

PARLIAMENTARY COUNSEL

**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

3 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).

4 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

5 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.

6 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:

- (a) Finance;
- (b) Prime Minister and Cabinet (*Public Service* and *Women*).

7 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.

8 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