

Lodging with the Clerk of Parliaments under the *Interpretation of Legislation Act 1984*

— for government departments and agencies

Contents

1 What is lodging?	1
2 What to provide to Parliament	1
2.1 Lodging letter	1
2.2 Pdf copy or hard copy	2
3 What happens in Parliament	3
3.1 When the document is lodged	3
3.2 Checking if your document has been lodged	3
4 Contact us	3
5 Sample lodging letter	4

1 What is lodging?

Lodging is different to tabling. Lodging makes documents available for members and parliamentary staff. Whereas tabling involves the formal presentation of documents to one or both Houses of Parliament and involves the documents being made publicly available.

In creating subordinate legislation, Government departments can apply, adopt or incorporate documents such as industry standards and codes of practice. These documents must be lodged with the Clerk of Parliaments¹ under sections 32(3) and (4) of the *Interpretation of Legislation Act 1984*.

2 What to provide to Parliament

To table a document in Parliament, you need to provide us with:

- a lodging letter to the Clerk of the Parliaments (sample provided below)
- a pdf copy of the document *or* one hard copy (whichever is your preference)

See details below.

2.1 Lodging letter

A lodging letter asks the Clerk of the Parliaments to lodge your document.

The letter should:

- name the document

¹ As lodging is administered only by the Clerk of the Parliaments, you do not need to send your documents to both Houses.

- name the regulation/instrument that incorporates the document being lodged
- request that the document be lodged under the *Interpretation of Legislation Act 1984*
- be signed by the minister/agency head (as appropriate) or someone who can sign on their behalf.

Address your letter to:

Ms Bridget Noonan
Clerk of the Parliaments
c/o Assembly Procedure Office²
Parliament House
Spring Street
East Melbourne VIC 3002

Email the letter to tabling@parliament.vic.gov.au or if you are delivering a hard copy, send the lodging letter with the hard copy (see [delivery details below](#))

[See sample letter below](#)

2.2 Pdf copy or hard copy

You must provide us with the document for lodging either in pdf or hard copy, whichever is your preference.

For a pdf: email it to tabling@parliament.vic.gov.au

For a hard copy deliver to —

Bridget Noonan
Clerk of the Parliaments
c/o Assembly Procedure Office³
Parliament House
Spring Street
East Melbourne VIC 3002

You can deliver in person, via post or courier. When you/the courier arrive, you will be required to go through security and have the documents scanned. Have the Assembly Procedure Office's number handy in case of any issues: 9651 8563.

Note:

- If the pdf is too large to send via email please contact the Assembly Procedure Office on 9651 8563 as we have a secure drop system for large file-sharing
- If you are providing a pdf, you must ensure there are no time expiries or passwords attached to the pdf
- Sometimes we get queries about copyright. Unfortunately we cannot help with these queries. It is up to each department lodging the document to make sure they are complying with copyright.

² You only need to send your documents to the Assembly as this office administers the process on behalf of the Clerk of Parliaments.

³ You only need to send your documents to the Assembly as this office administers the process on behalf of the Clerk of Parliaments.

3 What happens in Parliament

3.1 When the document is lodged

Your documents will be made available for members and parliamentary staff.

After lodging with the Clerk of Parliaments, you have other requirements to meet. See sections 32(3) and (4) of the *Interpretation of Legislation Act 1984* and our [guide to tabling](#).

3.2 Checking if your document has been lodged

The Assembly Procedure Office processes lodging on behalf of the Clerk of the Parliaments and will send you a letter confirming the document/s have been lodged via email or post (depending on how you delivered the documents to us).

4 Contact us

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

Call the Assembly Procedure Office — 9651 8563

For more detailed procedural advice please contact:

Stefanie Tardif
Manager, Procedure Office
Legislative Assembly
Phone: 9651 8560
stefanie.tardif@parliament.vic.gov.au

5 Sample lodging letter

(Department letterhead)

Date

Bridget Noonan
Clerk of the Parliaments
c/o Assembly Procedure Office
Parliament House
Spring Street
East Melbourne VIC 3002

Via email: tabling@parliament.vic.gov.au

Dear Ms Noonan

Lodging of incorporated document — Name of Regulation/Instrument

I request that the enclosed document/s be lodged with the Clerk of Parliaments as required by section 32 of the *Interpretation of Legislation Act 1984*.

Details of the enclosed document are as follows:

- Name of document/s

If you have any questions, please contact Name on contact number.

Yours sincerely

(Signed)

Minister for xxx/agency head (as appropriate) or someone who can sign on their behalf