

# Guide to tabling

— for government departments and agencies

## Contents

1 What is tabling? .....	1
2 What to provide to Parliament .....	1
2.1 Tabling letter .....	2
2.2 Pdf copy.....	2
2.3 Hard copies .....	2
3 Deadlines.....	3
4 Deliveries to Parliament — where to deliver hard copies .....	3
5 What happens in Parliament .....	4
5.1 When documents are tabled .....	4
5.2 Checking if your document has been tabled .....	4
6 Tabling when Parliament is not sitting.....	4
7 Errors in documents.....	4
8 Authorities for tabling.....	4
8.1 Documents tabled under Acts of Parliament.....	4
8.2 Documents presented by Command of the Governor .....	4
8.3 Documents tabled by leave .....	4
8.4 Documents tabled by Order of the House (production of documents) .....	5
9 Other resources .....	5
10 Contact us .....	5
11 Sample tabling letter.....	6

## 1 What is tabling?

Presenting a document to Parliament is called ‘tabling’. Tabling ensures documents are officially publicly released and assists Parliament in its role of scrutinising the government.

## 2 What to provide to Parliament

To table a document in Parliament, you need to provide us with:

- a tabling letter
- pdf copy of your document
- hard copies (in some cases).

See details below.

## 2.1 Tabling letter

A tabling letter asks Parliament to table your document.

The letter should:

- name the document
- name the Act/section it is being tabled under
- request that the document be tabled
- include the date you want it tabled on — if there is no date we will table it on the next sitting day
- be signed by the minister/agency head (as appropriate) or someone who can sign on their behalf.

For annual reports tabled under the *Financial Management Act 1994*, the letter should also include the date the relevant Minister received the report for sign off.

Address your letter to the clerks:

Mr Robert McDonald	Ms Bridget Noonan
Clerk of the Legislative Council	Clerk of the Legislative Assembly
Parliament House	Parliament House
Spring Street	Spring Street
East Melbourne Vic 3002	East Melbourne Vic 3002

You can send 1 letter addressed to both clerks jointly.

Email it to [tabling@parliament.vic.gov.au](mailto:tabling@parliament.vic.gov.au)

[See sample below](#)

## 2.2 Pdf copy

You must provide us with your report in pdf.

Email the pdf to [tabling@parliament.vic.gov.au](mailto:tabling@parliament.vic.gov.au)

Maximum size is 20 MB. But please try to make it much smaller so that you can easily email it.

Make sure that:

- the pdf does not include any unwanted tracked changes
- any redacted text is not searchable
- there is no confidential or redacted information in the metadata.

## 2.3 Hard copies

You only need to give us hard copies of your document if it is:

- [more than 250 pages](#), or
- [produced by a body with a close relationship with Parliament and is on the list below](#), or
- [ordered to be tabled by either House \(production of documents\)](#).

### Documents with more than 250 pages<sup>1</sup>

You must provide 2 hard copies.

Deliver to the Assembly Procedure Office.

### Produced by bodies with a close relationship to Parliament<sup>2</sup>

You must provide 25 hard copies — if it is produced by:

- Auditor-General
- a board of inquiry
- IBAC
- Ombudsman
- Parliamentary Budget Officer — report of operations
- parliamentary committees
- Parliamentary Workplace Standards and Integrity Commission
- a royal commission
- Integrity Oversight Victoria

Deliver to the Assembly Procedure Office.

### Production of documents

You must provide one hard copy to the House you are tabling in.

## 3 Deadlines

We must receive your document and tabling letter by the following cut off times:

For Tuesday tabling — by 5.00 pm Monday

For Wednesday tabling — by 5.00 pm Tuesday

For Thursday tabling — by 5.00 pm Wednesday

## 4 Deliveries to Parliament — where to deliver hard copies

<b>Documents with more than 250 pages and produced by bodies with a close relationship with Parliament</b>	Council Table Office and Assembly Procedure Office Parliament of Victoria Spring Street East Melbourne VIC 3002 ph 9651 8563 (Assembly) ph 9651 8678 (Council)
<b>Production of documents</b>	Council Table Office <i>OR</i> Assembly Procedure Office ( <i>deliver to the House you are tabling in only</i> ) Parliament of Victoria Spring Street East Melbourne VIC 3002 ph 9651 8563 (Assembly) ph 9651 8678 (Council)

<sup>1</sup> Each House is still required to physically table a hard copy and keep it in our archives. We require you to provide hard copies of large documents because we do not have the capacity to quickly print and bind large documents in time for tabling.

<sup>2</sup> Because of the close relationship these bodies have with Parliament, members often need a hard copy of their reports.

You can deliver in person, via post or use a courier. When you/the courier arrive, you will be required to go through security and have the documents scanned. Have the Assembly Procedure Office/Council Table Office number handy in case of any issues.

## 5 What happens in Parliament

### 5.1 When documents are tabled

Tabling takes place each sitting day during formal business. Normally, this occurs in both Houses on:

- Tuesday — after question time
- Wednesday — 9.40 am
- Thursday — 9.40 am

The Clerk reads out a list to the House of documents tabled.

For documents tabled [by leave](#), the minister requesting the report to be tabled (or minister representing) must be present in the Chamber to seek leave to table the report. The Council Table Office/Assembly Procedure Office will prepare a reader for the minister.

### 5.2 Checking if your document has been tabled

Once documents are tabled, we publish them on the [tabled documents database](#).

## 6 Tabling when Parliament is not sitting

Most documents can only be tabled on sitting days. You can only table your document on a non-sitting day if your Act specifically allows that. For more information, see the notes on [Tabling when Parliament is not sitting](#) or [contact us](#).

## 7 Errors in documents

For information on the process for correcting errors in tabled reports, see the [Errors in Tabled Documents](#) notes.

## 8 Authorities for tabling

Documents may be tabled:

- Under an Act of Parliament (also called ‘pursuant to statute’)
- By Command of the Governor
- By leave of either House
- By Order of either House

### 8.1 Documents tabled under Acts of Parliament

Many Acts require ministers, departments and agencies to table documents in Parliament.

### 8.2 Documents presented by Command of the Governor

Some Acts require a document to be provided to the Governor. The Attorney-General, on behalf of the Governor, may then arrange for the report to be tabled in Parliament. The most common documents tabled by Command are the annual reports of the Supreme, County, Magistrates’ and Children’s courts.

### 8.3 Documents tabled by leave

If a document does not have to be tabled under an Act of Parliament, a member of Parliament may still arrange for it to be tabled. The document can only be tabled if the House gives permission

(leave). Any member can seek leave of the House to table a document, however, it is most commonly done by ministers. If no member objects, then the document is tabled.

For more information, see our [notes on tabling by leave](#).

#### 8.4 Documents tabled by Order of the House (production of documents)

Either House, by resolution,<sup>3</sup> can order that a particular document or other piece of information be presented to it. This is a common procedure in the Council and is called an ‘order for the production of documents’. It is rarely used in the Assembly. Once we receive the documents, the Clerk will table the documents and any related correspondence in the House that asked for them.

## 9 Other resources

[Tabling by leave](#)

[Documents requiring additional protection](#)

[Tabling when Parliament is not sitting](#)

[Errors in tabled reports](#)

[Government responses to parliamentary committee reports](#)

[Lodging under the Interpretation of Legislation Act 1994](#)

## 10 Contact us

Email us at [tabling@parliament.vic.gov.au](mailto:tabling@parliament.vic.gov.au)

Call us on

9651 8563 — Assembly Procedure Office

9651 8678 — Council Table Office

For more detailed procedural advice or assistance with tabling on a non-sitting day please contact:

Liam Moran Manager, Procedure Office Legislative Assembly Phone: 9651 8560 <a href="mailto:liam.moran@parliament.vic.gov.au">liam.moran@parliament.vic.gov.au</a>	Annemarie Burt Manager, Table Office Legislative Council Phone: 9651 8673 <a href="mailto:annemarie.burt@parliament.vic.gov.au">annemarie.burt@parliament.vic.gov.au</a>
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<sup>3</sup> A motion moved by any member and agreed to by a majority of members in that House. See [Council Standing Orders 11.01–11.06](#) and [Assembly Standing Order 171](#).

## 11 Sample tabling letter

(Department letterhead)

**Date**

Robert McDonald  
Clerk of the Legislative Council  
and  
Bridget Noonan  
Clerk of the Legislative Assembly

Parliament House  
Spring Street  
East Melbourne Vic 3002

Via email: [tabling@parliament.vic.gov.au](mailto:tabling@parliament.vic.gov.au)

Dear Mr McDonald and Ms Noonan

**Name of report**

I request that the **name of report** be tabled in both Houses of Parliament as required by section **XX** of the **XXX Act**.

Yours sincerely

(Signed)

**Minister for XXX**