

Government responses to committee reports

- a guide to tabling
- for government departments

If a parliamentary committee report recommends that the Government take a particular action, the responsible minister must table a response within six months. Different rules govern different committees. Use this document to work out the requirements for your response.

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Requirements by committee type

Committee type	Committees this applies to	What House to table in	What to provide	Who tables it	Can you table on a day when Parliament is not sitting	Authority for tabling
Council	<ul style="list-style-type: none"> Economy and Infrastructure Environment and Planning Legal and Social Issues 	Council only	<ul style="list-style-type: none"> Tabling letter addressed to the Clerk of the Council (Andrew Young) Pdf copy of the response 	Responsible minister — so you need to make sure they know and are in the Chamber	Yes — any non-sitting day	Council Standing Order 23.30
Assembly	<ul style="list-style-type: none"> Economy and Infrastructure Environment and Planning Legal and Social Issues 	Assembly only	<ul style="list-style-type: none"> Tabling letter addressed to the Clerk of the Assembly (Bridget Noonan) Pdf copy of the response 	Clerk	Yes — any non-sitting day	Assembly Standing Order 226B
Joint	<ul style="list-style-type: none"> Electoral Matters Integrity and Oversight Public Accounts and Estimates Scrutiny of Acts and Regulations 	Council AND Assembly	<ul style="list-style-type: none"> Tabling letter addressed to both clerks (Andrew Young AND Bridget Noonan) Pdf copy of the response 	Clerks	Yes — but only if that day is exactly six months after the committee report was tabled. ¹ If that day is a weekend or public holiday, the report may be tabled the following business day. Otherwise, the response must be tabled on a sitting day.	Parliamentary Committees Act 2003 s 36

¹ The *Parliamentary Committees Act 2003* is unclear on this issue. Therefore the clerks and the Department of Premier and Cabinet agreed to this approach.

FAQs

Where do I send the letter and pdf?

Email the tabling letter and the pdf to tabling@parliament.vic.gov.au.

When do I need to provide the letter and pdf?

The usual delivery deadlines apply. We must receive your tabling letter and response:

For Tuesday tabling — by 5.00 pm Monday

For Wednesday tabling — by 5.00 pm Tuesday

For Thursday tabling — by 5.00 pm Wednesday

Temporary change to deadlines

In **October and November 2021**, the deadlines are:

For Tuesday tabling — by 12.00 noon Monday

For Wednesday tabling — by 12.00 noon Tuesday

For Thursday tabling — by 12.00 noon Wednesday

Do I need to provide a hard copy?

You only need to give us a hard copy if the response is more than 250 pages. In that case, you must provide one hard copy for each House your response will be tabled in.

What is a tabling letter?

A tabling letter asks Parliament to table your document.

See the [Guide to tabling](#) for more information and a sample letter.

When do I need to table the response?

You must table the response within six months of Committee tabling its report.

How do I arrange for the response to be tabled on a non-sitting day?

In the tabling letter, state clearly:

- what date you want the response tabled on
- that you want to table it on a non-sitting day.

Find out more

Refer to the [Guide to tabling](#) for more information.

Contact us

Email us at tabling@parliament.vic.gov.au

Call us on

9651 8563 — Assembly Procedure Office

9651 8678 — Council Table Office