
The Parliament of the Commonwealth of Australia

Printing standards for documents presented to Parliament

Joint Committee on Publications

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Canberra

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Foreword

The Joint Committee on Publications publishes the *Printing standards for documents presented to Parliament*. These Standards provide guidance to government agencies, authorities and companies on issues such as format, the use of colour and illustrations, paper, and requirements for the Parliamentary Papers Series.

The current Standards have been an effective means of ensuring that documents presented to Parliament conform to the requirements of the Parliamentary Papers Series with minimal additional cost to author bodies. However, developments in printing technology, the needs of a wider audience and alternative means of accessing documents have all made it appropriate to re-examine the Standards.

This report is the result of a very productive dialogue with author bodies and relevant printing industry experts, and addresses broad-ranging issues in relation to the document production process. Having considered the available evidence, the Committee provides, through this report, a revised set of Standards (effective as of 1 January 2008). These new Standards will provide author bodies with sufficient flexibility for their evolving needs, while also ensuring that government funds are spent appropriately and in accordance with the principle of achieving value for money.

Mrs Trish Draper MP
Chair



Membership of the Committee

Chair Mrs Trish Draper MP

Deputy Chair Senator Guy Barnett (to 20/6/07)

Senator Julian McGauran (from
20/6/07)

Members Mr Dick Adams MP

Senator the Hon. Ian Campbell (from
23/3/07 to 31/5/07)

Mr Mark Baker MP

Senator Mary Jo Fisher (from 16/8/07)

Ms Ann Corcoran MP

Senator Annette Hurley (from
28/2/07)

Mr Chris Hayes MP

Senator Steve Hutchins (to 1/7/05)

Mrs Kay Hull MP

Senator David Johnston (to 23/3/07)

Mr Michael Johnson MP

Senator Gavin Marshall

Senator Fiona Nash

Senator Helen Polley (to 28/2/07)

Senator Glenn Sterle

Senator Dana Wortley

Committee Secretariat

Secretary Mr Jason Sherd

Inquiry Secretaries Ms Peggy Danaee

Mr Andrew McGowan



Terms of reference

To inquire into and report on the printing standards for documents presented to Parliament, with particular reference to:

- the necessity of the use of colour and illustrations within documents;
- the cost of producing documents and whether value for money is being obtained;
- investigating the feasibility of sanctions against organisations that do not follow the printing standards.



List of abbreviations

APSC	Australian Public Service Commission
ASC	Australian Sports Commission
CSIRO	Commonwealth Scientific and Industrial Research Organisation
DHA	Department of Health and Ageing
DIAC	Department of Immigration and Citizenship
DPM&C	Department of the Prime Minister and Cabinet
DVA	Department of Veterans' Affairs
FMA bodies	Bodies established under the <i>Financial Management and Accountability Act 1997</i>
NAA	National Archives of Australia
NCA	National Capital Authority
PIAA	Printing Industries Association of Australia
PPS	Parliamentary Papers Series
the Committee	The Joint Committee on Publications
the Standards	the <i>Printing standards for documents presented to Parliament</i>



List of recommendations

2 The use of colour and illustrations

Recommendation 1

The Committee recommends that government agencies, authorities and companies ensure that any documents they submit for consideration for annual report awards, comply fully with the *Printing standards for documents presented to Parliament* issued by the Committee.

Recommendation 2

The Committee recommends that all government agencies, authorities and companies ensure that documents presented to Parliament do not involve any design elements that would result in colour 'bleeding' to the edge of the page.

3 Value for money

Recommendation 3

The Committee confirms its expectation of government bodies achieving value for money in procuring printing and publishing services. To this end, the Committee recommends that government agencies, authorities and companies review, prior to the commencement of planning for their 2007-08 annual reports, and each year subsequently, the following aspects of their production processes:

- the number of copies printed, taking into account the purpose of the report and any changes in demand for hard copies;
- the length of the report, having regard to the purpose of the report, statutory requirements, and size of the organisation; and

- internal approval processes and submission deadlines, with a view to eliminating any extra charges from printers for late changes to copy or design work.

Recommendation 4

The Committee recommends that government agencies, authorities and companies ensure timely and ongoing electronic access, through their websites, to annual reports and other documents presented to Parliament.

Recommendation 5

The Committee recommends that government agencies, authorities and companies consult printers at the earliest possibility in the development of a document, and prior to any print procurement contract being entered into. Prior to any design work being finalised, advice should be sought from printers regarding the potential cost impact of proposed layout and design elements.

Recommendation 6

The Committee recommends that regular information sessions be held for the benefit of staff within government bodies who are responsible for procuring print services. The Committee may undertake to arrange these from time to time and invite relevant staff from government agencies, authorities and companies and representatives of the printing industry.

4 Other issues

Recommendation 7

The Committee recommends that government agencies be mindful of environmental factors when procuring printing services, and seek advice from printers and industry bodies in this regard prior to finalising the procurement of printing services.

5 Sanctions for non-compliance

Recommendation 8

The Committee recommends that government agencies, authorities and companies continue to be responsible for their own compliance with the Standards.

Recommendation 9

The Committee recommends that government agencies, authorities and companies comply fully with the revised Standards at Appendix D.