

APPENDIX H: REQUIREMENTS FOR DOCUMENTATION

Ahead of each sitting week, the Legislation Section provides departments with a partially completed Legislation Overview for each bill or set of amendments proposed for introduction and sets deadlines for lodgement and clearance of documents. Departments must complete the form and return it to the Legislation Section by the due date as confirmation the legislation is proceeding.

Department of the Prime Minister and Cabinet

LEGISLATION OVERVIEW

To be completed by Legislation Liaison Officers for all draft bills and amendments, and submitted to the Legislation Section on [date specified by Legislation Section]

[AUTUMN/WINTER/SPRING] WEEK [NUMBER]–[DATE]

LEGISLATION DETAILS

Department:

Title: Is this title correct? **Yes/No**
If no, please indicate changes above.

Short description: Is this short description accurate? **Yes/No**
If no, please indicate changes above. Please note that this short description will be provided to the Prime Minister's Office prior to the introduction of the legislation.

Timing considerations: *Indicate any critical dates, with reasons, by which measures contained in the bill must be **passed**, or any factors which the PLO needs to know about for the purpose of programming bills for debate, including the consequences if the date for passage is not met.*

Financial implications: *Indicate the total financial impact of the legislation as set out in the explanatory memorandum/supplementary explanatory memorandum.*

Introduction chamber: **House/Senate**

DEADLINES FOR WEEK [NUMBER]

[please advise Legislation Section if the following deadlines cannot be met]

Lodgement: **11am on Wednesday, [DATE]**
Lodgement@pmc.gov.au

Briefing for Prime Minister's Office:
*[See Legislation Circular No. 15 of 2015.
Not required for government amendments]*

Provided to PMO (via minister's office) and to PM&C Legislation Section by Wednesday, [DATE]

Ministerial clearance: **11 am on Friday, [DATE]**

MINISTERS

Responsible minister for clearance: *This is the minister as shown on explanatory memorandum/supplementary explanatory memorandum*

Sponsoring minister (House):

Sponsoring minister (Senate):

Minister (for Party Room):

[Date]

Please ensure that the minister's office is aware of the need for the minister to attend, and the need to arrange for consideration by the relevant backbench committee prior to the Party meeting.

POLICY APPROVAL / MINISTERIAL CLEARANCE

Are all policy approvals in place? **Yes/No**

If a request for policy approval is still outstanding, when will this be sought?

Please provide Legislation Section with an advance copy of your minister's letter to the Prime Minister.

Does any part of the bill/amendment require the agreement of another minister?
Please specify. **Yes/No**

Does the bill/amendment contain amendments to another minister's legislation?
Please specify. **Yes/No**

REGULATION IMPACT STATEMENT

Will a regulation impact statement need to be included in the explanatory memorandum?

Yes/No

STATEMENT OF REASONS

For category T bills only—is the attached statement of reasons still applicable?

Yes/No

If no, please indicate changes on attached document.

DEPARTMENTAL CONTACTS

First contact name Telephone: (mobile)
(b.h.)
(a.h.)

Alternative contact name Telephone: (mobile)
(b.h.)
(a.h.)

Legislation Section contact: