

# QUICK REFERENCE GUIDE - REGULATORY NEWSFEEDS

Regulatory Newsfeeds are a concise, weekly digest of the regulatory developments in your industry or specialty.

Coverage includes:

- new and amended legislation
- ministerial and departmental statements
- draft regulations
- press releases
- upcoming dates
- standards
- new codes of practice and guidelines

We provide plain English summaries of changes and developments, which allow you to quickly scan through the Regulatory Newsfeed and determine what you want to look at in more detail using the links provided.

Regulatory Newsfeeds are sent to your email address and you can also browse historical editions or search our archive.

## Logging In

To view the Regulatory Newsfeed archive or your subscriptions you will need to go to My Lawlex at <http://my.lawlex.com.au> and Sign In.

“Sign In” is located on the top left-hand side of the page.

Enter your username and password on the right-hand side of the page and click Go. Your username is your email address. If you are unsure of your password it can be sent to you by clicking the link under “Forgotten password?”

**Sign In**

Username

Password

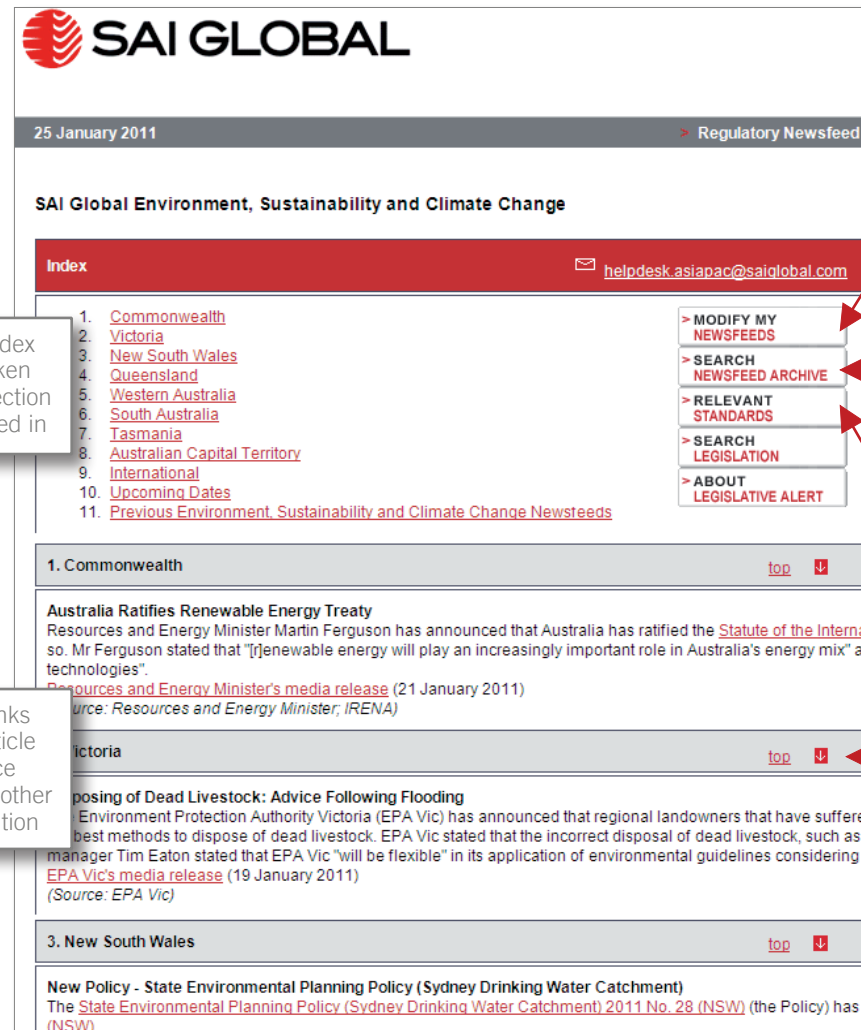
**GO >**

Forgotten password?  
[> click here](#)

Once you have signed in you do not need to sign out – you will be automatically logged in each time you access the site.

## How to Navigate Your Regulatory Newsfeed

Regulatory Newsfeeds that you are subscribed to will be delivered directly to your email inbox each week. Below is a guide to what you will see and how to navigate.



The screenshot shows the SAI Global Regulatory Newsfeed interface for 25 January 2011. The page title is "SAI Global Environment, Sustainability and Climate Change". The main content area is titled "Index" and lists 11 categories: Commonwealth, Victoria, New South Wales, Queensland, Western Australia, South Australia, Tasmania, Australian Capital Territory, International, Upcoming Dates, and Previous Environment, Sustainability and Climate Change Newsfeeds. A sidebar on the right contains navigation links: MODIFY MY NEWSFEEDS, SEARCH NEWSFEED ARCHIVE, RELEVANT STANDARDS, SEARCH LEGISLATION, and ABOUT LEGISLATIVE ALERT. Below the index, the first article is "1. Commonwealth" with a sub-heading "Australia Ratifies Renewable Energy Treaty". The second article is "2. Victoria" with a sub-heading "Disposal of Dead Livestock: Advice Following Flooding". The third article is "3. New South Wales" with a sub-heading "New Policy - State Environmental Planning Policy (Sydney Drinking Water Catchment)".

Click on the Index items to be taken directly to the section you are interested in

Click on the links within each article to view source documents and other related information

Click MODIFY MY NEWSFEEDS to view your current Regulatory Newsfeed subscriptions or amend them

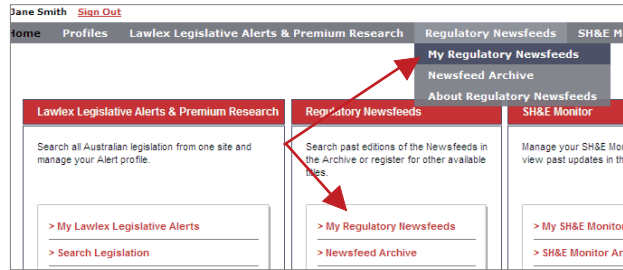
Click SEARCH NEWSFEED ARCHIVE to browse or search past editions of the Regulatory Newsfeed

Click RELEVANT STANDARDS to see a list of Standards related to the Regulatory Newsfeed topic, which you can purchase

Click TOP to return to the Index or the arrow to move to the next section

## My Regulatory Newsfeeds

To view your subscriptions, access the Regulatory Newsfeed banner and click My Regulatory Newsfeeds, or simply click on My Regulatory Newsfeeds from the service panel.



The first section lists the Regulatory Newsfeeds your organisation subscribes to and you can select which titles you would like to receive by ticking the box to the left of the title.

The next section shows the other Regulatory Newsfeeds we produce, which will be greyed out.



If you make any changes remember to click Save on the bottom right-hand side of the page.

## Regulatory Newsfeed Archive

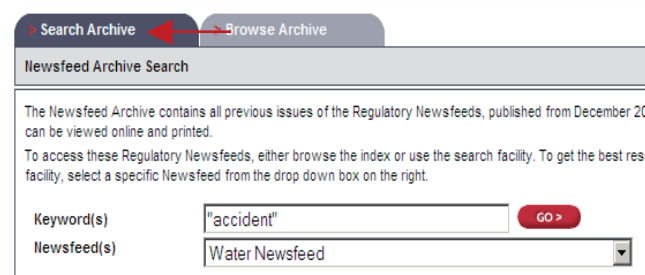
The Archive is the historical collection of all previous editions of the Regulatory Newsfeeds.

Access the Archive via the Regulatory Newsfeeds banner or the service panel.

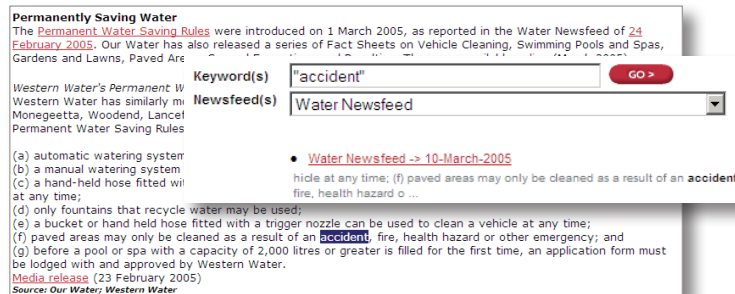


You can search or browse previous editions of the Regulatory Newsfeeds you subscribe to.

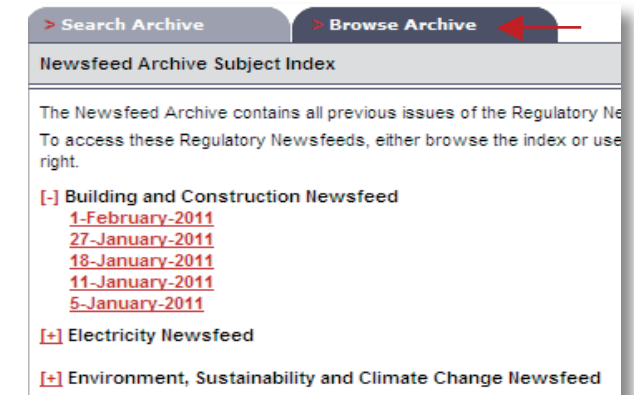
**Search** for items published in the past by entering keyword(s) and selecting the Regulatory Newsfeed title.



Results include a link to that edition of the Regulatory Newsfeed and the search text is highlighted within the article(s) found.



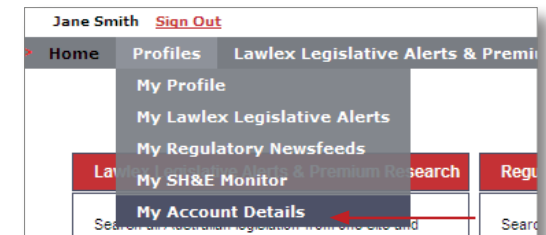
**Browse** the archive and access historical versions of the Regulatory Newsfeeds that you subscribe to.



Click the + key to expand the Regulatory Newsfeed title you wish to view and click on a date to view that edition.

## Account Details

To change your password, access the Profiles banner and click My Account Details.



## Assistance

If at any time you require assistance, feel free to contact our Helpdesk on 1300 555 595 or email [helpdesk.asiapac@saiglobal.com](mailto:helpdesk.asiapac@saiglobal.com).

To book a training session or discuss your training requirements, send an email to [mylawlextraining@saiglobal.com](mailto:mylawlextraining@saiglobal.com).