



## 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.

Departments must ensure a clear authorising environment is provided to the LLO which is communicated to the wider department by senior officers to allow effective discharge of both strategic management and procedural responsibilities.

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 program 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 program and other matters related to the program;
- f. monitoring (and assisting in) requests for policy approval for departmental bills that have a place on the legislation program 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.

LLOs are the officers principally responsible for coordinating portfolios' legislation. LLOs need to be empowered to influence stakeholders to comply with the requirements of the legislation process, including the delivery of any necessary inputs when the Parliament is sitting.