



Australian Government

Department of the Prime Minister and Cabinet

TABLING GUIDELINES

Department of the Prime Minister and Cabinet

Canberra

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Tabling Guidelines

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Enquiries regarding this document are welcome at:

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Appendixes and templates

The appendixes referred to in the Tabling Guidelines contain information such as templates, checklists and maps. The appendixes are available for download as separate documents on the [Department of the Prime Minister and Cabinet \(PM&C\) website](#). The PM&C Tabling Officer will update the appendixes as required.

OVERVIEW

[Tabling](#) documents keeps the Parliament informed of the Government's activities. It demonstrates the accountability of the Government to the Parliament and, through it, the community. Documents presented to the Parliament provide an important primary source of information to senators and members as well as placing information on the public record.

These Guidelines, together with tabling circulars, provide guidance on the procedures associated with the presentation or tabling of certain documents in the Parliament.

The provision of hard copies to the Parliament remains an integral part of the tabling process. However, the Parliamentary Departments in consultation with the Department of the Prime Minister and Cabinet are developing a project to receive and publish tabled documents online to significantly reduce the mandatory number of hard copies. The Guidelines will be updated to reflect developments as they occur.

The Guidelines don't cover the presentation of petitions, committee/delegation reports, orders for the production of documents, or answers to questions on notice. For advice on these documents, please contact the Senate or HoR Table Office.

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CHAPTER 1 TABLING PRINCIPLES

Ministerial Approval

Ministerial approval is required to table a document in the Parliament. This applies to all documents covered by the Guidelines, with the exception of [deemed/Clerk's documents](#) which are approved at a departmental level.

Documents Confidential to Government

Documents prepared for tabling are confidential (under embargo) until they are presented to the Parliament. Departments are responsible for ensuring that documents are held securely and delivered by hand. Contracted courier or printer services must be made aware of this requirement.

The [House of Representatives Practice 7th Edition](#) notes that the public release of a document before presentation to the Parliament "has always been considered a matter of impropriety". Every effort needs to be made to ensure the document is tabled in the Parliament prior to, or to coincide with, the public release of the document.

Parliamentary Privilege

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.

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 chamber of the Parliament or a [parliamentary committee](#). Neither of 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*).

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. The Department of the Prime Minister and Cabinet (Government Division) must be consulted if there are any sensitivities. Departments must settle any such issues before arrangements are made for tabling or release.

Production and Publication – hard copy and online

Documents must be printed in accordance with the [Printing standards](#) for documents presented to the Parliament prepared by the [Joint Committee on Publications](#).

Under the *Disability Discrimination Act 1992*, Australian Government agencies are required to ensure information and services are provided in a non-discriminatory accessible manner. The [Digital Transformation Agency](#) (DTA) advise that [HTML](#) is the default format for all government information. If there is a strong user need to provide a PDF (for example for printing) the document must still be [accessible](#). The DTA provides advice and support to assist departments in meeting their obligations. Guidance can be found at: <https://www.dta.gov.au/help-and-advice/digital-service-standard/digital-service-standard-criteria/9-make-it-accessible>.

The requirements for public digital content are set out in the Web Content Access Guide (WCAG). The DTA has identified the following sites for assistance: [Requirements for Australian Government Websites](#) and [Exploring WCAG 2.1 for Australian Government Services](#).

Departments must ensure that the electronic version of the document is identical to the printed version tabled in the Parliament.

Enquiries can be directed to info@DTA.gov.au.

Presentation of documents when the Parliament is not sitting

[Senate Standing Order 166](#) provides that documents may be presented when the Senate is not sitting. This is often referred to as presenting a document 'out of sitting'. Departments can consider this option if there is a

statutory, urgent and or compelling need to have documents presented at a time when the Parliament is not sitting. With the exception of the month of October, documents are normally presented on a Thursday out of sitting. When a document is tabled in one chamber (i.e. the Senate out of sitting) it is considered to have been presented to the Parliament. The document should be published once notification has been received of tabling out of sitting.

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

Departments must refer to the [Guidance on Caretaker Conventions](#) when considering tabling during a [caretaker](#) period.

In general, responses to outstanding parliamentary committee reports should be deferred during the caretaker period for action by the incoming government. Agencies may continue to undertake appropriate preparatory work and consultation at the agency level so that they are in a position to provide advice to the incoming government.

Reports of an administrative nature, such as annual reports, can be tabled out of session during the caretaker period. However, where a report contains information that is likely to be controversial, consideration should be given to whether tabling should be deferred for action by the incoming government.

Correcting, adding to, or replacing a document

In the circumstances where a department identifies an error in a document that is to be, or has been, tabled in the Parliament, it will be up to that department to determine when the error needs to be corrected having regard to the materiality of the error, parliamentary and public interest.

The department will need to decide if it is possible to correct the document or if it needs to be supplemented or replaced. A **correction** would normally be made where a minor change is required. If information needs to be added, but the addition is only minimal, an **addendum** may be tabled. A **replacement** would be required if more substantial changes are necessary.

Any correction, addendum or replacement must be tabled and is subject to the same copy requirements and clearance processes (including approval by the relevant Minister) as the original report. It must clearly identify the document being corrected or added to, show the title of the original report or document, page number/s and the correction/addendum details. The PM&C Tabling Office can be contacted to discuss options.

The online version of the document must not be altered until the correction, addendum or replacement has been tabled or presented out of sitting.

CHAPTER 2 GOVERNMENT DOCUMENTS

General

Various types of documents are covered by the term 'government documents'. By way of general guidance, a government document is likely to include:

- annual reports
- reports of Royal Commissions
- periodic reports with a statutory basis such as the Report on the Operation of the *Aged Care Act 1997*
- reports tabled at the initiative of the Government, e.g., a policy White Paper or an independent review that the Government wishes to table without a legislative requirement to do so
- treaties.

Government documents do not include:

- government responses to [parliamentary committee reports](#) (Chapter 3)
- [Ministerial Statements](#) (Chapter 4)
- [Deemed/Clerk's documents](#) (Chapter 5)

Clarification of what constitutes a government document can be sought from the PM&C Tabling Office, the Senate Documents Officer (SDO), or the House of Representatives Documents Manager -- see [Key Contacts \(Chapter 6\)](#).

Annual Reports

It is expected Annual Reports are tabled prior to the start of Budget Estimates hearings each year. This ensures Annual Reports are available for scrutiny by the relevant Senate standing committee. To facilitate this, documents can be tabled in the Senate on any business day in October.

The Department of Finance is responsible for establishing the requirements for annual reporting by Commonwealth entities and companies. Enquiries about the preparation, content and reporting timeframes should be directed to the Department of Finance: PGPA@finance.gov.au. Relevant guidance for Commonwealth entities and companies annual reporting requirements can be located at <https://www.finance.gov.au/government/managing-commonwealth-resources/planning-and-reporting>

Annual reports are periodic reports under section 34C of the *Acts Interpretation Act 1901* (AIA). In the event that an appropriate deadline for a report cannot be met, an extension must be sought in accordance with relevant legislation or subsections 34C(4) or (7) of the AIA, as appropriate. Whether a report is overdue will depend on the particular circumstances of each Commonwealth entity or Commonwealth company.

Statements relating to extensions for overdue reports which are required to be 'laid before each chamber of Parliament' will be tabled as deemed documents in the House of Representatives and Clerk's documents in the Senate.

Reports of Royal Commissions

The PM&C Tabling Office must be consulted well in advance when it is proposed to table the report of a Royal Commission. Factors to consider include whether:

- a Ministerial Statement is to be made to coincide with the tabling of the report
- there are any special copy requirements arising from the number of volumes of the report

Tabling

Tabling of Government Documents varies between the two chambers. Government documents are presented to the:

- **Senate** - at the commencement of each sitting day (after [Prayers and Acknowledgement of Country](#)) – except on Thursdays
- **House of Representatives** - following Question Time on each sitting day

On Thursdays of a sitting week, documents that are presented in the House of Representatives are considered to have been presented to the Parliament and are in the public domain. These documents will then be tabled in the Senate on its next sitting day.

Government Documents				
Tabling Days in a Sitting Week				
	Monday	Tuesday	Wednesday	Thursday
Senate	Yes	Yes	Yes	No
House of Representatives	Yes	Yes	Yes	Yes*

*Documents tabled in the House of Representatives on a Thursday, will be tabled in the Senate when it next meets. When only one chamber is sitting, documents tabled in that chamber will be tabled in the other chamber when it next meets.

Timing

Documents must be received by 12.00pm on the business day ahead of the day proposed for tabling.

Presentation of documents when the Parliament is not sitting

Government documents may be presented to the President of the Senate when the Senate is not sitting. While there is no similar provision when the House of Representatives is not sitting, tabling in the Senate out of sitting means that the document has been presented to the Parliament and is in the public domain and covered by [parliamentary privilege](#). These documents will then be tabled in the House of Representatives on its next sitting day.

Government documents are typically presented out of sitting in the Senate on Thursdays, except for business days during the month of October.

Key Tasks – Government Documents – Sitting Day

Key tasks for tabling a government document on a sitting day.

- Approval** – Ministerial approval is required for a government document to be tabled in the Parliament
- Identify the preferred day for tabling**
 - House of Representatives - Monday, Tuesday, Wednesday or Thursday
 - Senate - Monday, Tuesday or Wednesday
- Business day before delivery** – departments must
 - email the loadingdock@aph.gov.au to advise that a document will be delivered the following day
 - respond to the email seeking information about the vehicle, driver etc
 - ensure printers and couriers are aware of this requirement, noting a failure to provide the required information may lead to the vehicle being turned away
 - provide a PDF copy of the report to table.docs@aph.gov.au and documents.tabled@aph.gov.au
 - provide a copy of the tabling minute to tabling@pmc.gov.au
- Delivery day – by no later than 12.00pm the business day before the day proposed for tabling**
 - deliver bulk copies to the Parliament House Loading Dock via Brisbane Avenue, packaged using prescribed labels listed under 'Appendixes' on the [PM&C Tabling Guidelines website](#).
 - Senate Table Office
 - House of Representatives Table Office
 - Parliamentary Press Gallery
 - Parliamentary Library
 - PM&C Tabling Office
- Document/s tabled in the House of Representatives and/or Senate**
 - the [House Live Minutes](#) and/or [Senate Dynamic Red](#) will show tabling as it occurs; and
 - the PM&C Tabling Office will advise by email once the document has been tabled
 - a list of tabled documents will appear the day after tabling in the [Journals of the Senate](#) and the [Votes and Proceedings](#) of the House of Representatives
- Action post-tabling**
 - immediately publish the document to the Commonwealth entity/company website and/or, for Annual Reports, through the digital reporting portal administered by the Finance Minister (transparency.gov.au)
 - immediately email hyperlink to documents.tabled@aph.gov.au

Key Tasks – Government Documents – Presentation out of Sitting

Key tasks for tabling a government document when the Parliament is not sitting.

- Approval** – Ministerial approval is required for a government document to be tabled in the Parliament
- Letter of transmittal**
 - [Senate Standing Order 166](#) provides for the presentation of document/s when the Senate is not sitting
 - A letter of transmittal from the Minister to the President of the Senate must accompany the document for presentation. A template for this letter is available under 'Appendixes' on the [PM&C Tabling Guidelines website](#).
 - **DO NOT** provide this transmittal letter directly to the Senate President; it must be sent to the Senate Documents Officer.
- Identify the preferred day for presentation**
 - contact the [Senate Documents Officer \(SDO\)](#) to arrange the time for presentation
 - a minimum of 48 hours' notice is required
- Business day before delivery** – departments must
 - email the loadingdock@aph.gov.au to advise that a document will be delivered the following day
 - respond to the email seeking information about the vehicle, driver etc
 - ensure printers and couriers are aware of this requirement, noting a failure to provide the required information may lead to the vehicle being turned away
 - email a PDF version of the document and a copy of the signed letter of transmittal to the SDO table.docs@aph.gov.au by 12pm the day prior to presentation.
 - email a PDF version of the document to documents.tabled@aph.gov.au
- Delivery day – by no later than 12.00pm the business day before the day proposed for tabling**

Deliver bulk copies to the Parliament House Loading Dock via Brisbane Avenue, packaged using prescribed labels listed under 'Appendixes' on the [PM&C Tabling Guidelines website](#).

 - President of the Senate
 - PM&C Tabling Office
 - Senate Table Office
 - House of Representatives Table Office
 - Parliamentary Press Gallery
 - Parliamentary Library
- Document/s presented out of sitting**
 - the SDO will arrange for a written notification to be provided verifying time of presentation
- Action post-presentation**
 - immediately publish the document to Commonwealth entity/company website and/or, for Annual Reports, through the digital reporting portal administered by the Finance Minister (transparency.gov.au)
 - immediately email hyperlink to documents.tabled@aph.gov.au

COPY REQUIREMENTS – GOVERNMENT DOCUMENTS

Parliament is Sitting

When parliament is sitting, please contact the PM&C Tabling Officer on (02) 6277 7212.

The following number of documents are required to be delivered to the Loading Dock by 12.00pm the day before tabling:

PM&C Tabling Office: 3 accompanied by a Covering Minute

Senate Table Office: 30 plus one PDF version emailed to table.docs@aph.gov.au

House of Representatives Table Office: 15 plus one PDF version emailed to documents.tabled@aph.gov.au

Parliamentary Press Gallery: 20

Parliamentary Library: 8

TOTAL: 76

Out of Sitting

When Parliament is not sitting, please contact the Senate Documents Officer on (02) 6277 3037 or table.docs@aph.gov.au.

The following number of documents are required to be delivered to the Loading Dock by 12.00pm the day before tabling:

PM&C Tabling Office: 3 accompanied by a Covering Minute

President of the Senate: 1 accompanied by a letter of transmittal

Senate Table Office: 30 plus one PDF version emailed to table.docs@aph.gov.au

House of Representatives Table Office: 15 plus one PDF version emailed to documents.tabled@aph.gov.au

Parliamentary Press Gallery: 20

Parliamentary Library: 8

TOTAL: 77

CHAPTER 3 GOVERNMENT RESPONSES TO PARLIAMENTARY COMMITTEE REPORTS

General

This section provides information about the process for the preparation, approval and tabling of a government response to a [parliamentary committee](#) report.

When a [parliamentary committee](#) report is tabled containing recommendations, the Government can respond either by way of a written statement to the Parliament, or if the report relates to legislation, through the Minister's second reading or summing up speech.

The PM&C Tabling Office will identify the lead Commonwealth department which will be responsible for coordinating the government response to the report – usually the Department with carriage of the legislation or responsibility for the majority of recommendations.

Inquiry into a bill - Senate

The Senate has a number of legislation committees which inquire into and report on any bills or draft bills referred to them.

- **Referrals to committees:** Once a bill is introduced, a bill or the provisions of the bill can be referred to a committee through the Senate Selection of Bills Committee. The Senate [Parliamentary Liaison Officer](#) (Senate PLO) will notify the responsible departments of referrals.
- **Reports from committees:** When a committee finalises an inquiry, a committee report will be tabled. The Senate PLO will notify the responsible departments of the report and what action is required.
- **Responding to recommendations:** A government response is required to each committee recommendation including any dissenting recommendations unless otherwise advised by the Senate PLO. Recommendations that a bill be passed, not passed or amended do not require a government response. A response can be provided 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. Recommendations not addressed during the debate will require a written government response in accordance with the requirements in these Guidelines.

If a bill is referred to a Senate legislation committee, debate on the bill will not occur in the Senate until the committee has presented its report (Senate Standing Order 115).

Inquiry into a bill – House of Representatives

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 bill. In that case, the House of Representatives [Parliamentary Liaison Officer](#) (House of Representatives PLO) will notify the relevant department.

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.

Timeframe for responses

The respective resolutions of the Senate and House of Representatives set the timeframe for responses:

- [Senate Committee](#) reports – within 3 months (Senate Standing Order 44).
- [House of Representatives committee](#) reports – within 6 months.
- [Joint committee](#) reports – within 3 months.

Preparation of Government Reports

Responsibility for preparing the whole-of-government response rests with the lead department. The response:

- must address all the recommendations and, if applicable, indicate reasons for not accepting any specific recommendation (with the exception of recommendations directed to the Speaker of the House of Representatives and/or the President of the Senate – see below)
- must address minority or dissenting recommendations in Senate and joint committees reports (not required for House of Representatives reports)
- must be approved by the responsible Minister prior to submission to the Prime Minister
- must be approved by either the Cabinet or the Prime Minister, or a Minister on behalf of the Prime Minister, depending on the subject matter
- may contain a preamble outlining the Government's policy position
- must be prepared using the cover sheet template for a government response (listed under 'Appendixes' on the [PM&C Tabling Guidelines website](#)).

The format of a government response can vary depending on the nature and number of recommendations. The preferred option is to provide a response for each individual recommendation. Alternatively, related recommendations from the same report can be grouped together with a single response.

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, e.g. the interim report and a final report from the same committee. Importantly, it must be made clear in the cover sheet and the response when more than one report is being addressed by the response.

Other issues to consider when drafting the response include:

- *is input required from other departments?* Consider whether policy responsibility for matters raised in the recommendations rests with another department. Input from other departments must have Ministerial approval.
- *is consultation required with State/Territory Governments?* Consider whether any of the recommendations have Commonwealth-State implications which may need to be raised with State/Territory Governments before a response can be made by the Commonwealth Minister.
- *is it necessary to contact the Presiding Officers?* Recommendations directed to the Speaker of the House of Representatives and/or the President of the Senate (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. Departments may wish to contact the relevant Clerk to discuss the recommendations including the timing of the Government response and any implications for the response from the Presiding Officers.

Interim or partial responses

Ministers may provide an interim or partial 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 become available. An interim response is subject to the same requirements as a final response as set out in this chapter.

Exceptions

Reports from the [Joint Committee of Public Accounts and Audit](#) (JCPAA) are subject to the approval and tabling process of these Guidelines only when responding to policy recommendations. The JCPAA Committee secretariat is responsible for informing departments when a response is required.

Approval of the government response

Government responses, including interim responses, must be approved by either the Cabinet or the Prime Minister, or a Minister on behalf of the Prime Minister, depending on the subject matter. The [Cabinet Handbook](#) provides an indication of the kind of issues normally requiring consideration by the Cabinet.

Where it is clear that the subject matter does not involve any significant policy, legislative or contentious issues, the Minister may seek the approval of the Prime Minister for the response to be presented to the Parliament

(and the committee chair) without reference to Cabinet. The Minister will receive written advice of approval to table the Government's response.

Tabling

Once approved, the Government response must be tabled as soon as possible. Responses are only required to be tabled in the chamber which is responsible for the report it is addressing. Responses to joint committees must be tabled in both chambers.

A copy of the response must be provided by the Minister to the chair of the [parliamentary committee](#) prior to the response being tabled. This is not a substitute for the tabling of the response in Parliament, but allows the committee to be advised of the Government response at an early opportunity.

Government Response to Parliamentary Committee Reports				
Tabling Days in a Sitting Week				
	Monday	Tuesday	Wednesday	Thursday
Senate	No*	Yes	Yes	Yes
House of Representatives	Yes	Yes	Yes	Yes

*A government response to a joint committee report tabled in the House of Representatives on a Monday, will be tabled in the Senate on the next available sitting day (excluding Mondays).

Presentation of documents when parliament is not sitting

Responses to Senate and joint committee reports may be presented to the President of the Senate when the Senate is not sitting. Government responses are generally tabled on a Thursday when Parliament is not sitting. Responses can be tabled / presented on any business day in October. Responses to joint committees will be tabled in the House of Representatives on its next sitting day.

Responses to House of Representatives committee reports may only be tabled when the House of Representatives is sitting.

Ministerial statement accompanying a government response

In the event that a Ministerial Statement is proposed to be made when a government response is tabled, the PM&C Tabling Office must be alerted as early as possible to discuss timing and requirements for tabling.

Compliance

The President of the Senate and the Speaker of the House of Representatives each table a report every six months detailing [parliamentary committee](#) reports where a government response remains outstanding.

Following the tabling of this report, the PM&C Tabling Officers will typically provide departments a list of outstanding responses for which they have responsibility. Changes in government or the passage of time are not usually acceptable reasons to remove reports from this list.

Overdue Responses – House of Representatives

If a response to a House of Representatives or a joint committee report has not been tabled in the House of Representatives within six 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](#)).

The statement can only be tabled when the House of Representatives is sitting, utilising the same approval process as for a [government document](#). The statement is tabled with other government documents after Question Time.

The statement must be on Ministerial letterhead with the following details:

- status of the Government response to the report and the title of the report.
- clearly state that the statement is being made in accordance of the House of Representatives resolution of 29 September 2010.
- an explanation for the delay.
- signature of the Minister.

Note: A statement by a Minister is not be confused with a Ministerial Statement.

Timing

Documents must be received by 12.00pm on the business day ahead of the day proposed for tabling.

Key Tasks – Government Response – Sitting Day

Key tasks for tabling a government response to a parliamentary committee report on a sitting day.

- Approval** – Ministerial approval is required for a government response to be tabled in the Parliament. Prior to tabling, approval of the content of the response must have been obtained from the Cabinet and/or the Prime Minister or a Minister on behalf of the Prime Minister.
- Identify the preferred day for tabling**
 - House of Representatives - Monday, Tuesday, Wednesday or Thursday for House of Representative and joint committee responses
 - Senate - Tuesday, Wednesday and Thursday for Senate and joint committee responses
- Sensitivities**
 - Alert the PM&C Tabling Officer of any sensitivities or timing issues associated with tabling
- Business day before delivery** – departments must
 - email the loadingdock@aph.gov.au to advise that a document will be delivered the following day
 - respond to the email seeking information about the vehicle, driver etc
 - ensure printers and couriers are aware of this requirement, noting a failure to provide the required information may lead to the vehicle being turned away
 - email a PDF copy of the response to table.docs@aph.gov.au (for Senate and joint committees only) and/or documents.tabled@aph.gov.au (for House of Representatives and joint committees only)
- Minute to the PM&C Tabling Officer**
 - departments must use the relevant tabling minute template listed under 'Appendixes' on the [PM&C Tabling Guidelines website](#)
- Delivery day – by no later than 12.00pm the business day before the day proposed for tabling**
 - deliver bulk copies to the Parliament House Loading Dock via Brisbane Avenue, packaged using prescribed labels listed under 'Appendixes' on the [PM&C Tabling Guidelines website](#)
 - Senate Table Office
 - House of Representatives Table Office
 - Senate Parliamentary Liaison Officer
 - Parliamentary Press Gallery
 - Parliamentary Library
 - PM&C Tabling Office
- Provide a copy to the Chair of the relevant committee**
 - An embargoed courtesy copy is provided to the Chair of the relevant committee (c/- the committee secretariat) by the Minister prior to tabling
- Provide a copy to Hansard**
 - A word version of the response is to be provided prior to tabling to Hansard.esg@aph.gov.au
- Document/s tabled in the House of Representative and/or Senate**
 - the [House Live Minutes](#) and/or [Senate Dynamic Red](#) will show tabling as it occurs; and
 - Notification of tabling will appear in the [Journals of the Senate](#) and the [Votes and Proceedings](#).
- Action post-tabling**
 - immediately upload the Government response to the department's website and email hyperlink to documents.tabled@aph.gov.au

Key Tasks – Government Response – Presentation out of Sitting

Key tasks for tabling a government response to a parliamentary committee report when the Senate is not sitting.

- Approval** – Ministerial approval is required for a government response to be tabled in the Parliament. Prior to presentation, approval for the content of the response must have been obtained from the Cabinet and/or the Prime Minister or a Minister on behalf of the Prime Minister.
- Letter of transmittal**
 - A letter of transmittal from the Minister to the President of the Senate must accompany the document for presentation; the template is available under the list of 'Appendixes' on the [PM&C Tabling Guidelines website](#)
 - **DO NOT** provide this letter directly to the Senate President; it must be sent to the SDO.
- Identify the preferred day for presentation**
 - contact the [Senate Documents Officer \(SDO\)](#) to arrange the time for presentation
 - Government responses are generally presented on a Thursday when Parliament is not sitting. Government responses may be tabled on any business day in October.
 - email a PDF version of the document to table.docs@aph.gov.au (for Senate and joint committees) and documents.tabled@aph.gov.au (for joint committees only) by 12pm the day prior to presentation
- Minute to the PM&C Tabling Officer**
 - departments must use the relevant tabling minute template, available under the list of 'Appendixes' on the [PM&C Tabling Guidelines website](#)
- Delivery day – by no later than 12.00pm the business day before the day proposed for tabling**
 - deliver bulk copies to the Parliament House Loading Dock via Brisbane Avenue, packaged using prescribed labels available under the list of 'Appendixes' on the [PM&C Tabling Guidelines website](#)
 - signed letter of transmittal from the Minister to the President of the Senate
 - Senate Table Office
 - Senate Parliamentary Liaison Officer
 - House of Representatives Table Office
 - Parliamentary Press Gallery
 - Parliamentary Library
 - PM&C Tabling Office
- Provide a copy to the Chair of the relevant committee**
 - An embargoed courtesy copy is provided to the Chair of the relevant committee (c/- the committee secretariat) by the Minister prior to tabling
- Provide a copy to Hansard**
 - A word version of the response is to be provided to Hansard.esg@aph.gov.au
- Document presented out of sitting**
 - The SDO will arrange for a written notification to be provided verifying time of presentation
- Action post-presentation**
 - immediately upload the Government response to the department's website and email hyperlink to documents.tabled@aph.gov.au

COPY REQUIREMENTS – GOVERNMENT RESPONSE TO COMMITTEE RESPONSE

Parliament is Sitting

When parliament is sitting, please contact the PM&C Tabling Officer on (02) 6277 7212 or tabling@pmc.gov.au

The following number of documents are required to be delivered to the Loading Dock by 12.00pm the day before tabling:

Senate Committee Report

PM&C Tabling Office: 3 accompanied by a Covering Minute

Senate Table Office: 10 plus 1 PDF version emailed to table.docs@aph.gov.au

Senate Clerk Assistant (Table): 2

Senate PLO: 20

Parliamentary Press Gallery: 20

Parliamentary Library: 8

Hansard: 1 word copy emailed to Hansard.esg@aph.gov.au

TOTAL: 63

Joint Committee Report

PM&C Tabling Office: 3 accompanied by a Covering Minute

Senate Table Office: 10 plus 1 PDF version emailed to table.docs@aph.gov.au

Senate Clerk Assistant (Table): 2

Senate PLO: 20

House of Representatives Table Office: 10 plus 1 PDF version emailed to documents.tabled@aph.gov.au

Parliamentary Press Gallery: 20

Parliamentary Library: 8

Hansard: 1 word copy emailed to Hansard.esg@aph.gov.au

TOTAL: 73

House of Representatives Committee Report

PM&C Tabling Office: 3 accompanied by a Covering Minute

House of Representatives Table Office: 10 plus 1 PDF version emailed to documents.tabled@aph.gov.au

Parliamentary Press Gallery: 20

Parliamentary Library: 8

Hansard: 1 word copy emailed to Hansard.esg@aph.gov.au

TOTAL: 51

Out of Sitting

When Parliament is not sitting, please contact the Senate Documents Officer on (02) 6277 3037 or table.docs@aph.gov.au.

The following number of documents are required to be delivered to the Loading Dock by 12.00pm the day before tabling:

Senate Committee Report

PM&C Tabling Office: 3 accompanied by a Covering Minute

President of the Senate: 1 plus letter of transmittal and PDF copy emailed to Table.Docs@aph.gov.au

Senate Table Office: 10

Senate PLO: 1

Parliamentary Press Gallery: 20

Parliamentary Library: 8

Hansard: 1 word copy emailed to Hansard.esq@aph.gov.au

TOTAL: 43

Joint Committee Report

PM&C Tabling Office: 3 accompanied by a Covering Minute

President of the Senate: 1 plus letter of transmittal and PDF copy emailed to Table.Docs@aph.gov.au

Senate Table Office: 10

Senate PLO: 1

House of Representatives Table Office: 10 plus 1 PDF copy emailed to documents.tabled@aph.gov.au

Parliamentary Press Gallery: 20

Parliamentary Library: 8

Hansard: 1 word copy emailed to Hansard.esq@aph.gov.au

TOTAL: 53

CHAPTER 4 MINISTERIAL STATEMENTS

General

Ministerial Statements are only made by Ministers and should be confined to announcements of significant Government policy initiatives.

Approval

Any Minister wishing to make a statement must:

- have the agreement of the Prime Minister to make the statement
- have approval of the Prime Minister for the text of the statement
- inform the House of Representatives and Senate PLOs to
 - seek parliamentary time and arrangements for the statement
 - provide a contact for issuing copy requirements and follow-up

Presentation in the Parliament

The statement is usually made by the responsible Minister in one chamber and tabled in the other chamber.

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 Office.

If a statement is to be made (read) only 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. The Senate PLO will distribute embargoed copies to relevant Senators ahead of delivery in the House of Representatives. The Ministerial Statement cover sheet template must be used, available from the list of 'Appendixes' on the [PM&C Tabling Guidelines website](#).

House of Representative

All statements need to be made on the floor of the House of Representatives if the full text is to appear in [Hansard](#). The [House of Representatives 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 Matter of Public Importance (MPI). However, a Ministerial Statement can be made at other times, by leave of the House of Representatives.

Ministerial Statements made in the House of Representatives are usually tabled in the Senate either on the same or following sitting day, although they can be made (read) if the Government prefers. If the statement is made in the Senate first, there is an opportunity for the statement to be tabled, or made if the Government prefers, on the next sitting day in the House of Representatives.

After the statement is made, it is usual practice for the relevant opposition shadow spokesperson to speak in reply for an equal period of time.

Senate

Ministerial Statements are normally tabled in the Ministerial Statement timeslot (refer to the [Senate Routine of Business](#)) or, on occasion, more routine statements are tabled with Government documents immediately after [prayers and acknowledgement of country](#). Leave may also be sought to incorporate the text of the tabled statement into the Hansard.

Senators may seek to take note of a Ministerial Statement under Standing Order 169 (3). Each Senator may speak for up to 10 minutes with a total time limit of 30 minutes per motion to take note. If 2 or more Ministerial Statements are tabled on any day, the total time limit for Senators to take note is up to 60 minutes.

Timing

Copies must be provided to the PM&C Tabling Office at least two hours before the statement is to be made. If the statement is to be made before noon, the copies must be provided the previous day. This allows for the Ministerial Statement to be distributed to non-government senators and members ahead of delivery.

Tabling associated documents

On occasion, accompanying documents are tabled with the Ministerial Statement. If this is planned, the PM&C Tabling Office must be advised at the earliest opportunity and provided with copies for distribution with the statement.

Please liaise with the Senate PLO beforehand regarding the time for tabling in the Senate.

Presentation of documents when the Parliament is not sitting

It is possible, but not common, for a Ministerial Statement to be presented out of sitting in the Senate. There is no similar provision in the House of Representatives.

Key Tasks – Ministerial Statements – Sitting Day

The following checklist is provided to assist officers when tabling a Ministerial Statement on a sitting day.

- Approval** – required for a Ministerial Statement to be delivered in the Parliament.
 - Prime Minister and/or Cabinet approval is required to make a Ministerial Statement
 - Prime Minister’s approval is required for the text of the Ministerial Statement

- Timing**
 - House of Representatives or Senate – Monday, Tuesday, Wednesday or Thursday
 - **NOTE:** consultation with the House of Representatives and Senate PLOs is essential as programming time for the statement is subject to the normal clearance processes with the respective Leaders and Managers of Government Business.

- Delivery day** – at least two hours before the Ministerial Statement is to be made, deliver all copies to the PM&C Tabling Office in RG.98 (see [maps](#)). If the statement is planned to be made before noon, copies will be needed the day before. Place copies in sealed envelopes, each with the appropriate label (available on the list of ‘Appendixes’ on the [PM&C Tabling Guidelines website](#)) on the outside to match the list below:
 - PM&C Tabling Office – 3 copies of the document and copy of the tabling minute
 - Senate PLO – 20 copies
 - House of Representatives PLO – 10 copies
 - Senate Table Office – 10 copies plus 1 PDF version
 - Senate Clerk Assistant (Table) – 2 copies
 - House of Representatives Table Office – 5 copies plus 1 PDF version
 - Parliamentary Press Gallery – 20 copies
 - Parliamentary Library – 8 copies

- Minute to the PM&C Tabling Office** – must accompany each individual document to be tabled:
 - departments must use the relevant tabling minute template, available on the list of ‘Appendixes’ on the [PM&C Tabling Guidelines website](#)
 - include date the Ministerial Statement was approved by the Minister and the Prime Minister

- Provide a copy to Hansard**
 - a word version of the Ministerial Statement is provided prior to delivery to Hansard.esg@aph.gov.au

- Action post-delivery**
 - immediately upload the Ministerial Statement to the department’s website and email hyperlink to documents.tabled@aph.gov.au

COPY REQUIREMENTS - MINISTERIAL STATEMENTS

Parliament is Sitting

When parliament is sitting, please contact the PM&C Tabling Officer on (02) 6277 7212 or tabling@pmc.gov.au

The following number of documents are required to be delivered to the Loading Dock by 12.00pm the day before tabling:

PM&C Tabling Office: 3 plus copy of the tabling minute

Senate PLO: 20

House of Representatives PLO: 10

Senate Table Office: 10 plus 1 PDF copy emailed to table.docs@aph.gov.au

Senate Clerk Assistant (Table): 2

House of Representatives Table Office: 5 plus 1 PDF copy emailed to documents.tabled@aph.gov.au

Parliamentary Press Gallery: 20

Parliamentary Library: 8

Hansard: 1 word copy emailed to Hansard.esg@aph.gov.au

TOTAL: 80

CHAPTER 5 DEEMED/CLERK'S DOCUMENTS

General

The Standing Orders for the House of Representatives and the Senate provide for certain documents to be deemed as having been presented to the Parliament if they are delivered to the Clerks of the respective chambers and recorded in the [Votes and Proceedings](#) (House of Representatives) or the [Journals of the Senate](#).

These documents are referred to as '**deemed documents**' in the House of Representatives and as '**Clerk's documents**' in the Senate. They include legislative instruments tabled pursuant to the *Legislation Act 2003* (LA) and ministerial or departmental correspondence relating to delays in providing reports to Ministers as required by statute.

Legislative instruments

Under section 38 of the LA, legislative instruments are required to be delivered to each house of the Parliament by the [Office of Parliamentary Counsel](#) (OPC) within six sitting days after the instrument is registered on the [Federal Register of Legislation](#) (FRL).

Rule-making entities must ensure that they lodge a legislative instrument with the OPC for registration on FRL as soon as practicable after the instrument is made by the rule maker and before it is required to be enforceable. An instrument drafted by the OPC, including those made by the Governor-General at the Federal Executive Council, is lodged using the OPC matter number and the OPC will attach the document after it has been made.

It is preferable that the explanatory statement is lodged for registration at the same time as the instrument. If the entity does not do this, or cannot comply in time, the OPC may have to deliver the instrument for tabling without the explanatory statement. In that case the rule making entity must, as soon as possible, present a written statement explaining the late lodgement of the explanatory statement.

After the instrument is lodged by the 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](#).

Detailed information on the lodgement and registration of legislative instruments is available in the [Instruments Handbook](#).

Non-legislative instruments and other documents

Any non-legislative instruments and other documents are to be tabled as below.

Advice to the Clerks

When providing documents to the Clerks, departments must advise the following information, where applicable:

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

Timing

Documents received by 5.00pm in the **House of Representatives** 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 available on the Parliament House website the next sitting day.

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 chambers, as these occasionally differ and sitting days can sometimes be varied (added or not met). For further information contact the Senate PLO.

Deemed/Clerk's documents				
Tabling Days in a Sitting Week				
	Monday	Tuesday	Wednesday	Thursday
Senate	Yes	Yes	Yes	Yes
House of Representatives	Yes	Yes	Yes	Yes

Note: The PM&C Tabling Office does not coordinate the presentation of this class of documents.

Presentation of documents when the Parliament is not sitting

Deemed/Clerk's documents cannot be presented when the Parliament is not sitting.

Contacts

Office of Parliamentary Counsel	Federal Register of Legislation Help Desk lodge@legislation.gov.au (02) 6120 1350
House of Representatives	Documents Manager House of Representatives Table Office RG.89 (02) 6277 4800
Senate	Documents Officer (02) 6277 3037 or Assistant Legislation Officer (02) 6277 3035 Senate Table Office SG.25 Senate Standing Committee on Regulations and Ordinances (02) 6277 3066 (regords.sen@aph.gov.au).

Key Tasks – Deemed/Clerk Documents – Non-Legislative Instruments

The following checklist is provided to assist officers when presenting a **non-legislative instrument** which is an instrument not registered on the [Federal Register of Legislation](#).

Timing

- **House of Representatives** – Monday, Tuesday, Wednesday by 5.00pm and Thursday by 3.00pm for same day tabling
- **Senate** – Monday, Tuesday, Wednesday, Thursday by 3.00pm for tabling the following day

Cover letter (advice to Clerks)

- Indicate whether the document/s are disallowable instruments
- Cite the legislation under which each document has been made
- Cite the section of legislation which requires the document to be tabled
- Provide name and details of departmental contact

Delivery and copy requirements

- **House of Representatives** – cover letter, one copy of document/s plus explanatory statement to RG89
- **Senate** – cover letter, two copies of document/s plus explanatory statement to SG25

CHAPTER 6 PARLIAMENT HOUSE – ACCESS, DELIVERY, DISTRIBUTION AND CONTACTS

Access to Parliament House - Security Arrangements

The security arrangements at Parliament House require that external pass holders access the building through Security Point 1 which is located via the public car park under the forecourt at the front of Parliament House.

Please note this is the required entry point (particularly on sitting days, noting scanning restrictions/requirements), rather than the Senate, House of Representatives or Ministerial entrances.

After passing through Security Point 1, follow the green or red line painted on the ground which will direct you to the relevant lift to access either the House of Representatives or the Senate side of the building as indicated in the [maps](#).

It is the responsibility of departments and their couriers to arrange access into Parliament House through their Minister's office. Packages cannot be collected by the addressee, so must be hand-delivered to the addressee.

Delivery - Parliament House Loading Dock

Bulk copies of items for tabling must be delivered to the Parliament House Loading Dock, accessed via Brisbane Avenue, Barton. Deliveries can only take place when the loading dock is open (between 8.00am and 2.30pm) Monday to Friday. Please note copies will be held in the Ministerial Embargo Room until tabling.

The day before delivery departments, printers or couriers must email the loadingdock@aph.gov.au. You must respond to the automatically generated email seeking information about the vehicle, driver etc. Failure to do so may lead to the vehicle being turned away. It is the department's responsibility to advise the printer/courier of this requirement. If there is an issue with the planned arrival, originating departments 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.

Packaging and Labelling

There are strict packaging requirements which must be met. Each package must be clearly labelled using the correct prescribed labels and must not weigh more than 16 kilograms.

It is the responsibility of departments to ensure these requirements are met otherwise the documents will be rejected and must be retrieved and repackaged by the originating department.

Distribution of Documents – Parliament House

Documents are to be distributed across a range of locations in Parliament House. Please note room abbreviations are common:

- RG = House of Representatives wing, ground floor
- SG = Senate wing, ground floor
- S2 = Senate wing, 2nd floor
- M2 = Ministerial wing, 2nd floor

KEY CONTACTS	
Recipient	Contact
PM&C Tabling Office	(02) 6277 7212 tabling@pmc.gov.au
House of Representatives Parliamentary Liaison Officer	(02) 6277 7377 HousePLO@pmc.gov.au
Senate Parliamentary Liaison Officer	(02) 6277 7597 SenatePLO@pmc.gov.au
Senate Table Office <ul style="list-style-type: none"> • Documents Officer • Senate Clerk Assistant (Table) 	(02) 6277 3037 table.docs@aph.gov.au
House of Representatives Table Office <ul style="list-style-type: none"> • Documents Manager 	(02) 6277 4800 Documents.tabled@aph.gov.au
Parliamentary Library	
Parliamentary Press Gallery	
Parliamentary Papers Series (ePPS)	(02) 6277 3037 (Sen) or (02) 6277 4800 (HoR) documents.tabled@aph.gov.au
Hansard	Hansard.esg@aph.gov.au

Other distribution of tabled documents - Commonwealth Library Deposit and Free Issue Schemes (LDS)

The Commonwealth Library Deposit and Free Issue Schemes enhance public access to Australian Government publications. The publications of Commonwealth Departments and Agencies are subject to the legal deposit provisions of the *Copyright Act 1968*. Since 2016, this Act has applied to both digital and print publications. The electronic publications of Commonwealth Departments and Agencies must be deposited with the National Library of Australia, through the National edeposit service <https://ned.gov.au>. By depositing into the National edeposit service publishing agencies meet their national obligations for legal deposit requirements. Further details on the [Commonwealth Library Deposit and Free Issue Schemes](#) is available from the DTA.

Other distribution of tabled documents - [Electronic Parliamentary Paper Series \(ePPS\)](#)

The ePPS (formerly known as PPS) is produced by the Parliament as a 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 Committee on Publications](#).

An email must be sent to documents.tabled@aph.gov.au, containing the following information:

- subject field in the email must contain the title of the document
- full contact details for the departmental contact officer
- hyperlink to the document on the department's website - example:
 - "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]"

Advice on the ePPS is available from:

- Departments A to M: the Documents Officer, Senate Table Office
- Departments N to Z, Budget documents and Auditor-General's reports: the Documents Manager, House of Representatives Table Office

CHAPTER 7 GLOSSARY OF TERMS

Auditor-General	The Auditor-General for Australia is an independent officer of the Parliament with responsibility under the <i>Auditor-General Act 1997</i> for auditing Commonwealth entities and reporting to the Australian Parliament.
Caretaker	The caretaker period begins at the time the House of Representatives is dissolved and continues until the election result is clear or, if there is a change of government, until the new government is appointed. https://www.pmc.gov.au/resource-centre/government/guidance-caretaker-conventions
Commonwealth Library Deposit and Free Issue Schemes (LDS)	The LDS enhances public access to Australian Government publications. Under the LDS Australian Government departments are required to provide one copy of each publication to each participating deposit library. Deposit libraries comprise the National Library of Australia, State Libraries and publicly funded universities identified under the <i>Higher Education Funding Act 1988</i> .
Digital Transformation Agency (DTA)	The DTA assists the Government in guiding, overseeing and driving its digital and ICT transformation agendas.
Electronic Parliamentary Paper Series (ePPS)	Electronic Parliamentary Paper Series - produced by the Parliament as a 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 Committee on Publications.
Explanatory Memorandum	A companion document to a bill which assists members of the Parliament, officials and the public to understand the objectives and detailed operation of the clauses of the bill.
General purpose standing committee	General purpose standing committees are a specific type of standing committee. They are investigatory or scrutiny committees, established by the House of Representatives at the commencement of each Parliament to inquire into and report upon any matters referred to them, including legislation. These committees specialise by subject area, between them covering most areas of federal government activity.
Hansard	The Hansard is the report of the proceedings of the Australian Parliament and its committees. This includes the Senate, House of Representatives, the Federation Chamber and all parliamentary committees . https://www.aph.gov.au/Parliamentary_Business/Hansard
House of Representatives	The House of Representatives (also known as the lower house) is one of the two houses of the federal parliament.
House Live Minutes	A draft record of the proceedings of the House of Representatives as they occur, and are subject to revision. The official record of proceedings is the Votes and Proceedings. http://www.aph.gov.au/Parliamentary_Business/Chamber_documents/Live_Minutes .

House of Representatives committee	A parliamentary committee comprising members from the House of Representatives.
HTML	Hypertext Markup Language, a standardised system for tagging text files to achieve font, colour, graphic, and hyperlink effects on World Wide Web pages.
Joint committee	Joint committees draw their membership from, and report to, both chambers of Parliament, enabling Members and Senators to work together. Joint committees may be standing or select, and may be statutory committees.
Joint Committee of Public Accounts and Audit (JCPAA)	Established by the <i>Public Accounts and Audit Committee Act 1951</i> . https://www.aph.gov.au/Parliamentary_Business/Committees/Joint/Public_Accounts_and_Audit/Role_of_the_Committee
Joint Committee on Publications	The Standing Committee on Publications is appointed to consider all documents presented to the House which have not been made a Parliamentary Paper by either House of the Parliament. The Publications Committee of each House when conferring together form the Joint Committee on Publications.
Journals of the Senate	The official record (minutes) of the Senate and the most authoritative source of information about activities and decisions. http://www.aph.gov.au/Parliamentary_Business/Chamber_documents/Senate_chamber_documents/Journals_of_the_Senate
Live Minutes	Updated continuously during the sitting day, the Live Minutes displays the results of proceedings in the Senate as they happen. https://www.aph.gov.au/Parliamentary_Business/Chamber_documents/Live_Minutes
Office of Parliamentary Counsel (OPC)	The OPC is a statutory agency responsible for drafting proposed bills for introduction into either chamber of the Parliament, drafting amendments for proposed laws that are being considered by either chamber of the Parliament, drafting legislative instruments and publishing legislation.
Parliamentary committee	Parliamentary committees investigate specific matters of policy or government administration or performance. Committees provide an opportunity for organisations and individuals to participate in policy making and to have their views placed on the public record and considered as part of the decision-making process. There are the following committee types: standing committees; general purpose standing committees; select committees; Joint committees; statutory committees; domestic or internal committees.
Parliamentary Liaison Officer (PLO)	The House of Representatives PLO and Senate PLO are officers of PM&C responsible for working with the Leader of the House in the House of Representatives and the Leader of the Government and Manager of Government Business in the Senate to programme government business.
Parliamentary Library	The Parliamentary Library is part of the Department of Parliamentary Services and provides services to senators, members, their staff, the staff of parliamentary departments and the Governor-General.

Parliamentary Press Gallery	The Parliamentary Press Gallery located in Parliament House reports on Australian federal politics both nationally and internationally. Media working in the Press Gallery may write for newspapers, online publications, radio, television and social media.
Prayers and acknowledgement of country	Prayers and acknowledgement of country occur at the beginning of the Parliamentary sitting day in each chamber.
PM&C Tabling Office	An officer of PM&C located at Parliament House with tabling responsibilities.
Senate Documents Officer (SDO)	An officer of Department of the Senate located at Parliament House with tabling responsibilities while the Parliament is not sitting. Table.Docs@aph.gov.au / (02) 6277 3037
Senate committee	A parliamentary committee comprising senators.
Senate Dynamic Red	Updated continuously during the sitting day, the Dynamic Red displays the results of proceedings in the Senate as they happen. http://www.aph.gov.au/Parliamentary_Business/Chamber_documents/Dynamic_Red
Standing committee	Standing committees are committees created for the life of a parliament and are usually re-established in successive parliament. They have a continuing role.
Tabling	The term 'tabling' derives from the expression 'laid on the table' and is used interchangeably with the term 'presented' in the Guidelines depending on whether or not the Parliament is sitting.
Tabling Circular	Advice from the PM&C Tabling Officer to supplement the Guidelines from time to time, for example, tabling during the caretaker period; arrangements for tabling annual reports during October.
Votes and Proceedings	Official record (minutes) of the proceedings of the House of Representatives and the most authoritative source of information about activities and decisions. http://www.aph.gov.au/Parliamentary_Business/Chamber_documents/HoR/Votes_and_Proceedings