

Senate Routine of Business

as set out in standing order 57 and related orders

1/2018

MONDAY

10 am

- Prayers and acknowledgement of country
- Documents (presented pursuant to SO 61)
- Clerk's documents
- Committees—proposals to meet SO 33(5)
- General business orders of the day for consideration of bills[#]

12.20 pm

- Government business only[#]

2 pm

- Questions
- Motions to take note of answers 30 mins
- Petitions
- Notices of motion
- Placing of business
- Formal business
- MPI or urgency motion SO 75—1 hr, or if no motions to take note, 1 hr 30 mins
- Consideration of documents tabled earlier in the day SO 61—30 mins
- Ministerial statements
- Committee memberships
- Messages
- Business of the Senate (if any)
- Government business

6.30 pm

- Sitting suspended (dinner break)

7.30 pm

- Order of business continued

9.50 pm

- Adjournment proposed 40 mins

10.30 pm

- Adjournment

TUESDAY

12 pm

- Prayers and acknowledgement of country
- Documents (presented pursuant to SO 61)
- Clerk's documents
- Committees—proposals to meet SO 33(5)
- Government business only

2 pm

- Questions
- Motions to take note of answers 30 mins
- Petitions
- Notices of motion
- Placing of business
- Formal business
- MPI or urgency motion SO 75—1 hr, or if no motions to take note, 1 hr 30 mins
- Consideration of documents tabled earlier in the day SO 61—30 mins
- Tabling and consideration of committee reports SO 62(4)—1 hr
- Ministerial statements
- Committee memberships
- Messages
- Business of the Senate (if any)
- Government business

7.20 pm

- Adjournment proposed No time limit
- Adjournment

WEDNESDAY

9.30 am

- Prayers and acknowledgement of country
- Documents (presented pursuant to SO 61)
- Clerk's documents
- Committees—proposals to meet SO 33(5)
- Government business only

12.45 pm

- Senators' statements SO 57(2)

2 pm

- Questions
- Motions to take note of answers 30 mins
- Petitions
- Notices of motion
- Placing of business
- Formal business
- MPI or urgency motion SO 75—1 hr, or if no motions to take note, 1 hr 30 mins
- Consideration of documents tabled earlier in the day SO 61—30 mins
- Tabling and consideration of committee reports SO 62(4)—1 hr
- Ministerial statements
- Committee memberships
- Messages
- Business of the Senate (if any)
- Government business

7.20 pm

- Adjournment proposed 40 mins

8 pm

- Adjournment

THURSDAY

9.30 am

- Prayers and acknowledgement of country
- Clerk's documents
- Committees—proposals to meet SO 33(5)
- Government business only[#]

11.45 am

- Petitions[#]
- Notices of motion
- Placing of business
- Formal business
- Committee memberships
- Messages
- Business of the Senate (if any)
- Government business

12.45 pm

- (Non-controversial) Government business only

2 pm

- Questions
- Motions to take note of answers 30 mins
- Tabling and consideration of committee reports SO 62(4)—1 hr
- Ministerial statements

not later than

4.30 pm

- Business of the Senate (if any)
- General business (notices of motion and orders of the day) SO 59(b)

not later than

6 pm

- General business continued, consideration of documents SO 61(3)—1 hr

not later than

7 pm

- Consideration of committee reports and government responses, and Auditor-General's reports SO 62(1)—1 hr

8 pm

- Adjournment proposed 40 mins

8.40 pm

- Adjournment

GENERAL TIMES

Times of meetings of the Senate

Monday	10 am to 6.30 pm, 7.30 pm to 10.30 pm
Tuesday	12 pm to adjournment#
Wednesday	9.30 am to 8 pm
Thursday	9.30 am to 8.40 pm

Closing times

Documents

To be received by the sub Table Office no later than 5 pm of the working day before the document is to be tabled.

Extensions of time for a committee to report (routine)

The form, signed by the chair of the committee, is to be lodged by hand with the sub Table Office by 5 pm on a sitting day.

Notices of motion

(Brief Guide No. 8 – Notices of Motion →)

Signed notices may be lodged with the sub Table Office, or the Clerk at the table, by 3.15 pm on Monday, Tuesday and Wednesday, and by 11.30 am on Thursday.

Notifications authorising committees to meet during the sitting of the Senate

The form, signed by the chair of the committee, is to be lodged by hand with the sub Table Office by 5 pm on a sitting day.

Petitions

(Brief Guide No. 7 – Petitions →)

Must be lodged with the Table Office by:

- 9 am on a day on which the Senate sits at 12 pm; and
- 5 pm of the working day prior to the Senate sitting at 9.30 am and 10 am.

Questions on notice

(Brief Guide No. 6 – Questions →)

Must be lodged with the Table Office no later than 5 pm on sitting days, and in non-sitting weeks by 2 pm on the Wednesday before the next day of sitting, to be registered in the next Notice Paper.

SENATE NUMBERS

Quorum: 19 (one-quarter)

25%

Absolute majority: 39

51%

SO Standing orders

Temporary order agreed to 7 December 2017

→ Brief Guides to Senate Procedure:
www.aph.gov.au/Senate/guides

Incorporates changes up to 7 December 2017

DEBATING OPPORTUNITIES AND TIME LIMITS

(Brief Guide No. 2 – Rules of debate →)

Adjournment of the Senate

- ▶ Monday and Thursday..... 10 minsSO 54(5) #
- ▶ Tuesday 5 mins | 10 mins ..SO 54(5) & (6) #
- ▶ Wednesday..... 5 minsSO 54(5) #
Limits for debate: 40 mins (Monday, Wednesday and Thursday), no limit on debate (Tuesday)

Bills

(Brief Guide No. 16 – Consideration of legislation →)

- ▶ 1° of non-amendable bill 15 minsSO 112(2)
- ▶ 2° 20 minsSO 189(1)
- ▶ In committee 15 minsSO 189(3)
Extension of time (possible)..... 15 minsSO 189(3)
- ▶ 3° 20 minsSO 189(1)
- ▶ Selection of Bills Committee—adoption of report..... 5 minsSO 24A(7)
Limit for debate: 30 mins
- ▶ Reference of a bill to a committee 5 minsSO 115(6)
Limit for debate: 30 mins

Committee reports and government responses

(Brief Guide No. 11 – Opportunities for debating documents and reports →)

- ▶ Motion to take note (Tuesday, Wednesday and Thursday) 10 minsSO 62(4)
Limit for debate: 1 hr
- ▶ Resumption, including Auditor-General's reports (Thursday) 10 mins ..SO 62(1) & (2)
Limit for debate: 1 hr
- ▶ Motion moved by leave 10 minsSO 169(2)
Limits for debate: 30 mins per motion, 1 hr for all motions

Debate

- ▶ General 20 minsSO 189(1)
Extension of time (possible)..... 10 minsSO 189(1)
- ▶ In committee 15 minsSO 189(3)
Extension of time (possible)..... 15 minsSO 189(3)
- ▶ In reply 20 minsSO 189(2)

Documents

(Brief Guide No. 11 – Opportunities for debating documents and reports →)

- ▶ Motion to take note (Monday, Tuesday and Wednesday) 5 minsSO 61(3)
Limit for debate: 30 mins
- ▶ Resumption (Thursday)..... 5 minsSO 61(3)
Limit for debate: 1 hr
- ▶ Motion moved by leave 5 minsSO 169(2)
Limits for debate: 15 mins per motion, 30 mins for all motions

Matters of Public Importance/Urgency

(Brief Guide No. 9 – Matters of public importance and urgency →)

- ▶ All speakers 10 minsSO 75(7)
Limit for debate: 1 hr, or 1 hr 30 mins if no motions are moved after question time to take note of answers

Ministerial statements

- ▶ Motion without leave 10 minsSO 169
Limits for debate: 30 mins per motion, 1 hr for all motions

Questions

(Brief Guide No. 6 – Questions →)

Without notice

- ▶ Primary question 1 minSO 72(3)
- ▶ Answering question 2 minsSO 72(3)
- ▶ Supplementary questions (2) 30 secSO 72(3)
- ▶ Answering supplementary 1 minSO 72(3)
- ▶ Debate on motions relating to answers 5 minsSO 72(4)
Limit for debate: 30 mins

- ▶ Senators' statements 10 minsSO 57(2)

- ▶ Suspension of standing orders 5 minsSO 209(4)
Limit for debate: 30 mins

(Brief Guide No. 5 – Suspension of standing orders →)