Drafting Direction No. 1.2
Portfolio for cover page of Bill

Document release 4.24

Reissued August 2024

Contents

Part 1—Identifying the correct portfolio 2

Part 2—Relevance of portfolio 2

Part 3—Ministers appointed to administer more than one department 2

Attachment A—Current list of “portfolios” for cover page of Bill 4

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.

Meredith Leigh

First Parliamentary Counsel
2 August 2024

| **Document History** |
| --- |
| **Release** | **Release date** | **Document number** |
| 1.0 | 1 May 2006 | s06rd370.v01.doc |
| 2.0 | 17 Jan 2008 | s06rd370.v10.doc |
| 2.1 | 13 Feb 2008 | s06rd370.v11.doc |
| 2.2 | 5 December 2008 | s06rd370.v12.doc |
| 3.0 | 9 February 2010 | s06rd370.v15.docx |
| 4.0 | 17 March 2010 | s06rd370.v16.docx |
| 4.1 | 19 April 2010 | s06rd370.v17.docx |
| 4.2 | 16 September 2010 | s06rd370.v18.docx |
| 4.3 | 16 January 2012 | s06rd370.v22.docx |
| 4.4 | 11 February 2013 | s06rd370.v26.docx |
| 4.5 | 1 May 2013 | s06rd370.v29.docx |
| 4.6 | 19 September 2013 | s06rd370.v34.docx |
| 4.7 | 3 February 2015 | s06rd370.v38.docx |
| 4.8 | 22 September 2015 | s06rd370.v41.docx |
| 4.9 | 1 October 2015 | s06rd370.v43.docx |
| 4.10 | 22 February 2016 | s06rd370.v46.docx |
| 4.11 | 21 July 2016 | s06rd370.v51.docx |
| 4.12 | 25 January 2017 | s06rd370.v54.docx |
| 4.13 | 9 February 2018 | s06rd370.v62.docx |
| 4.14 | 3 September 2018 | s06rd370.v67.docx |
| 4.15 | 25 March 2019 | s06rd370.v70.docx |
| 4.16 | 5 June 2019 | s06rd370.v75.docx |
| 4.17 | 17 January 2020 | s06rd370.v80.docx |
| 4.18 | 11 February 2020 | s06rd370.v82.docx |
| 4.19 | 28 January 2021 | s06rd370.v84.docx |
| 4.20 | 20 May 2021 | s06rd370.v86.docx |
| 4.21 | 2 July 2021 | s06rd370.v88.docx |
| 4.22 | 19 October 2021 | s06rd370.v90.docx |
| 4.23 | 7 June 2022 | s06rd370.v93.docx |
| 4.24 | 2 August 2024 | s06rd370.v97.docx |

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 and Capability Delivery

 Defence Personnel

 **Veterans’ Affairs**

**Education**

 Early Childhood Education

 Youth

**Employment and Workplace Relations**

 Skills and Training

**Finance**

Special Minister of State

**Foreign Affairs and Trade**

 Foreign Affairs

 International Development and the Pacific

 Trade and Tourism

**Health and Aged Care**

 Aged Care

 Sport

**Home Affairs**

 Cyber Security

Emergency Management

 Immigration and Multicultural Affairs

**Industry, Science and Resources**

 Industry and Science

 Resources

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

 Arts

 Cities

 Communications

 Infrastructure, Transport, Regional Development and Local Government

 Northern Australia

 Regional Development, Local Government and Territories

**Prime Minister and Cabinet**

 Indigenous Australians

Public Service

Women

**Social Services**

 Government Services

 Homelessness

 Housing

 National Disability Insurance Scheme

**Treasury**

Assistant Treasurer

 Financial Services

 Small Business