



Mr Jason Lange
Executive Director
Office of Best Practice Regulation
Department of the Prime Minister and Cabinet
1 National Circuit
BARTON ACT 2600

Dear Mr Lange

**Regulation Impact Statement – Meeting materials and electronic document execution –
Second Pass Final Assessment**

Thank you for your letter received on 24 September 2021, providing the first-pass Final Assessment by the Office of Best Practice Regulation (OBPR) of the Regulation Impact Statement (RIS) prepared for the proposed reforms to allow for the use of technology to send meeting-related materials and execute documents. I appreciate the OBPR's constructive engagement with the Department on this RIS.

I am satisfied that the RIS addresses the concerns raised in your letter of 24 September 2021. Specifically, the RIS:

- updates Option 3 to provide further clarity around the reasons that this option includes the removal of the requirement for company agents to execute a deed (see page 7 of the RIS);
- makes clearer the summary of stakeholder feedback section by: providing more information on the context of consultations; including links to submissions and resources where applicable; and reformatting the section for ease of reading (see pages 13-15 of the RIS); and
- identifies the status of the RIS at each major decision point (see page 19 of the RIS).

The RIS has also been updated to address the minor formatting and editorial suggestions which have been provided by OBPR in the marked-up version of the RIS accompanying your letter of 24 September 2021.

The regulatory savings are \$450 million per year, averaged over 10 years.

Accordingly, I am satisfied that the RIS is now consistent with the six principles for Australian Government policy makers as specified in the *Australian Government Guide to Regulatory Impact Analysis*.

I submit the RIS to the Office of Best Practice Regulation for formal final assessment.

Yours sincerely

Meghan Quinn
Deputy Secretary
28 September 2021