



Australian Government

Department of the Prime Minister and Cabinet

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

FEBRUARY 2017

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1.0 INTRODUCTION

- 1.1 These guidelines provide advice to departments on the procedures to be followed when:
- tabling a government report or other documents, including annual reports and responses to parliamentary committee reports, and
 - a Ministerial Statement is to be presented to the Parliament.
- 1.2 **Unless otherwise indicated in these guidelines, references to “departments” include other non-corporate and corporate Commonwealth entities and Commonwealth companies.**
- 1.3 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, 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](#)).
- 1.4 **In all instances, it is the responsibility of departments, to ensure compliance with legislative reporting and tabling requirements.**

2.0 WHY DOCUMENTS ARE PRESENTED/TABLED

- 2.1 Tabling documents keeps 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 by statute to be tabled. These include annual reports and reports of the Australian Law Reform Commission and the Productivity Commission. Other documents are tabled because of their significance including Treaties and reports of Royal Commissions.
- 2.3 Documents that have been tabled should be accessible. It is a requirement under these Guidelines that once a document has been tabled, it will be available on the relevant entity website (see [paragraphs 4.35 and 4.36](#)).

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:

	Monday	Tuesday	Wednesday	Thursday
House of Representatives	*#† after Question Time, approx. 3.10pm	*#† after Question Time, approx. 3.10pm	*#† after Question Time, approx. 3.10pm	*#† after Question Time, approx. 3.10pm
Senate	* 10.00am, immediately after prayers. Government responses are not tabled in the Senate on Monday.	* 12.30pm, immediately after prayers. †‡ after question time and motions to take note of answers, approximately between 3.30pm and 5.00pm.	* 9.30am, immediately after prayers. †‡ after question time and motions to take note of answers, approximately between 3.30pm and 5.00pm.	Government documents are not tabled in the Senate on Thursday †‡ after question time and motions to take note of answers, approximately between 3.30pm and 4.30pm.

* 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 The PM&C Tabling Officer will advise the department, via email, once a document has been tabled. Immediately following this advice, the department is required to make an electronic version available on their website (see [paragraphs 4.35 and 4.36](#)).
- 3.5 Titles of the documents tabled in the House of Representatives are recorded in the [Votes and Proceedings](#); and in the Senate in the [Journals of the Senate](#).

4.0 PRESENTATION OF GOVERNMENT DOCUMENTS TO PARLIAMENT

What is a government document?

- 4.1 The requirements set out below in this chapter apply to Government documents which include, but are not limited to, annual reports, periodic reports with a statutory basis, reports of a Royal Commission and other miscellaneous documents that the government wishes to have tabled.
- 4.2 For the purposes of these Guidelines, Government documents do not include Government responses to Parliamentary Committee Reports (Chapter 5), Ministerial Statements (Chapter 6) or Deemed/Clerk's Documents (Chapter 7).
- 4.3 Departments requiring advice on whether a document is a Government document can contact the Documents Officer, Senate Table Office, (02) 6277 3037 or Documents Manager, House of Representatives Table Office, (02) 6277 4800.

Printing and publishing standards for documents

- 4.4 Documents **must** 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

Annual reports

Non-corporate and corporate Commonwealth entities

- 4.5 Subsection 46(1) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), requires that at the end of each reporting period, the accountable authority of the entity must give an annual report to the entity's responsible Minister, for presentation to the Parliament, on the entity's activities during the period.
- 4.6 Subsection 46(2) of the PGPA Act provides that the accountable authority of a Commonwealth entity must provide the annual report to the responsible Minister by the 15th day of the fourth month after the end of the reporting period (for example, 15 October for reporting periods ending on 30 June). Guidance material detailing the minimum mandatory content requirements for Commonwealth entities' annual reports is available on the Department of Finance website at <http://www.finance.gov.au/resource-management/performance/>
- 4.7 As per past practice, it is expected that the responsible Minister will present the report to each House of Parliament on or before 31 October. If Senate Supplementary Budget Estimates hearings are scheduled to occur prior to 31 October, it is best practice for annual reports to be tabled prior to those hearings. This ensures that annual reports are available for scrutiny by the relevant Senate standing committee.

Commonwealth companies

- 4.8 Subsection 97(1) of the PGPA Act provides that the directors of a Commonwealth company must give the responsible Minister a copy of the company's financial report, directors' report and auditor's report that the company is required by the *Corporations Act 2001* to have for the reporting period. Collectively, these reports constitute the annual report. Guidance material detailing the minimum mandatory content requirements for Commonwealth companies' annual reports is available on the Department of Finance website at <http://www.finance.gov.au/resource-management/performance/>
- 4.9 Under subsection 97(2) of the PGPA Act, Commonwealth companies are required to give the responsible Minister a copy of the company's annual report 21 days before its next annual general meeting after the end of the company's reporting period, or four months after the end of the reporting period for the company, whichever is the earlier.
- 4.10 As per past practice, it is expected that the responsible Minister will present the report to each House of Parliament on or before 31 October. If Senate Supplementary Budget Estimates hearings are scheduled to occur prior to 31 October, it is best practice for annual reports to be

tabled prior to those hearings. This ensures that annual reports are available for scrutiny by the relevant Senate standing committee.

Compliance with relevant legislation

- 4.11 Commonwealth entities and Commonwealth companies need to be aware of, and comply with, any other statutory provisions that relate to their annual reports. As these additional requirements may be specific to individual entities or companies, they may not be captured in the annual report guidance provided by the Department of Finance.

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 every six months on 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 stand referred to the relevant House general purpose standing committee for any inquiry the committee may wish to make.
- 4.14 Departments are encouraged to consider any relevant reports from parliamentary committees when preparing the annual report.

Overdue reports

- 4.15 Annual reports are periodic reports under section 34C of the *Acts Interpretation Act 1901* (AIA). Whether a report is overdue will depend on the particular circumstances of each Commonwealth entity or Commonwealth company.

Where a deadline for a report cannot be met, an extension is to be sought in accordance with their relevant legislation or subsections 34C(4)-(7) of the AIA, as appropriate.

- 4.16 An explanation to be given to the Minister by way of a letter from the accountable authority must include:
- the entity name,
 - the date the annual report was given or is expected to be given to the Minister,
 - the reasons why it will not be reasonably possible to comply with the deadline, and
 - the name and telephone number of a contact officer within the entity.
- 4.17 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 prior to the expiry of the specified period.
- 4.18 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](#)).

What you need to do to table a document:

Ministerial approval

- 4.19 Ministerial approval is required to table a document in the Parliament. Departments need to advise their Minister of any timing considerations; in particular, any statutory time limits for tabling.

Copies

- 4.20 The copies that are delivered to Parliament House are distributed to different locations within the building. Therefore, it is essential that copies are packaged and delivered according to **Appendices B, C and N**. It is the responsibility of departments to ensure these requirements are met. If there are any difficulties in providing the required copies, contact the PM&C Tabling Officer immediately (see [Appendix Q](#)).

Timing considerations

- 4.21 The PM&C Tabling Officer must be alerted to any special timing considerations such as:
- a need for a report to be tabled simultaneously in both Houses (e.g. if the report is sensitive or controversial), or
 - a Minister's preference for a report to be tabled in one chamber before the other.
- 4.22 If a document needs to be tabled urgently, the PM&C Tabling Officer needs to be contacted at the earliest opportunity to explore what options exist for tabling to meet the desired timeframe.

Covering Minute to the PM&C Tabling Officer

- 4.23 The department must provide a covering minute together with the copies of the report to the PM&C Tabling Officer (see [Appendix H](#)) with 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 entity report is being handled through a department on behalf of its portfolio bodies, 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 also needs to indicate the date by which the report was to 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,
 - whether the Minister proposes to make a statement on presentation (see [paragraphs 6.1 - 6.7](#)), and
 - contact details for a responsible officer in the department .

Correction of errors in documents

- 4.24 The PM&C Tabling Officer is to be contacted as soon as possible if the department needs to correct a report that is to be, or has been, tabled in Parliament. 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.
- 4.25 A correction is to clearly identify the document being corrected. It needs to show the department name, the title of the original report or document and the correction details.

Presenting documents when Parliament is not sitting

- 4.26 The Senate standing orders provide that documents may be presented when the Senate is not sitting (see [paragraphs 8.1 - 8.7](#)). Departments can 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.

- 4.27 The House of Representatives does not provide for the presentation of documents when it is not sitting.

Documents confidential to Government

- 4.28 Documents prepared for tabling are confidential (under embargo) to the Government until they are presented to the Parliament. For that reason, appropriate security needs to 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.

Public release prior to tabling

- 4.29 When considering whether a document can be released prior to tabling in Parliament (that is, made publicly available for example at a media launch) the [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 needs to 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 can advise 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 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 needs to be consulted well in advance when it is proposed to table the report of a Royal Commission. 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
 - there are any special copy requirements arising from the number of volumes of the report.

Availability of documents online once tabled

- 4.35 Once a document has been tabled in Parliament, it **must** be made available online as soon as possible. The PM&C Tabling Officer notifies the relevant department(s) which is then responsible for uploading the document as soon as possible to the relevant website. It is the responsibility of the author department/entity to ensure that the electronic version of the document is **identical** to the printed version.
- 4.36 Once published on the website, the department **must** notify the Parliament by email that the document is available online. Emails **are to** be sent to: documents.tabled@aph.gov.au (see [Appendix GA](#) for a sample email).

5.0 GOVERNMENT RESPONSES TO PARLIAMENTARY COMMITTEE REPORTS

General

- 5.1 The referral of a bill before the Parliament to a parliamentary committee for inquiry and report (predominantly in the Senate) will have an impact on when the bill will be programmed for debate.
- a. In the House of Representatives, until the committee has reported debate can only proceed up to the second reading and reporting of any Governor-General's message recommending an appropriation.
 - b. In the Senate, debate will not occur until the committee to which the bill has been referred has reported.
- 5.2 It is the responsibility of departments to monitor and follow up on any parliamentary committee inquiries and, where relevant, reports on bills in consultation with their Ministers' offices.

Timeframe for responses

- 5.3 The timeframe for responses to Parliamentary committee reports after their presentation to the Parliament is as follows ([Appendix K](#)):
- Senate Committee reports – within 3 months (Senate resolution of continuing effect no. 46, adopted 14 March 1973),
 - House of Representatives Committee reports – within 6 months (Resolution of the House, adopted 29 September 2010), and
 - Joint Parliamentary Committee reports – within 3 months.

Reports not requiring a response

- 5.4 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, Selection,
 - Senate Standing Committee on Regulations and Ordinances,
 - Senate Selection of Bills Committee,
 - Joint Statutory Committee on Public Works,
 - Joint Statutory Committee on Human Rights, 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 is responsible for informing departments/entities that a recommendation in a JCPAA report refers to that department and that a response is required.
- 5.5 All other committee reports (including inquiries by the Joint Publications Committee and the Scrutiny of Bills Committee) require a response if they contain recommendations.

Preparation of Government responses

- 5.6 Once a report is tabled, the PM&C Tabling Officer will notify the department with main carriage of the subject matter of the report (the lead department), advising of the need for a Government response and seeking confirmation the department will take responsibility for preparing/coordinating the response. Details of a departmental contact officer are also to be provided. Copies of parliamentary committee reports can be obtained directly from the relevant committee website ([List of Parliamentary Committees](#)).
- 5.7 A Government response is to be prepared in accordance with the timeframes outlined above. The lead department may need to coordinate input from other departments with a policy responsibility for matters raised in the report. **Input from other departments must have Ministerial approval.**

- 5.8 Responses to parliamentary committee reports may contain a preamble outlining the Government's policy position but must address all the recommendations and, if applicable, indicate reasons for not accepting any specific recommendation. Reports of Senate and Joint Committees with minority or dissenting recommendations must also be dealt with in the same manner (see [paragraph 3](#) of the Senate resolution of continuing effect at [Appendix K](#)). However, the House of Representatives does not require a response to minority or dissenting recommendations in reports of House committees.
- 5.9 Recommendations that have Commonwealth-State implications may need to be raised with the relevant State/Territory Government(s) before a response can be made by the Commonwealth Minister. Consultation can be an important part in the development of some Government responses but not to the extent that it duplicates the work of a committee. Consultation may extend to circulating a draft response to State and Territory Governments on an 'in-confidence' basis ahead of finalising the 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.
- 5.10 Where a parliamentary committee report includes a recommendation(s) directed to the Presiding Officers of the Parliament (the Speaker of the House of Representatives and/or the President of the Senate), departments will need to contact the relevant Clerk to discuss the recommendations including the timing of the Government response. Recommendations involving the Presiding Officers are a matter for the Presiding Officers and the Government's response must not commit the Presiding Officers to any course of action including requiring the provision of a formal written response.
- 5.11 The format of a Government response may vary depending on the nature and number of recommendations. Options include:
- quoting each recommendation and providing a response for each one, or
 - where feasible, grouping related recommendations from the same report and providing a response to cover the group.
- The template for the title page of a Government response is at [Appendix I](#).
- 5.12 While the expectation is that each committee report warrants a separate response, there may be circumstances where a response sensibly addresses more than one report, eg, the interim report and a final report from the same committee.

Legislation Committee reports

- 5.13 The Senate has a number of Legislation Committees which can inquire into and report on any bills or draft bills referred to them.
- 5.14 Reports from Senate Legislation Committees are not referred to departments by the PM&C Tabling Officer for response. However the Senate Parliamentary Liaison Officer will alert departments when reports from legislation committees are tabled.
- 5.15 It is **essential** that following introduction of a bill, departments keep track of referrals to, and reports from, legislation committees to ensure that as far as possible, the Government responds to the committee's recommendations, including any dissenting recommendations, during the debate on the bill (either in second reading or summing up speeches or during the committee stage). This could be done by moving Government amendments to the bill (and/or amending the Explanatory Memorandum) or indicating that recommendations will not be accepted.
- 5.16 Recommendations not addressed during the debate will require a Government response in accordance with the requirements in these Guidelines.
- 5.17 The House of Representatives does not have separate Legislation Committees. However, the general purpose standing committees and Joint Committees may conduct an inquiry into a bill. Advisory reports on bills are not likely to require a response unless the report makes recommendations which are wider than the provisions of the bills. In that case, the House of Representatives Parliament Liaison Officer will alert the relevant department.

Approval process

- 5.18 **Government responses, including interim responses, must be approved by either Cabinet or the Prime Minister depending on the subject matter.**
- 5.19 The [Cabinet Handbook](#) provides guidance on the kinds of matters that would normally come before Cabinet (or its committees) for consideration.
- 5.20 Submissions seeking Cabinet approval for proposed responses need to be lodged in sufficient time to comply with the three-month timeframe for providing Government responses.
- 5.21 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. The Minister will receive written advice of approval to table the Government's response.
- 5.22 Once approved, the department needs to have the Government response tabled as soon as possible.
- 5.23 Departments must provide a covering minute to the PM&C Tabling Officer indicating that the response has been approved for tabling (see [Appendix H](#)).
- 5.24 A copy of the response must be provided by the Minister to the chair of the parliamentary committee prior to the response is being tabled. This **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

- 5.25 The preference is for responses to be printed on double-sided A4 paper, stapled including the cover page showing the name of the committee and the report (see [Appendix I](#)). Copies are to be packaged and delivered according to [Appendices B, D and O](#).
- 5.26 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

- 5.27 In the rare event that a Ministerial Statement is proposed to be made when a Government response is tabled, the requirements set out in [paragraphs 6.1 - 6.9](#) apply.
- 5.28 It is important that the [PM&C Tabling Officer](#) be alerted by phone as early as possible about a proposed Ministerial Statement accompanying a Government response.

Interim responses

- 5.29 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 PM&C Tabling Officer arranges for the tabling of the interim response provided by the Department.

Overdue responses – House of Representatives

- 5.30 If a response to a House or joint committee report has not been tabled in the House of Representatives within 6 months of the report being presented, the relevant Minister must present at the next available opportunity a signed statement outlining the reasons for the delay and be available to appear at the next reasonably available opportunity following a request by the relevant committee to answer its questions on the statement. If this is not done, the committee may bring the matter to the attention of the Auditor-General for assistance in resolving matters referred to in the report or to the Speaker for assistance (see Resolution of the House of 29 September 2010 at [Appendix K](#)).
- 5.31 The statement by the Minister only relates to responses to House and joint committee reports. It is not a resolution of the Senate and it is not tabled in the Senate. The statement can only be tabled

when the House is sitting, utilising the same copy requirements and approval process (see **Appendices B, C and H**) as for a Government document. The statement would be tabled with other Government documents after Question Time. Each package must be clearly labelled using the correct cover sheet (see **Appendix N**).

5.32 The statement may be either:

- a. a signed letter from the Minister to the Speaker or;
- b. a document with a document title.

5.33 The document must be on ministerial letterhead and contain the following details.

- a. Status of the Government response to the report of the (*insert committee's name*) and the title of the report (*insert title*).
- b. Clearly state that the statement is being made in accordance of the House resolution of 29 September 2010.
- c. An explanation for the delay.
- d. Signature of the Minister.

NOTE A statement by a Minister **is quite different** and is not to be confused with Ministerial Statements (covered in **Section 6** of these Guidelines).

Periodic reports by Presiding Officers

5.34 The President of the Senate and the Speaker of the House of Representatives table a report every six months showing parliamentary committee reports where a Government response remains outstanding.

5.35 The PM&C Tabling Officer prepares the proposed Government response based on input provided by departments. To assist with this process, if a response to a committee report is overdue, departments must provide a brief explanation about the delay as well as an indication of when a response will be available.

5.36 The Leaders of the two Houses approve and table the Government response to each of the Presiding Officers' reports, providing an update of progress for each outstanding response.

5.37 **Departments must ensure that all entries for inclusion in the report have Ministerial clearance.**

6.0 MINISTERIAL STATEMENTS

- 6.1 Ministerial Statements are made to the Parliament by Ministers on behalf of the Government to announce, advance, defend or explain the Government's domestic and foreign policies and decisions. As Ministerial Statements can involve parliamentary debate, they cannot proceed without the necessary approvals as set out below.

Presentation in Parliament

- 6.2 The statement is usually made by the responsible Minister in one chamber and is tabled in the other chamber unless it concerns an issue of relevance to one house only.
- 6.3 In the House of Representatives, all statements need to be read out on the floor of the House if they are to be recorded in Hansard. 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, although they can be made at other times by leave.
- 6.4 Statements made in the House are usually tabled in the Senate on the next sitting day, although they can be read out if the Government prefers. Routine Ministerial Statements can be tabled with Government documents immediately after prayers, or they can be tabled in the ministerial statement timeslot after Question Time. Leave can also be sought to incorporate the contents of the tabled statement into the Senate Hansard. Please liaise with the PM&C Tabling Officer and the Senate PLO beforehand regarding the time for tabling in the Senate.
- 6.5 If the statement is made in the Senate first, there is an opportunity for the statement to be tabled, or read out if the Government prefers, 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, subject to the requirements outlined in paragraph 6.6 being met.
- 6.6 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 to the PM&C Tabling Officer. If a statement is to be read out in the House of Representatives and then tabled in the Senate, there is no need for the statement to be altered as the same version can be used for both chambers.
- 6.7 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

- 6.8 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, the Leader of the Government in the Senate and Manager of Government Business in the Senate to seek parliamentary time for the statement in both chambers; and
 - inform the House of Representatives and Senate Parliamentary Liaison Officers (HoR PLO and Senate 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 presented in the House

- 6.9 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's 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; and
 - 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 will respond for the Opposition).

In the absence of agreement to one speaker a side (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.

Timing and copy requirements:

6.10 Departments need to be aware of the following:

- the PM&C Tabling Officer coordinates the processing of Ministerial Statements and takes receipt of the bulk copies under embargo;
- statements are to be delivered to the PM&C Tabling Officer in RG98 usually at least 2 hours before the statement is to be made 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;
- tabling and copy requirements for the statement are set out in **Appendices B, E and P**;
- in the event a Ministerial Statement involves tabling of associated documents, the documents to be tabled are to be distributed to the Opposition at the same time as the statement. The PM&C Tabling Officer must be advised and copies, packaged and delivered according to Appendices **B, E and P**. An extra 30 copies are also to 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 *Legislation Act 2003* (LA) and ministerial/departmental correspondence relating to delays in providing reports to Ministers as required by statute.
- 7.2 Legislative instruments are required under section 38 of the LA to be delivered to each House of Parliament by the Office of Parliamentary Counsel (OPC) within six sitting days after the instrument is registered on the Federal Register of Legislation (FRL).
- 7.3 Rule-making entities must ensure that they simultaneously lodge the explanatory statement and the instrument with OPC for registration on FRL as soon as possible after the instrument is lodged with the Federal Executive Council Secretariat or made by the rule-maker. If the entity does not do this, or cannot comply in time, OPC may have to deliver the instrument for tabling without the explanatory statement.
- 7.4 Under section 39 of the LA, 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 FRL after tabling so that it can be accessed on FRL.
- 7.5 After the instrument is lodged by OPC with the Table Offices, tabling details can be accessed through FRL 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).
- 7.6 Any non-legislative instruments and other documents are to be tabled as below.

Advice to the Clerks

- 7.7 Departments are to 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

- 7.8 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 are encouraged to keep track of sitting days of **both** Houses, as these occasionally differ and sitting days can sometimes be varied (added or not meet).
- 7.9 Documents received by 5.00pm in the House on a sitting day (3.00pm for sitting Thursdays) will normally be tabled on that day. Documents received by 3.00pm in the Senate will normally be tabled the following day. Notification of tabling will appear in the [Journals of the Senate](#) and the [Votes and Proceedings](#) which are published on the APH website.

Copies

- 7.10 Copies must 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.
- 7.11 Inquiries are to be directed to the contact officers in the House and Senate Table Offices, 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 need to 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 may wish to 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 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.
- 8.5 Copies must be packaged and delivered according to [Appendix G](#).
- 8.6 The out of sitting presentation of documents is recorded in the Journals of the Senate on the next sitting day.
- 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.

From 1 January 2017, the printed PPS has been discontinued and is now in digital format only.

The online document must be available in two formats, PDF and one other format, such as Word.

An email containing a hyperlink to the document on the department's 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 set out as follows:

"The following report, [insert report title], tabled on [insert date] is now available on the department'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.

Documents tabled **prior to 1 January 2017**, still require the provision of hard copies and must be printed on International B5 size paper.

- 2016 - 30 copies
- 2015 - 40 copies
- 2014 and earlier – 100 copies

Provision of printed copies must be sent to the following address:

Parliamentary Paper Series (PPS)
House of Representatives Basement Document Store
Point 3
Parliament House Loading Dock
Brisbane Avenue
CANBERRA ACT 2600

- 9.2 Advice on the PPS or ePPS is available 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 www.finance.gov.au/librarydeposit.

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 must be packaged, clearly labelled and delivered according to **Appendices C or G, as applicable.**

Funding additional copies

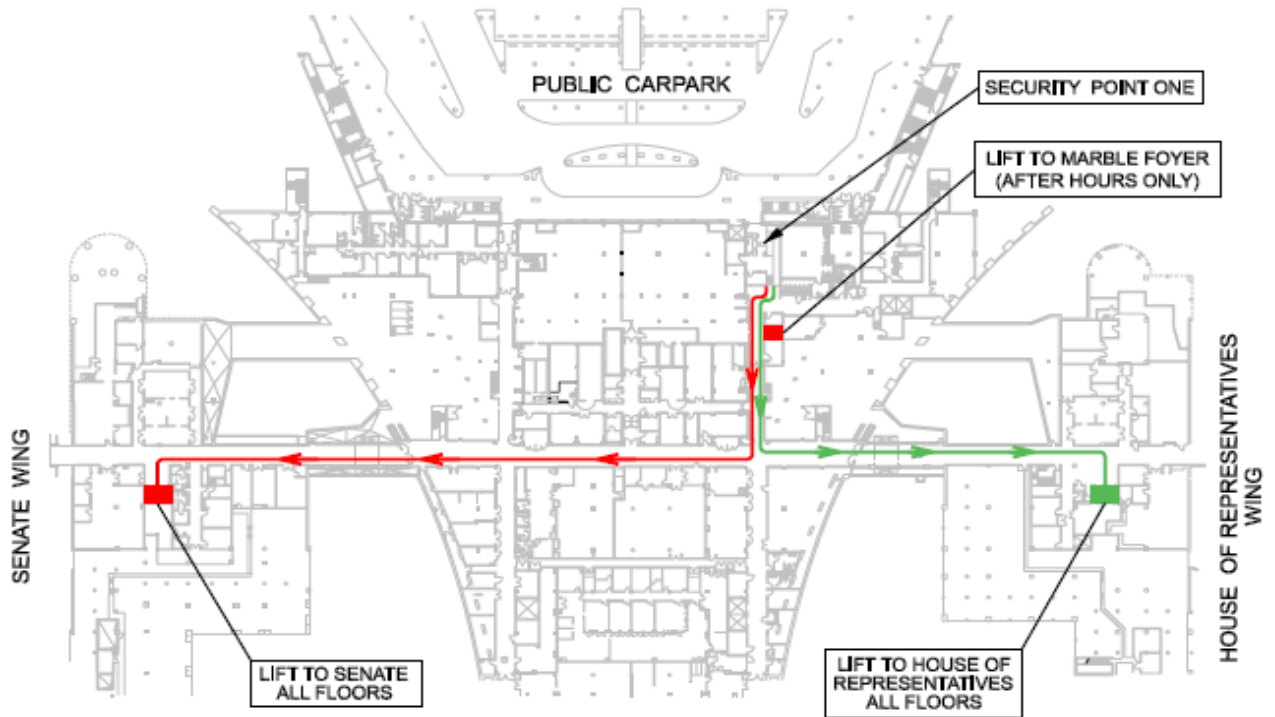
- 9.5 Departments are responsible for printing and funding the additional copies of documents required for the PPS and the LDS.

10.0 SECURITY ARRANGEMENTS

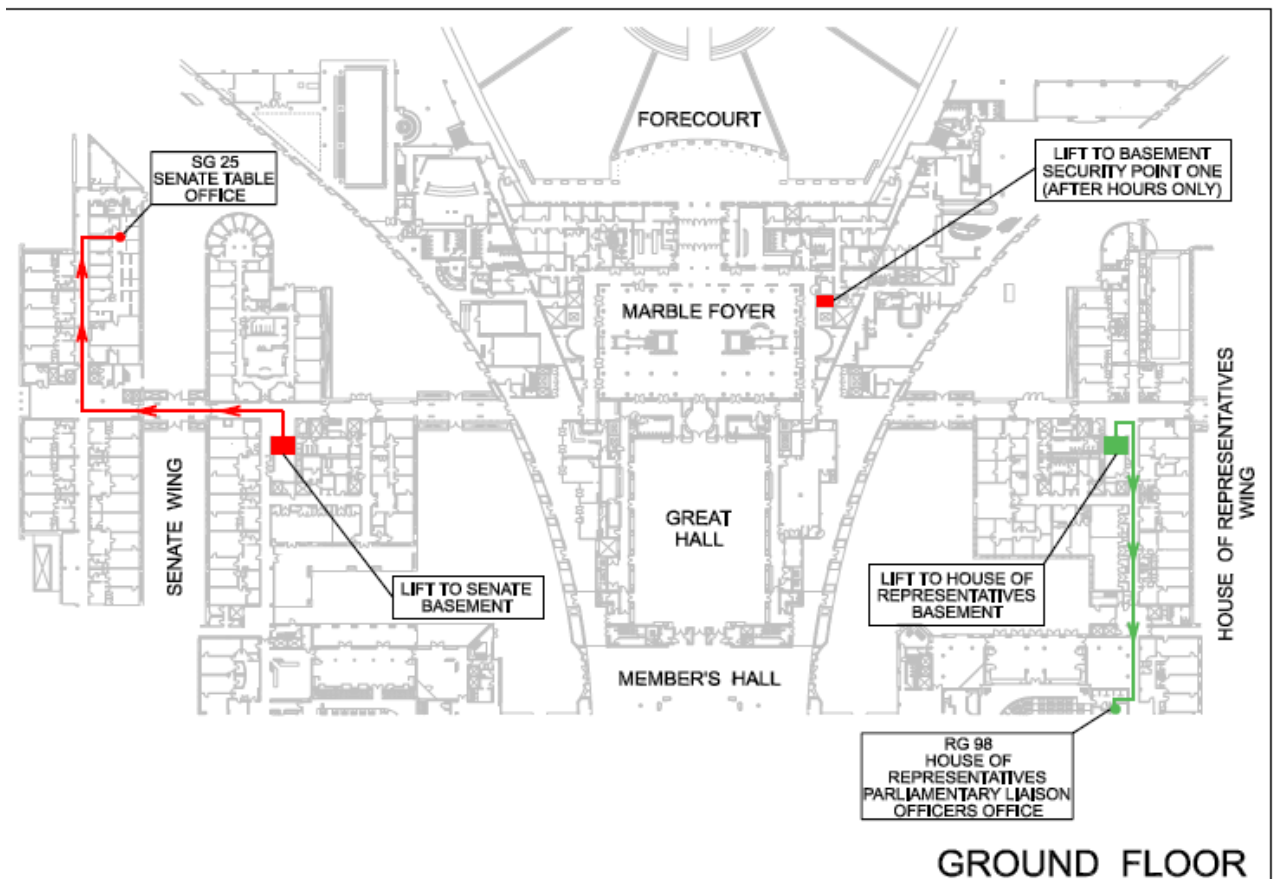
Access to Parliament House

- 10.1 The security arrangements at Parliament House require that external pass holders access the building through **Security Point 1** which is located in the public car park under the forecourt at the front of Parliament House. (There is no access at the Senate, House of Representatives or Ministerial entrances).
- 10.2 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 officers of departments and their couriers to arrange through their minister's office 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 are to be delivered to the **Parliament House Loading Dock, Brisbane Avenue**.

MAPS OF PARLIAMENT HOUSE – BASEMENT AND GROUND FLOOR



BASEMENT



GROUND FLOOR

SUMMARY OF TABLING REQUIREMENTS ON SITTING DAYS – GENERAL

- Five copies of the document, together with the Minute at [Appendix H](#), are to be hand-delivered to the PM&C Tabling Officer at RG98 before 2.30pm the business day before you intend to table.
- It is the responsibility of officers of departments and their couriers to arrange through their minister's office access into Parliament House through **Security Point 1** which is located in the underground public car park at the front of Parliament House. (There is no access through the Senate, House of Representatives or Ministerial entrances). 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 are to 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) need to 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 8.00am and 2.30pm) 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
 - Driver's 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), and
 - Planned date and 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 the department's responsibility to advise the 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, need to 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 must not weigh 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.
- Once a document has been tabled, it must be made available online (see [paragraphs 4.35 and 4.36](#)).

GOVERNMENT DOCUMENTS – SUMMARY OF COPY REQUIREMENTS (SITTING DAYS)

Prerequisites

- Documents must be provided to the PM&C Tabling Officer before 2.30pm the business day before they are to be tabled in the Parliament.
- 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

Destination	No. of copies	Locations
PM&C Tabling Officer	5#	Hand deliver to RG98, together with departmental covering memorandum, see Appendix H
Senate Table Office	30	Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue
House of Representatives Table Office	30	Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue
Parliamentary Press Gallery	40	Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue
Parliamentary Library	9	Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue
ePPS	◇Email	Email sent to documents.tabled@aph.gov.au (see paragraphs 4.35 and 4.36)
Commonwealth Library Deposit and Free Issue Schemes (LDS)	27	(see paragraphs 9.3 - 9.5) Do not deliver to APH
Total	141	

All copies (except the Commonwealth Library Deposit and Free Issues Schemes (LDS) copies) for tabling in the Parliament must 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](#).

Please Note: From 1 January 2017 onwards, PPS hard copies will not be required.

- # 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.
- ◇ Please send email notifications after the document has been published on the department's website (see [paragraphs 4.35 and 4.36](#))

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

Prerequisites

- Documents must be provided to the PM&C Tabling Officer before 2.30pm on the business day before they are to be tabled in the Parliament.
- 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

Destination	No. of copies			Location
	Senate Report	Joint Report	HoR Report	
PM&C Tabling Officer	5#	5#	5#	Hand deliver to RG98, together with departmental covering memorandum, see Appendix H
Senate PLO	21	21	Nil	Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue
Senate Clerk Assistant (Table)	2	2	Nil	Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue
Senate Table Office	10	10	10	Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue
House of Representatives Table Office	Nil	10	10	Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue
Parliamentary Press Gallery	*40	*40	*40	* Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue
Parliamentary Library	9	9	9	Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue
Hansard	△❖ Email	↗△❖ Email	Nil	↗ Hansard.esg@aph.gov.au △ Hansard-hsu@aph.gov.au
ePPS	◇Email	◇Email	◇Email	Email sent to: documents.tabled@aph.gov.au (see paragraphs 4.35 and 4.36)
Totals	87	97	74	

All copies must 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 (in Word format) 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's/entity's website (see [paragraphs 4.35 and 4.36](#)).

MINISTERIAL STATEMENTS – SUMMARY OF COPY REQUIREMENTS (SITTING DAYS)

Prerequisites

- Documents must be provided to the PM&C Tabling Officer before 2.30pm on the day before they are to be tabled in the Parliament.
- Parliamentary Business Committee approval for making statement in Parliament and associated timing.
- Approval of text of statement by Cabinet or Prime Minister.

Distribution

Destination	No. Of copies	Locations
PM&C Tabling Officer	5	RG98, together with departmental covering memorandum, see Appendix H
House of Representatives PLO	10	Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue
Senate PLO	21	Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue
Senate Table Office	10	Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue
Senate Clerk Assistant (Table)	2	Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue
House of Representatives Table Office	10	Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue
Parliamentary Press Gallery	*40	* Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue
Parliamentary Library	9	Ministerial Embargo Room through Parliament House Loading Dock, Brisbane Avenue
Hansard	❖Email	Hansard.esg@aph.gov.au Hansard-hsu@aph.gov.au
ePPS	◇Email	documents.tabled@aph.gov.au
Totals	107	

All copies of the statements are to be delivered to the PM&C Tabling Officer usually at least 2 hours before the statement is planned to be made 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.
- ❖ Please email Hansard a copy of the Ministerial Statement (in Word format) before the proposed statement occurs.

- ◇ Please send email notifications once the document has been published on the department's/entity's website (see [paragraphs 4.35 and 4.36](#)).

DEEMED/CLERK'S DOCUMENTS – SUMMARY OF COPY REQUIREMENTS FOR DOCUMENTS OTHER THAN LEGISLATIVE INSTRUMENTS

Prerequisite

- Clearance by Minister.

Distribution

Destination	No. of copies	Location
Clerk of the House	1	Attention: Documents Manager House of Representatives Table Office (RG89)
Clerk of the Senate	2	Attention: Assistant Legislation Officer (Clerk's documents) Senate Table Office (SG25)
Secretary Senate Standing Committee on Regulations and Ordinances	2	for disallowable non-legislatives instruments only (S1111)

Please direct any enquiries 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).

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

The following procedures are to 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/entity.

2. On the day of presenting the document:

- a enter Parliament House via Security Point 1, then proceed directly to SG25 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 need to 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 upon receipt by the Senate Documents Officer (the procedure can take up to 15-30 mins). Once the document has been presented (allowing the document to be 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 as set out in the following table (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 to the document. It is the responsibility of the author department 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 and 4.36](#)).
4. The Senate Documents Officer will immediately notify senators and members, and other interested parties, of the tabling via email, including the hyperlink.

Appendix G (continued)

PRESENTATION OF GOVERNMENT DOCUMENTS, GOVERNMENT RESPONSES TO COMMITTEE REPORTS AND MINISTERIAL STATEMENTS **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

Destination	No. of copies				Location
	Govt Document	Senate Ctte Report	Joint Ctte Report	Ministerial Statement	
President	1	1	1	1	hand deliver to the Senate Documents Officer, SG25, together with letter to the President of the Senate (see Appendix M)
PM&C Tabling Officer	5	5	5	5	together with departmental covering memorandum, (see Appendix H) – copies may be left with the Senate Documents Officer, SG25
Senate Table Office	30	10	10	10	deliver to: SG25
Senate PLO	Nil	21	21	21	deliver to: SG25
House of Representatives Table Office	30	Nil	10	10	deliver to: RG89
Parliamentary Press Gallery	40	40	40	40	deliver to: S2
Parliamentary Library	9	9	9	9	deliver to: M2
ePPS	Email	Email	Email	Email	Email sent to: documents.tabled@aph.gov.au (see paragraphs 4.35 and 4.36)
Hansard	Nil	△ Email	×△ Email	×△ Email	× Hansard.esg@aph.gov.au △ Hansard-hsu@aph.gov.au
Commonwealth Library Deposit and Free Issue Schemes (LDS)	27	Nil	Nil	Nil	(see paragraphs 9.3 - 9.5) Do not deliver to APH
Total	142	86	96	96	

Distribution by the responsible department/entity 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 be set out as follows:

“The following report, [insert report title], tabled on [insert date] is now available on the department’s/entity’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 MINUTE 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, title of the Act and year].
[Please also state if there is no legislative requirement to table the report].

The report was:

submitted to the [Minister's name and 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 a parliamentary committee report, please include:-

approved for tabling by Cabinet, the Prime Minister or the Assistant Minister 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]
[insert Telephone]
[insert Email]



Australian Government

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

[insert report title]

[insert month & year]

(The month and year should reflect the date of actual tabling)



Australian Government

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***

46 - 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.

(14 March 1973 J.51, amended 24 August 1994 J.2054)

***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.

24 August 1983 – Senate Debates (Hansard) p. 141.

5 November 1991 – Journals p. 1625.

(* This is an extract from the Senate Standing Orders. To view the full document, see: [Senate Standing Orders and other orders of the Senate.](#))

EXTRACT FROM THE HOUSE OF REPRESENTATIVES STANDING ORDERS

RESOLUTIONS OF THE HOUSE*

(adopted 29 September 2010)

Government responses to Committee reports

- (1) Within a period of six months from the presentation in the House of a report by a House or Joint Committee, the Government shall present its response to the recommendations contained in the report to the House.
- (2) If a period of six months has elapsed from a report being presented and a response has not been presented, the relevant Minister (or Minister representing the Minister) shall:
 - (a) present to the House at the next available opportunity a signed statement stating the reasons for the delay in presentation of the response, and
 - (b) make himself or herself available to appear at the next reasonably available opportunity following a request by the relevant committee to answer its questions on that statement.
- (3) If a response has not been presented in the required time and an explanatory statement has not been presented and questions on the statement not answered to the satisfaction of the committee, the committee may bring the matter to the attention, if appropriate, of the Auditor-General for assistance in resolving matters referred to in the report or to the Speaker for assistance in resolving the response process.

(* This is an extract from the House of Representatives Standing Orders. To view the full document, see: [House of Representatives Standing Orders](#)

EXTRACT FROM THE SENATE STANDING ORDERS*

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 Chairs 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 Chair 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.

(amended 13 February 1997, 7 December 1998)

(* This is an extract from the Senate Standing Orders. To view the full document, see: [Senate Standing Orders and other orders of the Senate](#)).

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/Madam 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/Assistant Minister]

GOVERNMENT DOCUMENT (including annual reports)

HOUSE 30

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 / ENTITY

CONTACT OFFICER:

TELEPHONE NO.:

DOCUMENT TITLE

TITLE:

BOX of

GOVERNMENT DOCUMENT (including annual reports)

SENATE 30

UNDER EMBARGO

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BRISBANE AVENUE, CANBERRA ACT 2600**

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PRESS 40

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PM&C TABLING OFFICER

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VIA SECURITY POINT 1

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PARLIAMENT HOUSE

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BOX of

GOVERNMENT RESPONSE
TO HOUSE OF REPRESENTATIVES AND JOINT PARLIAMENTARY
COMMITTEE REPORT

HOUSE 10

UNDER EMBARGO

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

SENATE 10

UNDER EMBARGO

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PRESS 40

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PLO SENATE 21

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TO SENATE AND JOINT PARLIAMENTARY COMMITTEE REPORT

SENATE CLERK
ASSISTANT (TABLE) 2

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COMMITTEE REPORT

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TITLE:

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MINISTERIAL STATEMENT

SENATE 10

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PLO HOUSE 10

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MINISTERIAL STATEMENT

**SENATE CLERK
ASSISTANT (TABLE) 2**

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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)	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

<u>Senate Table Office</u> Senate Documents Officer	Ph: (02) 6277 3037 Email: table.docs@aph.gov.au
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Deemed / Clerk's Documents

<u>House of Representatives Table Office</u> (for deemed documents) Documents Manager	Ph: (02) 6277 4800
<u>Senate Table Office</u> (for Clerk's documents) Documents Officer, or Assistant Legislation Officer	Ph: (02) 6277 3037 Ph: (02) 6277 3035

USEFUL RESOURCES

Votes and

Proceedings: http://www.aph.gov.au/Parliamentary_Business/Chamber_documents/HoR/Votes_and_Proceedings

House Live Minutes:

http://www.aph.gov.au/Parliamentary_Business/Chamber_documents/Live_Minutes

Journals of the

Senate: http://www.aph.gov.au/Parliamentary_Business/Chamber_documents/Senate_chamber_documents/Journals_of_the_Senate

Senate Dynamic

Red: http://www.aph.gov.au/Parliamentary_Business/Chamber_documents/Dynamic_Red

Senate Daily

Summary: http://www.aph.gov.au/Parliamentary_Business/Chamber_documents/Senate_chamber_documents/sds

Printing

Standards: http://www.aph.gov.au/Parliamentary_Business/Chamber_documents/Tabled_Papers/Advice_to_government_agencies

Commonwealth Library Deposit and Free Issue Schemes (LDS):

<http://www.finance.gov.au/librarydeposit>

Guidance on the enhanced Commonwealth performance framework including annual reports is available on the Department of Finance website:

<http://www.finance.gov.au/resource-management/performance/>

Public Governance, Performance and Accountability Act 2013

<https://www.legislation.gov.au/Details/C2013A00123>