# 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.