

Guide to reading the Compilations—Agency prepared template

Contents

Cover Page	1
Compilation Date	1
Compilation Comments	1
First Page Footer: Prepared by	2
About This Compilation Page	2
About this compilation Page	2
Dynamic Content: Fields and Hyperlinking	2
Contents Page	2
Tables of Contents (TOCs)	2
Text of Compilation	2
Making Information	2
Automatic Repeals	3
Internal Markings	3
Endnotes	3
Endnotes 1 and 2	3
Endnote 3	3
Endnote 4	4
Endnote 5	4
Final Checks	4
Footers	4
Alternative Text	4
PDF and ePub Conversions	4

Cover Page

Compilation Information

1 The compilation date should reflect the commencement date of the amendments being incorporated from the amending instrument. This date will be available to select when lodging the compilation on the Lodgement portal. If the date has already passed, it will appear under the **Effective date** in the **All versions** tab of the instrument on the Federal Register of Legislation (FRL). Please ensure that the **Effective date** matches the compilation date, that the compilation number is the next compilation number in the series as viewed in the **Comp.** column, and that the amending instrument incorporated reflects the amending instrument/s in the **Includes amendments** column.

Compilation Comments

2 The comment below the ‘Includes amendments’ information on the cover page (the compilation comment) is only required if the compilation is repealing amendments that were disallowed by the Senate or House of Representatives.

Footer: Prepared by

3 The 'Prepared by' text in the footer on the cover page must reflect the agency that compiled the current compilation. In subsequent compilations, the agency preparing the compilation may have changed.

About This Compilation Page

About this compilation Page

4 The compilation date on the 'About this compilation' page must be updated between compilations to reflect the current compilation date.

Dynamic Content: Fields and Hyperlinking

5 Dynamic content such as fields and hyperlinking cannot be registered on the FRL.

6 Fields can present issues when generating PDF versions which can return an error message. Upon conversion, please CTRL+F "error" to ensure the generation has been successful. Fields can be viewed as grey shading in the Word document by altering the settings in Word: Navigate to 'File' in the top ribbon, select 'Options' from the menu, click 'Advanced' in the navigation pane, then identify the heading 'Show document content'. Underneath this, the drop down box next to 'Field shading' should be set to 'Always'. To remove existing fields in the Word document, select the field text and press CTRL+SHIFT+F9.

7 Hyperlinks prevent registration as they are not accessible in ePub versions, though URL addresses without hyperlinks can be used. To confirm there are no hyperlinks in the instrument, use CTRL+H to search on underlining or search for "www" in the document.

Contents Page

Tables of Contents (TOCs)

8 TOCs draw upon the styles applied to the text (located in the Home tab in the Word document). TOCs can be generated from the References tab. A manual TOC can also be created to be manually updated. If an existing compilation already has a TOC, please update the page numbers in the TOC after inserting the compilation into the template. The TOC should not be hyperlinked.

9 If a TOC is hyperlinked, this issue can be fixed by selecting Alt+F9 and removing the \h from the code in the TOC. To revert the view back to the text, select Alt+F9 again and update the entire table of contents by right-clicking on the TOC and selecting 'Update Field', select 'Update entire table' and select 'OK'.

Body/Text of Compilation

Making Information

10 The making information at the start of the as made version to be removed in the first compilation, including the law maker's name and making date. This prevents duplication of

information where the compilation cover page provides the name of the instrument and its authorising legislation.

Automatic Repeals

11 The *Legislation Act 2003* provides for the automatic repeal of solely commencing (see s 48D) and solely amending or repealing provisions (see s 48C), as well as their activating provision/s. This means that any provisions that meet this criteria should be repealed in the first compilation after the disallowance period has passed (if applicable). The entire instrument must have commenced to action the automatic repeal of a solely commencing provision. A solely amending or repealing provision must have commenced prior to actioning its automatic repeal, but there can be uncommenced provisions within the rest of the instrument. There are examples of how to capture this in the amendment history in Endnote 4 in the Compilations—Agency prepared template.

12 Self-repealing provisions are also to be removed at the date specified in the provision and must be captured in Endnote 4. Please note, this does not apply to provisions that cease to have effect. Self-ceasing provisions remain in the compilation but their expiry date is captured in Endnote 4.

Internal Markings

13 When inserting the text of the compilation into the template there should be no revision marks, security markings or comments in the document. If these are present, the compilation cannot be registered on the FRL.

Endnotes

Endnotes 1 and 2

14 Please ensure that the template of Endnotes 1 and 2 remain up to date. This can be compared against the template available on the Lodgement portal. This is especially important when preparing subsequent compilations where Endnotes 1 and 2 have remained static over a long period of time. Text in Endnotes 1 and 2 does not otherwise need to be modified.

Endnote 3

15 The first row in Endnote 3 must be an entry for the principal instrument before capturing the first amending instrument in the second row. Please ensure this is present in the first compilation.

16 A row in Endnote 3 should include

- (a) the amending instrument's name (and, optionally, a series number),
- (b) the registration date and Register ID,
- (c) reference to provisions in the amending instrument that amend the compiled title, and their commencement date/s, and
- (d) any application, saving or transitional provisions.

Endnote 4

17 A row in Endnote 4 should include the provision affected alongside how it has been affected (for example, if the provision was amended, added, or repealed and substituted) and the Register ID of the instrument that inserted that amendment. Endnote 2 is helpful as a guide of abbreviations used in the 'How affected' column of Endnote 4. A new row should be created for each way the provision was affected - for example, if a provision has only historically been amended, a new row should be created to record its repeal.

Endnote 5

18 If the previous compilation was compiled by OPC, there may be an Endnote 5 describing editorial changes. This endnote should be deleted in the next compilation.

Final Checks

Footers

19 The compilation number and compilation date that appear in the footers should be updated every compilation to reflect the information on the cover page. To check that every footer has been updated, double click in the footer. In the Header & Footer tab in the Word document, use the Next or Previous buttons within the Navigation box to browse each variation of the footer. Please note, the name of the instrument in the footer will also need to be updated if the compilation has included a citation change.

Alternative Text

20 From 1 July 2022, OPC requires all images in a document lodged for registration to contain meaningful alternative text (alt-text). You can find useful information and examples of alt-text in OPC's Drafting Direction 1.9, which is available on the Lodgement portal. The search '^g' can locate images in the compilation for users to investigate if they have alt-text applied.

PDF and ePub Conversions

21 After converting the Word version of the compilation into PDF and ePub versions in the Lodgement portal, a comparison with the Word document is necessary to ensure successful generation. Key issues to look out for include

- incorrect formatting of images and tables, particularly ensure they do not obscure any text and appear as intended,
- field code errors in the PDF which can be found by searching "error" in the PDF document, and
- any hyperlinking (including in the TOC).

Finalising

22 The Compilations—Agency prepared template removes personal author information. This does not need to be done manually when using the template.

23 Compilations should be registered within two business days of lodgement through the Lodgement portal, unless otherwise indicated. Please note, compilations cannot be published on the FRL prior to the compilation date.