

# APPENDIX G: REQUIREMENTS FOR DOCUMENTATION

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## 1. DOCUMENTS TO BE LODGED WITH LEGISLATION SECTION FOR THE LEGISLATION APPROVAL PROCESS

Deadline: **11 am, Wednesday of the week before introduction**

Electronic lodgement to: [lodgement@pmc.gov.au](mailto:lodgement@pmc.gov.au)

Enquiries: 6271 5783; 6271 5762

### **Documents required:**

- covering email evidencing a minister's approval of:
  - the bill and explanatory memorandum;
  - or**
  - the government amendments and supplementary explanatory memorandum
- copies of letters or submissions evidencing approval provided by other ministers of policy issues or, if required, agreement by other ministers/departments to the text of amendments to their legislation
- explanatory memorandum or supplementary explanatory memorandum

### **Naming conventions for subject heading of lodgement email:**

- EM–[Name of Bill]–Week of introduction
- SuppEM–[Name of Bill]–Week of introduction

For example:

- EM–Tax Laws Amendment Bill (No. 1) 2016–Week 1
- SuppEM–Amendments to the Tax Laws Amendment Bill (No. 1) 2016–Week 3

If changes are required after the documents have been lodged, the updated documents are to be re-lodged. The following naming conventions apply:

- UPDATED EM or UPDATED SuppEM–[Name of Bill]–Week of introduction

For example:

- UPDATED EM–Tax Laws Amendment Bill (No. 1) 2016–Week 1
- UPDATED SuppEM–Amendments to the Tax Laws Amendment Bill (No. 1) 2016–Week 3

The Office of Parliamentary Counsel will lodge the settled bill/amendments with the Legislation Section separately via email.

## 2. DOCUMENTS TO BE LODGED WITH PARLIAMENT HOUSE

Deadline: **At least one sitting day before introduction of the bill; deliver to all recipients, including both Table Offices**

Deliver to: **TABLE OFFICES**

**House of Representatives**  
Bills Manager  
House of Representatives Table Office (RG 89)  
Tel. 6277 4802

**Senate**  
Legislation Officer  
Senate Table Office (SG 25)  
Tel. 6277 3033

### **PARLIAMENTARY LIAISON OFFICERS (PLOs)**

**House of Representatives**  
Parliamentary Liaison Officer  
(RG 98)  
Tel. 6277 7377

**Senate**  
Parliamentary Liaison Officer  
(SG 119)  
Tel. 6277 7597

### **Explanatory memoranda—number of copies (on B5 paper)\***

Document	Table Offices			PLOs	
	House		Senate	House	Senate
	House-initiated bills	Senate-initiated bills			
Explanatory memorandum	60	40	50	2	1
Correction/addendum to explanatory memorandum	30	30	50	2	1
Replacement explanatory memorandum	30	30	50	2	1
Supplementary explanatory memorandum	30	15	60	2	1
Correction to supplementary explanatory memorandum	30	15	60	2	1
Revised explanatory memorandum	30	15	50	2	1

\* To be prepared by CanPrint, or other chosen print provider. It is recommended that at least 10 additional copies be ordered for departmental use and for the minister's office.

## Second reading speeches—number of copies (on B5 or A4 paper)\*

Document	Table Offices		PLOs	
	House	Senate	House	Senate
Second reading speeches	30	50	2	1

\* Can be copied 'in house' if preferred (A4 paper, stapled, single or double-sided).

At the same time as the documents are delivered to Parliament House, departments must provide a Microsoft Word file of explanatory memoranda and second reading speeches to the relevant Table Office and PLO via email—see email addresses below:

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

(if House-initiated bill or House explanatory memorandum)

[table.legislation.sen@aph.gov.au](mailto:table.legislation.sen@aph.gov.au)

(if Senate-initiated bill or Senate explanatory memorandum)

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

(if House-initiated bill or House explanatory memorandum)

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

(if Senate-initiated bill or Senate explanatory memorandum)

The email forwarding the documents must include the name of the bill to which the explanatory memorandum and second reading speech relate and a departmental contact.

Departments and agencies are responsible for ensuring that the text of the Word file of an explanatory memorandum is identical to the text of the hard copy as printed (apart from differences in formatting). The Table Offices will check the title page but will not accept responsibility for any discrepancies between the electronic text and the printed copy.

Second reading speeches are to be written in a way that makes them suitable for both the House and the Senate. If a different speech is required for the Senate, it must not contain references appropriate to a speech to the House.

### 3. DOCUMENTS TO BE LODGED WITH MINISTERS

Sufficient copies of the documents are to be provided to the minister's office to meet their requirements. In addition, for House-initiated bills only, one copy of an explanatory memorandum must be provided to the minister, for presentation to the House at the time of introduction or moving. Two copies of the second reading speech are also to be provided: one for the minister for use in the House and, if required by the minister, one for the Opposition.

### 4. OTHER ISSUES RELATING TO EXPLANATORY MEMORANDA

#### Security

As bills and explanatory memoranda are confidential to the government until tabled, email transmissions of these documents are to be classified 'UNCLASSIFIED: For Official Use Only'. If Senate amendments are cleared by the minister for circulation and the supplementary explanatory memorandum is available and cleared, that supplementary explanatory memorandum is circulated with the amendments and therefore remains confidential only until the time of circulation.

## International Standard Book Numbers

Departments, as publishers of explanatory memoranda, are responsible for giving each explanatory memorandum an International Standard Book Number (ISBN). A barcode created from the ISBN is a feature that must be included if departments/printers have the required software. CanPrint will give the documents an ISBN as a matter of routine. Departments using another printer are responsible for obtaining an ISBN.

## Embargo copies

The embargo copies (for sale, subscription and free distribution purposes) will be printed and distributed by CanPrint as a matter of routine. CanPrint will issue separate invoices to the department. The copy requirements are set out below:

- 15–20 sale copies
- 45 subscription copies
- 50 free distributions (e.g. to libraries)

When using another printer, departments must ensure that these embargo copies are part of the print job and that they are delivered to CanPrint, after authority for release is received from the Legislation Officer in the relevant Table Office (i.e. after the explanatory memorandum has been tabled). When the department/printer delivers the sale, subscription and free distribution copies to CanPrint, they must provide a confirmation from the relevant Table Office (e.g. an email or copy of the release slip) that the explanatory memorandum has been tabled. If the release slip is not supplied, CanPrint will not accept the delivery.

The number of explanatory memoranda required for sale varies according to the level of interest in the subject matter, but generally 15–20 copies is considered acceptable.

## Insufficient time to print an explanatory memorandum

When a department has an extremely tight timeframe in which to print an explanatory memorandum, it can, **with the agreement of the relevant Table Office**, provide A4 photocopies of the explanatory memorandum. The printed B5 copies must be provided to the Table Offices at a later date. Departments **must** discuss the requirements for documentation in these circumstances with the relevant Table Office.

## CanPrint requirements

An explanatory memorandum to be printed by CanPrint can be supplied by email or on a USB. In either case, the document must be provided as a printready PDF file, with all fonts embedded. CanPrint can be contacted to make the necessary arrangements.

CanPrint Publications Warehouse  
16 Nyrang Street  
Fyshwick  
Tel. 6295 4422