

APPENDIX B: RESPONSIBILITIES OF A LEGISLATION LIAISON OFFICER

A departmental Legislation Liaison Officer (LLO) is the single point of contact in a department or agency for PM&C and the Parliamentary Liaison Officers (PLOs) on all general matters concerning the process of preparation, approval and passage of legislation for that portfolio. Responsibilities of an LLO include:

- (a) providing advice to policy branches in their department on procedures relating to the legislation process;
- (b) coordinating bids for legislation for the department, ensuring that bids are in the standard format;
- (c) coordinating requests for variations for the department, ensuring that all requests are in the standard format;
- (d) monitoring (and assisting in) the preparation of drafting instructions for departmental bills that have a place on the legislation programme to ensure that all drafting instructions are lodged with the Office of Parliamentary Counsel as soon as possible;
- (e) keeping the First Parliamentary Counsel informed of changes to the legislation programme and other matters related to the programme;
- (f) monitoring (and assisting in) requests for policy approval for departmental bills that have a place on the legislation programme to ensure that all policy approvals are sought as soon as possible and that other ministers are consulted as appropriate;
- (g) ensuring that explanatory memoranda and supplementary, revised, corrected and replacement explanatory memoranda are prepared as appropriate;
- (h) providing documentation and advice on ministerial approvals to the Legislation Section for bills that are ready for introduction;
- (i) ensuring that all required documentation is lodged with the House of Representatives Table Office, Senate Table Office and PLOs;
- (j) monitoring the progress of bills in the Parliament and keeping abreast of developments, e.g. potential government amendments;
- (k) ensuring that the PLOs and Legislation Section are advised of any proposed government amendments and that policy approval is sought;
- (l) ensuring that the PLOs are advised of any changes to timing considerations for a bill or any other factor that changes the availability or the urgency of a bill for debate; and
- (m) ensuring that the PLOs are advised of any changes to the contact officers for a bill to be debated.