



Appendix H: Legislation Overview

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

Term	Description
Department:	
Title:	Is this title correct? Yes/No <i>If no, please indicate changes above.</i>
Short description:	<ul style="list-style-type: none">• Is this short description accurate? Yes/No <i>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.</i>

Term	Description
Timing Considerations:	<i>Indicate any critical dates, with reasons, by which measures contained in the bill must be <u>passed</u> or any factors which should be known to the PLO for the purpose of programming bills for debate including the consequences if the date for passage is not met.</i>
Financial Implications:	<i>Indicate the total financial impact of the legislation as set out in the explanatory/supplementary explanatory memorandum.</i>
Election Commitment:	<p>Yes/No</p> <p><i>If yes, indicate which election commitment this will legislate (either in part or full)</i></p>
Intro Chamber:	House / Senate

Deadlines for Week XXX

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

Term	Date
Lodgement: Lodgement@pmc.gov.au	11am on Wednesday, [DATE]
Ministerial clearance:	11am on Friday, [DATE]

Ministers

Term	Description
Responsible Minister for clearance:	<i>This should be the Minister as shown on EM/Supplementary EM</i>
Sponsoring Minister (House):	
Sponsoring Minister (Senate):	
Minister (for Caucus):	<i>Please ensure that the Minister's Office is aware of the need for the Minister to attend, and to arrange for consideration by the relevant Backbench Committee prior to Caucus meeting.</i>

Policy Approval / Ministerial Clearance

Question	Description
Are all policy approvals in place?	Yes/No <i>If yes please provide details (Cabinet reference/PM letter etc)</i>

If a request for policy approval is still outstanding, when will this be sought?	<i>Please provide Legislation Section with an advance copy of your Minister's letter to the Prime Minister as soon as possible.</i>
Does any part of the bill/amendment require the agreement of another Minister?	Yes/No Please specify. <i>Please note: if approval is to be provided at the Departmental level the approval must be provided by an SES officer.</i>
Does the bill/amendment contain amendments to another Minister's legislation?	Yes/No Please specify.

Impact Analysis

Question	Description
Will an Impact Analysis need to be included in the Explanatory Memorandum?	Yes/No

Statement of Reasons

Question	Description
For category T bills only – is the attached statement of reasons still applicable.	Yes/No <i>If no, please indicate changes on attached document.</i>

Departmental Contacts

Contact Name	Contact details
First Contact Name	Telephone: (mobile) (bh) (ah)
Alternate Contact Name	Telephone: (mobile) (bh) (ah)
PM&C Legislation Section Contact:	