Drafting Direction No. 1.2
Portfolio for cover page of Bill

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Part 1—Identifying the correct portfolio

1. The descriptions set out in Attachment A should be used on the cover page of a Bill in the space shown for “*(Portfolio)*”. The descriptions may change after an election or a Cabinet reshuffle.
2. The descriptions set out in bold font should be used as a general rule. The descriptions set out in normal font should be used when the Bill is sponsored by the Minister with the responsibilities so described and you are instructed to use that description.

Part 2—Relevance of portfolio

1. The only relevance of the portfolio mentioned is that the Minister introducing the Bill should be the Minister for that portfolio or someone representing that Minister. The portfolio should therefore be that of the Minister who is to be responsible for the carriage of the Bill through the Parliament (also known as the sponsoring Minister).
2. In some cases, the sponsoring Minister will not be the Minister who is to be responsible for administering the legislation. For example, the Human Cloning legislation is administered by the Minister for Health, but it was introduced by the Prime Minister at that time because he had taken a particular interest in it (and so the Prime Minister appeared as the portfolio).

Part 3—Ministers appointed to administer more than one department

1. A Minister may be appointed to administer more than one department. Such a Minister may have a title that does not reflect all of the Minister’s responsibilities.
2. For example, following the 2022 federal election, Senator the Hon Katy Gallagher, Minister for Finance, Minister for the Public Service and Minister for Women was appointed to administer the following departments:
	1. Finance;
	2. Prime Minister and Cabinet (*Public Service* and *Women*).
3. Particular care is taken in preparing Attachment A in these cases to ensure that the correct portfolios are used in relation to Ministers appointed to administer more than one department.
4. A full list of Ministers and the departments they have been appointed to administer is in Folio Office Documents. This list is sourced from the Department of the Prime Minister and Cabinet’s website.

Meredith Leigh

First Parliamentary Counsel
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Note: Before the issue of the current series of Drafting Directions, this Drafting Direction was known as Drafting Direction No. 11 of 2005.

Attachment A—Current list of “portfolios” for cover page of Bill

Note: The descriptions set out in bold font should be used as a general rule. The descriptions set out in normal font should be used when the Bill is sponsored by the Minister with the responsibilities so described and you are instructed to use that description.

**Agriculture, Fisheries and Forestry**

**Attorney‑General**

**Climate Change, Energy, the Environment and Water**

Climate Change and Energy

 Environment and Water

**Defence**

Defence Industry

 Defence Personnel

 **Veterans’ Affairs**

**Education**

 Early Childhood Education

 Youth

**Employment and Workplace Relations**

 Skills and Training

**Finance**

Special Minister of State

 Government Services

**Foreign Affairs and Trade**

 Foreign Affairs

 International Development

 Pacific Islands Affairs

 Trade and Tourism

**Health, Disability and Ageing**

 Aged Care and Seniors

 Disability and the National Disability Insurance Scheme

 Health and Ageing

 National Disability Insurance Scheme

**Home Affairs**

 Cyber Security

 Emergency Management

 Immigration and Citizenship

 Multicultural Affairs

**Industry, Science and Resources**

 Industry and Innovation

 Resources

 Science

**Infrastructure, Transport, Regional Development, Communications, Sport and the Arts**

 Arts

 Communications

 Infrastructure, Transport, Regional Development and Local Government

 Northern Australia

 Regional Development, Local Government and Territories

 Sport

**Prime Minister and Cabinet**

 Indigenous Australians

Public Service

Women

**Social Services**

**Treasury**

Assistant Treasurer

Cities

 Financial Services

 Homelessness

 Housing

 Small Business