

## Tabling by leave

If a report or document is not required to be tabled by an Act of Parliament, it can still be tabled providing the House agrees.

A minister in each House must ask for leave (permission) of the House to table a document. If at least one of the Houses grants leave, the document becomes publicly available.

### Seeking leave

Tabling by leave means asking the permission of the House to table the document. Leave is refused if even one member disagrees, therefore it may be a good idea to consult with the other parties and any independents before tabling occurs.

### Procedure at the time of tabling

Unlike documents tabled under Acts, documents tabled by leave must be tabled by a minister. This means the relevant minister in each House must be in the Chamber at the time of tabling.

In the Assembly, tabling occurs on:

- Tuesday, after question time (around 1.15 pm)
- Wednesday, during formal business, from 9.30 am
- Thursday, during formal business, from 9.30 am

In the Council, tabling occurs on:

- Tuesday, during formal business, from 12.00 noon
- Wednesday, during formal business, from 9.30 am
- Thursday, during formal business, from 9.30 am

The clerks at the table will have a copy of the document for the minister to table and a reader which sets out the wording for the minister. The minister, however, must be present.

If the minister is not available to be in the Chamber at the time of tabling, arrangements should be made with another minister, who will be present, to table the report. If this occurs, please advise the Assembly Procedure Office (9651 8560) if the change is in the Assembly or the Council Table Office (9651 8673) if the change is in the Council.

### Copies and tabling letter

Before the document can be tabled, you must provide:

- 15 hard copies — delivered to the Assembly Procedure Office (the Assembly will then share the copies with the Council).  
Note: if you are seeking parliamentary paper status, we will require more stock. Contact the Assembly Procedure Office on 9651 8560 to confirm numbers.
- pdf copy — emailed to [tabling@parliament.vic.gov.au](mailto:tabling@parliament.vic.gov.au) or delivered on USB to the Council Table Office.

- Letters signed by the relevant minister — one letter addressed to the Clerk of the Legislative Assembly and another to the Clerk of the Legislative Council. The letters should list that the document is to be tabled by leave, the minister who will be tabling it, and if applicable, what date the document is to be tabled.

You must give us the letters, hard copies and pdf by 5.00 pm the day before the minister wishes to table the document. The document cannot be tabled if we have not received the letters, hard copies and pdf.

If you have any questions, please contact the Assembly Procedure Office (9651 8560) and the Council Table Office (9651 8678).