

# Tabling reports and other documents

## Guidelines for Departments and Agencies

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### 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.

### Arranging for your document to be tabled

#### *Requirements*

Parliament has different requirements depending on what type of document you are tabling. There are the four main categories: reports, official notices, parliamentary papers and production of documents.

You must provide all the requirements for your document type before it can be tabled.

## Reports

These include annual reports, investigative reports and government responses.

To table a report you need to provide us with:

- [tabling letters](#) — one for each House
- [hard copies](#) — 15 copies — deliver to the Council Table Office
- [pdf copy](#)

## Official notices

These include notices, orders and certificates. These are usually only one or two pages. Examples include notices of amendments to planning schemes and certificates under the *Subordinate Legislation Act 1994*.

To table an official notice you need to provide us with:

- [tabling letters](#) — one for each House
- [hard copies](#) — one for each House

We do not require a pdf copy.

## Parliamentary papers

A parliamentary paper (PP) is a document that is 'ordered to be published' by the Parliament. These documents are protected by parliamentary privilege which means no legal action can be taken against the publisher of the report. There are lots of additional requirements for parliamentary papers. Read more in our [Parliamentary Papers](#) notes.

To table a parliamentary paper you need to:

- get/already have approval to table as a parliamentary paper
- be allocated a PP number
- include the PP number and accompanying text in your report
- provide us with:
  - [tabling letters](#) — one for each House
  - [hard copies](#) — we will tell you how many copies when you contact us for your PP number — you will need to deliver some to the Council and some to the Assembly
  - [pdf copy](#)

## Production of documents

Either House, by resolution, can order that document/s be presented to the House. We call this the production of documents. Usually you only need to table these documents in one House — the House that ordered their production.

To table production of documents you need to provide us with:

- [tabling letter](#) — one for the House you are tabling in
- [hard copies](#) — one for the House you are tabling in
- [pdf copy](#)

## Tabling letters

We require two separate tabling letters — one for each House. Address one letter to the Clerk of the Legislative Council and one letter to the Clerk of the Legislative Assembly. Details below. *Exception: If you are only tabling the report in one House, you only need to write to the Clerk of that House. Examples of reports tabled in only one House are production of documents and government responses to Council committee reports.*

You must give us the tabling letters in hard copy. We do not need a pdf copy of the tabling letters.

The letter should:

- name the report
- name the Act/section it is being tabled under
- request that the report 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.

[See samples below.](#)

The contact details of the clerks are:

Mr Andrew Young  
Clerk of the Legislative Council  
Parliament House  
Spring Street  
East Melbourne 3002

Ms Bridget Noonan  
Clerk of the Legislative Assembly  
Parliament House  
Spring Street  
East Melbourne 3002

## Hard copies

You must provide us with hard copies.

How the report is printed is up to you. The hard copies can be any size, colour, binding, single/double sided etc. But ensure that, if your document is in multiple parts, the parts are securely kept together with a clip, elastic band etc.

*Exception: Parliamentary papers must be A4 and perfect bound — see [Parliamentary Papers notes](#).*

The number of hard copies we require will depend on the type of document you are tabling.

Parliament can only table reports and documents in hard copy. We cannot table CDs, DVDs etc.

If you find an error in your document after you have tabled it, see the [Errors in Tabled Documents](#) notes for information on how to fix it.

## PDF copy

You can provide the pdf:

- by email — email to [tabling@parliament.vic.gov.au](mailto:tabling@parliament.vic.gov.au); or
- on a usb — deliver to the Assembly Procedure Office

We only need one pdf. No need to send us one per House.

Maximum size is 20 MB. But please try to make it *much* smaller.

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.

If you find an error or problem in the pdf after you have tabled it, see the [Errors in Tabled Documents](#) notes for information on how to fix it.

## Delivering your document

### Where to deliver

Our address is:

Council Table Office Parliament of Victoria Parliament House Spring Street East Melbourne 3002	Assembly Procedure Office Parliament of Victoria Parliament House Spring Street East Melbourne 3002
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You can deliver in person, via post or use a courier.

Deliveries in person or via courier must be made to our offices and should not be left with the mail room.

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

### Delivery deadlines

For Tuesday tabling — deliver by 5.00 pm Monday

For Wednesday tabling — deliver by 5.00 pm Tuesday

For Thursday tabling — deliver by 5.00 pm Wednesday

Note that the offices close at 5.00 pm sharp on Mondays. We are usually here later on Tuesday and Wednesday when the House is sitting but the 5.00 pm cut off times still apply. You will also need to leave enough time to come through [security](#).

### Advising Parliament security in advance

If your report is being hand 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](mailto:security.team@parliament.vic.gov.au) to advise 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.

## Tabling procedure

### *When does tabling take place?*

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

- After question time on Tuesday
- 9.45 am on Wednesday
- 9.45 am on Thursday

The Clerk reads out a list to the House of reports tabled under Acts of Parliament.

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

Once reports and parliamentary papers are tabled, copies will be available on the [tabled documents database](#) and a copy will be provided to each parliamentary party. Members and the public can ask to see official notices once they are tabled.

### *How do I know if my document has been tabled?*

A complete list of all tabled documents is published in the [Council's Minutes of the Proceedings](#) and the [Assembly's Votes and Proceedings](#) for that day. The *Minutes* and *Votes* are published at the end of the day's sitting

Alternatively, [contact](#) the Council Table Office/Assembly Procedure Office to confirm your report has been tabled.

## 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 the Council Table Office/Assembly Procedure Office.

## Errors in documents

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

## 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

### *Documents tabled under Acts of Parliament*

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

### *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.

### *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. See the [tabling by leave notes](#) for more information.

### *Documents tabled by Order of the House*

Either House, by resolution, can order that a particular document or other piece of information be presented to it. While used rarely 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.

## Contact us

For general information and tabling queries, please contact:

Assembly Procedure Office on 9651 8563 or [assembly@parliament.vic.gov.au](mailto:assembly@parliament.vic.gov.au)

Council Table Office on 9651 8678 or [council@parliament.vic.gov.au](mailto:council@parliament.vic.gov.au)

For more detailed procedural advice or assistance with tabling on a non sitting day or correcting errors in tabled reports please contact:

Kate Murray Manager, Procedure Office Legislative Assembly Phone: (03) 9651 8560 <a href="mailto:kate.murray@parliament.vic.gov.au">kate.murray@parliament.vic.gov.au</a>	Annemarie Burt Acting Manager, Chamber Support Legislative Council Phone: (03) 9651 8673 <a href="mailto:annemarie.burt@parliament.vic.gov.au">annemarie.burt@parliament.vic.gov.au</a>
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You can email pdf copies to [tabling@parliament.vic.gov.au](mailto:tabling@parliament.vic.gov.au)

# Sample tabling letter for the Legislative Council

(Department letterhead)

**Date**

Mr Andrew Young  
Clerk of the Legislative Council  
Parliament House  
Spring Street  
East Melbourne Vic 3002

Dear Mr Young

**Name of report**

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

Yours sincerely

(Signed)

**Minister for XXX**

# Sample tabling letter for the Legislative Assembly

(Department letterhead)

**Date**

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

Dear Ms Noonan

**Name of report**

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

Yours sincerely

(Signed)

**Minister for XXX**