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 Best Practice Regulation publications

**Office of Parliamentary Counsel**
- 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**
- 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.

<table>
<thead>
<tr>
<th>Department of the Prime Minister and Cabinet (switchboard: (02) 6271 5111)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GOVERNMENT DIVISION</strong></td>
</tr>
<tr>
<td>First Assistant Secretary</td>
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<tr>
<td><strong>Parliamentary and Government Branch</strong></td>
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<tr>
<td>Assistant Secretary</td>
</tr>
<tr>
<td>Senior Adviser, Parliamentary Affairs and Legislation Section</td>
</tr>
<tr>
<td>Advisers, Parliamentary Affairs and Legislation Section</td>
</tr>
<tr>
<td><a href="mailto:LegislationPMC@pmc.gov.au">LegislationPMC@pmc.gov.au</a> (enquiries)</td>
</tr>
<tr>
<td><a href="mailto:Lodgement@pmc.gov.au">Lodgement@pmc.gov.au</a> (lodgement of papers)</td>
</tr>
<tr>
<td>Senior Adviser, Government Section</td>
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<tr>
<td><a href="mailto:GovtSection@pmc.gov.au">GovtSection@pmc.gov.au</a></td>
</tr>
<tr>
<td><a href="mailto:AAO@pmc.gov.au">AAO@pmc.gov.au</a></td>
</tr>
<tr>
<td><strong>Honours, Symbols and Legal Policy Branch</strong></td>
</tr>
<tr>
<td>Assistant Secretary</td>
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<tr>
<td><strong>Parliamentary Liaison Section</strong></td>
</tr>
<tr>
<td>Parliamentary Liaison Officer (House of Representatives)—Parliament House</td>
</tr>
<tr>
<td><a href="mailto:RepsPLO@pmc.gov.au">RepsPLO@pmc.gov.au</a></td>
</tr>
<tr>
<td>Parliamentary Liaison Officer (Senate)—Parliament House</td>
</tr>
<tr>
<td><a href="mailto:SenatePLO@pmc.gov.au">SenatePLO@pmc.gov.au</a></td>
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<tr>
<td><strong>CABINET DIVISION</strong></td>
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<tr>
<td>Secretary, Federal Executive Council</td>
</tr>
<tr>
<td><a href="mailto:exco@pmc.gov.au">exco@pmc.gov.au</a></td>
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<tr>
<td><strong>OFFICE OF BEST PRACTICE REGULATION</strong></td>
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<tr>
<td>Enquiries</td>
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<tr>
<td><a href="mailto:helpdesk-obpr@opbr.gov.au">helpdesk-obpr@opbr.gov.au</a></td>
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<tr>
<td><strong>REGULATORY REFORM DIVISION</strong></td>
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<tr>
<td>Enquiries</td>
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<tr>
<td><a href="mailto:regulatoryreform@pmc.gov.au">regulatoryreform@pmc.gov.au</a></td>
</tr>
</tbody>
</table>
**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* (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 | ctjpb.scrutiny@ag.gov.au |
| Evidence law (including privileges and evidentiary certificates) | adr@ag.gov.au |
| Alternative dispute resolution | finass@ag.gov.au |
| Legal financial assistance (legal representation and disbursement costs) | ajdalb@ag.gov.au |
| Administrative discretion and review of administrative decisions | native.title@ag.gov.au |
| Legislative instruments (including exemptions from the Legislation Act) | privacy.draftlegislation@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) | foi.draftlegislation@ag.gov.au |
| Privacy | crjd.draftbills@ag.gov.au |
| Freedom of information | humanrights@ag.gov.au |
| Criminal law (including offence provisions and penalties) | ILHRD@ag.gov.au |
| Issues relating to evidence or procedure in criminal matters, including a reversed burden of proof and evidentiary certificate | ILHRD@ag.gov.au |
| International obligations under human rights instruments | SLBDraftbills@ag.gov.au |
| International law | OCL@ag.gov.au |
| Secrecy provisions | Constitutional risks |
| Constitutional basis of cooperative schemes | Constitutional risks |
| Delaying Royal Assent in exceptional circumstances | Constitutional basis of cooperative schemes |

**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