GUIDELINES FOR THE PRESENTATION
OF DOCUMENTS
TO THE PARLIAMENT
(INCLUDING GOVERNMENT DOCUMENTS,
GOVERNMENT RESPONSES TO COMMITTEE REPORTS
MINISTERIAL STATEMENTS, ANNUAL REPORTS
AND OTHER INSTRUMENTS)

OCTOBER 2013

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1.0 INTRODUCTION

1.1 The purpose of these guidelines is to provide advice to departments, agencies and statutory authorities on the procedures to be followed when:

- arranging for the tabling in Parliament of Government reports and other documents, including annual reports and responses to parliamentary committee reports, and
- a Ministerial Statement is to be presented to Parliament.

1.2 The Tabling Officer of the Department of the Prime Minister and Cabinet (PM&C Tabling Officer) is responsible for coordinating the presentation/tabling to Parliament of Government documents, with the exception of the following:

- documents required by statute to be presented by the Speaker and the President, e.g. Auditor-General’s reports (please note that copy requirements apply in regard to the Senate Table Office, House of Representatives Table Office, Parliamentary Library and the Parliamentary Press Gallery), and
- documents presented as deemed documents in the House of Representatives and as Clerk’s documents in the Senate (see paragraphs 7.1 – 7.7).

1.3 In all instances, it is the responsibility of individual departments, agencies and statutory authorities to ensure compliance with legislative reporting and tabling requirements.

1.4 Unless otherwise indicated in these guidelines, references to “departments” are Commonwealth agencies, companies and statutory authorities.
2.0 WHY DOCUMENTS ARE PRESENTED/TABLED

2.1 The tabling of documents is an important means of keeping the Parliament informed of the Government’s activities. It demonstrates the accountability of the Government to the Parliament and the community, and provides an important primary source of information to senators and members as well as placing information on the public record.

2.2 Some documents are required to be tabled by statute. These include annual reports and reports of the Australian Law Reform Commission and the Productivity Commission. Other documents that are tabled include Treaties and reports of Royal Commissions.

2.3 Documents prepared for tabling are confidential (under embargo) to the Government until they are presented to the Parliament. For that reason, appropriate security should be in place until the document is tabled. Documents must be appropriately packaged and labelled for each addressee and delivered by hand. Departments need to ensure that any contracted courier or printer services are aware of this requirement.
3.0 TABLING DAYS IN PARLIAMENT

3.1 Documents required to be presented to the Parliament must be tabled in both Houses, unless the document relates only to the proceedings of a particular House (e.g. a Government response to a Senate committee inquiry would be tabled in the Senate only).

3.2 Times for tabling of Government documents and Government responses to committee reports are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tbody>
<tr>
<td>House of</td>
<td>*# after question time, approx. 3.10 pm</td>
<td>*# after question time, approx. 3.10 pm</td>
<td>*# after question time, approx. 3.10 pm</td>
<td>*#† after question time, approx. 3.10 pm</td>
</tr>
<tr>
<td>Representatives</td>
<td></td>
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</tr>
<tr>
<td>Senate</td>
<td>Government documents are <strong>not</strong> tabled in</td>
<td>* 12.30 pm, immediately after prayers</td>
<td>* 9.30 am, immediately after prayers</td>
<td>†‡ after question time and motions to take note of answers, between 3.30 pm and 4.30 pm. Government documents are <strong>not</strong> tabled in the Senate on Thursday</td>
</tr>
<tr>
<td></td>
<td>the Senate on Monday</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Government documents
# Government responses to House of Representatives committee reports
† Government responses to joint committee reports
‡ Government responses to Senate committee reports

3.3 Government documents tabled in the House of Representatives on a Thursday will be tabled in the Senate on the next available sitting day. Documents presented out of sitting in the Senate are tabled in the House of Representatives on the next available tabling day. (see paragraphs 8.1 - 8.7).

Confirmation that a document has been tabled

3.4 Once documents are tabled in Parliament, the PM&C Tabling Officer will inform relevant departmental staff via email that their document has been presented. At this time, the department is required to upload an electronic version of the document onto their website, making sure the document is easy to locate. (see paragraph 4.35)

3.5 Titles of the documents tabled in the House of Representatives are recorded in the Votes and Proceedings.

3.6 Titles of documents tabled in the Senate are recorded in the Journals of the Senate.
4.0 PRESENTATION OF GOVERNMENT DOCUMENTS (INCLUDING DEPARTMENT AND AGENCY ANNUAL REPORTS) TO PARLIAMENT

Printing and publishing standards for documents

4.1 Documents should be printed in accordance with the Printing standards for documents presented to Parliament (Standards) prepared by the Joint Publications Committee. http://www.aph.gov.au/Parliamentary_Business/Chamber_documents/Tabled_Papers/Advice_to_government_agencies

Documents to be included in the Parliamentary Papers Series must be printed on International B5 size paper.


4.2 Departments should familiarise themselves with the Standards and the Web Guide. Failure to comply with either may result in additional costs to the department where the document is to be included in the Parliamentary Papers Series (see paragraphs 9.1 - 9.5).

Requirements for tabling of Government documents and annual reports

Departments

4.3 Section 63 of the Public Service Act 1999 (PSA), requires that “after the end of each financial year, the Secretary of a Department must give a report to the Agency Minister, for presentation to the Parliament, on the Department's activities during the year”.

4.4 Subsection 63(2) of the PSA provides that “the report must be prepared in accordance with guidelines approved on behalf of the Parliament by the Joint Committee of Public Accounts and Audit”. This document, Requirements for Departmental Annual Reports, is available on the Department of the Prime Minister and Cabinet website at http://www.pmc.gov.au/guidelines/index.cfm.

4.5 The guidelines provide that “a copy of the annual report is to be presented to Parliament on, or before, 31 October in the year in which the report is given”. The provisions of section 34C of the Acts Interpretation Act 1901 (AIA) apply in relation to an application for extension of the period and related matters.

Agencies other than departments

4.6 Section 70 of the PSA provides that “after the end of each financial year, an Executive Agency, must give a report to the Agency Minister for presentation to the Parliament, on the Agency’s activities during the year”. As a matter of policy, the requirements of the PSA for annual reports also apply to prescribed agencies under section 5 of the Financial Management and Accountability Act 1997.

4.7 Commonwealth authorities and Commonwealth companies are covered by the Commonwealth Authorities and Companies Act 1997 (CAC Act) (see http://www.finance.gov.au/financial-framework/cac-legislation/index.html). Commonwealth authorities are corporate bodies established by legislation for a public purpose, which hold money on their own account. Commonwealth companies are Corporations Act 2001 companies in which the Commonwealth holds a controlling interest. There are also a limited number of other statutory corporations that are subject to certain CAC Act provisions, including certain CAC Act reporting requirements.

4.8 Under subsection 9(1) and Schedule 1 of the CAC Act, Commonwealth authorities are required to prepare an annual report which includes financial statements prepared in accordance with the Finance Minister’s Orders, a report by the Auditor-General and a report of operations prepared in accordance with the Commonwealth Authorities (Annual Reporting) Orders 2011. For authorities operating on a 1 July to 30 June financial year, subsection 9(1) of the CAC Act requires the report to be presented to the responsible Minister by 15 October and requires the Minister to table the report in both Houses of the Parliament as soon as practicable after receiving it (where
a Commonwealth authority specifies a different period of 12 months as the financial year in its enabling legislation, the CAC Act requires the report be presented on the 15th day of the 4th month after the end of the financial year). It is the Government’s preferred policy that the reports be tabled by 31 October. Additional requirements for Commonwealth authorities are contained in the Commonwealth Authorities (Annual Reporting) Orders 2011.

4.9 Under section 36 of the CAC Act, Commonwealth companies are required to give the responsible Minister a copy of the company’s annual report, which is prepared according to the requirements of the Corporations Act 2001, at least 14 days before its annual general meeting. For wholly-owned Commonwealth companies (which include all companies limited by guarantee, and companies limited by shares where the Commonwealth is the sole shareholder), the Minister must table the report as soon as practicable after receiving it. For all other Commonwealth companies, the Minister must table the report as soon as practicable after the annual general meeting.

31 October deadline

4.10 PM&C’s Requirements for Annual Reports state that “it remains the Government’s policy that all annual reports should be tabled by 31 October”. This ensures that annual reports are available for scrutiny by the relevant Senate standing committee at the supplementary budget estimates hearings.

Compliance with relevant legislation

4.11 Departments, agencies, statutory authorities and companies should be aware of and comply with any other statutory provisions that relate to their reports. They should not rely solely on PM&C’s Requirements for Annual Reports and the Minister for Finance’s Commonwealth Authorities and Companies (Report of Operations) Orders.

Scrutiny of reports by parliamentary committees

4.12 In the Senate, annual reports are referred to the relevant standing committee which is required to examine each annual report, and report to the Senate whether the report is satisfactory (Senate standing order 25(20)). The committees may report in greater detail on selected reports, including any considered to be unsatisfactory in terms of timeliness, publication standards or compliance with other requirements.

4.13 In the House of Representatives, annual reports are referred to the relevant House general purpose standing committee for any inquiry the committee may wish to make.

Overdue reports (31 October deadline)

4.14 Where departments are unable to meet the 31 October deadline or the deadline specified in their relevant legislation, an extension should be sought in accordance with their relevant legislation or subsections 34C(4)-(7) of the AIA, as appropriate.

4.15 An explanation to be given to the Minister by way of a letter from the departmental secretary or agency head is to show:

- the department or agency name;
- the date the annual report was or is due to be given to the Minister;
- the date the report was given or is expected to be given;
- the reasons for the delay, and
- the name and telephone number of a contact officer in the department or agency.

4.16 An explanation given retrospectively (that is, one given under subsection 34C(7) of the AIA) must include the reason why an extension was not sought under subsection 34C(4) of the AIA in advance of the expiry of the specified period.

4.17 Statements relating to extensions for overdue reports which are required to be ‘laid before each House of Parliament’ are to be tabled as Clerk’s documents in the Senate and deemed documents in the House of Representatives (see paragraphs 7.1 - 7.7).
Deadline if a House is not sitting on the due date

4.18 Where the Parliament is not sitting on 31 October (or on other statutory deadlines) or the days leading to that deadline, departments and agencies should arrange for statements under 4.17 above to be presented out of sitting in the Senate (see paragraphs 8.1 - 8.7).

Steps leading to the tabling of a document

Ministerial approval

4.19 Departments should submit completed reports to their Minister for approval to table in Parliament, and advise their Minister of any timing considerations; in particular, any statutory time limits for tabling.

4.20 Departments should ensure that the necessary arrangements, including printing of the required copies, are undertaken in sufficient time to allow compliance with the prescribed time limits.

Copies

4.21 Copies should be packaged and delivered according to Appendices B, C and N. It is the responsibility of departments to ensure these requirements are met. Should there be any difficulties in providing the required copies, the PM&C Tabling Officer must be contacted immediately (see Appendix Q).

Advance advice to PM&C Tabling Officer

4.22 The PM&C Tabling Officer should be alerted of any special timing considerations for tabling, such as:

- a particular need for a report to be tabled simultaneously in both Houses (e.g. because of the report’s sensitive or controversial nature), or
- a preference by the Minister for a report to be tabled in one chamber before the other.

4.23 Where there is a particular urgency for a document to be tabled, the PM&C Tabling Officer should be advised with as much notice as possible, otherwise tabling will be arranged to occur on the next available tabling day in the respective chambers.

Covering memorandum to the PM&C Tabling Officer

4.24 Delivery of copies of a report to the PM&C Tabling Officer should be accompanied by a covering memorandum from the department (see Appendix H) setting out the following information:

- date the report was transmitted to the Minister (in the case of annual reports and other reports required to be tabled by statute):
  - this is the date on which the finalised report (whether in manuscript form prior to going to print or in the form of a printed publication) was first submitted to the Minister;
  - if the tabling of an agency report is being handled through a department on behalf of its portfolio agencies, it is essential that the department ascertain if the report has already been transmitted directly to the Minister and the date thereof;
  - where there are statutory time limits involved and the report was transmitted late to the Minister, the covering memorandum should also indicate the date by which the report should have been transmitted to the Minister in accordance with the relevant statutory provisions;
  - date of receipt by the Minister (in the case of annual reports and other reports required to be tabled by statute) – this is the date on which the Minister first sighted the finalised report:
- confirmation that the Minister has agreed to table the report,
- any statutory requirements to table the report citing the relevant Act and section
Guidelines for the Presentation of Documents to the Parliament

- whether the Minister proposes to make a statement on presentation (see paragraphs 6.1 - 6.5), and
- a contact officer in the department or agency and phone number.

Correction of errors in documents

4.25 If errors are discovered in a report that is to be, or has been tabled in Parliament, the author department must contact the PM&C Tabling Officer as soon as possible about arrangements for correcting the errors. Generally, corrections are tabled in the same manner and subject to the same copy requirements (including approval by the relevant Minister) as the original report.

4.26 A correction is to show the department or agency name, the title of the original report or document at the top of the document and the correction details.

Presenting documents when Parliament is not sitting

4.27 The Senate standing orders provide that documents may be presented when the Senate is not sitting (see paragraphs 8.1 - 8.7). Departments should consider this option if there is a statutory or urgent and compelling need to have documents presented at a time when Parliament is not sitting.

4.28 The House of Representatives does not have any arrangements in place for the presentation of documents when it is not sitting.

Release prior to tabling

4.29 From time to time, a question may arise as to whether a document can be released prior to tabling in Parliament (that is, made publicly available for example at a media launch). House of Representatives Practice 6th Edition (page 612) notes that public release of a document before presentation to Parliament “has always been considered a matter of impropriety”. Every effort should be made to ensure the document is tabled in Parliament prior to, or to coincide with, public release of the report. The PM&C Tabling Officer should be consulted on how best to handle the matter.

Parliamentary privilege

4.30 Some documents to be presented to the Parliament may require the protection of parliamentary privilege, e.g. reports which name individuals as offenders or reports which may be regarded by certain people as defamatory.

4.31 The term ‘parliamentary privilege’ refers to the powers, rights and immunities attaching to the Houses of Parliament under section 49 of the Constitution and provided by the Parliamentary Privileges Act 1987. The two principal elements are:
- the immunity of parliamentary debates and proceedings from use in courts, and
- the power of the Parliament to compel the attendance of witnesses, the giving of evidence and the production of documents, and the power to judge and punish contempts of the Parliament.

4.32 The protection of parliamentary privilege means that a person cannot be sued or prosecuted in respect of words spoken and acts done in the course of, or for the purposes of or incidental to, giving evidence or preparing or submitting documents to a House of Parliament or a parliamentary committee. Neither these acts, nor the material submitted, can be used against a person in legal proceedings. (See subsection 16(2) of the Parliamentary Privileges Act 1987.)

4.33 Where there may be legal and parliamentary privilege considerations relating to the publication of a report, advice may be sought from the Attorney-General’s Department (Office of General Counsel) and the Department of the Prime Minister and Cabinet (Government Division). Departments must settle any such issues before arrangements are made for tabling or for release.
Reports of Royal Commissions

4.34 The PM&C Tabling Officer should be consulted well in advance in regard to the tabling of reports of Royal Commissions. Factors to be considered include whether:

- a Ministerial Statement is to be made by the Minister to coincide with the tabling of the report, and
- the volume of the report requires any special arrangements to be considered for copy requirements.

Availability of documents online once tabled

4.35 Once a document has been tabled in Parliament, the document must then be made available online as soon as possible. The PM&C Tabling Officer will notify the relevant department(s) once the document has been tabled. The department(s) is then responsible for uploading the document promptly to their website, making sure it is easily located. It is the responsibility of the author department/agency to ensure that the electronic version of the document is identical to the printed version. For web publishing guidance please see the Australian Government Web Guide, available at http://webguide.gov.au.

4.36 Once a document has been published on the department(s) website the department must notify the Parliament by email that the document is available online. Emails must be sent to: documents.tabled@aph.gov.au (see Appendix GA for a sample email).
5.0 GOVERNMENT RESPONSES TO PARLIAMENTARY COMMITTEE REPORTS

Timeframe for responses
5.1 Past practice has been for the Government to respond to parliamentary committee reports within three months of their presentation to Parliament. Exceptions to the requirement for a Government response are set out in paragraphs 5.23 – 5.25. This three-month deadline is also embodied in a Senate resolution of continuing effect (see Appendix K).

Preparation of Government responses
5.2 Following the tabling of a report by a parliamentary committee, the PM&C Tabling Officer notifies the department having main carriage of the subject matter of the report (the relevant department) of the expectation of a Government response and seeking a departmental contact on the matter. Departments must make their own arrangements to obtain copies of parliamentary committee reports directly from the relevant committee or from the committee’s website.

List of Parliamentary Committees

5.3 The relevant department should prepare its response as soon as practicable. This includes, where appropriate, coordinating input from other departments with an interest in the report. Input from other departments must be approved by their Minister.

5.4 Responses to parliamentary committee reports may be an in-principle statement of the Government’s intentions but must address all the recommendations and, if applicable, indicate reasons for not accepting any specific recommendation. Minority or dissenting reports and recommendations should also be dealt with in the same manner (see paragraph 3 of the Senate resolution of continuing effect at Appendix K).

5.5 Departments should consider whether any recommendations have Commonwealth-State implications which should be raised with the relevant State/Territory Government(s). The views of the States and Territories may be required before a response can be made by the Commonwealth Minister. Consultation can be an important part in the development of some Government responses but should not be so broad as to duplicate the work of a committee. Consultation may extend to circulating a draft response to State and Territory Governments on an ‘in-confidence basis’. Therefore, it would be improper to send out a ‘draft final’ response or advance copies of a final response. In instances where the recommendation(s) fall wholly within State responsibilities and no further Commonwealth action is required, a response to that effect may be sufficient.

5.6 On occasion, recommendations of parliamentary committee reports will be directed to the Presiding Officers of the Parliament (the Speaker of the House of Representatives and/or the President of the Senate). While responses to these recommendations are a matter for the Presiding Officers, departments should contact the relevant Clerk to discuss the recommendations and the expected timing of the Government response. Departments, in preparing the Government response, should note that recommendations involving the Presiding Officers are a matter for the Presiding Officers. The Government’s response must not commit the Presiding Officers to any course of action including requiring the provision of a formal written response.

5.7 The layout of a Government response may vary depending on the nature and volume of the recommendations. Options for layout include:

- quoting each recommendation and then indicating the response, or
- grouping related recommendations.

Template for the title page of a Government response (see Appendix I)

Approval process
5.8 Government responses, including interim responses, must be approved by either Cabinet or the Prime Minister depending on the subject matter.

5.9 The Cabinet Handbook provides guidance on the kinds of matters that would normally come before Cabinet (or its committees) for consideration (see chapter 4 of the Cabinet Handbook).
Departments should ensure that submissions seeking Cabinet approval for proposed responses are lodged in sufficient time to comply with the three-month timeframe for providing Government responses.

5.10 Where it is clear that the subject matter does not involve any significant policy, legislative and/or contentious issues, the Minister may seek the approval of the Prime Minister for the response to be presented to Parliament (and the committee chair) without reference to Cabinet.

5.11 The PM&C Tabling Officer coordinates the approval process. PM&C may liaise with the department and request amendments. Any amendments will require the Minister’s approval. The Minister will receive written advice of approval to table the Government’s response.

5.12 Once approved, the department should proceed with tabling the Government’s response as soon as possible. Arrangements for tabling should be made with the PM&C Tabling Officer.

5.13 It is also usual practice for the Minister to provide a copy of the response to the chair of the parliamentary committee at the same time as the response is being tabled. This courtesy is not a substitute for the tabling of the response in Parliament. It simply allows a committee to be advised of the Government’s response as early as possible.

Tabling requirements

5.14 Responses should preferably be printed on double-sided A4 paper, with a cover page showing the name of the committee and the report (see Appendix I). Copies should be packaged and delivered according to Appendices B, D and O.

5.15 When Parliament is not sitting, approved responses to Senate and joint parliamentary committee reports may be presented to the President of the Senate in accordance with the process set out in paragraphs 8.1 – 8.7. As the House of Representatives does not have arrangements in place for the presentation of documents when it is not sitting, approved responses to House of Representatives parliamentary committee reports may only be tabled when the House is sitting.

Ministerial Statement to accompany the tabling of a Government response

5.16 In the rare event that a Ministerial Statement is proposed to be made when a Government response is tabled, the department should consult the requirements set out in paragraphs 6.1 - 6.8.

5.17 It is important that the PM&C Tabling Officer be alerted by phone as early as possible about proposed Ministerial Statements with Government responses.

Overdue responses

5.18 If a final Government response cannot be prepared within the three-month timeframe, the responsible Minister should provide a brief explanation about the delay in the six-monthly reports to the Parliament about outstanding Government responses, indicating when a detailed response will be available (see paragraphs 5.23 - 5.25).

5.19 Subject to approval by Cabinet or the Prime Minister as appropriate, the Minister may provide to the chair of the relevant parliamentary committee an interim response, addressing, for example, those recommendations on which the Government has reached a firm conclusion, and providing advice on when the balance of the Government’s response will be available. The department should contact the PM&C Tabling Officer promptly to arrange for the tabling of the interim response.

Periodic reports by Presiding Officers

5.20 It is customary practice for the President of the Senate and the Speaker of the House of Representatives to table at the end of the Winter and Spring sittings, a schedule showing the status of Government responses to parliamentary committee reports. The Leaders of the two Houses may respond to the preceding Presiding Officers’ schedules in a report, prepared on behalf of the Ministers responsible for the handling of particular responses and also at the end of the Winter and Spring sittings. The PM&C Tabling Officer will contact departments to seek entries for inclusion in the Leaders’ reports in relation to each Government response outstanding.
5.21 Departments must ensure that all entries for inclusion in the report are cleared by the responsible Ministers.

Reports not requiring a Government response
5.22 Reports from the following committees are not generally subject to the arrangements set out in this section:

- House or Senate Standing Committees on Library, Privileges and Members’ Interests, Senators’ Interests, Publications, Selection
- Senate Standing Committee on Regulations and Ordinances
- Senate Standing Committee for the Scrutiny of Bills
- Senate Selection of Bills Committee
- Joint Statutory Committee on Public Works, and
- Joint Committee of Public Accounts and Audit. (The approval/tabling process of these Guidelines apply when responding to policy recommendations of a JCPAA report. The Department of Finance and Deregulation is responsible for informing departments/agencies that a recommendation in a JCPAA report refers to them and that a response is required.)

5.23 In many instances, a Bill before the Parliament is referred to a parliamentary committees for examination and report, predominantly in the Senate. When this happens, the particular Bill is not programmed for debate in the House to which the committee belongs until the committee has reported. As part of the legislative process, it is the responsibility of departments to monitor and follow up on any parliamentary committee inquiries and reports on Bills in consultation with their Ministers’ offices. The Government generally responds to the committee’s findings during the debate on the Bill (e.g. by moving Government amendments or indicating it does not accept a recommendation). Separate Government responses are not usually prepared in these circumstances.

5.24 The handling of parliamentary committee reports on Bills before the Parliament is therefore not covered by these guidelines unless a Government response is warranted in addition to the ensuing parliamentary proceedings on the Bill. All other committee (including, occasionally, inquiries by the Joint Publications Committee and the Scrutiny of Bills Committee) reports require a response if they contain recommendations.
6.0 MINISTERIAL STATEMENTS

6.1 A Ministerial Statement in the Parliament is an important vehicle for a Minister to announce, advance, defend or explain significant Government policies and decisions, or to inform the Parliament of significant achievements. As Ministerial Statements are usually reserved for significant matters and can involve parliamentary debate, they cannot proceed without approval. The approval process is set out below.

Presentation in Parliament

6.2 The usual practice is that the statement is made by the responsible Minister and is tabled or incorporated in the other chamber. In the House of Representatives, all statements have to be read out on the floor of the House if they are to be recorded in Hansard.

6.3 If the statement is made in the House of Representatives first, leave can be sought in the Senate to incorporate the statement in the Senate Hansard on the next Senate sitting day. The Senate parliamentary Liaison Officer (Sen PLO) and the PM&C Tabling Officer should be consulted when such action is being considered as leave must be sought from the non-government and independent senators. This will have to be negotiated by the Senate PLO beforehand as it is not automatic.

6.4 If the statement is made or incorporated in the Senate first, it may be the intention of the Government that the statement is also made in the House. Generally, the statement would not be read out but tabled with other Government documents on the next sitting day in the House. Please advise the PM&C Tabling Officer if this is the case at the time of delivering the copies of the statement.

6.5 Where a statement is to be made (read) in both chambers, a House of Representatives version (references to the Speaker and members) and a Senate version (references to the President and senators) of the statement are to be provided.

6.6 Ministerial Statements are made by leave (i.e. they require permission of the House or Senate). The form of words seeking leave will be provided to the Minister by the Table Office of the relevant parliamentary department. DO NOT include any such wording at the beginning of the statement. An example first page of a Ministerial Statement is at Appendix J.

Ministers planning to make a statement

6.7 Any Minister planning to make a statement must, through their office:

• have the agreement of the Prime Minister and or Cabinet to make the statement;
• have approval of the Prime Minister for the text of the statement;
• inform the Leader of the House of Representatives, as Chair of the Parliamentary Business Committee, to seek parliamentary time for the statement;
• inform the Leader of the House of Representatives of arrangements for delivery of the statement in the Senate (usually tabled in the Senate only);
• inform the House of Representatives Parliamentary Liaison Office (HoR PLO) of the intention to make a statement and provide a contact for issuing copy requirements and follow-up.

Once clearance has been received for a Ministerial Statement to be done in the House

6.8 Once clearance has been received, and to assist processing of the statement in the House, the Minister’s Office must inform the Leader of the House Office and the HoR PLO that:

• the Leader of the Opposition and the Opposition Shadow have been informed that a statement is to be made; (see NOTE below)
• agreement has been obtained from the Opposition to one speaker on each side (usually the Minister followed by Opposition shadow – HoR PLO needs to know who);
• in the absence of agreement to one speaker aside (or in addition to that agreement), the Opposition may wish to take note of the statement (Minister will need to table a copy of the statement for the take note motion) in which case the House can debate the matter. The debate may be adjourned and resumed at a later stage. A motion may also be moved for the matter to be referred to the Federation Chamber for further debate.
NOTE:

- the House Order of Business provides for Ministerial Statements to be made on Monday after question time, and on Tuesday, Wednesday and Thursday after question time and following the MPI (Matter of Public Importance) or after Question Time where no MPI takes place;
- the Senate Routine of Business provides for Ministerial Statements to be made on Monday, Tuesday, Wednesday and Thursday afternoons.
- statements are to be delivered to the PM&C Tabling Officer in RG98 usually at least 2 hours before the statement is planned to occur which allows non-government members and senators time to prepare a response before debate and assists in the process of seeking leave for the statement to be made.
- the PM&C Tabling Officer coordinates the processing of Ministerial Statements and takes receipt of the bulk copies under embargo.
- copy requirements for the statement are set out in Appendices B, E and P.
- the Table Office (as distinct from the PM&C Tabling Officer) will provide the Minister with the required procedure to seek leave to make the statement and for another Minister to seek leave to move a motion to enable the Opposition member to speak for equal time.
- sometimes the Ministerial Statement may involve tabling of associated documents, in which case the documents to be tabled should also be distributed to the Opposition at the same time as the statement (there is a need to ascertain whether the Opposition wishes to ‘take note’ of the tabled documents as well as the statement).
- if a report is to be tabled with the statement, the PM&C Tabling Officer should be advised and copies should be packaged and delivered according to Appendices B, E and P. An extra 30 copies should be provided to the PM&C Tabling Officer for distribution with the statement to non-government senators and members.

7.0 DEEMED /CLERK’S DOCUMENTS

7.1 Some documents are tabled in Parliament as ‘deemed documents’ in the House of Representatives, and as ‘Clerk’s documents’ in the Senate. These documents include legislative instruments tabled pursuant to the Legislative Instruments Act 2003 and ministerial/departmental correspondence relating to delays in giving reports to Ministers as required by statute.

7.2 Legislative instruments are required under section 38 of the Legislative Instruments Act 2003 (LIA) to be delivered to each House of Parliament by the Office of Parliamentary Counsel (OPC) within 6 sitting days after the instrument is registered on the Federal Register of Legislative Instruments (FRLI).

Rule-making agencies must ensure that they simultaneously lodge the explanatory statement and the instrument with OPC for registration on FRLI as soon as possible after the instrument is lodged with the Federal Executive Council Secretariat or made by the rule-maker. If the agency does not do this, or cannot comply in time, OPC may have to deliver the instrument for tabling without the explanatory statement.

Under section 39 of the LIA, the rule-maker is then required, as soon as possible, to deliver the required number of copies of the explanatory statement to the Parliament, together with a written statement explaining why the explanatory statement was not delivered to OPC in time. If an explanatory statement is not prepared, it will not invalidate the instrument. However, it is possible that a notice of motion to disallow the instrument may be given. The explanatory statement will still need to be provided to OPC for registration on FRLI after tabling so that it can be accessed on FRLI.

After the instrument is lodged by OPC with the Tabling Offices, tabling details can be accessed through ComLaw (www.comlaw.gov.au) or through the authoritative records of the Parliament, the Votes and Proceedings (House of Representatives) or the Journals of the Senate (See www.aph.gov.au).

Any non-legislative instruments and other documents should be tabled as follows.
Advice to the Clerks

7.3 Departments should write to the Clerk of each House providing the documents to be tabled and, where applicable:

- indicating whether the documents are disallowable instruments;
- citing the legislation under which each document has been made;
- citing the section of the legislation which requires the document to be tabled;
- providing the name and details of a departmental contact; and
- providing explanatory statements that have been prepared for such documents.

Timing for tabling

7.4 Departments must ensure that for disallowable non-legislative instruments, the instrument and accompanying documents are forwarded well in advance of the end of the statutory period for tabling. For the purpose of calculating the periods relating to disallowable instruments, departments should keep track of sitting days of both Houses, as these occasionally differ and sitting days can sometimes be varied (added or not meet).

7.5 Documents received by 12pm in the Senate and 5pm in the House on a sitting day (3pm for sitting Thursdays) will normally be tabled on that day and will appear in the Journals of the Senate and the Votes and Proceedings.

Copies

7.6 Copies should be packaged and delivered according to Appendix F. Where a department requires a wider circulation or the document to be tabled is likely to be in high demand, additional copies may be required. Departments should consult the contact officers at Appendix Q.

Inquires

7.7 Inquiries should be directed to the contact officers listed at Appendix Q.
8.0 PRESENTING DOCUMENTS TO THE PRESIDENT OF THE
SENATE WHEN THE SENATE IS NOT SITTING

8.1 Senate standing order 166 provides for the presentation of documents when the Senate is not sitting (see Appendix L). Presentation of documents when the Senate is not sitting is coordinated by the Senate Table Office. Departments should contact the Documents Officer in the Senate Table Office directly to make the appropriate arrangements (see Appendix G for detailed procedures). The responsible Minister writes to the President of the Senate (see form letter of transmittal at Appendix M).

8.2 Legislative and other disallowable instruments cannot be presented when the Senate is not sitting, however, they can be delivered for tabling on the next available sitting day.

8.3 Upon receipt by the President, the document is deemed to have been presented to the Senate and is authorised for publication. Departments should note that parliamentary privilege and the authority to release a document is not obtained until the President has received the document, so the document remains under embargo until that time.

8.4 Documents presented out of sitting are usually tabled in the Senate on the next sitting day.

8.5 Documents to be presented in this way must have received clearance by relevant Ministers and, in the case of Government responses and Ministerial Statements, also by Cabinet or the Prime Minister before presentation to the President of the Senate.

8.6 Copies should be packaged and delivered according to Appendix G.

8.7 Documents presented out of sitting will be tabled in the House of Representatives at the earliest opportunity when it next meets, unless the document relates to the Senate only (e.g. a Government response to a Senate committee report).
9.0 ADDITIONAL COPIES FOR THE PARLIAMENTARY PAPERS SERIES AND COMMONWEALTH LIBRARY DEPOSIT AND FREE ISSUE SCHEMES

Parliamentary Paper Series

9.1 The Parliamentary Papers Series (PPS) is produced by the Parliament as a comprehensive collection of documents of a substantial nature presented to the Parliament. The series includes copies of most annual reports and other tabled documents recommended by the Joint Publications Committee. The PPS is provided in two formats: printed and online.

Printed copies must be sent to the following address:

Parliamentary Papers Series
CanPrint Communications Pty Ltd
1 Tralee Street
HUME ACT 2620

The online document must be available in two formats, PDF and one other format, such as Word. The PDF must be prepared in accordance with the advice provided in the Web Guide: http://webguide.gov.au/accessibility-usability/accessibility/

An email containing a hyperlink to the document on the department/agency website must be sent to documents.tabled@aph.gov.au. The subject field in the email must contain the title of the document. The body of the email must contain a hyperlink to the document and should be set out like the following:

“The following report, [insert report title], tabled on [insert date] is now available on the department’s/agency’s website and can be accessed using the following hyperlink: [insert hyperlink]”.

The name of a departmental contact person with the details of their telephone and email contacts also be included in the email.

9.2 To determine whether a document is likely to be included in the PPS, advice should be sought from:

- Agencies A to M: the Documents Officer, Senate Table Office, (02) 6277 3037.
- Agencies N to Z, Budget documents and Auditor-General’s reports: the Documents Manager, House of Representatives Table Office, (02) 6277 4800.

Commonwealth Library Deposit and Free Issue Schemes

9.3 Author bodies are required to provide copies of all publications for the combined Commonwealth Library Deposit and Free Issue Schemes (LDS). Advice in relation to these schemes is available on the internet http://agimo.gov.au/policy-guides-procurement/publishing-information/lds/

Please note that embargoed publications cannot be accepted for distribution to deposit libraries, you must wait until the publications have been tabled and are public before sending them directly to the address listed below.

Contact details:
Library Deposit Scheme Distribution Service
C/- Decipha Pty Ltd
Level 1, Canberra GPO
53 – 73 Alinga Street
CANBERRA CITY

(Deliveries: enter via Australia Post loading dock from Rudd Street; on delivery, please call Decipha staff on (02) 6129 3000).
Copies
9.4 Copies should be packaged, clearly labelled and delivered according to Appendix C or G, as applicable.

Funding additional copies
9.5 Departments are responsible for printing and funding the additional copies of documents required for the PPS and the LDS. To avoid unnecessary additional expenses, departments should provide advice to their contracted printer of any additional copies required for PPS and LDS at the time of placing the printing order.
10.0 SECURITY ARRANGEMENTS

Access to Parliament House

10.1 Due to security arrangements in place around Parliament House, external pass holders should access the building through Security Point 1 (not the Senate, House of Representatives or Ministerial entrances).

10.2 Security Point 1 is located in the public car park under the forecourt at the front of Parliament House. After passing through Security Point 1, follow the red or green line painted on the concrete which will direct you to the relevant lift to access either the House of Representatives or the Senate side of the building as indicated at Appendix A.

10.3 It is the responsibility of departments / agencies and couriers to organise a parliamentary pass to gain access into Parliament House. Packages cannot be collected by the addressee, so must be hand-delivered direct to the addressee.

10.4 Items for the Ministerial Embargo Room should be delivered to the Parliament House Loading Dock, Brisbane Avenue.
Appendix A

MAPS OF PARLIAMENT HOUSE – BASEMENT AND GROUND FLOOR
SUMMARY OF TABLING REQUIREMENTS ON SITTING DAYS – GENERAL

- 5 copies of the document, together with the memorandum at Appendix H, should be hand-delivered to the PM&C Tabling Officer before 2.30pm the day before you intend to table to:
  
  RG98  
  House of Representatives Parliamentary Liaison Office  
  Parliament House.

- It is the responsibility of departments, agencies and their couriers to organise a parliamentary pass to gain access into Parliament House through Security Point 1 (do not enter via the Senate, House of Representatives or Ministerial entrances). Security Point 1 is located in the underground public car park at the front of Parliament House. After passing through Security Point 1, follow the green line painted on the concrete floor of the basement, which will direct you to the relevant lift to access the House of Representatives side of the building as indicated at Appendix A. Take the lift to the ground floor and then proceed to RG 98 as indicated on the ground floor map at Appendix A.

Arrangements for delivery at any other time should be made in advance with the PM&C Tabling Officer on (02) 6277 7212.

- The bulk copies (Senate Table Office, House of Representatives Table Office, Parliamentary Press Gallery and the Parliamentary Library copies) should be delivered to:
  
  Ministerial Embargo Room No. 10A.B.004  
  through the Parliament House Loading Dock,  
  Brisbane Avenue

Deliveries can only take place when the loading dock is open (between 8 am and 2.30 pm) Monday to Thursday on sitting days and on the business day before a sitting day.

- The day before delivering documents to the Parliament House Loading Dock, please email the loadingdock@aph.gov.au with the following details:
  
  - Name of department or agency;  
  - Drivers name and contact phone number (mobile number preferred);  
  - Vehicle model, colour and registration details;  
  - Estimated number of cartons/packages (e.g. 40 boxes or 12 envelopes);  
  - Planned date & time of arrival at the Parliament House Loading Dock.

Note: If the bulk copies are being delivered by your printer/courier, they will need to email the Parliament House Loading Dock with their details. It is your department's responsibility to advise your printer/courier of this requirement.

If there is an issue with the planned arrival, you will be contacted by the Loading Dock.

For an urgent or late delivery, arrangements can be made by phoning the Loading Dock on 02 6277 5500.

Arrangements for delivery at any other time, should be made in advance with the PM&C Tabling Officer.

- Each package must be clearly labelled using the correct cover sheet (see Appendices N, O or P) and strictly weigh no more than 16 kilograms.

It is the responsibility of departments and agencies to ensure packaging, labelling, quantity and delivery requirements are met. Please provide clear instructions to printers and couriers regarding these requirements.

- Documents which fail to comply with these requirements will be rejected and must be retrieved and repackaged by the originating department/agency.

- Once a document has been tabled, it must be made available online (see paragraph 4.35).
Appendix C

GOVERNMENT DOCUMENTS – SUMMARY OF COPY REQUIREMENTS (SITTING DAYS)

Prerequisites

- Must be approved by Minister for tabling.
- Note requirements for Ministerial Statements if the Minister proposes to make a statement in Parliament in connection with the tabling of the report.

Distribution of tabling copies

<table>
<thead>
<tr>
<th>Destination</th>
<th>No. of copies</th>
<th>Locations</th>
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<tbody>
<tr>
<td>PM&amp;C Tabling Officer</td>
<td>5#</td>
<td>Hand deliver to RG98, together with departmental covering memorandum, see Appendix H</td>
</tr>
<tr>
<td>Senate Table Office</td>
<td>†40</td>
<td>Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue</td>
</tr>
<tr>
<td>House of Representatives Table Office</td>
<td>†30</td>
<td>Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue</td>
</tr>
<tr>
<td>Parliamentary Press Gallery</td>
<td>†60</td>
<td>Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue</td>
</tr>
<tr>
<td>Parliamentary Library</td>
<td>9</td>
<td>Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue</td>
</tr>
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</table>

Total 144 copies

Additional copies

(see paragraphs 9.1 - 9.5)

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<tr>
<td>Parliamentary Papers Series</td>
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<td>PPS CanPrint Communications Pty Ltd 1 Tralee Street Hume ACT 2620</td>
</tr>
<tr>
<td>ePPS</td>
<td>◇Email</td>
<td>Email sent to <a href="mailto:documents.tabled@aph.gov.au">documents.tabled@aph.gov.au</a> (see paragraphs 4.35 – 4.36 and 9.1 – 9.5)</td>
</tr>
<tr>
<td>Commonwealth Library Deposit and Free Issue Schemes (LDS)</td>
<td>31</td>
<td>Library Deposit Distribution Service C/- Decipha Pty Ltd Level 1, Canberra GPO 53 – 73 Alinga Street CANBERRA CITY [Please ensure you have included a completed Notification of Publication form]</td>
</tr>
</tbody>
</table>

All copies (except the Parliamentary Papers Series, Commonwealth Library Deposit and Free Issues Schemes (LDS) copies) for tabling in the Parliament should be delivered before 2.30pm the day before the document is due to be presented in Parliament and packaged with the labels at Appendix N.

# When a Ministerial Statement is being made to coincide with the tabling of a report, 30 extra copies of the report must be provided to the PM&C Tabling Officer.
† 40 extra copies for each of the destinations must be provided for reports of Royal Commissions.
◊ Please send email notifications after the document has been published on the department/agency website (see paragraphs 4.35 – 4.36).
Appendix D

GOVERNMENT RESPONSES TO PARLIAMENTARY COMMITTEE REPORTS – SUMMARY OF COPY REQUIREMENTS (SITTING DAYS)

Prerequisites

- Approval by Cabinet or Prime Minister.
- Note requirements for Ministerial Statements if the Minister proposes to make a statement in Parliament in connection with the Government response.

Distribution

<table>
<thead>
<tr>
<th>Destination</th>
<th>Senate Report</th>
<th>Joint Report</th>
<th>HoR Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>PM&amp;C Tabling Officer</td>
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<td>5#</td>
<td>5#</td>
</tr>
<tr>
<td>Senate PLO</td>
<td>10</td>
<td>10</td>
<td>Nil</td>
</tr>
<tr>
<td>Senate Clerk Assistant (Table)</td>
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<td>2</td>
<td>Nil</td>
</tr>
<tr>
<td>Senate Table Office</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>House of Representatives Table Office</td>
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<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Parliamentary Press Gallery</td>
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<td>*60</td>
<td>*60</td>
</tr>
<tr>
<td>Parliamentary Library</td>
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<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Hansard</td>
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<td>✉Email</td>
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</tr>
<tr>
<td>ePPS</td>
<td>✿Email</td>
<td>✿Email</td>
<td>✿Email</td>
</tr>
<tr>
<td>Totals</td>
<td>106</td>
<td>126</td>
<td>114</td>
</tr>
</tbody>
</table>

All copies should be delivered before **2.30pm the day before** the response is due to be tabled in Parliament and packaged with the labels at Appendix O.

* Please advise the PM&C Tabling Officer if the Minister chooses to distribute copies for the Press Gallery through their office.

# When a Ministerial Statement is being made to coincide with the tabling of a Government response, 30 extra copies of the response must be provided to the PM&C Tabling Officer.

✉ Please email the Hansard a copy of the Government response on the morning of the proposed tabling.
◊ Please send email notifications after the document has been published on the department/agency website (see paragraphs 4.35 – 4.36).
MINISTERIAL STATEMENTS – SUMMARY OF COPY REQUIREMENTS (SITTING DAYS)

Prerequisites

- Approval of text of statement by Cabinet or Prime Minister.

Distribution

<table>
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<th>Destination</th>
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<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>PM&amp;C Tabling Officer</td>
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<td>RG98, together with departmental covering memorandum, see Appendix H</td>
</tr>
<tr>
<td>House of Representatives PLO</td>
<td>14</td>
<td>Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue</td>
</tr>
<tr>
<td>Senate PLO</td>
<td>10</td>
<td>Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue</td>
</tr>
<tr>
<td>Senate Table Office</td>
<td>20</td>
<td>Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue</td>
</tr>
<tr>
<td>Senate Clerk Assistant (Table)</td>
<td>2</td>
<td>Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue</td>
</tr>
<tr>
<td>House of Representatives Table Office</td>
<td>10</td>
<td>Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue</td>
</tr>
<tr>
<td>Parliamentary Press Gallery</td>
<td>*60</td>
<td>* Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue</td>
</tr>
<tr>
<td>Parliamentary Library</td>
<td>9</td>
<td>Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue</td>
</tr>
<tr>
<td>Hansard</td>
<td>Email</td>
<td><a href="mailto:hansard.esg@aph.gov.au">hansard.esg@aph.gov.au</a>, <a href="mailto:hansard-hsu@aph.gov.au">hansard-hsu@aph.gov.au</a></td>
</tr>
<tr>
<td>ePPPS</td>
<td>Email</td>
<td><a href="mailto:documents.tabled@aph.gov.au">documents.tabled@aph.gov.au</a></td>
</tr>
<tr>
<td>Totals</td>
<td>130</td>
<td></td>
</tr>
</tbody>
</table>

All copies should be delivered at least 2 hours before the statement is planned to occur in Parliament and packaged with the labels at Appendix P.

When differing versions are to be presented in the House of Representatives and the Senate, consult with the PM&C Tabling Officer regarding copy requirements (refer to Section 6).

* Please advise the PM&C Tabling Officer if the Minister chooses to distribute copies for the Parliamentary Press Gallery through their office.

Email Please email both Hansard a copy of the Ministerial Statement (in Word format) before the proposed statement occurs.

Diamond Please send email notifications once the document has been published on the department/agency website (see paragraphs 4.35 – 4.36).
DEEMED /CLERK’S DOCUMENTS – SUMMARY OF COPY REQUIREMENTS FOR DOCUMENTS OTHER THAN LEGISLATIVE INSTRUMENTS

Prerequisite

- Clearance by Minister.

Distribution

<table>
<thead>
<tr>
<th>Destination</th>
<th>No. of copies</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk of the House</td>
<td>1</td>
<td>Attention: Documents Manager House of Representatives Table Office (RG 89)</td>
</tr>
<tr>
<td>Clerk of the Senate</td>
<td>2</td>
<td>Attention: Assistant Legislation Officer (Clerk’s documents) Senate Table Office (SG 25)</td>
</tr>
<tr>
<td>Secretary Senate Standing Committee on Regulations and Ordinances</td>
<td>10</td>
<td>for disallowable non-legislatives instruments only (S1 111)</td>
</tr>
</tbody>
</table>

Inquiries should be directed to:
Documents Manager  
House of Representatives Table Office  
RG89  
(02) 6277 4800

Assistant Legislation Officer  
Senate Table Office  
SG25  
(02) 6277 3035

Senate Standing Committee on Regulations and Ordinances  
(02) 6277 3066 (regords.sen@aph.gov.au).
Appendix G

PRESENTATION OF DOCUMENTS TO THE PRESIDENT OF THE SENATE WHEN THE SENATE IS NOT SITTING

The following procedures should be followed when presenting a document to the President when the Senate is not sitting (refer to paragraphs 8.1 - 8.7):

1. Notification of the intention to present the document is to be advised to the Senate Documents Officer.
   - Notification can occur by either:
     - emailing: table.docs@aph.gov.au, or
     - telephoning: (02) 6277 3037.
   - Notification must include:
     - name of document,
     - proposed presentation date, and
     - phone and email details of the contact officer in the department/agency.

2. On the day of presenting the document:
   - (a) enter Parliament House via Security Point 1, then proceed directly to SG 25 to hand deliver to the Senate Documents Officer the Minister’s letter to the President of the Senate (see Appendix M), together with a copy of the document, the required 5 copies for the PM&C Tabling Officer, and the covering memorandum (see Appendix H). The remaining copies for the Senate Table Office, House of Representatives Table Office, Parliamentary Press Gallery, and the Parliamentary Library should be brought to Parliament House at the same time to enable immediate distribution once the document is certified (see paragraph 4).
   - (b) the document will be processed immediately upon receipt by the Senate Documents Officer (the procedure can take up to 15-30 mins). Once the document has been presented (made public), a copy of the signed certification letter will be given to you for your records; and
   - (c) then proceed to distribute copies of the document to the relevant areas of Parliament House (namely, the House of Representatives Table Office, Parliamentary Press Gallery and the Parliamentary Library).

3. On the nominated day of presenting the document, an email must be sent to documents.tabled@aph.gov.au attaching the relevant hyperlink address to the document. It is the responsibility of the author department/agency to ensure that the electronic version of the document is identical to the printed version presented to the President of the Senate (see paragraphs 4.35 – 4.36).

4. Departmental officers then distribute the document in Parliament House in accordance with the requirements in the following table overleaf. This is the responsibility of the author department/agency. The Senate Documents Officer will immediately notify senators and members, and other interested parties, of the tabling via email, including the hyperlink.
PRESENTATION OF DOCUMENTS WHEN THE SENATE IS NOT SITTING – SUMMARY OF COPY REQUIREMENTS (TABLING OUT OF SITTING)

Prerequisites
- Appropriate approval specified for the particular category of document.
- Prior arrangement made with Senate Documents Officer, on (02) 6277 3037.

Distribution

<table>
<thead>
<tr>
<th>Destination</th>
<th>No. of copies</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>1</td>
<td>hand deliver to the Senate Documents Officer, SG 25, together with letter to the President of the Senate (see Appendix M)</td>
</tr>
<tr>
<td>PM&amp;C Tabling Officer</td>
<td>5</td>
<td>together with departmental covering memorandum, (see Appendix H) – copies may be left with the Senate Documents Officer, SG 25</td>
</tr>
<tr>
<td>Senate Table Office†</td>
<td>40</td>
<td>deliver to: SG 25</td>
</tr>
<tr>
<td>Press Gallery</td>
<td>60</td>
<td>deliver to: S2</td>
</tr>
<tr>
<td>Parliamentary Library</td>
<td>9</td>
<td>deliver to: M2</td>
</tr>
<tr>
<td>House of Representatives Table Office</td>
<td>30</td>
<td>deliver to: RG 89</td>
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(see paragraphs 9.1 - 9.5)

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</tr>
</tbody>
</table>

† 40 extra copies for each of the destinations must be provided for reports of Royal Commissions.

NOTE:
Email a copy of Government responses to Senate/joint parliamentary committee reports to Hansard.esg@aph.gov.au and Hansard-hsu@aph.gov.au.
Distribution by the responsible department/agency to all addressees must take place immediately after the document is received by the President.
SAMPLE COVERING EMAIL TO NOTIFY AVAILABILITY OF DOCUMENTS ONLINE ONCE TABLED

Emails notifying availability of documents online once they are tabled are sent to documents.tabled@aph.gov.au.

The subject field in the email must contain the title of the document. The body of the email must contain a hyperlink to the document and should be set out like the following:

“The following report, [insert report title], tabled on [insert date] is now available on the department's/agency's website and can be accessed using the following hyperlink: [insert hyperlink].”

The name of a departmental contact person with the details of their telephone and email contacts must also be included in the email.
COVERING MEMORANDUM TO THE PM&C TABLING OFFICER
(to be hand delivered to the PM&C Tabling Officer, together with 5 copies of the document)

[date]

PM&C Tabling Officer
HoR Parliamentary Liaison Office
Suite RG98
Parliament House
CANBERRA ACT 2600

[TITLE OF DOCUMENT TO BE TABLED]

Enclosed are five copies of the above report. It would be appreciated if you would make arrangements to have the report tabled in [both Houses of Parliament, the Senate or the House of Representatives, as applicable], as soon as possible.

The report is to be tabled in accordance with [insert section and name of Act]. [Please state if there is no legislative requirement to table the report].

The report was:

submitted to the [Minister’s title] on: [insert date];

received by the Minister on: [insert date];

approved for tabling by the Minister on: [insert date]; and

If this memorandum is being used for the tabling of a Government response to parliamentary committee report, please include:-

approved for tabling by the Prime Minister or the Parliamentary Secretary to the Prime Minister on [insert date].

If you have any queries please contact [insert name of contact person in your department] on [insert their telephone number].

[insert Name]
[insert Title]
[insert Branch]

Telephone:
Facsimile:
Email:
Appendix I

Australian Government

Australian Government response to the [insert name of committee] report:

[insert report title]

[insert month & year]
Statement by the Minister for [insert portfolio here], the Hon [insert Minister’s name here], MP

Or

Statement by the Minister for [insert portfolio here], Senator the Hon [insert Minister’s name here]

Title of Statement

Date of Statement

Begin text here…
EXTRACT FROM THE SENATE STANDING AND OTHER ORDERS

RESOLUTIONS EXPRESSING OPINIONS OF CONTINUING EFFECT*
(issued June 2009)

Committee reports – Government responses

(1) The Senate declares its opinion that, following the presentation of a report from a standing committee or select committee of the Senate which recommends action by the Government, the Government should, within the ensuing 3 months, table a paper informing the Senate of its observations and intentions with respect to such recommendations.

(2) The Senate resolves that the President communicate this resolution to the Government with a request that the foregoing procedure apply, from the date of the passing of this resolution, to reports already presented during the present session and, in respect of future reports, from the date of presentation of a report.

(3) A Government response to a committee report under this resolution shall respond to any minority or dissenting report and any matter added to the report by any member or participating member of the committee.


Note: Government responses to committee reports have since been the subject of undertakings by Governments. Undertakings were given on:

- 26 May 1978 – Senate Debates (Hansard) p. 1933.

(* This is an extract from the Senate Standing Orders. To view the full document, see: http://www.aph.gov.au/binaries/senate/pubs/standing_orders/standingorders.pdf.)
EXTRACT FROM THE SENATE STANDING ORDERS*
(issued June 2009)

166. Other methods of tabling documents

(1) Other documents may be presented pursuant to statute, by the President, or by a Minister.

(2) If:

(a) the President certifies that a document is to be presented to the Senate; or

(b) a Minister or the Auditor-General provides to the President, or, if the President is unable to act, to the Deputy President, or, if the Deputy President is unavailable, to any one of the Temporary Chairmen of Committees, a document which is to be laid before the Senate, on the certification or the provision of the document, as the case may be:

(c) the document shall be deemed to have been presented to the Senate;

(d) the publication of the document is authorised by this standing order;

(e) the President, the Deputy President, or the Temporary Chairman of Committees, as the case may be, may give directions for the printing and circulation of the document; and

(f) the President shall lay the document on the table at the next sitting of the Senate.


(* This is an extract from the Senate Standing Orders. To view the full document, see: http://www.aph.gov.au/binaries/senate/pubs/standing_orders/standingorders.pdf.)
FORM TRANSMITTAL LETTER FROM A MINISTER TO THE PRESIDENT OF THE SENATE TO PRESENT A DOCUMENT WHEN THE SENATE IS NOT SITTING

[date]

Senator the Hon [name]
President of the Senate
Parliament House
CANBERRA ACT 2600

Dear Mr President

Pursuant to standing order 166, relating to the presentation of documents when the Senate is not sitting, I present to you [insert details of document].

Yours sincerely

[signature block of Minister]
### GOVERNMENT DOCUMENT (including annual reports)

**HOUSE 30**

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C/- MINISTERIAL EMBARGO ROOM NO. 10A.B.004
TELEPHONE: (02) 6277 7212
THROUGH PARLIAMENT HOUSE LOADING DOCK
BRISBANE AVENUE, CANBERRA ACT 2600

**FROM DEPARTMENT/AGENCY**

CONTACT OFFICER:
TELEPHONE NO.:

**NAME OF DOCUMENT**

BOX of
GOVERNMENT DOCUMENT (including annual reports)

PRESS 60

UNDER EMBARGO

ATTENTION: PM&C TABLING OFFICER:
C/- MINISTERIAL EMBARGO ROOM NO. 10A.B.004
TELEPHONE: (02) 6277 7212
THROUGH PARLIAMENT HOUSE LOADING DOCK
BRISBANE AVENUE, CANBERRA ACT 2600

FROM DEPARTMENT/AGENCY

CONTACT OFFICER:
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<td>PARLIAMENT HOUSE</td>
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<tr>
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GOVERNMENT RESPONSE
TO SENATE, HOUSE OF REPRESENTATIVES AND JOINT PARLIAMENTARY COMMITTEE REPORT

SENATE 20

UNDER EMBARGO

ATTENTION: PM&C TABLING OFFICER:
C/- MINISTERIAL EMBARGO ROOM NO. 10A.B.004
TELEPHONE: (02) 6277 7212
THROUGH PARLIAMENT HOUSE LOADING DOCK
BRISBANE AVENUE, CANBERRA ACT 2600

FROM DEPARTMENT/AGENCY

CONTACT OFFICER:
TELEPHONE NO.:

NAME OF DOCUMENT

BOX of
GOVERNMENT RESPONSE
TO SENATE, HOUSE OF REPRESENTATIVES AND JOINT PARLIAMENTARY COMMITTEE REPORT

PRESS 60

UNDER EMBARGO

ATTENTION: PM&C TABLING OFFICER:
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THROUGH PARLIAMENT HOUSE LOADING DOCK
BRISBANE AVENUE, CANBERRA ACT 2600

FROM DEPARTMENT/AGENCY

CONTACT OFFICER:
TELEPHONE NO.:

NAME OF DOCUMENT

BOX of

October 2013
GOVERNMENT RESPONSE
TO SENATE, HOUSE OF REPRESENTATIVES AND JOINT PARLIAMENTARY
COMMITTEE REPORT

LIBRARY 9
UNDER EMBARGO

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TELEPHONE: (02) 6277 7212
THROUGH PARLIAMENT HOUSE LOADING DOCK
BRISBANE AVENUE, CANBERRA ACT 2600

FROM DEPARTMENT/AGENCY

CONTACT OFFICER:
TELEPHONE NO.:

NAME OF DOCUMENT

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UNDER EMBARGO

ATTENTION: PM&C TABLING OFFICER:
C/- MINISTERIAL EMBARGO ROOM NO. 10A.B.004
TELEPHONE: (02) 6277 7212
THROUGH PARLIAMENT HOUSE LOADING DOCK
BRISBANE AVENUE, CANBERRA ACT 2600

FROM DEPARTMENT/AGENCY

CONTACT OFFICER:
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October 2013
## Guidelines for the Presentation of Documents to the Parliament

**Government Response**

**To Senate, House of Representatives and Joint Parliamentary Committee Report**

**PM&C Tabling Officer**

5

### Under Embargo

Hand deliver to the PM&C tabling officer:

VIA SECURITY POINT 1

SUITE RG98

PARLIAMENT HOUSE

TELEPHONE (02) 6277 7212

(Do not deliver to loading dock / Do not leave at entrances)

### From Department/Agency

Contact officer:

TELEPHONE NO.:

### Name of Document

Box of
MINISTERIAL STATEMENT

HOUSE 10

UNDER EMBARGO

HAND DELIVER TO THE PM&C TABLING OFFICER:
VIA SECURITY POINT 1
SUITE RG98
PARLIAMENT HOUSE
TELEPHONE (02) 6277 7212

FROM DEPARTMENT/AGENCY

CONTACT OFFICER:
TELEPHONE NO.:

NAME OF DOCUMENT

BOX of
MINISTERIAL STATEMENT

PRESS 60

UNDER EMBARGO

HAND DELIVER TO THE PM&C TABLEING OFFICER:
VIA SECURITY POINT 1
SUITE RG98
PARLIAMENT HOUSE
TELEPHONE (02) 6277 7212

FROM DEPARTMENT/AGENCY

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TELEPHONE NO.:

NAME OF DOCUMENT

BOX of
# MINISTERIAL STATEMENT

## LIBRARY 9

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SUITE RG98  
PARLIAMENT HOUSE  
TELEPHONE (02) 6277 7212

### FROM DEPARTMENT/AGENCY

**CONTACT OFFICER:**  
TELEPHONE NO.:  

### NAME OF DOCUMENT

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of
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**PLO HOUSE 14**

**UNDER EMBARGO**

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VIA SECURITY POINT 1
SUITE RG98
PARLIAMENT HOUSE
TELEPHONE (02) 6277 7212

**FROM DEPARTMENT/AGENCY**

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VIA SECURITY POINT 1
SUITE RG98
PARLIAMENT HOUSE
TELEPHONE (02) 6277 7212

**FROM DEPARTMENT/AGENCY**

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**SENATE CLERK**

**ASSISTANT (TABLE) 2**

**UNDER EMBARGO**

**HAND DELIVER TO THE PM&C TABLING OFFICER:**
VIA SECURITY POINT 1
SUITE RG98
PARLIAMENT HOUSE
TELEPHONE (02) 6277 7212

**FROM DEPARTMENT/AGENCY**

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TELEPHONE NO.:

**NAME OF DOCUMENT**

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**PM&C TABLING OFFICER**

5

**UNDER EMBARGO**

HAND DELIVER TO THE PM&C TABLING OFFICER:
VIA SECURITY POINT 1
SUITE RG98
PARLIAMENT HOUSE
TELEPHONE (02) 6277 7212

**FROM DEPARTMENT/AGENCY**

CONTACT OFFICER:
TELEPHONE NO.:

**NAME OF DOCUMENT**

BOX of
CONTACTS FOR INQUIRIES

Tabling

PM&C Tabling Officer
Ph: (02) 6277 7212 - Parliament House
Email: tabling@pmc.gov.au

House of Representatives
Parliamentary Liaison Officer
(HoR PLO)
Ph: (02) 6277 7377 - Parliament House
Email: HousePLO@pmc.gov.au

Senate Parliamentary Liaison Officer
(Sen PLO)
Ph: (02) 6277 7597 - Parliament House
Email: SenatePLO@pmc.gov.au

Parliamentary Papers Series (PPS),
including ePPS
Ph: (02) 6277 3037 (Sen) or (02) 6277 4800 (HoR)
Email: documents.tabled@aph.gov.au

Presentation of documents to the President of the Senate when the Senate is not sitting

Senate Table Office
Senate Documents Officer
Ph: (02) 6277 3037
Email: table.docs@aph.gov.au

Deemed /Clerk's Documents

House of Representatives Table Office (for deemed documents)
Documents Manager
Ph: (02) 6277 4800

Senate Table Office (for Clerk's documents)
Documents Officer, or
Assistant Legislation Officer
Ph: (02) 6277 3037
Ph: (02) 6277 3035
USEFUL RESOURCES

PM&C publications:

Votes and Proceedings:

House Live Minutes:

Journals of the Senate:

Senate Dynamic Red:

Senate Daily Summary:

Printing Standards:

Commonwealth Library Deposit and Free Issue Schemes (LDS):

Department of the Prime Minister and Cabinet’s Annual Report Requirements:

Commonwealth Authorities and Companies (Report of Operations) Orders issued by the Minister for Finance and Deregulation:

Web Guide - web publishing guidance
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<td>PM&amp;C Tabling Officer</td>
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<td>Hand deliver via Security Point 1 to RG 98, together with department covering memorandum, see Appendix H</td>
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◊ Please send email notifications once the document has been published on the department/agency website (see paragraphs 4.35 – 4.36).
## CONSOLIDATED SUMMARY OF COPY REQUIREMENTS

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<td>5</td>
<td>Hand deliver together with department covering memorandum via Security Point 1 to RG 98, see Appendix H</td>
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* Please advise the PM&C Tabling Officer if Ministers choose to distribute copies for the Parliamentary Press Gallery through their own office.

◊ Please send email notifications once the document has been published on the department/agency website (see paragraphs 4.35 – 4.36).
### CONSOLIDATED SUMMARY OF COPY REQUIREMENTS

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# When a Ministerial Statement is being made to coincide with the tabling of a report, 30 extra copies of the report must be provided to the PM&C Tabling Officer. The exception to this is reports of Royal Commissions, in which case, extra copies are required (see below).

† 40 extra copies for each of the destinations must be provided for reports of Royal Commissions.

◊ Please send email notifications once the document has been published on the department/agency website (see paragraphs 4.35 – 4.36).