

**Reprint  
as at 2 July 2012**



**Legal Services (Quality Assurance)  
Regulations 2011**  
(SR 2011/145)

Anand Satyanand, Governor-General

**Order in Council**

At Wellington this 23rd day of May 2011

Present:  
His Excellency the Governor-General in Council

Pursuant to section 114 of the Legal Services Act 2011, His Excellency the Governor-General, acting on the advice and with the consent of the Executive Council, makes the following regulations.

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**Note**

Changes authorised by section 17C of the Acts and Regulations Publication Act 1989 have been made in this reprint.

A general outline of these changes is set out in the notes at the end of this reprint, together with other explanatory material about this reprint.

**These regulations are administered by the Ministry of Justice.**

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## **Regulations**

### **1 Title**

These regulations are the Legal Services (Quality Assurance) Regulations 2011.

### **2 Commencement**

These regulations come into force on 1 July 2011.

### **3 Interpretation**

- (1) In these regulations, unless the context otherwise requires,—

**Act** means the Legal Services Act 2011

**application**, other than in Part 4, means an application for approval to provide legal aid services or specified legal services and **applicant** has the corresponding meaning

**chairperson** means,—

- (a) in relation to Part 2, the chairperson of the selection committee appointed under section 78(2)(a) of the Act:
- (b) in relation to Part 3, the chairperson of the performance review committee appointed under section 79(5) of the Act

**prescribed manner** means in the manner prescribed by the Secretary

**provider** means a person who is approved by the Secretary to provide legal aid services, or specified legal services, or both

**recent experience** means, in relation to an application from a lawyer, experience gained in the 5 years immediately before the date of application

**Secretary** means the Secretary for Justice.

- (2) Any term that is defined in the Act and used, but not defined, in these regulations has the same meaning as in the Act.

**Part 1**  
**Applications for approval to provide legal  
aid services or specified legal services**

*Criteria that must be met by applicant*

**4 Criteria for approval**

Regulations 5 to 9 and the Schedule set out the criteria to be met by an applicant.

**5 Professional entry requirements**

- (1) If the applicant is a lawyer, the applicant must provide a certified copy of the applicant's certificate of standing issued by the New Zealand Law Society. The certificate must—
  - (a) provide evidence of the applicant's current practising certificate; and
  - (b) include information about any complaints upheld against the applicant under the Lawyers and Conveyancers Act 2006.
- (2) If the applicant is applying for approval to provide legal aid services as an employment advocate, the applicant must provide documentary evidence of his or her membership of the Employment Law Institute of New Zealand Inc.

**6 Experience and competence requirements**

- (1) If the applicant is a lawyer and is applying to be a lead provider or to provide specified legal services, he or she must be experienced and competent in each area of law in which he or she intends to provide legal aid services or specified legal services.
- (2) In deciding whether the applicant meets the criteria in subclause (1), the Secretary must—
  - (a) apply the relevant experience and competence requirements set out in the Schedule; and
  - (b) take into account the applicant's experience as a lawyer; and
  - (c) be satisfied that the applicant has the appropriate level of knowledge and skill to provide legal aid services or specified legal services in each area of law to which the application relates.

- (3) For the purposes of subclause (2)(c), the Secretary may take into account any course that the applicant has successfully completed and that the Secretary considers relevant to an area of law to which the application relates.
- (4) Subclauses (5) to (7) apply to an applicant who, in relation to the relevant experience and competence requirements set out in the Schedule, does not satisfy the requirement that his or her relevant experience be recent experience.
- (5) The Secretary may decide that the applicant meets the criteria in subclause (1) if, having taken into account the applicant's experience as a lawyer, the Secretary—
  - (a) is satisfied that the applicant meets the relevant experience and competence requirements in all other respects; and
  - (b) is satisfied of the matter in subclause (2)(c).
- (6) The Secretary may require the applicant to provide other proof of the applicant's current legal knowledge and experience.
- (7) Subclause (2)(a) is subject to subclause (5).

Regulation 6(1): amended, on 8 September 2011, by regulation 4(1) of the Legal Services (Quality Assurance) Amendment Regulations 2011 (SR 2011/269).

Regulation 6(2)(b): amended, on 20 October 2011, by regulation 4 of the Legal Services (Quality Assurance) Amendment Regulations (No 2) 2011 (SR 2011/319).

Regulation 6(2)(c): amended, on 8 September 2011, by regulation 4(2) of the Legal Services (Quality Assurance) Amendment Regulations 2011 (SR 2011/269).

Regulation 6(3): amended, on 8 September 2011, by regulation 4(3) of the Legal Services (Quality Assurance) Amendment Regulations 2011 (SR 2011/269).

Regulation 6(4): replaced, on 2 July 2012, by regulation 4 of the Legal Services (Quality Assurance) Amendment Regulations 2012 (SR 2012/96).

Regulation 6(5): replaced, on 2 July 2012, by regulation 4 of the Legal Services (Quality Assurance) Amendment Regulations 2012 (SR 2012/96).

Regulation 6(6): inserted, on 2 July 2012, by regulation 4 of the Legal Services (Quality Assurance) Amendment Regulations 2012 (SR 2012/96).

Regulation 6(7): inserted, on 2 July 2012, by regulation 4 of the Legal Services (Quality Assurance) Amendment Regulations 2012 (SR 2012/96).

## **7 Where applicant applying for approval other than as lead provider**

- (1) If the applicant is a lawyer and is applying to provide legal aid services other than as a lead provider, the applicant must—

- (a) provide evidence to the satisfaction of the Secretary of the applicant's employment as a lawyer; or
  - (b) satisfy the Secretary that there are in place adequate arrangements for the supervision of the applicant's legal aid work.
- (2) For the purposes of subclause (1)(b), an adequate supervision arrangement may include an undertaking by a lead provider to supervise the applicant's legal aid work.

## 8 References

*[Revoked]*

Regulation 8: revoked, on 2 July 2012, by regulation 5 of the Legal Services (Quality Assurance) Amendment Regulations 2012 (SR 2012/96).

## 9 Service delivery systems

- (1) The applicant must have service delivery systems that support the applicant to provide and account for legal aid services or specified legal services in an effective, efficient, and ethical manner.
- (2) For the purposes of subclause (1), the Secretary may, without limitation, ask the applicant to provide information on 1 or more of the following:
  - (a) the arrangements the applicant has in place to manage scheduling conflicts:
  - (b) the arrangements the applicant has in place to manage conflicts of interest:
  - (c) a description of the applicant's internal complaints management process:
  - (d) if the applicant is a lawyer, a sample of the following documents that the applicant must provide to clients under the Lawyers and Conveyancers Act 2006:
    - (i) an information for clients form:
    - (ii) a standard letter of engagement to be provided to new clients at the commencement of a retainer:
  - (e) evidence of the applicant's existing office management practices.

*Work samples and references*

Heading: inserted, on 2 July 2012, by regulation 6 of the Legal Services (Quality Assurance) Amendment Regulations 2012 (SR 2012/96).

**9A Work samples**

- (1) Every applicant must provide work samples as proof of the applicant's recent experience in each area of law to which the application relates, unless the Secretary gives the applicant written notice that the applicant is not required to do so for the reasons specified in that notice.
- (2) If the Secretary gives notice that an applicant is not required to provide work samples in accordance with subclause (1), the Secretary may require the applicant to provide other proof of the applicant's recent experience.
- (3) In this regulation, **work samples** includes any—
  - (a) correspondence to or on behalf of a client:
  - (b) research notes:
  - (c) affidavits:
  - (d) opening and closing addresses:
  - (e) examination notes.

Regulation 9A: inserted, on 2 July 2012, by regulation 6 of the Legal Services (Quality Assurance) Amendment Regulations 2012 (SR 2012/96).

**9B References**

- (1) Every applicant must provide at least 2 references, unless the Secretary gives the applicant written notice that the applicant is not required to do so for the reasons specified in that notice.
- (2) If an applicant intends to provide legal aid services or specified legal services in more than 1 area of law, the applicant must provide 1 reference for each area, unless the Secretary gives the applicant written notice that the applicant is not required to do so for the reasons specified in that notice.
- (3) If the Secretary gives notice that an applicant is not required to provide references in accordance with subclauses (1) and (2), the Secretary may require the applicant to provide other proof of the applicant's experience and competence.
- (4) The references provided must be based on the referee's direct experience and knowledge of the applicant's skill in the area of law to which the application relates.

Regulation 9B: inserted, on 2 July 2012, by regulation 6 of the Legal Services (Quality Assurance) Amendment Regulations 2012 (SR 2012/96).

*Conditions that may be imposed by Secretary*

**10 Conditions on approval**

- (1) The Secretary may impose any 1 or more of the following conditions on an approval to provide legal aid services or specified legal services:
  - (a) the condition that the provider must be supervised in a manner specified by the Secretary;
  - (b) the condition that the provider be mentored in a manner specified by the Secretary;
  - (c) the condition that the provider undergo training specified by the Secretary;
  - (d) where a provider has approval to provide legal aid services or specified legal services in an area of law, the condition that the provider may provide those services only for the types of proceedings specified by the Secretary.
- (2) A condition imposed under subclause (1) may specify a period of time during which the condition is to have effect, or a date by which any act specified in the condition must be done.

Regulation 10(1)(d): amended, on 8 September 2011, by regulation 6 of the Legal Services (Quality Assurance) Amendment Regulations 2011 (SR 2011/269).

**Part 2**  
**Selection committees**

**11 How applications for approval are assessed**

- (1) A selection committee must only assess applications that are completed in the prescribed manner.
- (2) When assessing any application, a selection committee—
  - (a) must assess the application on the basis of the information provided in the application and the committee's knowledge of the applicant; and
  - (b) may verify any information provided with the application by seeking further evidence from the applicant and



by referring any such information to any 1 or more of the following:

- (i) the New Zealand Law Society:
- (ii) any Judge:
- (iii) the applicant's peers:
- (iv) any other person or organisation that the committee considers relevant to the application.

**12 Recommendations of selection committee**

- (1) If a selection committee is not unanimous, the recommendation supported by a majority of the votes cast at a meeting of the committee is the recommendation of that committee.
- (2) A selection committee must give its recommendation to the Secretary in writing and provide reasons.

**13 Confidentiality**

A selection committee must keep confidential all information provided or disclosed to it under the Act or these regulations except to the extent that disclosure is—

- (a) required to enable the committee to carry out its obligations and duties under the Act or these regulations; or
- (b) otherwise compelled by a law other than the Act or these regulations.

**14 Chairperson**

- (1) The functions of the chairperson are to—
  - (a) make such arrangements as are practicable to ensure the orderly and expeditious discharge of the functions of the selection committee; and
  - (b) ensure to the extent practicable, that each application is assessed by members of the committee with the appropriate expertise.
- (2) For the purpose of carrying out his or her function specified in subclause (1)(b), the chairperson must determine which members are to attend meetings of the committee in relation to a particular application and notify the members accordingly.

**15 Meetings of selection committee**

- (1) The chairperson of a selection committee must decide the dates, times, and method of the meetings of the committee.
- (2) A meeting of a selection committee may be held—
  - (a) by its members being assembled together at the time and place appointed for the meeting; or
  - (b) by means of audio-visual or electronic communication.

**16 Acting chairperson**

- (1) For the purpose of ensuring that the functions and powers of the chairperson are performed or exercised during any period when the chairperson is absent or incapacitated or has a conflict of interest, the chairperson of a selection committee must ensure that at all times he or she has nominated a member of the committee to serve as acting chairperson if the need arises.
- (2) The fact that a person purports to perform or exercise, or to have performed or exercised, any function or power of the chairperson under a delegation or nomination is, in the absence of proof to the contrary, sufficient evidence of the person's authority to do so.

**17 Quorum**

The quorum of a selection committee is 3 members.

**18 Conflicts of interest**

- (1) If a member of a selection committee has a conflict of interest in relation to any matter before the committee,—
  - (a) the member must declare the conflict to the chairperson as soon as the member becomes aware of it; and
  - (b) the member must step aside from any involvement in the matter if the chairperson considers the conflict of interest is likely to materially affect the member's impartiality.
- (2) If a chairperson of a selection committee has a conflict of interest in relation to any matter before the committee, the chairperson must—
  - (a) declare the conflict to the Secretary; and

- (b) step aside from any involvement in the matter if the Secretary considers that the conflict is likely to materially affect the chairperson's impartiality.

### **Part 3**

#### **Performance review committee**

#### **19 Recommendation of performance review committee**

- (1) If the performance review committee is not unanimous, the recommendation supported by a majority of the votes cast at a meeting of the performance review committee is the recommendation of that committee.
- (2) The performance review committee must give its recommendation to the Secretary in writing and provide reasons.

#### **20 Confidentiality**

The performance review committee must keep confidential all information provided or disclosed to it under the Act or these regulations except to the extent that disclosure is—

- (a) required to enable the committee to carry out its obligations and duties under the Act or these regulations; or
- (b) otherwise compelled by a law other than the Act or these regulations.

#### **21 Chairperson**

The functions of the chairperson are to—

- (a) make such arrangements as are practicable to ensure the orderly and expeditious discharge of the function of the performance review committee; and
- (b) ensure to the extent practicable, that the meetings of the committee—
  - (i) consist of members who, collectively, meet the requirements of section 79(6) of the Act; and
  - (ii) have sufficient members to constitute a quorum.

#### **22 Meetings of performance review committee**

- (1) The chairperson must decide the dates, times, and method of the meetings of the performance review committee.

- (2) The meetings of the performance review committee may be held—
  - (a) by its members being assembled together at the time and place appointed for the meeting; or
  - (b) by means of audio-visual or electronic communication.

### **23 Acting chairperson**

- (1) For the purpose of ensuring that the functions and powers of the chairperson are performed or exercised during any period when the chairperson is absent, incapacitated, or has a conflict of interest, the chairperson must ensure that at all times he or she has nominated a member of the performance review committee to serve as acting chairperson if the need arises.
- (2) The fact that a person purports to perform or exercise, or to have performed or exercised, any function or power of the chairperson under a delegation or nomination is, in the absence of proof to the contrary, sufficient evidence of the person's authority to do so.

### **24 Quorum**

The quorum of the performance review committee is 3 members.

### **25 Conflicts of interest**

- (1) If a member of the performance review committee has a conflict of interest in relation to any matter before the committee,—
  - (a) the member must declare the conflict to the chairperson as soon as the member becomes aware of it; and
  - (b) the member must step aside from any involvement in the matter if the chairperson considers the conflict of interest is likely to materially affect the member's impartiality.
- (2) If the chairperson of the performance review committee has a conflict of interest in relation to any matter before the committee, the chairperson must—
  - (a) declare the conflict to the Secretary; and

- (b) step aside from any involvement in the matter if the Secretary considers that the conflict is likely to materially affect the chairperson's impartiality.

## **Part 4**

### **Review Authority**

#### **26 Application for review**

An application under section 82 of the Act for a review of a decision of the Secretary must—

- (a) be in writing; and
- (b) specify the part or parts of the decision for which the review is sought; and
- (c) specify the grounds on which the application is made; and
- (d) be accompanied by a copy of the decision and any supporting statement, document, or information (if any).

#### **27 Conduct of review**

(1) In conducting a review, the Review Authority—

- (a) must consider the application and any written submissions made by the person seeking the review; and
- (b) must consider any written submissions made by the Secretary; and
- (c) may consider any statement, document, information, or matter that in the Review Authority's opinion may assist the Authority to deal effectively with the subject of the review, whether or not it would be admissible in a court of law.

(2) The Review Authority may—

- (a) request further information from the Secretary or the person seeking the review; and
- (b) have regard to that information; and
- (c) specify a date by which the information must be provided; and
- (d) refuse to consider any information provided after that date.

**28 Decision on review**

As soon as practicable after making a decision on an application for review, the Review Authority must, in writing, give notice of the decision and the reasons for it to—

- (a) the person who sought the review; and
- (b) the Secretary.

**29 Withdrawal of application for review**

A person who has made an application for review to the Review Authority may, at any time, withdraw the application by giving written notice to the Authority.

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**Schedule**

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**Experience and competence requirements**

Experience and competence requirements for  
criminal matters

**1 Experience and competence requirements for criminal matters**

- (1) In this clause and clauses 2 to 7,—

**Category 1 criminal proceedings** means any—

- (a) proceeding, other than a jury trial or preliminary hearing for an offence, held in a District Court or the High Court; or
- (b) proceeding in a Youth Court

**Category 2 criminal proceedings** means any trial or indictment—

- (a) before a jury or before a Judge alone; and
- (b) where the person charged may be liable to a penalty of up to 10 years' imprisonment

**Category 3 criminal proceedings** means any trial or indictment—

- (a) before a jury or before a Judge alone; and
- (b) where the person charged may be liable to a penalty of more than 10 years' imprisonment

**Category 4 criminal proceedings** means any trial or indictment—

- (a) before a jury or before a Judge alone; and
- (b) where the person charged may be liable to a sentence of—
  - (i) life imprisonment; or
  - (ii) preventive detention.

- (2) An applicant who has the experience and competence required for a particular category of criminal proceedings has the experience and competence required for any category of criminal proceedings below that category.

Schedule clause 1(2): substituted, on 8 September 2011, by regulation 7 of the Legal Services (Quality Assurance) Amendment Regulations 2011 (SR 2011/269).

**2 Category 1 criminal proceedings**

For category 1 criminal proceedings, the applicant must have—

- (a) at least 12 months' recent experience in criminal law practice; and
- (b) appeared as counsel with substantial and active involvement in at least 3 defended hearings.

**3 Category 2 criminal proceedings**

For category 2 criminal proceedings, the applicant must have—

- (a) at least 24 months' recent experience working on category 1 criminal proceedings; and
- (b) appeared as counsel with substantial and active involvement in at least 3 trials on indictment before a jury or before a Judge alone.

**4 Category 3 criminal proceedings**

For category 3 criminal proceedings, the applicant must have—

- (a) at least 36 months' recent experience working on category 2 criminal proceedings; and

- (b) appeared as counsel with substantial and active involvement in at least 4 category 3 or 4 criminal proceedings where—
  - (i) at least 1 charge carries a maximum penalty of more than 10 years' imprisonment (except life imprisonment or where the defendant, if convicted, is liable to preventive detention); or
  - (ii) the defendant is likely to face cumulative sentences of more than 10 years' imprisonment.

## **5 Category 4 criminal proceedings**

- (1) For category 4 criminal proceedings, the applicant must have—
  - (a) at least 24 months' recent experience working on category 3 criminal proceedings; and
  - (b) appeared as counsel with substantial and active involvement in at least 4 category 3 or 4 criminal proceedings where at least 1 of those proceedings is a category 4 criminal proceeding.

### **(2) [Revoked]**

Schedule clause 5(1)(b): substituted, on 20 October 2011, by regulation 5(1) of the Legal Services (Quality Assurance) Amendment Regulations (No 2) 2011 (SR 2011/319).

Schedule clause 5(2): revoked, on 20 October 2011, by regulation 5(2) of the Legal Services (Quality Assurance) Amendment Regulations (No 2) 2011 (SR 2011/319).

## **6 Experience requirements for duty solicitor scheme**

For services under the duty solicitor scheme, the applicant must have—

- (a) at least 12 months' recent experience in criminal law practice; and
- (b) appeared as counsel with substantial and active involvement in at least 3 defended hearings.

## **7 Police detention legal assistance scheme**

For services under the Police detention legal assistance scheme, the applicant must have—

- (a) at least 24 months' recent experience working on category 1 criminal proceedings; and



- (b) appeared as counsel with substantial and active involvement in at least 3 trials on indictment before a jury or before a Judge alone.

Experience and competence requirements for  
civil matters

**8 Civil**

For civil proceedings, the applicant must have—

- (a) at least 18 months' recent experience working on civil cases; and
- (b) appeared as counsel with substantial and active involvement in at least 3 civil proceedings; and
- (c) assisted in the preparation of at least 2 other civil proceedings.

**9 Family**

For family law proceedings, the applicant must have—

- (a) at least 18 months' recent experience working on family cases; and
- (b) had substantial and active involvement in at least 5 family cases of various types including, without limitation, interlocutory hearings, mediation conferences, judicial conferences, and proceedings where witnesses gave oral evidence.

**10 Māori Land Court, Māori Appellate Court, or Waitangi Tribunal**

For proceedings before the Māori Land Court, Māori Appellate Court, or Waitangi Tribunal, the applicant must have—

- (a) 18 months' recent experience working on Māori Land Court or Waitangi Tribunal cases; and
- (b) had substantial and active involvement in at least 3 substantial Māori Land Court or Waitangi Tribunal proceedings, where at least 1 proceeding is a Waitangi Tribunal proceeding; and
- (c) sound knowledge of the Treaty of Waitangi, Waitangi Tribunal jurisprudence and Māori land law; and

- (d) an understanding of tikanga Māori and basic ability in te reo Māori.

#### **11 Mental health**

For mental health proceedings, the applicant must have—

- (a) at least 24 months' recent experience working on family law or criminal law cases; and
- (b) observed at least 3 completed mental health cases.

#### **12 Refugees and protected persons**

For any refugee proceedings, the applicant must have—

- (a) at least 18 months' recent experience working on refugee and protected persons cases; and
- (b) had substantial and active involvement in at least 5 cases at the Refugee Status Branch level; and
- (c) actively participated in at least 1 proceeding before the Immigration and Protection Tribunal, the Deportation Review Tribunal, the Refugee Status Appeal Authority, or the Removal Review Authority.

Schedule clause 12 heading: replaced, on 2 July 2012, by regulation 7(1)(a) of the Legal Services (Quality Assurance) Amendment Regulations 2012 (SR 2012/96).

Schedule clause 12: amended, on 2 July 2012, by regulation 7(1)(b) of the Legal Services (Quality Assurance) Amendment Regulations 2012 (SR 2012/96).

Schedule clause 12(c): amended, on 2 July 2012, by regulation 7(1)(c) of the Legal Services (Quality Assurance) Amendment Regulations 2012 (SR 2012/96).

Experience and competence requirements in  
relation to appeals (civil or criminal)

#### **13 Court of Appeal and Supreme Court**

For proceedings before the Court of Appeal or Supreme Court, the applicant must have—

- (a) at least 5 years' recent experience in litigation work; and
- (b) had substantial and active involvement in 5 appeal proceedings of various types (including, without limitation, pre-trial hearings, Solicitor-General's appeal, and appeal by way of case stated), all of which must have been held in the High Court or in another higher court.

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Regulations 2011**

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Schedule clause 13(b): replaced, on 2 July 2012, by regulation 7(2) of the Legal Services (Quality Assurance) Amendment Regulations 2012 (SR 2012/96).

Michael Webster,  
for Clerk of the Executive Council.

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Issued under the authority of the Acts and Regulations Publication Act 1989.  
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**Notes****1 General**

This is a reprint of the Legal Services (Quality Assurance) Regulations 2011. The reprint incorporates all the amendments to the regulations as at 2 July 2012, as specified in the list of amendments at the end of these notes.

Relevant provisions of any amending enactments that contain transitional, savings, or application provisions that cannot be compiled in the reprint are also included, after the principal enactment, in chronological order. For more information, see <http://www.pco.parliament.govt.nz/reprints/>.

**2 Status of reprints**

Under section 16D of the Acts and Regulations Publication Act 1989, reprints are presumed to correctly state, as at the date of the reprint, the law enacted by the principal enactment and by the amendments to that enactment. This presumption applies even though editorial changes authorised by section 17C of the Acts and Regulations Publication Act 1989 have been made in the reprint.

This presumption may be rebutted by producing the official volumes of statutes or statutory regulations in which the principal enactment and its amendments are contained.

**3 How reprints are prepared**

A number of editorial conventions are followed in the preparation of reprints. For example, the enacting words are not included in Acts, and provisions that are repealed or revoked

are omitted. For a detailed list of the editorial conventions, see <http://www.pco.parliament.govt.nz/editorial-conventions/> or Part 8 of the *Tables of New Zealand Acts and Ordinances and Statutory Regulations and Deemed Regulations in Force*.

#### **4     *Changes made under section 17C of the Acts and Regulations Publication Act 1989***

Section 17C of the Acts and Regulations Publication Act 1989 authorises the making of editorial changes in a reprint as set out in sections 17D and 17E of that Act so that, to the extent permitted, the format and style of the reprinted enactment is consistent with current legislative drafting practice. Changes that would alter the effect of the legislation are not permitted. A new format of legislation was introduced on 1 January 2000. Changes to legislative drafting style have also been made since 1997, and are ongoing. To the extent permitted by section 17C of the Acts and Regulations Publication Act 1989, all legislation reprinted after 1 January 2000 is in the new format for legislation and reflects current drafting practice at the time of the reprint.

In outline, the editorial changes made in reprints under the authority of section 17C of the Acts and Regulations Publication Act 1989 are set out below, and they have been applied, where relevant, in the preparation of this reprint:

- omission of unnecessary referential words (such as “of this section” and “of this Act”)
- typeface and type size (Times Roman, generally in 11.5 point)
- layout of provisions, including:
  - indentation
  - position of section headings (eg, the number and heading now appear above the section)
- format of definitions (eg, the defined term now appears in bold type, without quotation marks)
- format of dates (eg, a date formerly expressed as “the 1st day of January 1999” is now expressed as “1 January 1999”)

- position of the date of assent (it now appears on the front page of each Act)
- punctuation (eg, colons are not used after definitions)
- Parts numbered with roman numerals are replaced with arabic numerals, and all cross-references are changed accordingly
- case and appearance of letters and words, including:
  - format of headings (eg, headings where each word formerly appeared with an initial capital letter followed by small capital letters are amended so that the heading appears in bold, with only the first word (and any proper nouns) appearing with an initial capital letter)
  - small capital letters in section and subsection references are now capital letters
- schedules are renumbered (eg, Schedule 1 replaces First Schedule), and all cross-references are changed accordingly
- running heads (the information that appears at the top of each page)
- format of two-column schedules of consequential amendments, and schedules of repeals (eg, they are rearranged into alphabetical order, rather than chronological).

**5**     ***List of amendments incorporated in this reprint  
(most recent first)***

Legal Services (Quality Assurance) Amendment Regulations 2012 (SR 2012/96)

Legal Services (Quality Assurance) Amendment Regulations (No 2) 2011 (SR 2011/319)

Legal Services (Quality Assurance) Amendment Regulations 2011 (SR 2011/269)

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