

# IDEA

## POLICY

**Department does policy & legal analysis**

Regulatory Impact and Disclosure Statements prepared

LDAC

**Minister approves developed policy**

Cabinet policy paper prepared and lodged

**Cabinet approves developed policy**

Bill must have a place on the Government's Legislation Programme

(Cabinet Manual 7.55)

**Department prepares drafting instructions**

(Cabinet Manual 7.55)

## DRAFTING

Drafting instructions sent to PCO  
(Cabinet Manual 7.55 & 7.56)

START DATE

Multiple versions drafted by PCO



Each version analysed and commented on by department

EST. DAYS

## CONSULTATION

Minister and departments consulted

10 DAYS

Peer review by PCO

10 DAYS

Proofread by PCO

10 DAYS

Other Ministers and other parties consulted

10 DAYS

Final comments and approval from department

3 DAYS

## REVIEW

Penultimate draft by PCO

10 DAYS

Bill of Rights Act vet

10 DAYS

Proofread and final edit by PCO

5 DAYS

Print Bill for LEG

1 DAY

LEG deadline 10 am Thursday (see CabNet)

LEG approval 9.30 am following Thursday, sitting weeks

Cabinet approval 11 am following Monday, sitting weeks

## INTRODUCTION

Print Bill for introduction

1 DAY

Leader of the House informs Clerk of the House on any working day, or by 1 pm on a sitting day, of the Government's intention to introduce the Bill on that day  
(SO 284)

Bill introduced  
Regulatory Impact and Disclosure Statements published  
(Turning Policy Into Law 1.6, 1.19)

Bill is available for first reading on the third working day following its introduction.  
(SO 293(1))

Minister may present legislative statement immediately before moving first reading  
(SO 272, Turning Policy Into Law 1.19A)

# FIRST READING

See PCO's step-by-step guide [Turning Policy Into Law \(https://policy-to-law.pco.govt.nz\)](https://policy-to-law.pco.govt.nz) for more detailed information about this process and about a Bill's passage through the House.

LDAC

The [Legislation Design and Advisory Committee](#) provides pre-introduction advice. LDAC should be involved early in the process to help with design and other matters covered by the [Legislation Guidelines](#).

START DATE

If the Bill is to be passed within the year, instructions must be provided to PCO as soon as possible in the first quarter of the year.

If the Bill is to be introduced, but not passed, within the year, instructions must be provided before 1 July.

EST. DAYS

The estimated time to draft a Bill (from instructions being received to Ministerial consultation before LEG) depends on the Bill's size and complexity. On average, it takes 67 working days (about 90 days) for a 50 clause Bill of medium complexity.

(No. of) DAYS

Number of working days for task to be completed.

Some steps may be able to be done at the same time. PCO can assist in putting together a realistic and achievable timetable.