# APPENDIX A useful REFERENCE SOURCES AND CONTACT details

## Reference sources

The following links provide access to reference material that may assist officers in the legislation process.

### [Parliament House](http://www.aph.gov.au/)

* [*Odgers’ Australian Senate Practice*](http://www.aph.gov.au/About_Parliament/Senate/Powers_practice_n_procedures/aso)
* [*Senate Standing Orders and other orders of the Senate*](http://www.aph.gov.au/About_Parliament/Senate/Powers_practice_n_procedures/aso)
* [*Annotated Standing Orders of the Australian Senate*](http://www.aph.gov.au/About_Parliament/Senate/Powers_practice_n_procedures/aso)
* [*Brief Guides to Senate Procedure (No. 16: Consideration of legislation)*](http://www.aph.gov.au/About_Parliament/Senate/Powers_practice_n_procedures/Brief_Guides_to_Senate_Procedure/No_16)
* [*Senate Briefs (No. 8: The Senate and Legislation)*](http://www.aph.gov.au/About_Parliament/Senate/Powers_practice_n_procedures/Senate_Briefs/Brief08)
* [*House of Representatives Practice*](http://www.aph.gov.au/About_Parliament/House_of_Representatives/Powers_practice_and_procedure)
* [*House of Representatives Standing and Sessional Orders*](http://www.aph.gov.au/About_Parliament/House_of_Representatives/Powers_practice_and_procedure)
* [*Bills and Legislation*](http://www.aph.gov.au/Parliamentary_Business/Bills_Legislation)
* [*Parliamentary Committees*](http://www.aph.gov.au/Parliamentary_Business/Committees)

### [Department of the Prime Minister and Cabinet](http://www.dpmc.gov.au/)

* [*Federal Executive Council Handbook*](http://www.dpmc.gov.au/guidelines/index.cfm)
* [*Cabinet Handbook*](http://www.dpmc.gov.au/guidelines/index.cfm)
* [*Administrative Arrangements Order*](http://www.dpmc.gov.au/parliamentary/index.cfm)
* [*Office of Best Practice Regulation*](http://www.dpmc.gov.au/deregulation/obpr/) *publications*

### [Office of Parliamentary Counsel](http://www.opc.gov.au/about/documents.htm)

* *Working with OPC: A Guide for Clients*
* *OPC’s Drafting Services: A Guide for Clients*
* *Giving Written Drafting Instructions to OPC*
* *Reducing Complexity in Legislation*
* *Legislation Proposal Advice: Client Advisers*
* *Instruments Handbook*

### [Attorney-General’s Department](https://www.ag.gov.au/Pages/default.aspx)

* *Human rights scrutiny—public sector guidance sheets*
* *Guide to Framing Commonwealth Offences, Infringement Notices and Enforcement Powers*
* *Guide to Managing Sunsetting of Legislative Instruments*

### Other

* Commonwealth Acts and Legislative Instruments—see [Federal Register of Legislation](http://www.comlaw.gov.au/)

## Contact details

The following contact details are provided for use where the Legislation Handbook suggests consulting the Department of the Prime Minister and Cabinet, the Office of Parliamentary Counsel, the Table Offices in the House of Representatives and the Senate, the Attorney-General’s Department and other government agencies. Consultation with further government agencies can be initiated through the relevant Legislation Liaison Officer.

Department of the Prime Minister and Cabinet (switchboard: (02) 6271 5111)

### GOVERNMENT DIVISION

First Assistant Secretary (02) 6271 5786

### Parliamentary and Government Branch

Assistant Secretary (02) 6271 5909

Senior Adviser, Parliamentary Affairs and Legislation Section (02) 6271 5787

Advisers, Parliamentary Affairs and Legislation Section
LegislationPMC@pmc.gov.au (enquiries)
Lodgement@pmc.gov.au (lodgement of papers) (02) 6271 5762
 (02) 6271 5783

Senior Adviser, Government Section
GovtSection@pmc.gov.au
AAO@pmc.gov.au (02) 6271 5535

### Honours, Symbols and Legal Policy Branch

Assistant Secretary (02) 6271 5124

### Parliamentary Liaison Section

Parliamentary Liaison Officer (House of Representatives)—Parliament House
RepsPLO@pmc.gov.au (02) 6277 7377

Parliamentary Liaison Officer (Senate)—Parliament House
SenatePLO@pmc.gov.au (02) 6277 7597

### CABINET DIVISION

Secretary, Federal Executive Council
exco@pmc.gov.au (02) 6271 5322

### OFFICE OF BEST PRACTICE REGULATION

Enquiries
helpdesk-obpr@opbr.gov.au (02) 6271 6270

### REGULATORY REFORM DIVISION

Enquiries
regulatoryreform@pmc.gov.au (02) 6271 5111

Office of Parliamentary Counsel (switchboard: (02) 6120 1400)

First Parliamentary Counsel
fpc@opc.gov.au (02) 6120 1405

Drafting instructions for bills
bill.instructions@opc.gov.au

Drafting instructions for legislative instruments
instrument.instructions@opc.gov.au

Enquiries
lodge@legislation.gov.au (02) 6120 1350

Parliament House (switchboard: (02) 6277 7111)

### HOUSE OF REPRESENTATIVES

Director, Programming
Dir.Programming.Reps@aph.gov.au (02) 6277 4801

Director, Legislation and Records (02) 6277 4788

Bills Manager
Bills.Manager.Reps@aph.gov.au (02) 6277 4802

### SENATE

Director, Legislation and Documents (02) 6277 3455

Legislation Officer
table.legislation.sen@aph.gov.au (02) 6277 3033

### COMMITTEES

Senate Standing Committee for the Scrutiny of Bills
(Committee Secretary)
scrutiny.sen@aph.gov.au (02) 6277 3050

Senate Standing Committee on Regulations and Ordinances
(Committee Secretary)
RegOrds.sen@aph.gov.au (02) 6277 3066

Parliamentary Joint Committee on Human Rights
(Committee Secretary)
human.rights@aph.gov.au (02) 6277 3823

OPC’s [*Drafting Direction No. 4.2: Referral of drafts to agencies*](http://www.opc.gov.au/about/draft_directions.htm) (see Attachments A and B to that direction) provides a comprehensive list of agencies to be consulted on legislative proposals that are directly relevant to their responsibilities. These agencies must be contacted as early as possible in the policy development process. Contact details for the most frequently consulted agencies are provided below.

Attorney-General’s Department (switchboard: (02) 6141 6666)

Jurisdiction of courts and tribunals
Evidence law (including privileges and evidentiary certificates) ctjpb.scrutiny@ag.gov.au

Alternative dispute resolution adr@ag.gov.au

Legal financial assistance (legal representation and disbursement costs) finass@ag.gov.au

Administrative discretion and review of administrative decisions
Legislative instruments (including exemptions from the Legislation Act) ajdalb@ag.gov.au

Native title rights and interests (including creation or removal of
interests in land, or regulatory schemes around the use, preservation
or extraction of resources, flora or fauna) native.title@ag.gov.au

Privacy privacy.draftlegislation@ag.gov.au

Freedom of information foi.draftlegislation@ag.gov.au

Criminal law (including offence provisions and penalties)
Issues relating to evidence or procedure in criminal matters,
including a reversed burden of proof and evidentiary certificate crjd.draftbills@ag.gov.au

International obligations under human rights instruments humanrights@ag.gov.au

International law ILHRD@ag.gov.au

Secrecy provisions SLBDraftbills@ag.gov.au

Constitutional risks
Constitutional basis of cooperative schemes
Delaying Royal Assent in exceptional circumstances OCL@ag.gov.au

### AUSTRALIAN GOVERNMENT SOLICITOR

Policy proposals involving legislation (02) 6253 7000
 ags@ags.gov.au

Department of the Environment (switchboard: (02) 6274 1111)

Operation of Commonwealth Acts in external territories (Antarctic territories)
Australian Antarctic Division (03) 6232 3209

Department of Finance (switchboard: (02) 6215 2222)

Creation of statutory authorities or Commonwealth-owned companies
Governance of statutory authorities and other portfolio bodies
Financial provisions
Legislation Review Branch LRB@finance.gov.au
 LegislativeReview@finance.gov.au
 Governance@finance.gov.au

Department of Foreign Affairs and Trade (switchboard: (02) 6261 1111)

International conventions and treaties
Director, Treaties Secretariat (02) 6261 3072

Department of Infrastructure and Regional Development (switchboard: (02) 6274 7111)

Operation of Commonwealth Acts in external territories
Territories Division (02) 6274 7988
 territories@regional.gov.au

Australian National Audit Office

Accounting and audit arrangements
Enquiries—Professional Services Branch (02) 6203 7300
 ag1@anao.gov.au

Australian Public Service Commission

Public sector terms and conditions
Enquiries (02) 6202 3500
 legislation@apsc.gov.au