of the instrument may extend beyond 14 sitting days after the tabling of the instrument in the Parliament, the Committee's representative in each House of Parliament may give a notice of motion to disallow the instrument.

3.8 Decision to give notice of motion to disallow instrument in Parliament

(1) If the Committee decides to have a representative of the Committee give a notice of motion to disallow an instrument in the Parliament, the Committee's representative in each House of Parliament reports its opinion, and the Committee's grounds for that opinion, to each House of Parliament. A notice of motion to disallow may act as a holding motion because it enables the Committee to complete its deliberations in relation to the instrument while retaining an ability to seek disallowance of the instrument.

(2) Once a notice of motion to disallow an instrument referred to the Committee is before a House of Parliament, it is a matter for that House to determine any motion to disallow the instrument in accordance with its standing orders.

(3) If a Member of Parliament gives a notice of motion to disallow an instrument in a House of Parliament, there is no time constraint for the moving of the notice of motion.

(4) If the Parliament is prorogued and the motion has not been dealt with, the motion lapses. However, if the instrument has not been tabled for 14 sitting days, any member of either House may give another notice of motion for disallowance of the instrument in the new session of Parliament.

3.9 Decision to proceed with motion to disallow instrument in Parliament

As a matter of practice, the Committee gives the Minister responsible, or the responsible body, for an instrument referred to the Committee an opportunity to respond to any concern raised by the Committee about the instrument before a representative of the Committee proceeds with any motion to disallow the instrument in the Parliament.

Part 4 Information for supporting report

4.1 General information

(1) It would assist the Committee if the supporting report to an instrument referred to the Committee included the following information:
   (a) the name of the instrument;
   (b) the purpose of the instrument, including the legislative context within which the instrument was made and its financial impact, if any;
   (c) the enabling Act, or Acts, and the provision under which the instrument is made;
   (d) if an enabling Act includes a condition prior to the making of the instrument, the condition and whether the condition was satisfied before the instrument was made;
   (e) the name, position, telephone number and email address of a contact officer familiar with the instrument.

(2) To assist agencies and other entities preparing supporting reports to the Committee, a Checklist for supporting reports is provided as Appendix B to this Information Guide and model supporting reports are available on the Committee's webpage.

4.2 Effect of provisions of instrument

(1) It would assist the Committee if the supporting report to an instrument referred to the Committee included a brief explanation of the effect of each provision of the instrument.

(2) The explanation may group together provisions that achieve the same or similar effect.

(3) Where an instrument is being remade ('the remade instrument') due to the expiry of an instrument ('the expired instrument'), the report to the Committee need not set out an explanation of the effect of each provision of the remade instrument. In this instance, the Committee seeks the supporting report to set out a brief explanation of the reason for, and the effect of, any changes made to the expired instrument.

4.3 Early commencement of instrument

(1) If the Minister, who is responsible for the administration of the Act under which an instrument referred to the Committee is made, specified an early commencement for the instrument under section 10AA(2) of the *Legislative Instruments Act 1978*, the supporting report must include the reason or reasons for the early commencement of the instrument (see section 10A(1a) of the *Legislative Instruments Act 1978*).

(2) The Committee includes information about the reason, or reasons, for the early commencement of instruments in its annual report.

4.4 Consultation in relation to instrument

(1) The Committee seeks to ensure that those affected by an instrument referred to the Committee have a genuine opportunity to voice any concerns they may have in relation to the instrument. The Committee's interest in seeking information about consultation is to ensure that any instrument required to be tabled in the Parliament is made in accordance with the spirit and intent of the Parliament.

(2) The supporting report to the Committee accompanying an instrument should include:
(a) information about how consultation occurred (e.g. through the YourSAy website);
(b) a list of all persons or entities consulted in relation to an instrument. Individuals may be de-identified;
(c) if targeted consultation occurred—details of that consultation.

When information about consultation not needed

(3) The supporting report for an instrument need not include information about consultation if one of the following apply:
(a) the instrument, in a year, only increases fees or charges, or both, in an instrument referred to the Committee in accordance with that year's State Budget indexation rate fee or charge increase;
(b) the instrument amends an instrument with no substantive effect.

Concerns about instruments

(4) If a person, or entity, consulted before the making of an instrument referred to the Committee raised a concern in relation to the instrument, it would assist the Committee if the supporting report to the instrument identified the concern by using the following table, including:
(a) the concern raised in relation to the instrument; and
(b) the person (de-identified) or other entity that raised the concern; and
(c) the action taken by the Minister responsible, or responsible body, for the instrument in response to the concern.

Item	Concern	Name of person (de-identified), or entity, that raised concern	Action taken by Minister or Responsible body in response to concern
1.			
2.			

(5) For the purposes of paragraph 4.4(4)(b), if more than one person or entity raised the same concern, the persons or entities, or both, raising the concern may be jointly referred to when completing the table in subsection 4.4(4).

(6) If no person or entity consulted before the making of an instrument raised a concern in relation to the instrument, the supporting report to the instrument need only include the information mentioned in subsections 4.4(2), (7) and (8), if applicable.

Changes made to instrument arising from consultation

(7) If a change is made to an instrument arising from the consultation process for the instrument, it would assist the Committee if the supporting report for the instrument included a brief explanation of the change.

Support for instrument

(8) It would assist the Committee if the supporting report for the instrument identified:
- (a) the extent of support for the instrument by those that would be affected by the instrument, including the names of persons (de-identified) and other entities in support of the instrument; and
- (b) the reason, or reasons, given for supporting the instrument by those consulted before the instrument was made.

Committee relies on information about consultation

(9) Unless subsection (3) applies, the Committee's inquiry into and consideration of an instrument referred to the Committee relies on the information included in the supporting report to the instrument about the consultation that occurred before the instrument was made. In the absence of such information, the Committee may decide to undertake its own inquiries into and consideration of consultation processes, which may lead to delays in the Committee reporting to Parliament about the instrument.

4.5 Increases in fees or charges

(1) The Committee's inquiry into and consideration of an instrument referred to the Committee takes into account the appropriateness of any increase in the fees or charges, or both, in an instrument.

(2) The Committee's webpage includes sample reports to assist agencies or other entities in providing a report to the Committee accompanying a fees instrument.

Committee practice to deem certain increases in fees or charges appropriate

(3) If an instrument, in a year, only increases fees or charges, or both, in accordance with that year's State Budget indexation rate fee or charge increase, the supporting

report for the instrument need only include a statement to this effect. (See Sample Report 1 on the Committee's webpage.)

Exception reporting

(4) If, after rounding in accordance with the Department of Treasury and Finance rounding guidelines, an instrument increases a fee or charge, or both, in a year by more than that year's State Budget indexation rate fee or charge increase, it would assist the Committee if the supporting report to the instrument set out each such fee or charge using the following table (see Sample Report 2, or, if all fees or charges increase by more than that year's State Budget indexation rate fee or charge increase, Sample Report 3 on the Committee's webpage):

Item	**Provision in new or amended instrument**	**Old fee or charge**	**New fee or charge**	**Percentage increase**	**Reason for increase in fee or charge, e.g. movements in the Consumer Price Index or cost recovery**
1.					
2.					

Committee relies on information about certain fee or charge increases

(5) Unless subsection (3) applies, the Committee's inquiry into and consideration of an instrument referred to the Committee relies on the information included in the supporting report to the instrument about fee or charge increases. In the absence of such information, the Committee may decide to undertake its own inquiry into and consideration of fee or charge increases, which may lead to delays in the Committee reporting to Parliament about the instrument.

4.6 Insufficient information in supporting report to Committee

The Committee's Secretariat, as resolved by the Committee, may liaise with staff in government agencies and others to ensure that the Committee has before it information necessary for the Committee to properly inquire into and consider each instrument referred to it.

Part 5 Inquiries

5.1 Inquiry referred to Committee

(1) An inquiry may be referred to the Committee under sections 12 or 16(1) of the *Parliamentary Committees Act 1991*.

(2) An eligible petition may be referred to the Committee for inquiry under section 16B of the *Parliamentary Committees Act 1991*.

5.2 Terms of Reference for Inquiry

If the Parliament has not determined the terms of reference for an Inquiry of the Committee, the Committee may determine the terms of reference for the Inquiry.

5.3 Notice of Inquiry

(1) The Committee may publish a notice of an Inquiry in a major South Australian newspaper or through online media sources, or both, as soon as practicable after the Inquiry is established.

(2) The notice may invite any person to do any of the following:
- (a) make a written submission to the Inquiry;
- (b) register an interest in presenting oral evidence to the Committee in relation to the Inquiry.

(3) The notice may also:
- (a) give an address where written submissions to the Committee, and registrations of interest in presenting oral evidence to the Committee, may be sent; and
- (b) set a due date for the written submissions and registrations of interest.

5.4 Consideration of submissions by Committee

Generally, the Committee considers written submissions for an Inquiry as soon as practicable after the Committee receives each submission.

5.5 Decision about presenting evidence to Committee

(1) After the due date for the registration of an interest in presenting oral evidence to the Committee for an Inquiry passes, the Committee decides, from those that registered by the due date, who may present oral evidence to the Committee.

(2) The Committee's decision takes into account who has expertise in relation to the subject matter of the Inquiry.

(3) The Committee informs each person who has registered an interest in presenting oral evidence to the Committee whether or not the person may present oral evidence to the Committee.

5.6 Invitation to make submission or to present evidence at Committee's discretion

(1) The Committee may, at its discretion and at any time after the Committee establishes an Inquiry, invite a person to make a written submission, or to present oral evidence, to the Committee in relation to the Inquiry.

(2) If the person agrees to make a written submission or to present oral evidence to the Committee, the Committee:
   (a) in consultation with the person—determines the date by which the written submission is to be given to the Committee or, for the presentation of oral evidence, the date on which the Committee would hear the oral evidence; and
   (b) advises the person of that date.

5.7 Report of Inquiry

(1) As soon as practicable after the Committee has considered matters associated with an Inquiry, the Committee prepares a report in relation to the Inquiry.

(2) The report for an Inquiry may include the Committee's findings and recommendations in relation to the Inquiry and such other matters as the Committee thinks fit.

(3) Section 17 of the *Parliamentary Committees Act 1991* provides for the tabling of the Committee's report in both Houses of Parliament.

5.8 Response from responsible Minister

Section 19 of the *Parliamentary Committees Act 1991* provides for the referral of a report, or a part of the report, of the Committee to the responsible Minister for a response within four months of the referral.

Part 6 Authorisation

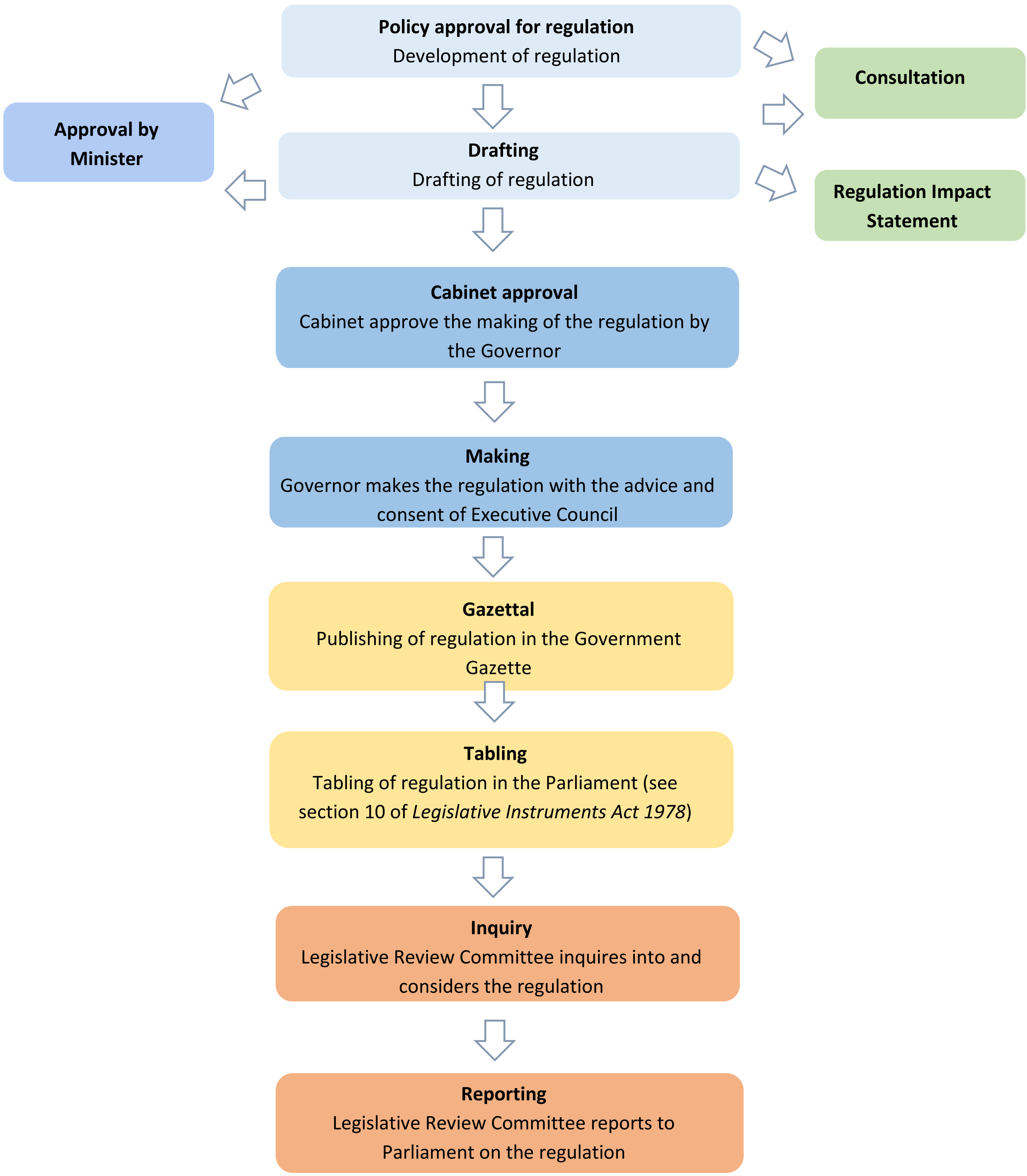
This Information Guide is authorised by resolution of the Legislative Review Committee.

Dated: 9 June 2026

Hon. Tung Ngo MLC

PRESIDING MEMBER

Appendix A – Flow chart for regulation made by Governor



Appendix B – Checklist for supporting reports

Item	To be included in supporting report	Provision in Guide	Checked
1	An explanation of the purpose of the instrument.	4.1(b)	
2	If a Minister specified an early commencement for the regulation under section 10AA(2)(a) of the *Legislative Instruments Act 1978*, the reason for the early commencement of that regulation, as required by section 10A(1a) of that Act.	4.3(1)	
3	An explanation of the effect of each provision of the instrument (unless remaking an expiring instrument) that can be understood by a person not familiar with the subject matter of the instrument.	4.2(1) & (2)	
4	If remaking an expiring instrument, the reason for any changes from the previous instrument and the effect of each changed provision in the instrument.	4.2(3)	
5	Who was consulted in relation to the instrument, any feedback received, and any action taken in response to the feedback received. This includes any targeted consultation that may have occurred in relation to an instrument.	4.4(4)	
6	The name, position, telephone number and email address of a contact officer who is familiar with the instrument.	4.1(e)	