

	Published	G-I-C	SARC	Tabled in Parliament
<i>Timing</i>		<i>For making statutory rule</i>	<i>Within 10 days of making the statutory rules</i>	<i>On or before the 6th sitting day after notice of the making of rule</i>
Copy(ies) of Regulation	On government website	✓	✓	✓
RIS			✓	
BRV letter of assessment			✓	
<b>Notice of preparation of RIS</b> <ul style="list-style-type: none"> <li>the reason for, and the objective of, the proposed statutory rule</li> <li>a summary of the results of the RIS</li> <li>the locations where a copy of the RIS and the proposed statutory rule can be obtained</li> <li>an invitation for public comments or submissions within a specified time</li> </ul>	Government Gazette and Victorian Public Notices Website		✓	
Copies of all submissions received			✓ (also to BRV)	
Summary of all submissions			✓	
Letters to those who made submissions			✓	
<b>Notice of decision</b> Provides reasons for the direction taken in a final statutory rule or legislative instrument. These should address any general issues raised in submissions. <b>(Must be published before Regulation is made by GIC)</b>	Government Gazette and Victorian Public Notices Website, plus website where RIS was published		✓	
<b>Statement of reasons</b> Allows those who have made submissions on the RIS to see how their comments have been addressed	On a government website			
ExCo Agenda Sheet		✓		
Minister's recommendation		✓	✓	✓
<b>Explanatory Memorandum:</b> <ul style="list-style-type: none"> <li>a brief outline of each provision (purpose and operation)</li> <li>an explanation of the changes effected by each provision (impacts)</li> <li>a statement of the reasons for making the rule</li> <li>a statement as to whether consultation has taken place</li> <li>[table of old and new fees and % change]</li> </ul>		✓	✓ (7 copies)	
Consultation certificate (s. 6)		✓	✓	✓
Competition certificate		✓	✓	
Compliance certificate (s. 10)		✓	✓	✓
Human rights certificate (s. 12A)		✓	✓	✓
(Infringements certificate s. 6A)		✓	✓	✓
s. 13 certificate (from OCPC)		✓	✓	✓
[Table of old and new fees and % change]			✓	
Notice of making Regulation (s. 17)	Govt Gazette			

All certificates required under the SLA are to be signed and dated when signing

**References:**

OCPC [Notes for guidance on the preparation of statutory rules](#)

[Subordinate Legislation Act Guidelines](#)

SARC's [Practice Note and Checklists](#)

[VGR toolkit: Requirements and processes for making subordinate legislation](#) (includes template certificates)