

# DEPARTMENT OF THE PRIME MINISTER AND CABINET

## TABLING CIRCULAR NO. 1/2007

**Attention: PARLIAMENTARY LIAISON OFFICERS  
AND TABLING OFFICERS**

### **TABLING OF 2006–07 DEPARTMENTAL AND AGENCY ANNUAL REPORTS**

#### **Purpose**

The purpose of this circular is to advise you of the following important issues when tabling 2006–07 annual reports:

1. Tabling process (on sitting days and non-sitting days).
2. Days for tabling during October 2007.
3. Delivery and distribution requirements.
4. Tabling times in the Senate and House of Representatives.

**This information should be circulated to all officers in your department and portfolio agencies who are involved in the annual report process.**

#### **1. Tabling process**

- 1.1 It is the responsibility of departments and agencies to be aware of and meet their relevant legislative requirements when arranging to have their annual report tabled. However, it remains the government's policy that all annual reports should be tabled by **31 October 2007**.
- 1.2 Departments and agencies should take into account possible delays in the design and printing of reports, in obtaining ministerial clearance or in the parliamentary process in deciding when to table their annual report. To avoid these potential problems, aim to table annual reports early October.
- 1.3 There are two methods of tabling annual reports –
  - (a) **When Parliament is sitting** (Attachments A and B refer)

Tabling of annual reports will be in accordance with the “Guidelines for the Presentation of Government Documents, Government Responses, Ministerial Statements & Other Instruments to the Parliament”  
(see [http://www.pmc.gov.au/guidelines/docs/guidelines\\_govt\\_docs.pdf](http://www.pmc.gov.au/guidelines/docs/guidelines_govt_docs.pdf)).
  - (b) **When Parliament is not sitting** (Attachments C and D refer)
- 1.4 Please note that to streamline the process for tabling 2006-07 annual reports by departments and agencies during October **only**, the same arrangements will apply to annual reports submitted out of sitting as apply to those submitted during sitting: namely, the PM&C Tabling Officer will undertake the internal distribution for your convenience (that is, copies for the Press Gallery, House of Representatives Table Office and the Parliamentary Library).
- 1.5 When delivering bulk copies of the 2006-07 annual reports to the Parliament House Loading Dock please call the Security Office on 6277 5500 in advance to arrange a time to deliver the documents the day prior to tabling.
- 1.6 Information on printing standards for documents presented to the Parliament can be found at: [http://www.aph.gov.au/house/committee/publ/printing\\_standards.htm](http://www.aph.gov.au/house/committee/publ/printing_standards.htm).

## 2. Days for tabling

2.1 The table below identifies the days during October 2007 when reports can be tabled on sitting days or non-sitting days.

<b>Dates for tabling out of sitting (“O of S”) in the Senate (when Parliament is not sitting)</b>	<b>Dates for tabling on a sitting day (when Parliament is sitting)</b>
Tuesday, 2 October 2007 Wednesday, 3 October 2007 Thursday, 4 October 2007 Friday, 5 October 2007 Monday, 8 October 2007 Tuesday, 9 October 2007 Wednesday, 10 October 2007 Thursday, 11 October 2007 Friday, 12 October 2007 Monday, 15 October 2007 ( <i>Documents can be tabled “O of S” before 12.30 pm</i> ) Friday, 19 October 2007 Monday, 22 October 2007 ( <i>Documents can be tabled “O of S” before 12.30 pm</i> ) Friday, 26 October 2007 Monday, 29 October 2007 Tuesday, 30 October 2007 Wednesday, 31 October 2007 Thursday, 1 November 2007 Friday, 2 November 2007	Tuesday, 16 October 2007 Wednesday, 17 October 2007 Thursday, 18 October 2007 Tuesday, 23 October 2007 Wednesday, 24 October 2007 Thursday, 25 October 2007

## 2.2 Sitting calendar

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>1 October</b> <i>Labour Day</i> (Public Holiday) Not Tabling	<b>2</b> O of S	<b>3</b> O of S	<b>4</b> O of S	<b>5</b> O of S
<b>8</b> O of S	<b>9</b> O of S	<b>10</b> O of S	<b>11</b> O of S	<b>12</b> O of S
<b>15</b> Documents can be tabled “O of S” before 12.30 pm	<b>16</b> HoR & S	<b>17</b> HoR & S	<b>18</b> HoR	<b>19</b> O of S
<b>22</b> Documents can be tabled” O of S” before 12.30 pm	<b>23</b> HoR & S	<b>24</b> HoR & S	<b>25</b> HoR	<b>26</b> O of S
<b>29</b> O of S	<b>30</b> O of S	<b>31</b> O of S	<b>1 November</b> O of S	<b>2 November</b> O of S

### 3. **Delivery and distribution requirements**

- 3.1 It is the responsibility of departments and agencies to ensure packaging, labelling and delivery requirements are met. Please provide clear instructions to printers and couriers regarding these requirements.
- 3.2 The following requirements apply to annual reports being tabled both in and out of sitting in October 2007:
- annual reports must be appropriately boxed / packaged and must be clearly labelled using the appropriate labels (see Attachment F) and must weigh no more than 16 kg;
  - all bulk copies must be delivered to the Parliament House Loading Dock, Brisbane Avenue, between 8 am and 3 pm, Monday to Friday **no later than 3 pm** on the day before the document is to be presented;
  - copies for the Parliamentary Paper Series are to be delivered to Canprint Communications Pty Ltd (see Attachment E); and
  - copies for the Library Deposit Scheme are to be delivered to Decipha Pty Ltd (see Attachment E).

**Documents which fail to comply with labelling, weight and delivery requirements will be rejected by the loading dock and must be retrieved and repackaged by the responsible department or agency and delivered within the appropriate times.**

### 4. **Tabling times in the Senate and House of Representatives**

- 4.1 Documents are tabled in the House of Representatives at approximately 3.30 pm after question time on Tuesday, Wednesday and Thursday.
- 4.2 Documents are tabled in the Senate immediately after Prayers on Tuesday and Wednesday.
- 4.3 Documents tabled in the House of Representatives on a Thursday will be tabled in the Senate on the next available tabling day.
- 4.4 Documents presented out of sitting will be tabled in the House of Representatives on the next available tabling day.
- 4.5 It is the departments and agencies responsibility to check the *Votes and Proceedings* <http://www.aph.gov.au/house/info/votes/index.htm> of the House of Representatives and the *Journals of the Senate* <http://www.aph.gov.au/Senate/work/journals/index.htm> to confirm the documents were tabled.

Alison Carson  
Tabling Officer  
Department of the Prime Minister and Cabinet  
Phone: 02 6277 7212  
Fax: 02 6277 7988  
Email: [tabling@pmc.gov.au](mailto:tabling@pmc.gov.au)

May 2007

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Attachments

- A Process for tabling on a sitting day—Checklist
- B Covering memorandum to the PM&C Tabling Officer
- C Special Arrangements for presenting annual reports out of sitting during October 2007—Checklist
- D Form transmittal letter to the President of the Senate to present a document when the Senate is not sitting
- E Additional copies for the Parliamentary Papers Series and the Library Deposit Scheme
- F Packaging labels

**PROCESS FOR TABLING ON A SITTING DAY—CHECKLIST**

Once the department obtains ministerial clearance for tabling:

- Contact the PM&C Tabling Officer (Alison Carson, ☎ 6277 7212 or email [tabling@pmc.gov.au](mailto:tabling@pmc.gov.au)) about nominating a date for tabling the report.
- Department is responsible for delivering:
  - The bulk copies (see copy requirements below) to the Parliament House Loading Dock, Brisbane Avenue, **no later than 3 pm** on the day before the document is to be tabled; and
  - 5 copies with covering memorandum (see Attachment B) to the PM&C Tabling Officer, RG98 in Parliament House.

**Covering memorandum to PM&C Tabling Officer** (see Attachment B)

The following information must be included:

- date submitted and date received by minister and date of approval by minister;
- any statutory requirements to table the document (cite Act and section);
- any special requirements for tabling (eg. particular date, time); and
- contact officer’s name and phone number.

Failure to provide the required information may result in a delay in the report being tabled.

**Number of copies required when tabling on a sitting day**

• PM&C Tabling Officer	5	Hand deliver to RG 98
• House of Representatives Table Office	75	These are delivered to the Parliament House Loading Dock
• Senate Table Office	100	
• Press	80	
• Parliamentary Library	21	
<b>TOTAL</b>	<b>281</b>	

**Additional Copies** (see attachment E)

- Parliamentary Paper Series (110 trimmed, 40 untrimmed) 150
- Library Deposit Scheme 39

**Covering memorandum to the PM&C Tabling Officer**

(to be hand delivered with PM&C Tabling Officer's 5 copies)

[date]

PM&C Tabling Officer  
Suite RG98  
Parliament House  
CANBERRA ACT 2600

[TITLE OF DOCUMENT TABLED]

Enclosed are five copies of the above report. It would be appreciated if you would make arrangements to have the report tabled in both Houses of Parliament as soon as possible.

The report is to be tabled in accordance with [ insert section and name of Act ]. [Please state if there is no legislative requirement to table the report.]

The report was:

submitted to the [ Minister's title ] on: [ insert date ];

received by the Minister on: [ insert date ]; and

approved for tabling by the Minister on: [ insert date ].

The required number of copies of the report have been delivered to the Parliament House loading dock.

If you have any queries please contact [ insert name of contact person in your department ] on [ insert their telephone number ].

[Name]

[Title]

[Branch]

Telephone:

Facsimile:

Email:

**SPECIAL ARRANGEMENTS FOR PRESENTING ANNUAL REPORTS ON A NON-SITTING DAY DURING OCTOBER 2007—CHECKLIST**

Once the department obtains ministerial clearance for tabling:

- Contact the Senate Programming Officer in the Senate Table Office (Angie Lilley, ☎ 6277 3012 or email [angie.lilley@aph.gov.au](mailto:angie.lilley@aph.gov.au)) about nominating a date and time for tabling the report.
- Bulk copies (see copy requirements below) should be appropriately boxed, packaged and labelled (see Attachment F) as they would for tabling on a sitting day, and delivered to the Parliament House Loading Dock, Brisbane Avenue **no later than 3 pm** on the day before the report is to be presented (see paragraph 3 on **Delivery and distribution requirements**).
- Staff of the Parliament House Loading Dock will accept delivery of embargoed reports on each business day in October between 8 am and 3 pm only. Please note that Monday, 1 October is a public holiday.
- On the day of tabling the report, hand deliver to Angie Lilley (Room SG25) the Minister's letter to the President of the Senate (see Attachment D), together with a copy of the report and the required 5 copies for the PM&C Tabling Officer, along with the covering memorandum (see Attachment B).

**Number of copies required when tabling on a non-sitting day**

• President of the Senate (Tabling copy)	1	to be hand delivered to Angie Lilley in SG 25
• PM&C Tabling Officer	5	
• House of Representatives Table Office	100	to be delivered to the Parliament House Loading Dock
• Senate Table Office	100	
• Press	80	
• Parliamentary Library	21	
<b>TOTAL</b>	<b>307</b>	

**Additional Copies** (see attachment E)

- Parliamentary Papers Series (110 trimmed, 40 untrimmed) 150
- Library Deposit Scheme 39

## ATTACHMENT D

### Form transmittal letter to the President of the Senate to present a document when the Senate is not sitting

[date]

Senator the Hon Paul Calvert  
President of the Senate  
Parliament House  
**CANBERRA ACT 2600**

Dear Mr President

Pursuant to standing order 166, relating to the presentation of documents when the Senate is not sitting, I present to you [insert details of document].

Yours sincerely

[signature block of Minister]

**ADDITIONAL COPIES FOR THE PARLIAMENTARY PAPERS SERIES  
AND THE LIBRARY DEPOSIT SCHEME**

**Parliamentary Paper Series**

1. The Parliamentary Papers Series (PPS) is produced by the Parliament as a comprehensive collection of the papers of a substantial nature presented to the Parliament. The series includes copies of most annual reports and other tabled documents selected by the Joint Publications Committee.

**Contact details:**

Parliamentary Paper Series  
CanPrint Communications Pty Ltd  
1 Tralee Street  
HUME ACT 2620

2. To determine whether a document is to be included in the PPS, advice should be sought from:
  - the Documents Officer, Senate Table Office (Naomie Kaub)  
(02) 6277 3037 for agencies A to M.
  - the Assistant Papers Manager, House of Representatives Table Office (Jason Sherd)  
(02) 6277 4800 for agencies N to Z.

**Library Deposit Scheme**

3. Author bodies are required to provide copies of all documents for the Government's Library Deposit Scheme (LDS) and free issue scheme. Advice in relation to these schemes is available on the internet (<http://www.agimo.gov.au/librarydeposit>).

**Please note that Embargoed documents cannot be accepted for distribution to deposit libraries, you must wait until the documents have been tabled and are public before sending them directly to the address listed below.**

**Contact details:**

Library Deposit Scheme Distribution Service  
C/- Decipha Pty Ltd  
7-9 Geelong Street  
FYSHWICK ACT 2609  
Ph: 6215 1526  
Email: [LDAdmin@finance.gov.au](mailto:LDAdmin@finance.gov.au)

**Funding additional copies**

4. Departments are responsible for printing and funding the additional copies of documents required for the PPS and the LDS. To avoid unnecessary additional expenses, departments should provide advice to their contracted printer of any additional copies required for PPS and LDS at the time of placing the printing order.



GOVERNMENT DOCUMENT

# HOUSE 75

(100 for Out of Sitting)

## UNDER EMBARGO

**DELIVER TO THE TABLING OFFICER  
MINISTERIAL EMBARGO ROOM NO. 10A.B.004  
TELEPHONE: (02) 6277 7212  
THROUGH PARLIAMENT HOUSE LOADING DOCK  
BRISBANE AVENUE, CANBERRA ACT 2600**

### FROM DEPARTMENT / AGENCY

CONTACT OFFICER:  
TELEPHONE No:

### NAME OF DOCUMENT

BOX of

# SENATE 100

## UNDER EMBARGO

**DELIVER TO THE TABLING OFFICER  
MINISTERIAL EMBARGO ROOM NO. 10A.B.004  
TELEPHONE: ( 02) 6277 7212  
THROUGH PARLIAMENT HOUSE LOADING DOCK  
BRISBANE AVENUE, CANBERRA ACT 2600**

**FROM DEPARTMENT / AGENCY**

CONTACT OFFICER:  
TELEPHONE No:

**NAME OF DOCUMENT**

**BOX of**

# PRESS 80

## UNDER EMBARGO

**DELIVER TO THE TABLING OFFICER  
MINISTERIAL EMBARGO ROOM NO. 10A.B.004  
TELEPHONE: (02) 6277 7212  
THROUGH PARLIAMENT HOUSE LOADING DOCK  
BRISBANE AVENUE, CANBERRA ACT 2600**

**FROM DEPARTMENT / AGENCY**

CONTACT OFFICER:  
TELEPHONE No:

**NAME OF DOCUMENT**

**BOX of**

# LIBRARY 21

## UNDER EMBARGO

**DELIVER TO THE TABLING OFFICER  
MINISTERIAL EMBARGO ROOM NO. 10A.B.004  
TELEPHONE: (02) 6277 7212  
THROUGH PARLIAMENT HOUSE LOADING DOCK  
BRISBANE AVENUE, CANBERRA ACT 2600**

**FROM DEPARTMENT / AGENCY**

CONTACT OFFICER:  
TELEPHONE No:

**NAME OF DOCUMENT**

**BOX of**

GOVERNMENT DOCUMENT

# PM&C TABLING OFFICER 5

## UNDER EMBARGO

**HAND DELIVER TO**

**DEPARTMENT OF THE PRIME MINISTER AND CABINET TABLING OFFICER**

**HoR PARLIAMENTARY LIAISON OFFICE**

**SUITE RG98**

**PARLIAMENT HOUSE**

**TELEPHONE: (02) 6277 7212**

**(DO NOT DELIVER TO LOADING DOCK OR PARLIAMENT HOUSE ENTRANCES)**

**FROM DEPARTMENT / AGENCY**

CONTACT OFFICER:

TELEPHONE No:

**NAME OF DOCUMENT**

**BOX of**