

PORTFOLIO

TEMPLATE FOR EXCO LEGISLATIVE INSTRUMENT BIDS

Instructions

- Please specify the portfolio the bid relates to in the header of the document.
- The first page of this template is for departments to indicate the order of priority for the instruments to be drafted in the sitting period. Please note that commencement proclamations do not need to be included in bids.
- Pages 2 to 4 provide a template to be completed for each instrument.
- Please ensure that the bid information includes any related Bills or subordinate legislation under the relevant headings indicated below.
- Template instructions are provided in blue text for guidance only and should be deleted before the bid is submitted to OPC.

ExCo legislative instrument bids in portfolio priority order

Category 1 (critical)

1. instrument name

Category 2 (high priority)

2. instrument name

Category 3 (medium priority)

3. instrument name

Category 4 (low priority)

4. instrument name

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Instrument (*proposed name of instrument, including unique identifier used by agency to track instrument or measure (if any)*)

Instrument (*name of instrument to be amended (if any)*)

- measure (*describe all measures in a series of dash points / commence with a verb; finish without punctuation*)
 - submeasure (*use this line only if necessary*)
- measure
 - submeasure

Instrument (*use this line only if necessary*)

- measure
 - submeasure

Related Bill name (*to be included where the instrument will be required because of a Bill that is being drafted or that is in Parliament*)

category sought: 1 (critical), 2 (high priority), 3 (medium priority) or 4 (low priority)

Drafting only/instrument to be made in bidding cycle

(select appropriate category and whether instrument is for making in the cycle or only drafting in the cycle)

critical date: none / date; justification for critical date

(indicate the critical date for making (if any) for measures in the instrument and the basis on which that date is specified.

If a consultation draft is required by a critical date please also indicate the date the draft is required and why.

Please also indicate any Federal Executive Council meeting target dates.

A justification for the critical date must be provided for all proposed category 1 instruments)

political impact: none / low / medium / high / very high

(select appropriate impact; identify any stakeholder sensitivities and the impact (if any) if the instrument is not made)

related subordinate legislation: yes / no; regulations / instruments / other; critical date

(indicate if other subordinate legislation is being drafted that relates to this instrument for which you are seeking or may seek OPC's drafting services and provide details of related matters)

policy approval: Cabinet Minute (number and date) / Prime Minister (date) / Minister (date) /

sought / to be sought (type and timing)

(select as appropriate; note that a public announcement or press release – including an election commitment or budget announcement – does not constitute policy approval)

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- drafting instructions: date issued / date expected to be issued
 small / medium / large / very large instrument
 simple / moderately complex / complex / very complex
 drafting
 (select as appropriate)
- other: text
 *(provide any other relevant factors including any consultation
 that has occurred – delete item if not required)*
- bid history: Autumn 201X new bid
 *(information to be provided for the initial bid and added to for
 each subsequent bid, including the category bid for
 previously)*
- contacts: name / contact details
 *(list work and mobile numbers of contact officers, including
 the ExCo Liaison Officer/Legislation Liaison Officer, the
 policy officer and the SES officer most directly responsible for
 the item)*