

# APPENDIX D: STANDARD FORMAT FOR A REQUEST FOR A VARIATION TO THE LEGISLATION PROGRAMME

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## INSTRUCTIONS

- Provide information on the variation request under each of the headings in the template:
  - where there are multiple measures, departments are to provide a consolidated assessment of the financial, political and regulatory impacts, plus a short description, covering **all** measures in the bill.
- The template is to be prepared in Arial font, 11 pt.
- All sections of the template are to be completed.
- Template instructions are provided in red text below (**please remove this red text when the bid is submitted**)
  - as this variation form will form the basis of an attachment to a Cabinet memorandum, the format must be strictly observed and, if possible, limited to two pages in length.

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## PORTFOLIO

### Bill (proposed title of bill)

Act (title of Act to be amended, if relevant—otherwise delete. If the bill is amending one Act only, then the name of the bill will be enough to indicate the name of the Act being amended)

- measure (describe all measures in a series of dash points—commence with a verb; finish without punctuation)
  - submeasure (use this line only if necessary)
- measure
  - submeasure

### Act (use this line only if necessary)

- measure
  - submeasure

### **Add the following measures:** (only required if variation request proposes to add measures to an existing bill)

- measure
  - submeasure

proposal: add the bill / add measures to a bill on the programme / upgrade a bill from category XX status / amend a bill in the Parliament to add new measures  
(amend as appropriate)

category sought: T, A, B or C  
(select appropriate category. If the bill is for introduction in another sitting period, select appropriate category followed by '(for drafting only)')

reasons for variation:	text (indicate how circumstances have changed to necessitate a variation request, rather than being held over as a bid for the next sittings)
critical date for <u>passage</u> :	none / date; justification for critical date (indicate the critical date for <u>passage</u> (if any) for measures in the bill, and the basis on which that date is specified; a justification <u>must</u> be provided for all proposed category T bills. Please indicate if passage is required in advance of commencement—e.g. passage by end March is required to enable systems to be put in place before 1 July commencement)
other critical dates:	none / date; justification for other critical date (indicate other critical dates such as the date by which an exposure draft is needed to meet the critical date for passage. A justification must be included for all dates included)
financial impact:	none / low / medium / high / very high saving / expense / revenue loss / revenue gain (select appropriate impact; provide an estimate of the amount in \$m to one decimal place; add additional comment if required)
Budget/MYEFO:	yes / no (if yes, specify year—e.g. 2015–16 Budget—and title of measure)
election commitment:	yes / no (if yes, specify year—e.g. 2016 election—and title of commitment)
political impact:	none / low / medium / high / very high (select appropriate impact; identify any stakeholder sensitivities)
regulatory impact:	none / minor or machinery / a measurable but contained impact on the economy / a substantial or widespread impact on the economy; estimated cost of \$m per year on business / community organisations / individuals (select appropriate impact; provide an estimate of the amount in \$m to one decimal place; identify who is being regulated)  the Office of Best Practice Regulation [has/has not] been consulted; a regulation impact statement (RIS) [is/is not] required (select as appropriate; a RIS must be completed for consideration at the policy approval stage)  a Regulatory Burden Estimate table [was/was not] prepared OBPR ID Number:
regulatory offsets:	identified / not required / required but not identified—satisfactory progress towards portfolio’s net regulatory objective [has/has not] been demonstrated (select as appropriate and, where identified, list offset(s) and identify the amount in \$m per year to one decimal place. If offsets required but not identified, indicate whether satisfactory progress has been demonstrated)
subordinate legislation:	yes / no; regulations / instruments / other; critical date (indicate if subordinate legislation is required—e.g. regulations/ instruments—and the critical date for completion)

policy approval:	<p>Cabinet Minute (number and date) / Prime Minister (date) / Legislation Minister (date) / Minister (date) / sought / to be sought (type and timing)</p> <p>(select as appropriate; note that a public announcement or media release—including an election commitment or budget announcement—does <u>not</u> constitute policy approval)</p>
drafting instructions:	<p>date issued / date expected to be issued;  small / medium / large / very large bill;  simple / moderately complex / complex / very complex drafting  (select as appropriate)</p>
other:	<p>text</p> <p>(provide a short description of any other factors that would assist in the assessment of the bid, including any consultation that has occurred)</p>
short description:	<p>text</p> <p>(list the most significant measures in a condensed form suitable for inclusion in briefing to the Prime Minister and/or PBC ministers; provide <u>one short description covering the whole bill</u>)</p>
First Parliamentary Counsel:	<p>text</p> <p>(show the comment made by the FPC when consulted about the proposed variation request; the FPC must be consulted on <u>all</u> proposed variations before they are submitted to the minister for approval)</p>
bid history:	<p>2016 Spring: new bid  (information to be provided for the initial bid and added to for each subsequent bid, including the category <u>agreed</u> by PBC—e.g.  2016 Winter: category XX  2016 Autumn: category XX)</p>
contacts:	<p>name / contact details</p> <p>(list email addresses and work and mobile numbers of contact officers, including the Legislation Liaison Officer, the policy officer and the SES officer most directly responsible for the item)</p>