

## Lodging with the Clerk of Parliaments

Refer to this document for step-by-step instructions for lodging with the Clerk of Parliaments.

### What is lodging?

In creating subordinate legislation, Government departments can allow for the incorporation of documents, such as industry standards and codes of practice. You must lodge these documents with the Clerk of Parliaments<sup>1</sup>, Andrew Young, under section 32(3) of the *Interpretation of Legislation Act 1984*.

Lodging makes your documents available for members in the Parliamentary Library. It is different to tabling.

### Arranging for your document to be lodged

#### *What to send us*

- A letter from you to Andrew Young (sample provided below)
- One hard copy of your document

Your letter should:

- Name the document(s) to be lodged
- Name the regulation/instrument that incorporates the document(s) you are lodging
- Request that the document be lodged under the *Interpretation of Legislation Act 1984*
- Be signed by the minister/agency head (as appropriate) or someone who can sign on their behalf.

#### *Where to deliver*

Andrew Young  
Clerk of the Parliaments  
c/o Assembly Procedure Office<sup>2</sup>  
Parliament of Victoria  
Parliament House  
Spring Street  
East Melbourne

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

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

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<sup>1</sup> As lodging is administered only by the Clerk of the Parliaments, you do not need to send your documents to both Houses.

<sup>2</sup> You only need to send your documents to the Assembly as this office administers this process on behalf of the Clerk of Parliaments.

## **How do I know my document has been lodged?**

The Procedure Office processes lodgement on behalf of the Clerk. We will acknowledge receipt of the document(s) by sending a letter to your department.

## **What happens after the document is lodged?**

Your documents will be stored in the Parliament Library and made available for members and parliamentary staff.

After lodging with the Clerk of Parliaments, you have other requirements to meet. See section 32(3) of the [Interpretation of Legislation Act 1984](#) and our [guide to tabling](#).

## **Contact us**

Assembly Procedure Office  
[assembly@parliament.vic.gov.au](mailto:assembly@parliament.vic.gov.au)  
ph 9651 8559

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## Sample lodgement letter for the Clerk of Parliaments

**(Department letterhead)**

**Date**

Mr Andrew Young  
Clerk of Parliaments  
Parliament House  
Spring Street  
East Melbourne VIC 3002

Dear Mr Young

**Lodging of incorporated document — Name of Regulation/Instrument**

I request that the enclosed documents be lodged with the Clerk of Parliaments as required by section 32 of the *Interpretation of Legislation Act 1984*.

Details of the enclosed document are as follows:

xxxxx

If you have any questions, please contact xxx on contact number.

Yours sincerely

**(Signed)**  
**Minister/Agency Head**