VARIATION TEMPLATE—EXCO LEGISLATIVE INSTRUMENT BIDS

Instructions

- Please specify the portfolio and bidding cycle the variation request relates to in the header of the document. There are usually 3 bidding cycles in a year: Autumn, which runs from 1 January to 30 April, Winter, which runs from 1 May to 31 July, and Spring, which runs from 1 August to 31 December. The bidding cycles may be different in election years.
- The template below should be completed for each variation request. Please note that commencement proclamations do not need to be included in bids.
- 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 and should be deleted before the variation request is submitted to OPC.

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

Add the following measures:*(only required if variation request proposes to add measures to an existing instrument)*
- 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)*

proposal:	add the instrument as portfolio priority number XX/ add measures to an instrument (portfolio priority number XX) on the program /upgrade an instrument to category XX status, portfolio priority number XX *(amend as appropriate including the portfolio priority number for the instrument)*
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)*
reasons for variation:	text *(indicate why the variation is necessary)*

PORTFOLIO
BIDDING 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)

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 media release – including an election commitment or budget announcement – does not constitute policy approval)

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)