

CONFIRMATION OF COMPILATION DETAILS

Instrument to be compiled:	Name (Register ID)		
Amending instrument:	Name (Register ID)		
Compilation date:	DD/MM/YYYY	Compilation number:	#

SET-UP

Goal: to prepare the instrument for compilation

Download and save the most recent version of the legislation to be compiled from the Register	☐
Download the current amending legislation from the Register	☐
Review the amending instrument and check commencement details	☐

COMPILATION

Goal: to accurately incorporate the amendments and update the compilation information

Download Compilation template from the Lodgement facility in preparation of compilation (First Compilation)	☐
Ensure Word settings are appropriate: turn off autocorrect, turn on paragraph markers and field shading	☐
Turn on track changes in the legislation	☐
Update the Cover Page using the compilation details, agency information, volume details if required and remove any template instructions	☐
Update the 'About this Compilation' page	☐
Incorporate amendments	☐

WORD SEARCHES

Goal: to identify commenced amendments, repeals and other provisions that may need to be actioned in this compilation and potentially recorded in the endnotes

Automatic repeals (under LA s 48C and 48D): search “ commenc ”, “ amend ”, “ repeal ”, “ revo ”, and “ rescind ”	☐
Self-repealing provisions: search “ repeal ”, “ revo ”, “ rescind ”	☐
Hyperlinks: select Alt + F9 to show field codes, search “ hyperlink ” to find and remove hyperlinks to non-government addresses, Alt + F9 to hide field codes	☐

ENDNOTES

Goal: to ensure the amendment history of the instrument remains up to date

Endnote 2—Abbreviation key: Check the abbreviations in the key match those used in the legislation history and amendment history	☐
Endnote 3—Legislation history (First Compilation): Add the instrument as made as the first entry	☐

Endnote 3—Legislation history (All Compilations): Add an entry for the amending legislation included in this compilation	☐
Endnote 4—Amendment history: Update the table to include any amendment made in this compilation	☐
Endnote 5—Editorial changes: remove previous editorial change notes if present	☐
FINALISING	
<i>Goal: to check that the amendments and compilation are correct, there are no revision marks, security markings or comments and the compilation is prepared for registration</i>	
Turn off track changes	☐
Check that the mandatory features of the compilation are present and accurate: • title of the instrument • authorising legislation • compilation number • compilation date • amending legislation • name of agency • abbreviation key • legislation and amendment history • any template information or instructional text is removed	☐
If there has been an amendment to the citation provision (section 1)—update cover page, 'About this Compilation' page and footers	☐
Review compilation: check amendments are incorporated correctly, accept or resolve all tracked changes as appropriate	☐
Review Footers: Check that all footers are consistent and have been updated on every page	☐
Alt text: search ^g to locate images and check that all images have meaningful alt text	☐
Update TOC: ensure that TOC is accurate and remove hyperlinks if present	☐
Remove personal information stored in document properties (i.e. author info)	☐
Prepare a draft lodgement form and generate ePub and PDF versions. Check both conversions to ensure the documents appear identical to the Word document (i.e. captions appear with the correct graphics, formatting is consistent, there are no revision markings or security markings left)	☐
Search for “error” in the PDF conversion to ensure field codes have updated with the correct data	☐
Submit for assessment and registration	☐