Flowing from the temporary and precautionary changes to Parliament House operations announced by the Presiding Officers¹. Some changes have been made to the delivery and distribution of documents to limit the number of non-essential staff at Parliament House. These measures are directed at reducing the risk of transmission while enabling the essential work of the Parliament to proceed.

From 14 April 2020 further changes are required, limiting the availability to table documents while Parliament is not sitting and on any occasions the Parliament is temporarily recalled. The key points of the new arrangements are as follows:

- Documents may be presented to the Parliament out of sitting once a week, on a Thursday.
- Deliver **ALL** hard copies (including the transmittal letter to the President and the minute the for the PM&C Tabling Officer) to the APH Loading Dock on the day before (Wednesday).
- Book your delivery in with the APH Loading Dock.

**Step by Step Checklist**

**No later than close of business Tuesday** prior to the planned presentation:

- Contact the Senate Documents Officer to confirm intention to present a document on Thursday (at least 48 hours in advance is highly preferable).

  Email the Senate Documents Officer the **PDF** of the document and a copy of the **transmittal letter** (pursuant to Senate Order 166) to the President of the Senate.

  - Senate Documents Officer
  - (02) 6277 3037
  - table.docs@aph.gov.au

- Book your delivery in with the APH Loading Dock. Best to book in by the Tuesday to avoid being turned away by security.

**24 hours** prior (Wednesday) to the document being presented out of sitting:

- Deliver **ALL** copies of the document to the APH Loading Dock before 2.30pm. This is to include the copy for the President of the Senate and the transmittal letter (pursuant to Senate Order 166) to the President, 3 copies of the document and the minute the for the PM&C Tabling Officer plus the copies for the HoR and Senate Table Offices, Parliamentary Library and the Press Gallery.

On the day of presentation (Thursday):

- The PM&C Tabling Officer will distribute documents around Parliament House after the document has been presented out of sitting.

- The Senate Documents Officer will email the nominated agency contact officer that their document has been presented out of sitting and it is a public document.

¹ COVID-19: Statement regarding temporary and precautionary changes to Parliament House operations
Further comments:

In addition to the above arrangements, there will be no tabling of new documents when the Parliament is sitting due to being recalled to deal with essential work of the Parliament.

The Tabling Guidelines have not been adjusted to reflect the above advice. Core information and procedures such as contact officers, email addresses, approval processes etc are current.

These arrangements will stay in place for presenting documents out of sitting until further notice. If you have any questions and require further clarification, please contact the Senate Documents Officer or myself to discuss these arrangements.

Thank you for your understanding and please highlight this circular with your portfolio bodies.

Tim Moore
PM&C Tabling Officer | Department of the Prime Minister and Cabinet
Phone: 02 6277 7212 Email: tabling@pmc.gov.au
9 April 2020