

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.....	3
4.1 Where to deliver hard copies.....	3
4.2 Advising Parliament security in advance	4
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.....	5
8.1 Documents tabled under Acts of Parliament.....	5
8.2 Documents presented by Command of the Governor	5
8.3 Documents tabled by leave	5
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.....	7

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.

Address your letter to the clerks:

Mr Andrew Young

Clerk of the Legislative Council

Parliament House

Spring Street

East Melbourne Vic 3002

Ms Bridget Noonan

Clerk of the Legislative Assembly

Parliament House

Spring Street

East Melbourne Vic 3002

You can send 1 letter addressed to both clerks jointly.

Email it to 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

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

Temporary COVID-19 arrangements

If you are unable to comply with these hard copy requirements due to COVID-19 restrictions, contact us to make other arrangements.

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

- [more than 250 pages](#), or
- [a parliamentary paper on the list below](#), or
- [ordered to be tabled by either House \(production of documents\)](#).

Documents with more than 250 pages¹

You must provide 2 hard copies.

Deliver to the Assembly Procedure Office.

Parliamentary papers²

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
- a royal commission
- Victorian Inspectorate

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

4.1 Where to deliver hard copies

Documents with more than 250 pages	Assembly Procedure Office Parliament of Victoria Spring Street East Melbourne 3002
Parliamentary papers	Assembly Procedure Office Parliament of Victoria Spring Street East Melbourne 3002
Production of documents	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 3002

¹ 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.

² We require hard copies of parliamentary papers produced by these bodies as their close relationship with Parliament means that members often need a hard copy.

You can deliver in person, via post or use a courier.

Deliveries in person or via courier must be made to our office. Do not leave them with the mail room.

Our DX number is DX 210402 if you wish to use the DX service.

4.2 Advising Parliament security in advance

If your hard copies are being delivered by a staff member or courier, we encourage you to advise Parliament security in advance. This will assist with entry into Parliament House.

Email security.team@parliament.vic.gov.au and tell them that you are delivering documents for tabling and provide the following information:

- date and time of delivery
- person and/or company making delivery
- department/organisation delivery is from
- contact name and number
- vehicle details including registration number and the make, model, colour.

This process is not a requirement but will help you proceed through security more quickly.

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 on a non-sitting day](#) 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, can order that a particular document or other piece of information be presented to it. While rarely used in the Assembly, this is a regular procedure in the Council, commonly referred to as an ‘order for the production of documents’. Upon receipt, these documents (and related correspondence) are tabled by the Clerk in the House that requested them.

9 Other resources

[Tabling by leave](#)

[Parliamentary papers](#)

[Tabling on a non-sitting day](#)

[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

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:

Stefanie Tardif Manager, Procedure Office Legislative Assembly Phone: 9651 8560 stefanie.tardif@parliament.vic.gov.au	Annemarie Burt Manager, Chamber Support Legislative Council Phone: (03) 9651 8673 annemarie.burt@parliament.vic.gov.au
--	--

11 Sample tabling letter

(Department letterhead)

Date

Andrew Young
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

Dear Mr Young 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