

# PORTFOLIO BIDDING CYCLE

## TEMPLATE FOR EXCO LEGISLATIVE INSTRUMENT BIDS

### Instructions

- Please specify the portfolio and bidding cycle the bid 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 first page of this template is for departments to indicate the order of priority for the instruments to be drafted in the bidding cycle. Please note that commencement proclamations do not need to be included in bids.
- Priority 1 (critical) should be sought only for an instrument that it is critical be made in the current bidding cycle (e.g. an instrument that must commence during the current bidding cycle). Priority 1 should also be sought for an instrument that will be made in a later bidding cycle but for which it is critical that drafting resources be allocated during the current bidding cycle as a top priority (e.g. an instrument for which an exposure draft must be ready during the current bidding cycle or an instrument that is so large that drafting must begin during the current bidding cycle). Priority 2 (high priority) should be sought for an instrument assessed by a Department as a high priority but not priority 1.
- 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)*

## **PORTFOLIO BIDDING CYCLE**

- 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)*