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| Date of Instructions |  |
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| OPC Contact (if any) | *List the names of any OPC drafters that the requested regulations have been discussed with.* |
|  |  |
| Instructor’s Name  |  |
| * Title
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|  |  |
| * Phone Number
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| * Email
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 **Describe the regulations that you are seeking to have drafted.**

• Explain the purpose and desired outcome(s) of the new regulations in general terms.

• Specify whether you are seeking variations to existing regulations or to have a new set of regulations drafted.

• Specify the Act under which the regulations are to be made.

• Specify all matters that the regulations need to provide for.

**Do not attempt to draft the regulations yourself.**

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**Variations to regulations (if applicable).**

• If a variation of regulations is sought, list each regulation that you think needs varying and describe why.

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**Are these regulations based on previous legislation or interstate legislation?**

• List and provide hyperlinks to all relevant examples.

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**Are there other documents that OPC should be aware of?**

• List all relevant documents (particularly Crown Law opinions) and provide a link OR attach a scanned copy of these documents when submitting the template.

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**Is there any other information that may assist OPC to prepare the regulations?**

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**Save and close this document, and then attach it to an email generated by pressing the button below.**

**Hold the Ctrl key & Click here to generate an email to the OPC**