



New South Wales

PARLIAMENTARY COUNSEL'S OFFICE

Information sheet on the online notification of Statutory Instruments that were not drafted by the Parliamentary Counsel's Office

Once the instrument has been signed by the Minister or other relevant person, send a request to the PCO for online notification on the NSW legislation website.

Lodgement procedures and deadlines

Instruments for notification are to be emailed to: notification@pco.nsw.gov.au.

The email should include agency contact details and also confirm the day on which the instrument is to be notified.

Instruments are generally notified on Fridays. Instruments for normal notification on a Friday are to be received by PCO no later than 5.00 pm on the preceding Wednesday.

Requests for special notification should be made by telephone to PCO as soon as possible, but preferably no later than 1.00 pm on the day in question.

Technical file requirements

The file submitted for notification:

- should be an unlocked PDF that is generated from the source document (ie not a scanned document),
- should be formatted to A4 paper size,
- should not contain scanned signatures,
- ideally, the name of the person who signed the instrument should be typed into the document in place of the signature,
- if the document includes graphics, these need to be able to be extracted or a source file provided.

In addition, the agency should also provide a scanned copy of the page in the instrument that shows the signature of the Minister or person who made the document (and, if not clear from the signature, the person's name).

PCO will edit the PDF to add the publication details (ie date and reference number) before adding it to the As Made section of the website but will not make any other changes to the document.

Telephone inquiries

9.00 am to 5.00 pm, Monday to Friday

Telephone: 9321 3333

Parliamentary Counsel
August 2014