

# 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"> <li>Economy and Infrastructure</li> <li>Environment and Planning</li> <li>Legal and Social Issues</li> </ul>	Council only	<ul style="list-style-type: none"> <li>Tabling letter addressed to the Clerk of the Council (Andrew Young)</li> <li>Pdf copy of the response</li> </ul>	Responsible minister — so you need to make sure they know and are in the Chamber	Yes — any non-sitting day	Council Standing Order <a href="#">23.30</a>
Assembly	<ul style="list-style-type: none"> <li>Economy and Infrastructure</li> <li>Environment and Planning</li> <li>Legal and Social Issues</li> </ul>	Assembly only	<ul style="list-style-type: none"> <li>Tabling letter addressed to the Clerk of the Assembly (Bridget Noonan)</li> <li>Pdf copy of the response</li> </ul>	Clerk	Yes — any non-sitting day	Assembly Standing Order <a href="#">226B</a>
Joint	<ul style="list-style-type: none"> <li>Electoral Matters</li> <li>Integrity and Oversight</li> <li>Public Accounts and Estimates</li> <li>Scrutiny of Acts and Regulations</li> </ul>	Council AND Assembly	<ul style="list-style-type: none"> <li>Tabling letter addressed to both clerks (Andrew Young AND Bridget Noonan)</li> <li>Pdf copy of the response</li> </ul>	Clerks	Yes — but only if that day is exactly six months after the committee report was tabled. <sup>1</sup> 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.	<a href="#">Parliamentary Committees Act 2003</a> s 36

<sup>1</sup> 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](mailto: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

### 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](mailto:tabling@parliament.vic.gov.au)

Call us on

9651 8563 — Assembly Procedure Office

9651 8678 — Council Table Office