### HOUSE OF REPRESENTATIVES

# **Standing Orders**

AS AT 2 AUGUST 2022

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES CANBERRA

#### © Commonwealth of Australia 2022

#### ISSN 1445-0313

Being the revised standing orders adopted on 24 June and 13 August 2004, to come into effect on the first day of sitting of the 41st Parliament (16 November 2004), as amended on:

18 November 2004,

17 March 2005,

10 August 2005,

9 February 2006,

29 March 2006,

29 November 2006,

13 February 2007,

9 May 2007,

13 February 2008 a.m.,

12 March 2008,

24 June 2008,

17 August 2009,

23 June 2010,

29 September 2010,

19 October 2010,

20 October 2010,

8 February 2012,

10 October 2012,

13 November 2013,

14 November 2013,

13 February 2014,

19 March 2014,

26 March 2015,

20 Waren 2010,

13 October 2015,

2 February 2016,

31 August 2016,

1 September 2016,

13 September 2016,

4 December 2017,

4 July 2019,

19 September 2019,

23 March 2020,

26 July 2022,

27 July 2022, and

2 August 2022.

## Contents

Chapter	Page
CHAPTER 1. TIME LIMITS AND DEFINITIONS  Maximum time limits apply when speaking	1
Maximum time limits apply when speaking Definitions and application	7
CHAPTER 2. PROCEEDINGS WHEN PARLIAMENT CALLED TOGETHER	
First meeting of new Parliament after general election Governor-General's speech and reply First meeting for new session—continuing Parliament When Governor-General does not attend	13 14 15 15
CHAPTER 3. ELECTION OF SPEAKER AND DEPUTI	ES
Election of Speaker Election of Deputy Speaker and Second Deputy Speake	16 er 18
CHAPTER 4. THE SPEAKER AND ADMINISTRATIO IN THE CHAMBER	N
The Speaker and other offices The Clerk Members' seats and attendance Public record of proceedings	21 22 23 23
CHAPTER 5. MEETING AND ADJOURNMENT OF THE HOUSE	HE
Times of meeting Adjournment	25 26
CHAPTER 6. BUSINESS AND PROCEEDINGS OF THE HOUSE	Έ
General Committee and delegation business Private Members' business Government business Other business	28 30 32 33 34
CHAPTER 7 PRIVILEGE	36

CHAPTER 8. DEBATE, ORDER AND DISORDER	
Quorum of the House	38
Order	40
Leave of the House or Federation Chamber	40
Manner and right of speech	40
References to other matters	44
Matters not open to debate	45
Adjournment of debate	45
Closure of debate	46
Debate of urgent matters	46
Point of order and Speaker's ruling	47
Disorder	48
CHAPTER 9. QUESTIONS SEEKING INFORMATION	
Oral and written questions	51
Replies to questions	53
CHAPTER 10. MOTIONS	
Notices of motion	54
Proceeding with motions	55
Questions on motions	56
Amendments	57
CHAPTER 11. VOTING	
On the voices	58
Divisions	58
Ballots	61
CHAPTER 12. BILLS	
House bills	62
First reading	64
Second reading	64
Consideration in detail	66
Report from Federation Chamber	67
Reconsideration	68
Third reading and passing the House	68
Senate amendments to House bills	69
Bills the Senate may not amend	71
Senate bills	71

Bills altering the Constitution	73
Lapsed bills	73
Governor-General's consideration of bills	74
CHAPTER 13. FINANCIAL PROPOSALS	
Proposals for appropriation and taxation	75
Messages recommending appropriation	75
CHAPTER 14. FEDERATION CHAMBER	
General	77
Suspension and adjournment of Federation Chamber	79
Federation Chamber business	81
CHAPTER 15. DOCUMENTS AND PETITIONS	
Documents	83
Preparing a petition	84
Presentation of petitions	86
Action on petitions	86
CHAPTER 16. STANDING, SELECT AND JOINT COMMITTEES	
Standing committees	88
Select committees	93
Joint committees	93
Operation of committees	93
CHAPTER 17. WITNESSES AND VISITORS	
Members, Senators and employees of the Parliament	99
Other witnesses summoned	100
All witnesses	100
Visitors	101
CHAPTER 18. COMMUNICATION BETWEEN THE HOUSE AND THE SENATE	
General	102
Messages	102
Conferences	102
CHAPTER 19. ADDRESSES TO THE QUEEN OR THE	
GOVERNOR-GENERAL	104

RECORD OF AMENDMENTS TO THE STANDING	
ORDERS	105
RESOLUTIONS OF THE HOUSE	
Disclosure of evidence and documents of House and	
joint committees	110
Procedures for tabling ministerial papers	111
Hansard—authority to publish record of debates and proceedings	112
Privileges Committee – publication of records	113
Broadcasting of proceedings	114
Registration of Members' interests	117
Right of reply of persons referred to in the House	121
Special provisions for nursing mothers	123
Procedures for the protection of witnesses before the	
Committee of Privileges and Members' Interests	124
Procedures for dealing with witnesses	126
Procedures of the House of Representatives for dealing	<u>,</u>
with matters of contempt	129
Government responses to committee reports	130
Use of electronic devices in the Chamber, Federation	
Chamber and committees	131
Parliamentary Papers	132
Members' qualifications	133
Special provisions for human biosecurity emergency	
period	137
Remote participation in proceedings — official facility	138
Independent Parliamentary Workplace Complaints	
Mechanism	139
Members' Training Program Register	141
INDEX	143
List of Figures	
List of Figures Figure 1. The Chamber	8
Figure 2. House order of business	29
Figure 3. Stages a House bill goes through	63
Figure 4. Federation Chamber order of business	80