

# APPENDIX A: USEFUL REFERENCE SOURCES AND CONTACT DETAILS

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## 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.

**Department of the Prime Minister and Cabinet** (switchboard: (02) 6271 5111)

### GOVERNMENT DIVISION

First Assistant Secretary (02) 6271 5786

#### Parliamentary and Government Branch

Assistant Secretary (02) 6271 5909

Senior Adviser, Parliamentary Affairs and Legislation Section (02) 6271 5787

Advisers, Parliamentary Affairs and Legislation Section (02) 6271 5762

[LegislationPMC@pmc.gov.au](mailto:LegislationPMC@pmc.gov.au) (enquiries) (02) 6271 5783

[Lodgement@pmc.gov.au](mailto:Lodgement@pmc.gov.au) (lodgement of papers)

Senior Adviser, Government Section

[GovtSection@pmc.gov.au](mailto:GovtSection@pmc.gov.au)

[AAO@pmc.gov.au](mailto:AAO@pmc.gov.au) (02) 6271 5535

#### Honours, Symbols and Legal Policy Branch

Assistant Secretary (02) 6271 5124

#### Parliamentary Liaison Section

Parliamentary Liaison Officer (House of Representatives)—Parliament House (02) 6277 7377

[RepsPLO@pmc.gov.au](mailto:RepsPLO@pmc.gov.au)

Parliamentary Liaison Officer (Senate)—Parliament House (02) 6277 7597

[SenatePLO@pmc.gov.au](mailto:SenatePLO@pmc.gov.au)

### CABINET DIVISION

Secretary, Federal Executive Council (02) 6271 5322

[exco@pmc.gov.au](mailto:exco@pmc.gov.au)

### OFFICE OF BEST PRACTICE REGULATION

Enquiries (02) 6271 6270

[helpdesk-obpr@opbr.gov.au](mailto:helpdesk-obpr@opbr.gov.au)

### REGULATORY REFORM DIVISION

Enquiries (02) 6271 5111

[regulatoryreform@pmc.gov.au](mailto:regulatoryreform@pmc.gov.au)

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

First Parliamentary Counsel (02) 6120 1405  
[fpc@opc.gov.au](mailto:fpc@opc.gov.au)

Drafting instructions for bills  
[bill.instructions@opc.gov.au](mailto:bill.instructions@opc.gov.au)

Drafting instructions for legislative instruments  
[instrument.instructions@opc.gov.au](mailto:instrument.instructions@opc.gov.au)

Enquiries  
[lodge@legislation.gov.au](mailto:lodge@legislation.gov.au) (02) 6120 1350

**Parliament House** (switchboard: (02) 6277 7111)

**HOUSE OF REPRESENTATIVES**

Director, Programming (02) 6277 4801  
[Dir.Programming.Reps@aph.gov.au](mailto:Dir.Programming.Reps@aph.gov.au)

Director, Legislation and Records (02) 6277 4788

Bills Manager (02) 6277 4802  
[Bills.Manager.Reps@aph.gov.au](mailto:Bills.Manager.Reps@aph.gov.au)

**SENATE**

Director, Legislation and Documents (02) 6277 3455

Legislation Officer (02) 6277 3033  
[table.legislation.sen@aph.gov.au](mailto:table.legislation.sen@aph.gov.au)

**COMMITTEES**

Senate Standing Committee for the Scrutiny of Bills  
(Committee Secretary) (02) 6277 3050  
[scrutiny.sen@aph.gov.au](mailto:scrutiny.sen@aph.gov.au)

Senate Standing Committee on Regulations and Ordinances  
(Committee Secretary) (02) 6277 3066  
[RegOrds.sen@aph.gov.au](mailto:RegOrds.sen@aph.gov.au)

Parliamentary Joint Committee on Human Rights  
(Committee Secretary) (02) 6277 3823  
[human.rights@aph.gov.au](mailto:human.rights@aph.gov.au)

OPC's *Drafting Direction No. 4.2: Referral of drafts to agencies* (see Attachments A and B to that direction) provides a comprehensive list of agencies to be consulted on legislative proposals that are directly relevant to their responsibilities. These agencies must be contacted as early as possible in the policy development process. Contact details for the most frequently consulted agencies are provided below.

### **Attorney-General's Department** (switchboard: (02) 6141 6666)

Jurisdiction of courts and tribunals	
Evidence law (including privileges and evidentiary certificates)	<a href="mailto:ctjpb.scrutiny@ag.gov.au">ctjpb.scrutiny@ag.gov.au</a>
Alternative dispute resolution	<a href="mailto:adr@ag.gov.au">adr@ag.gov.au</a>
Legal financial assistance (legal representation and disbursement costs)	<a href="mailto:finass@ag.gov.au">finass@ag.gov.au</a>
Administrative discretion and review of administrative decisions	
Legislative instruments (including exemptions from the Legislation Act)	<a href="mailto:ajdalb@ag.gov.au">ajdalb@ag.gov.au</a>
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)	<a href="mailto:native.title@ag.gov.au">native.title@ag.gov.au</a>
Privacy	<a href="mailto:privacy.draftlegislation@ag.gov.au">privacy.draftlegislation@ag.gov.au</a>
Freedom of information	<a href="mailto:foi.draftlegislation@ag.gov.au">foi.draftlegislation@ag.gov.au</a>
Criminal law (including offence provisions and penalties)	
Issues relating to evidence or procedure in criminal matters, including a reversed burden of proof and evidentiary certificate	<a href="mailto:crjd.draftbills@ag.gov.au">crjd.draftbills@ag.gov.au</a>
International obligations under human rights instruments	<a href="mailto:humanrights@ag.gov.au">humanrights@ag.gov.au</a>
International law	<a href="mailto:ILHRD@ag.gov.au">ILHRD@ag.gov.au</a>
Secrecy provisions	<a href="mailto:SLBDraftbills@ag.gov.au">SLBDraftbills@ag.gov.au</a>
Constitutional risks	
Constitutional basis of cooperative schemes	
Delaying Royal Assent in exceptional circumstances	<a href="mailto:OCL@ag.gov.au">OCL@ag.gov.au</a>

### **AUSTRALIAN GOVERNMENT SOLICITOR**

Policy proposals involving legislation	(02) 6253 7000 <a href="mailto:ags@ags.gov.au">ags@ags.gov.au</a>
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### **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](mailto:LRB@finance.gov.au)  
[LegislativeReview@finance.gov.au](mailto:LegislativeReview@finance.gov.au)  
[Governance@finance.gov.au](mailto: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](mailto:territories@regional.gov.au)

**Australian National Audit Office**

Accounting and audit arrangements  
Enquiries—Professional Services Branch

(02) 6203 7300  
[agl@anao.gov.au](mailto:agl@anao.gov.au)

**Australian Public Service Commission**

Public sector terms and conditions  
Enquiries

(02) 6202 3500  
[legislation@apsc.gov.au](mailto:legislation@apsc.gov.au)