



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

- [Odgers' Australian Senate Practice](#)
- [Senate Standing Orders and other orders of the Senate](#)
- [Annotated Standing Orders of the Australian Senate](#)
- [Brief Guides to Senate Procedure \(No. 16: Consideration of legislation\)](#)
- [Senate Briefs \(No. 8: The Senate and Legislation\)](#)
- [House of Representatives Practice](#)
- [House of Representatives Standing and Sessional Orders](#)
- [Bills and Legislation](#)
- [Parliamentary Committees](#)

Department of the Prime Minister and Cabinet

- [Federal Executive Council Handbook](#)
- [Cabinet Handbook](#)
- [Administrative Arrangements Order](#)
- [Office of Impact Analysis publications](#)
- [Tabling Guidelines](#)

Office of Parliamentary Counsel

- [OPC's Drafting Services: A Guide for Clients](#)
- [OPC Drafting Directions](#)
- [General | Office of Parliamentary Counsel](#)
- [Legislation Proposal Advice: Client Advisers](#)
- [Instruments Handbook](#)

Attorney-General's Department

- [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](#).

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
---------------------------	----------------

Parliament, Government and Honours Branch

Assistant Secretary	(02) 6271 5535
Senior Adviser, Parliamentary Affairs and Legislation Section	(02) 6271 5787
Advisers, Parliamentary Affairs and Legislation Section	(02) 6271 5762
LegislationPMC@pmc.gov.au (enquiries)	(02) 6271 5783
Lodgement@pmc.gov.au (lodgement of papers)	(02) 6271 5955
Senior Adviser, Government Section	(02) 6271 5035
GovtSection@pmc.gov.au	
AAO@pmc.gov.au	

Legal Policy Branch

Assistant Secretary	(02) 6271 6293
---------------------	----------------

Parliamentary Liaison Section

Parliamentary Liaison Officer (House of Representatives)—Parliament House	(02) 6277 7377
RepsPLO@pmc.gov.au	
Parliamentary Liaison Officer (Senate)—Parliament House	(02) 6277 7597
SenatePLO@pmc.gov.au	

Cabinet Division

Secretary, Federal Executive Council
exco@pmc.gov.au

(02) 6271 5630

Office of Impact Analysis

Enquiries
helpdesk-oia@pmc.gov.au

(02) 6271 6270

Regulatory Reform Division

Enquiries
Contact | Regulatoryreform@finance.gov.au

(02) 6215 3613

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

First Parliamentary Counsel
fpc@opc.gov.au

(02) 6120 1421

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

(02) 6120 1390

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

Federal Register of Legislation 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

Assistant Director, Legislation and Documents

(02) 6277 3728

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 for the Scrutiny of Delegated Legislation
(Committee Secretary)
sdlc.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](#) (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

LXCoord@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)

AdminLaw@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	privacyactreview@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	CriminalLaw@ag.gov.au
International obligations under human rights instruments	humanrights@ag.gov.au
International law	ILHRD@ag.gov.au
Secrecy provisions	InformationProtection@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 Climate Change, Energy, the Environment and Water (switchboard: 1800 920 528)

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

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

Creation of statutory authorities or Commonwealth-owned companies

LRB@finance.gov.au

Governance of statutory authorities and other portfolio bodies

LegislativeReview@finance.gov.au

Financial provisions

Governance@finance.gov.au

Legislation Review Branch

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

International conventions and treaties
Director, Treaties Secretariat

(02) 6261 3072

treaties@dfat.gov.au

Department of Infrastructure, Transport, Regional Development, Communications and the Arts (switchboard: (02) 6275 7111)

Operation of Commonwealth Acts in external territories

(02) 6274 7111

(Norfolk Island, Christmas Island, Cocos (Keeling) Islands,

TerritoriesLegislation@infrastructure.gov.au

Ashmore and Cartier Islands and Coral Sea Islands)

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