



Guide to parliamentary amendments

A quick reference for Australian Public Service employees and ministerial advisors on the amendments process for bills before the Australian Parliament.

Government amendments

As soon as possible

- 1 The department notifies public service stakeholders
- 2 The minister notifies political stakeholders
- 3 The department ensures policy is settled
- 4 The department prepares and issues drafting instructions
- 5 The department obtains policy approval from the PM/Cabinet

The week before sitting

- 6 The department prepares support material
- 7 The department obtains final text approvals

Sitting week

- 8 The department prints and lodges supporting material
- 9 PM&C Legislation Approval Process
- 10 The minister obtains party clearance
- 11 The minister (or another member of the Government) introduces the amendment

Non-Government amendments

After Minister's agreement

- 1 The minister notifies the Prime Minister
- 2 The department consults PM&C policy teams
- 3 The minister consults affected ministers
- 4 The department prepares approval request
- 5 The minister finalises policy approval

Sitting week

- 6 The minister obtains party clearance
- 7 A non-Government member moves the amendment