PROCEDURES FOR PRESENTATION OF PAPERS TO THE HOUSE

Papers is the collective term used for various documents presented to the House by Ministers or the Speaker, pursuant to Standing Order 372.

Papers fall into two separate groups:

1. Parliamentary papers:
   - are presented to and published under the authority of the House
   - are published on the Parliament website
   - are assigned a shoulder number by the Bills Office (for example, B.7), where the letter indicates the subject group (B for Finance and Revenue), and the number identifies the particular paper within the group. These shoulder numbers appear in the top right hand corner of the cover/title page and remain constant for the same document from year to year
   - are printed by the organisation responsible for the paper, subject to any general requirements of the Speaker
   - are required to be delivered to the Bills Office as follows: 30 copies (Annual, Statement of Intent, Strategic Intentions and Statement of Performance Expectations or if the report holds a shoulder number)
   - should a reporting entity consider that a particular parliamentary paper will be in significant demand, the entity should provide extra copies after consultation with the Bills Office
   - are required to be emailed as a PDF to parliamentary.papers@parliament.govt.nz for publishing to the Parliament website. (the shoulder number should be at the top right hand corner of the report)
   - should be A4 in most cases, can be photocopied, black/white or colour, stapled/perfect bound, double sided. *[Wire bound is not a preferred option]*

2. Non-parliamentary papers:
   - are presented to the House, but are not published under the authority of the House
   - are printed and made accessible to the public by the agency responsible for the paper
   - are required to be delivered to the Bills Office as follows:
     - 15 copies for Disallowable Instruments
     - 25 copies for all other reports
   - Should be A4 in most cases, can be photocopied, black/white or colour, stapled/perfect bound, and double sided. * [Wire bound is not a preferred option]*

The presentation of papers is managed in the Bills Office of the Office of the Clerk. For enquiries and advice please contact: Ph: 04 817 9223, email bills.office@parliament.govt.nz.

DELIVERY ADDRESS: Bills Office 1-067, Parliament House, Museum Street, Pipitea, Wellington

Updated 14 Feb 2018
PROCESS FOR PRESENTING PAPERS

Papers may be presented to the House by the Speaker or a Minister on any working day throughout the year (excluding the period from 25 December to 15 January). For presentation to be effected on a sitting day, papers must be received by the Clerk by 1.00 pm.

Presenting Parliamentary papers
Each parliamentary paper must be identified by displaying the appropriate shoulder number in the top right hand corner of the cover/title page. Shoulder numbers are issued by the Office of the Clerk (Bills Office) and remain constant for the same document from year to year and are never re-allocated.

As a result of changes to the Public Finance Act 1989 there may be a possibility of more than one parliamentary paper being included in the same document or parliamentary papers being published together with non-parliamentary papers. Each parliamentary paper should be separately identifiable and include the parliamentary paper number on its cover/title page.

The reporting entity should forward two copies of the printed document to the responsible Minister. It is the responsibility of the Minister’s office to ensure that the established procedure is followed for the paper to be presented to the House. This involves the Minister’s office delivering one copy of the paper to the office of the Leader of the House.

Reports must be delivered to the Bills Office at the latest, by 10.00am on the morning of the day on which the paper is due to be presented to the House.

Presenting Non-parliamentary papers
The reporting entity should forward two copies of the printed document to the responsible Minister. It is then the responsibility of the Minister’s office to ensure that the established procedure is followed for the paper to be presented to the House.

Reports must be delivered to the Bills Office at the latest, by 10.00am on the morning of the day on which the paper is due to be presented to the House.

Presenting Legislative Instruments and Disallowable Instruments
All legislative and disallowable instruments must be presented to the House not later than the 16th sitting day after the day on which they are made. The agency must forward two copies to the responsible Minister. The Minister’s office will follow the established procedure for the presentation of a non-parliamentary paper.

Legislative Instruments are published in the LI Series. Promulgation of Legislative Instruments is notified in the Gazette.

Disallowable Instruments are the responsibility of the agency. The agency arranges the presentation and printing of the paper and must arrange for the responsible Minister to present them to the House.
Papers presented by the Speaker
A paper from an Officer of Parliament, that is, the Office of the Clerk, the Parliamentary Service Commission, the Parliamentary Service, the Ombudsman, the Controller and Auditor-General and the Parliamentary Commissioner for the Environment, is presented to the House by the Speaker. Arrangements to present these papers are made with the Office of the Speaker of the House.

Printing
Reporting entities are free to choose their own printer for the printing of papers to be presented to the House. In addition to the size and shoulder number requirements for parliamentary papers, papers should carry a banner identifying the statutory obligation under which they are being presented, for example, “Presented to the House of Representatives pursuant to section 44 of the Public Finance Act 1989”. This can either be placed on the front cover or on the inside of the cover, of the report.

A parliamentary paper should not carry any imprint indicating it is printed or published by authority of the House of Representatives.

Errors in papers
Where, following the presentation of a paper, a substantive error is discovered in it, an erratum may be printed and presented. In the case of parliamentary papers, the erratum must meet the same format and number requirements as the original paper.

Formal advice of presentation
Formal advice of all papers presented is made by the Office of the Clerk to Ministers’ offices. Reporting entities may seek confirmation of the presentation of a paper from the appropriate Minister’s office or directly from the Office of the Clerk (Bills Office). All papers presented are listed in the Parliamentary Bulletin, which is published at the end of each week that the House sits. They are also listed daily on the Parliament website.

A copy of each presented parliamentary paper is posted to the Parliament website, go to https://www.parliament.nz/en/pb/papers-presented/current-papers/.

Release and distribution of papers
Generally, papers should not be released until they have been presented. As a result of a change to Standing Orders, the authority to publish a parliamentary paper is conferred automatically when the paper is presented. The legal protection conferred by the authority to publish a parliamentary paper applies as soon as the paper is presented, and the paper can be released at that point.

Presentation during an adjournment may be necessary when a reporting entity is under a separate statutory obligation to report publicly and the House is not sitting at the time the paper is required, or when the reporting entity must meet reporting requirements under the Public Finance Act 1989 when the House is not sitting. In these cases, the authority to publish and consequent legal protection apply as soon as the paper is presented.

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On confirming that a paper has been presented, the reporting entity concerned must arrange for the distribution and sale of copies of the paper. The Office of the Clerk does not arrange for the distribution and sale of copies of papers, and any costs incurred in carrying out this duty are the responsibility of the organisation concerned. Each reporting entity is responsible for ensuring that appropriate arrangements are made for printed copies to be available to members of the public and, in particular, that there is no impediment to public access to papers.

The likely public demand for copies of a paper should always be considered and a decision made as to whether it should be available for sale or distributed by some other means.

**Provision of public documents to the National Librarian**

Reporting entities are reminded that they are responsible for ensuring that the requirements to provide copies of papers to the National Librarian under the National Library of New Zealand (Te Puna Mātauranga o Aotearoa) Act 2003 are complied with. Two copies of each paper presented must be delivered to the National Librarian, National Library of New Zealand, PO Box 1467, Wellington.

**Publishing Auditor-General’s disclaimer**

The Auditor-General requires that a disclaimer be published with audited financial statements that are published on some websites. For financial statements that are ordered to be published by the House, this requirement will be met by a general disclaimer included on the Parliament website, Parliamentary Business/Papers page, which will also be reflected in the standard disclosures included in the audit reports that accompany the financial statements. As a result, the general disclaimer should not be included in the PDF file that is required for presentation to the House.

David Wilson
Clerk of the House of Representatives
IMPORTANT DISCLAIMER BY THE AUDITOR-GENERAL ON AUDITED FINANCIAL STATEMENTS ON THIS WEB SITE

Please note that the maintenance and integrity of the financial statements in parliamentary papers on this web site is the responsibility of the Office of the Clerk of the House of Representatives.

I, as Auditor-General, and my appointed auditors, accept no responsibility for any changes that may have occurred or may occur to financial statements audited by us in regard to the presentation of those financial statements on this web site.

Our audit reports refer only to those financial statements named within a particular audit report. They do not provide an opinion on any other information that may have been hyperlinked to/from those audited financial statements.

If readers of this web site are concerned about the inherent risks arising from electronic data communication, they should refer to the published hard copies of the audited financial statements to confirm the information.

Legislation in New Zealand governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.