
The Parliament of the Commonwealth of Australia

Discussion Paper

Proposed Revised Standing Orders

House of Representatives
Standing Committee on Procedure

September 2002
Canberra

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ISBN 0 642 78417 5

Terms of reference of the Committee

To inquire into and report on the practices and procedures of the House generally with a view to making recommendations for their improvement or change and for the development of new procedures

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Foreword

In October 1999, in its report *It's your House: Community involvement in the procedures and practices of the House of Representatives and its committees*, the Procedure Committee recommended that the standing orders be 'restructured and rewritten to make them more logical, intelligible and readable', and that the Clerk prepare a draft for the committee's consideration. In response to this recommendation the Clerk of the House has prepared a draft *Proposed Standing Orders* for the committee's consideration.

Before reviewing the draft in detail the Committee has decided to table it in the House as a discussion paper, so that Members and other interested parties are able to have input into the review. Comments are invited and should be directed to the committee secretariat.

Margaret May
Chair

HOUSE OF REPRESENTATIVES

Proposed Standing Orders

**including translation tables to
existing Standing Orders**

June 2002

**Released as a discussion paper by the House of
Representatives Standing Committee on Procedure,
September 2002**

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

**Being the amendments proposed in June 2002 to the standing orders
adopted on 21 March 1950, as amended up to 12 March 2002.**

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Introduction to the redraft of the Standing Orders

Origin

In October 1999 the Procedure Committee presented its report *It's your House: Community involvement in the procedures and practices of the House of Representatives and its committees*. One of the recommendations of this report was that the standing orders be 'restructured and rewritten to make them more logical, intelligible and readable'. The committee recommended that the Clerk prepare a draft for the committee's consideration. The relevant extract from the report is attached at **Appendix A**. These redrafted standing orders have been prepared in response to the Committee's recommendation.

Approach

The approach of the review has been to redraft the standing orders as precise rules that are as clear as possible. The objective was to enable the document to be read and used quickly and effectively, making the volume a useful tool for the Members, the Clerks and others. The order and sequence of standing orders has been developed from the standpoint of the likely reader.

Drafting style

In the use of language, expression and words the redraft was guided by comments from the Clerk, the Deputy Clerk, the departmental executive and other senior staff of the department, and by literature on clear language:

Michele Asprey, *Plain Language for Lawyers* (Sydney: The Federation Press, 1991)

Harry Blamires, *The Penguin Guide to Plain English* (London: Penguin Books Ltd, 2000)

Peter Butt & Richard Castle, *Modern Legal Drafting: A Guide To Using Clearer Language* (Cambridge: Cambridge University Press, 2001)

Martin Cutts, *The Plain English Guide* (Oxford: Oxford University Press, 1996)

Robert D Eagleson, *Writing in Plain English* (Canberra: Australian Government Publishing Service, 1990)

Office of Parliamentary Counsel, *Plain English Manual* (Canberra: Office of Parliamentary Counsel).

Key aspects of the style used in drafting the proposed standing orders are:

- present tense is used so that the standing orders are always speaking to the reader,
- orders start with general statements and go on to the particular detail, and
- orders start with the more important element and progress to the less important elements.

Layout and design

This volume has been prepared on the basis of continuing and expanding on the user friendly design features of earlier volumes, and now includes:

- white space
- headings
- indents
- serif typeface for text and sanserif only for headings
- large point size typeface
- left justification and ragged right
- table of contents and index
- diagrams and figures

Words no longer used

You will no longer be able to find some words and expressions in this draft, for example:

- ‘all documents whatsoever’ becomes ‘all documents’
- affix
- forthwith
- furnish
- inscribed
- laid upon the Table — but ‘laid aside’ remains.
- obeisance
- void
- stranger

Translation tables

Appendix B lists the proposed standing order numbers, showing the corresponding existing standing order numbers. Appendix C lists the existing standing order numbers, showing the corresponding proposed standing order numbers.

Deletions and changes of substance

Care has been taken that the proposed standing orders faithfully reflect the meaning and intention of the existing standing orders. However, the opportunity has been taken to remove some obsolete provisions — for example, remaining provisions relating to the former committee of the whole. These changes are fully documented in Appendix D.

Proposed Standing Orders

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1. Time limits and definitions

Chapter outline

This chapter contains some basic standing orders:

- maximum speaking times for the Chamber and Main Committee,
 - definitions used throughout, and
 - a statement of how the standing orders apply in proceedings.
-

Maximum time limits apply when speaking

1 Maximum speaking times

The maximum time limits that apply to debates, speeches and statements are as follows.

<i>subject</i>	<i>time (max)</i>
<i>Address in Reply</i> Each Member	20 mins
<i>Adjournment of the House or Main Committee—to end the sitting</i> Whole debate	30 mins
Extended debate (if required by Minister to reply etc)	10 mins
Each Member—no extension of time can be granted	5 mins
Member who has already spoken to the motion may speak again for one period if no other Member rises to speak	5 mins
Minister in extension of debate (standing orders 20 (House) and 183 (Main Committee))	5 mins

<i>subject</i>	<i>time (max)</i>
<i>Bills—Main Appropriation—second reading</i>	
Mover	no limit
Leader of Opposition or Member representing	no limit
Any other Member	20 mins
<i>Bills—Other Government—second reading</i>	
Mover	30 mins
Leader of Opposition or Member representing	30 mins
Any other Member (including Minister at conclusion of debate)	20 mins
<i>Bills—Private Members' (All)—presentation</i>	
Presenter	5 mins
	<i>(standing order 30)</i>
<i>Bills—Private Members' (Government)—second reading</i>	
Mover	30 mins
Prime Minister or Member representing	30 mins
Leader of Opposition or Member representing	30 mins
Any other Member	20 mins
<i>Bills—Private Members' (Non-Government)—second reading</i>	
Mover	30 mins
Prime Minister or Member representing	30 mins
Any other Member	20 mins
<i>Bills—All—consideration in detail</i>	
<i>Bills—All—consideration of Senate amendments or requests</i>	
Each Member—unlimited number of periods	5 mins

<i>subject</i>	<i>time (max)</i>
<p><i>Censure of or want of confidence in Government</i> <i>(if accepted by the Government under standing order 37)</i></p> <p>Mover Prime Minister or Minister representing</p> <p>Any other Member</p> <p><i>(if otherwise, e.g. under suspension of standing orders, see Other Debates—not otherwise provided for)</i></p>	<p>30 mins 30 mins 20 mins</p>
<p><i>Committee and delegation reports on Mondays</i> Each Member</p> <p><i>(standing orders 28 and 29)</i></p>	<p>10 mins, but as allotted by the Selection Committee</p>
<p><i>Condolence motion</i> Each Member</p> <p><i>(standing order 38)</i></p>	<p>no limit</p>
<p><i>Elections of Speaker or Deputy Speakers</i> Each Member</p> <p><i>(standing order 129)</i></p>	<p>5 mins</p>
<p><i>Extension of time</i> On motion, determined without debate, a Member may continue a speech interrupted under this standing order, for one period</p>	<p>10 mins, but extension may not exceed half of the original period allotted</p>
<p><i>Grievances</i> Whole debate Each Member</p> <p><i>(standing order 33)</i></p>	<p>1 hour 20 mins 10 mins</p>
<p><i>Matter of public importance</i> Whole discussion Proposer Member next speaking</p> <p>Any other Member</p> <p><i>(standing order 35)</i></p>	<p>2 hours 15 mins 15 mins 10 mins</p>
<p><i>Members' statements</i> House <i>(standing order 32)</i>—whole period Each Member Main Committee <i>(standing order 185)</i>—whole period Each Member</p>	<p>15 mins 90 seconds 18 mins 3 mins</p>

<i>subject</i>	<i>time (max)</i>
<p><i>Other debates—not otherwise provided for</i> <i>(e.g. censure of a Minister, reference to committee, approval of public works)</i></p> <p>Mover of a motion</p> <p>Any other Member</p>	<p>20 mins</p> <p>15 mins</p>
<p><i>Other statements—by permission from the Chair</i> <i>(e.g. adding to answer, personal explanation, privilege)</i></p> <p>Each Member</p>	<p>at the discretion of the Chair</p>
<p><i>Other statements—by leave of the House</i> <i>(e.g. ministerial statements and responses to them, committee reports)</i></p> <p>Each Member</p>	<p>no limit</p>
<p><i>Private Members' business on Mondays</i></p> <p>Whole debate</p> <p>Each Member</p> <p style="text-align: right;"><i>(standing order 30)</i></p>	<p>as allotted by the Selection Committee</p>
<p><i>Suspension of standing or other orders without notice</i></p> <p>Whole debate</p> <p>Mover</p> <p>Secunder (if any)</p> <p>Member next speaking</p> <p>Any other Member</p> <p style="text-align: right;"><i>(standing order 36)</i></p>	<p>25 mins</p> <p>10 mins</p> <p>5 mins</p> <p>10 mins</p> <p>5 mins</p>
<p><i>Taxation or duty proposal</i></p> <p>Mover</p> <p>Leader of Opposition or Member representing</p> <p>Any other Member</p> <p style="text-align: right;"><i>(standing orders 170 and 171)</i></p>	<p>20 mins</p> <p>20 mins</p> <p>10 mins</p>
<p><i>Thanks motion</i></p> <p>Each Member</p> <p style="text-align: right;"><i>(standing order 38)</i></p>	<p>no limit</p>
<p><i>Urgent matters—allotment of time for debate</i></p> <p>Whole debate</p> <p>Each Member</p> <p style="text-align: right;"><i>(standing order 74)</i></p>	<p>20 mins</p> <p>5 mins</p>

Definitions and application

2 Definitions

The following meanings apply throughout these standing orders.

absolute majority is a majority of the membership of the House (including the Speaker).

amending bill means a bill whose principal purpose is to amend an existing Act or Acts.

Appropriation Bill includes a Supply Bill.

area of Members' seats means the area of seats on the floor of the Chamber reserved for Members only. It does not include seats in the advisors' box or special galleries. See figure 1 on page 2.

Chair includes the Speaker, the Deputy Speaker, the Second Deputy Speaker, and members of the Speaker's panel when performing the duties of the Speaker in the Chamber. ***Chair*** also includes the Deputy Speaker, the Second Deputy Speaker and members of the Speaker's panel when performing the duties of the Deputy Speaker in the Main Committee: see also *standing order 3*.

Clerk at the Table means the person performing the duties of the Clerk in the Chamber. This term is used when duties are performed during a sitting.

count out is the adjournment of the House because of the lack of a quorum of Members: 30 Members.

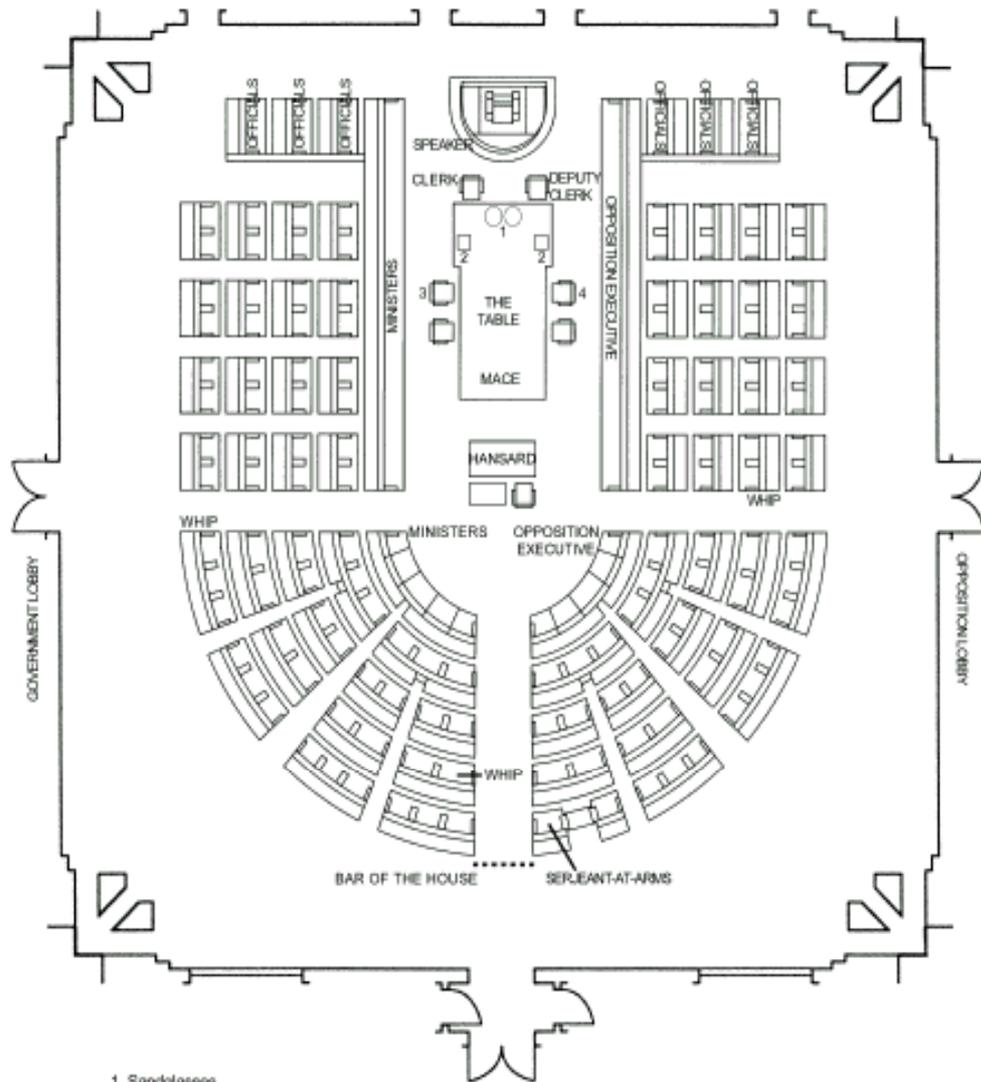
document means any record of information, and includes:

- (i) anything on which there is writing;
- (ii) anything on which there are marks, figures, symbols or perforations having a meaning for persons qualified to interpret them;
- (iii) anything from which sounds, images or writings can be reproduced with or without the aid of anything else; or
- (iv) a map, plans, drawing or photograph.

evidence means the information (whether or not confidential) provided by witnesses (whether or not under oath or affirmation) and inquiry contributors, to the House or a committee. It includes:

- (i) oral or written information provided by a witness in response to questions of the House or a committee, as relevant; and
- (ii) written submissions from inquiry contributors which address the terms of reference of a committee's inquiry and which have been formally accepted by the committee.

Figure 1. The Chamber
[SHADING TO BE INSERTED]



1. Sandglasses
2. Despatch Boxes
3. Prime Minister or Minister in charge of business
4. Leader of the Opposition or Member of the Opposition Executive

Governor-General includes an Administrator of the Commonwealth.

House bill means a bill which originated in the House of Representatives.

laid aside means that the House has decided not to proceed with a particular proposal and has resolved to put an end to it.

leave, by means that no Member present objects.

Main Appropriation Bill means the main bill in any year for expenditure for the ordinary annual services of government.

Member means any member of the House of Representatives, and **private Member** means a member other than the Speaker or a Minister.

Minister includes a person designated as Parliamentary Secretary, except in chapter 7 in reference to questions seeking information.

notice is a stated intention for a new item of business, such as a notice of motion to be moved or notice of intention to present a bill.

order of the day is a formal agenda item of business on a particular day, including a bill or other matter which the House has ordered to be considered on that day.

Parliamentary Paper means a document in the Parliamentary Papers Series. All documents and petitions ordered to be published by either House have formed part of the series.

physical limits of the Chamber means the area inside the Chamber walls, on the floor of the Chamber. It does not include the galleries on the upper floors. See the shaded area in figure 1 on page 2.

privilege means the special rights and immunities belonging to the House, its committees and its members.

question means the proposal by the Chair to the House after a motion has been moved and seconded.

Question Time means the period of time set aside at every sitting during which Members may ask questions of Ministers or other Members (*standing order 87*).

quorum of the House is one-fifth of the whole number of Members of the House (i.e. 30 Members).

quorum of the Main Committee is one government Member, one non-government Member and the Chair.

reading of a bill, means the reading of the **title** of a bill.

recess means the period between sessions of a Parliament, or the period between the close of a session by prorogation and dissolution or expiry of the House, and the first meeting of the next Parliament.

Senate bill means a bill which originated in the Senate.

session means the period commencing on the first sitting day following a general election or a prorogation, and concluding by

prorogation, dissolution or at the expiration of three years from the first meeting of the House when not prorogued.

sitting means the period commencing in accordance with orders or a resolution of the House at an earlier sitting, and concluding at the adjournment.

substantive motion means a self-contained proposal, drafted in a form capable of expressing a decision or opinion of the House.

title of a bill means the long title, which usually begins 'A Bill for an Act ...'.

visitor means a person other than a Member or parliamentary official.

voices means the oral votes of Members, "Aye" or "No", on a question from the Chair.

witness means a person who attends before the House or a committee to give evidence.

3 Application

(a) These standing orders are the rules of the House. They are of continuing effect and apply until changed by the House in this or a subsequent Parliament.

(b) The standing orders apply in general to proceedings taking place inside the Chamber of the House. Some orders expressly provide for other parliamentary matters which take place outside the Chamber and the committees of the House, e.g. matters of privilege and petitions.

(c) The standing orders also apply to committees of the House to the necessary extent, subject:

- (i) in the Main Committee, to the orders in chapter 12 (*standing orders 175–190*), and
- (ii) in all other committees, to the orders in chapter 13 (*standing orders 191–225*).

(d) The Speaker is the principal officeholder of the House. Most references in the standing orders to the duties and actions for which the Speaker is responsible however, are to **Chair** and not to **Speaker**. This use of **Chair** reflects the current practice of relief arrangements for the Speaker under which the Deputy Speaker, the Second Deputy Speaker or a member of the Speaker's panel occupies the Speaker's Chair when the Speaker is not in the Chamber. These arrangements do not affect the authority of the office of Speaker, and some orders still expressly refer to **Speaker** because particular matters are reserved only for the Speaker, or any acting Speaker.

2. The Speaker and administration in the Chamber

Chapter outline

This chapter provides for:

- the Speaker and other offices
 - the Clerk and some clerical duties
 - Members' attendance in the Chamber, and
 - public record of proceedings.
-

The Speaker and other offices

4 Members elect Speaker

Members elect a Speaker at the beginning of every Parliament or when a vacancy occurs, using the procedure set out in *standing order 129*.

5 Deputy Speaker and Second Deputy Speaker

(a) In each Parliament, the House appoints a Deputy Speaker and a Second Deputy Speaker, using the procedure set out in *standing order 132*.

(b) The Deputy Speaker takes the Chair of the House whenever asked to do so by the Speaker, and chairs the Main Committee.

(c) The Second Deputy Speaker takes the Chair of the House whenever asked to do so by the Speaker, acts as Deputy Speaker in the absence of the Deputy Speaker, and assists the Deputy Speaker in the Main Committee.

6 Speaker's panel

(a) At the beginning of every Parliament the Speaker nominates a panel of at least four Members. The Speaker may nominate other Members or revoke the nomination of a Member at any time during the Parliament.

(b) The Speaker or the Deputy Speaker may call on a member of the Speaker's panel to take the Chair of the House.

(c) The Deputy Speaker may call on a member of the Speaker's panel to take the Chair of the Main Committee.

7 House informed of absences

(a) If the Speaker is absent, the Clerk must inform the House, and the Deputy Speaker is the Acting Speaker. If both the Speaker and the Deputy Speaker are absent, the Second Deputy Speaker is the Acting Speaker

(b) If the Speaker, the Deputy Speaker and the Second Deputy Speaker are all absent, the Clerk must inform the House. The House may adjourn until the next sitting or, if a quorum is present, the Members may immediately elect another Member to perform the duties of the Speaker, as Acting Speaker, during the absence, using the procedure set out in *standing order 129*.

(c) The House does not have to be informed of the relief arrangements for the Speaker and the Deputy Speaker under *standing orders 5 and 6*.

8 Vacancy in office of Speaker

(a) If the office of Speaker falls vacant during a session the Clerk must report the vacancy to the House at its next sitting. The House proceeds to the election of a new Speaker either immediately or at its next sitting, using the procedure set out in *standing order 129*.

(b) If the office of Speaker falls vacant during a recess the Clerk reports the vacancy to the House at the opening of the next session when the House returns from hearing the Governor-General's speech, or from the declaration of the opening of the session, as the case may be. The House proceeds to the election of a new Speaker immediately, using the procedure set out in *standing order 129*.

9 When Deputy Speaker may set time of meeting

If the office of Speaker falls vacant during an adjournment of the House and the date and hour of the next meeting would otherwise be set by the Speaker, the Deputy Speaker sets the date and hour of the next meeting.

The Clerk

10 Absence of Clerk

If the Clerk is absent, the Clerk's duties are performed by the Deputy Clerk or, if the Deputy Clerk is also absent, by a Clerk Assistant.

11 Vacancy in office of Clerk

During any vacancy in the office of Clerk all powers, functions, and duties of the Clerk are exercised and performed by the Deputy Clerk.

Members' seats and attendance

12 Seats for Ministers

Seats in the front row of the Chamber, nearest to the right hand of the Speaker, are reserved for Ministers.

13 Seats for Members

- (a) A Member may keep the seat he or she occupied at the end of the previous Parliament, unless there is a change of government.
- (b) The Speaker determines any dispute about the seats occupied by Members.

14 Members' roll

The Clerk keeps a Members' roll for each State and Territory showing the name of the Member elected for each electoral division and the date he or she:

- (a) is elected;
- (b) makes the oath or affirmation; and
- (c) ceases to be a Member, and the reason.

15 Leave of absence

- (a) A Member may be granted leave of absence from the House, on motion moved without notice, stating the reason for leave and the period of absence. The motion has priority over all other business.
- (b) A Member with leave of absence is excused from service in the House or on any committee. The leave is forfeited if the Member attends in the House before the end of the period of leave.

Public record of proceedings

16 Votes and Proceedings

The Clerk keeps and signs the official record of the proceedings of the House, the Votes and Proceedings. This record contains the:

- (a) proceedings and decisions of the House;
- (b) proceedings and decisions of the Main Committee; and
- (c) attendance of Members in the House, including any leave.

17 Custody of records

Under the direction of the Speaker, the Clerk has custody of the Votes and Proceedings, records, and all documents presented to the House.

3. Meeting and adjournment of the House

Chapter outline

This chapter sets out:

- meeting and adjournment times of the House, and
 - rules about meeting and adjournment.
-

Times of meeting

18 Set meeting and adjournment times

The House has a four weekly cycle of meetings. It meets on Mondays to Thursdays for two weeks followed by two weeks without sittings. When the House is sitting it meets and adjourns at the following times, subject to *standing orders 19 and 20*:

1	2	3	4
day	meeting commences	adjournment proposed	House adjourns
Monday	12.30 pm	10.30 pm	11.00 pm
Tuesday	2.00 pm	10.30 pm	11.00 pm
Wednesday	9.30 am	7.30 pm	8.00 pm
Thursday	9.30 am	5.30 pm	6.00 pm

19 Changes to meeting times

The Speaker or a Minister may initiate a change to the meeting times of the House in the following circumstances:

- (a) At any time, a Minister may move without notice a motion to set the next meeting of the House.
- (b) At any time after the end of two weeks of sittings, the Speaker may set an alternative day or hour for the next meeting, and must notify each Member of any change.

Adjournment

20 Automatic adjournment of the House

(a) The House usually adjourns by its own resolution. At the time set for the adjournment to be proposed in *standing order 18 (column 3)*, the Chair proposes the question—

That the House do now adjourn.

This question is open to debate—maximum time for the whole debate is 30 minutes—and no amendment may be moved.

(b) If this question is before the House at the time set for adjournment in *standing order 18 (column 4)*, the Chair interrupts the debate and immediately adjourns the House until the time of its next meeting.

(c) The following qualifications apply:

Division is completed

(i) If there is a division at the time set for the adjournment to be proposed in *standing order 18 (column 3)*, that division, and any consequent division, is completed.

Minister may require question to be put

(ii) If a Minister requires the question to be put immediately it is proposed under paragraph (a), the Chair must put the question immediately and without debate.

Minister may extend debate

(iii) When the Chair interrupts the adjournment debate under paragraph (a), a Minister may ask for the debate to be extended by 10 minutes to enable Ministers to speak in reply to matters raised during the debate. After 10 minutes, or if debate concludes earlier, the Chair immediately adjourns the House until the time set for its next meeting.

Question negatived

(iv) If the question is negatived, the House resumes proceedings from the point of interruption.

Unfinished business

(v) If the business being debated is not disposed of when the adjournment of the House is proposed, the business is listed on the Notice Paper for the next sitting.

21 Adjournment otherwise

(a) A Minister may move adjournment of the House without notice, and no amendment may be moved to the motion.

(b) The Chair may adjourn the House without putting a question if:

(i) there is no quorum of Members and there has been a count out, as provided in *standing order 46*; or

(ii) disorder arises, as provided in *standing order 85*.

22 Limit on business after 11 pm

No other business may be taken after 11 pm, unless by order of the House before 11 pm.

4. Business and proceedings of the House

Chapter outline

This chapter sets out the House's routine of business and describes arrangements for:

- general routine
 - committee and delegation reports
 - private Members' business
 - government business including grievance debate
 - discussion of matter of public importance
 - suspension of orders, and
 - censure or want of confidence motion in the Government.
-

General routine

23 House's routine of business

The routine of business to be followed by the House is shown in figure 2 on page 2.

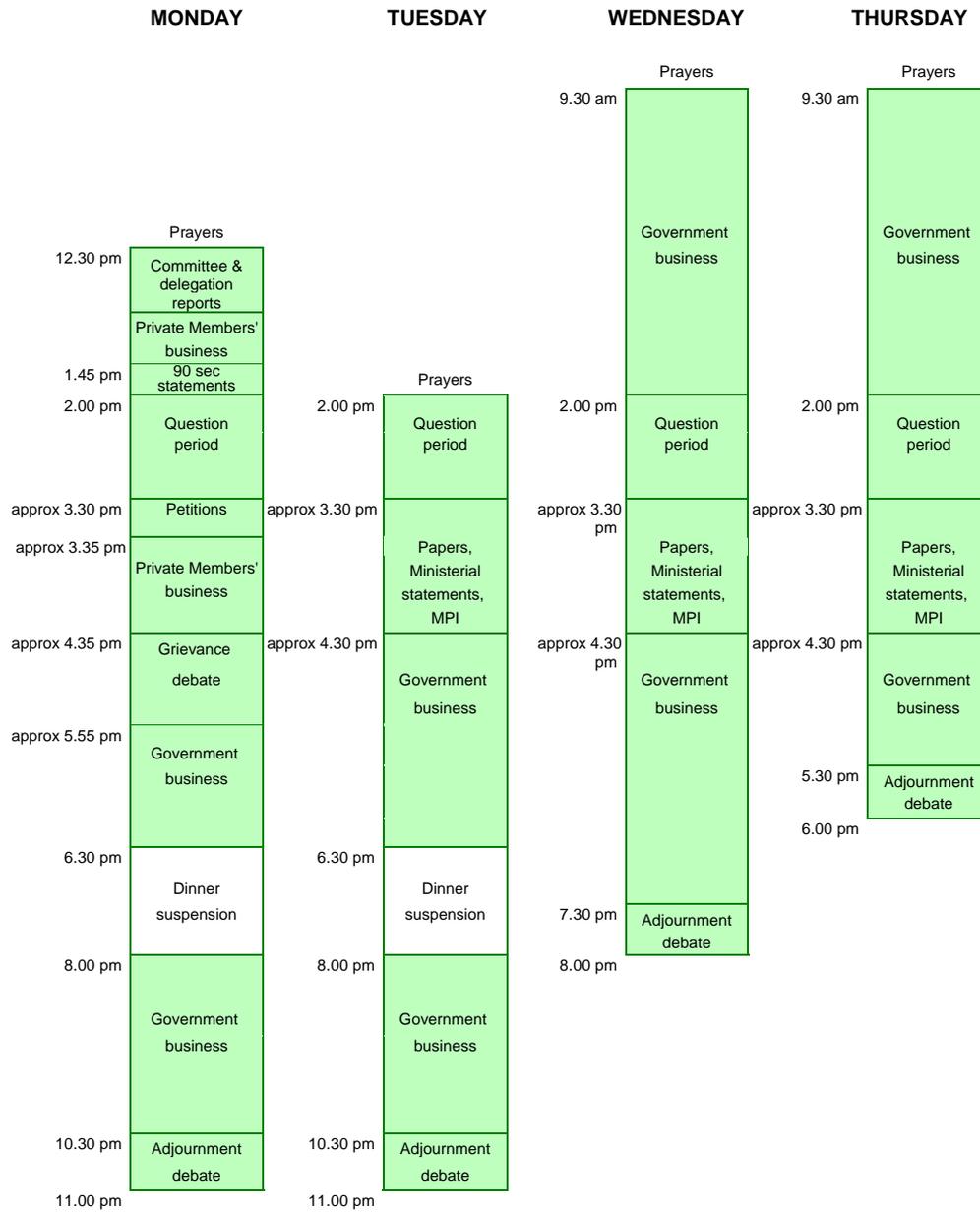
24 Priority of business

Government business has priority over private Members' business except on Mondays as provided by *standing order 23*.

25 Notice Paper

Business before the House is published on the Notice Paper for each sitting.

Figure 2. House routine of business



26 Orders of the day

- (a) The Notice Paper states the sequence in which orders of the day are called on.
- (b) An order may be postponed on motion moved without notice by the Member in charge of the order or, in his or her absence, by another Member he or she has asked.
- (c) After an order has been read, the Member in charge of the order may move, without notice, that the order be discharged.
- (d) If any orders of the day on the Notice Paper have not been called on before the adjournment of the House, they are listed on the Notice Paper for the next sitting.

27 Prayers

On taking the Chair at the beginning of each sitting, the Speaker reads the following prayers:

Almighty God, we humbly beseech Thee to vouchsafe Thy blessing upon this Parliament. Direct and prosper our deliberations to the advancement of Thy glory, and the true welfare of the people of Australia.

Our Father, which art in Heaven: Hallowed be Thy Name. Thy Kingdom come. Thy will be done in earth, as it is in Heaven. Give us this day our daily bread. And forgive us our trespasses, as we forgive them that trespass against us. And lead us not into temptation; but deliver us from evil: For Thine is the kingdom, and the power, and the glory, for ever and ever. Amen.

Committee and delegation reports

28 Presentation of reports

- (a) Members can present reports of committees or delegations:
 - (i) as agreed by the Selection Committee, following prayers on Mondays; or
 - (ii) at any time when other business is not before the House.
- (b) Members can make statements in relation to these reports:
 - (i) during the special set period on Mondays (*standing order 23*). The Selection Committee sets time limits for statements, of not more than 10 minutes for each Member; or
 - (ii) at any other time, by leave of the House.

(c) The Member presenting a report may move without notice, a specific motion in relation to the report. Debate on the question is adjourned to a future day.

29 Resumption of debate on reports

(a) After presentation of reports on Mondays proceedings may be resumed on motions moved in relation to committee and delegation reports on an earlier day.

(b) The Selection Committee sets:

- (i) the order in which motions are to be considered;
- (ii) time limits for the whole debate; and
- (iii) time limits for each Member speaking, of not more than 10 minutes.

Private Members' business

30 Private Members' business—procedure

(a) In the period set for private Members' business under *standing order 23*, the Clerk calls on private Members' notices and orders of the day in the order shown on the Notice Paper. When the time set by *standing order 23* or by the Selection Committee ends, the Chair interrupts proceedings and puts the question.

(b) If

- (i) the Selection Committee has determined that consideration of a matter may continue on a future day;

then

- (ii) at the time set for interruption of the item of business or if debate concludes earlier, the Chair interrupts proceedings and the matter is listed on the Notice Paper for the next sitting.

Private Members' bills—Selection Committee

(c) The Selection Committee:

- (i) gives priority to private Members' notices of intention to present bills over other notices and orders of the day; and
- (ii) sets the order in which the bills are to be presented.

First reading

(d) When each notice is called on by the Clerk, the Member in whose name the notice stands presents the bill and may speak to it for no longer than 5 minutes. The bill is then read a first time and the motion for the second reading is set down on the Notice Paper for the next sitting.

Second reading

(e) If the motion for the second reading is agreed to by the House, further consideration of the bill is accorded priority over other private Members' business and the Selection Committee may set times for consideration of the remaining stages.

31 Removal of private Members' business

The Clerk removes from the Notice Paper an item of private Members' business which:

- (a) has not been called on; or
- (b) has been interrupted under *standing order 30* and not re-accorded priority by the Selection Committee;

for eight consecutive sitting Mondays.

32 Members' statements on Mondays

At 1.45 pm on Mondays the Chair interrupts business and calls on statements by Members. The Chair may call a Member, but not a Minister, to make a statement for no longer than 90 seconds. The period allowed for these statements extends until 2 pm.

Government business

33 Grievance debate on Mondays

(a) Following the conclusion of private Members' business on Mondays, the first order of the day is grievance debate.

(b) After the Chair proposes the question—

That grievances be noted—

any Member may address the House or move any amendment to the question. If consideration of the question has not been concluded after 1 hour and 20 minutes, debate is interrupted and any questions put.

34 Order of government business

Ministers may arrange the order of notices and orders of the day for government business on the Notice Paper as they think fit.

Other business

35 Discussion of definite matter of public importance

(a) On Tuesdays, Wednesdays and Thursdays a Member may propose a definite matter of public importance be put to the House for discussion.

(b) The Member must give a written statement of the matter to be discussed to the Speaker by 12 noon. If the Speaker decides that it is in order, the Chair reads the statement to the House at the time provided in *standing order 23*.

(c) The proposed discussion must be supported by eight Members, including the proposer, standing in their places. The Chair then calls on the Member who proposed the matter to speak first.

(d) If more than one matter is received for the same day, the Speaker selects the matter to be read to the House that day.

(e) At any time during the discussion, any Member may move—

That the business of the day be called on.

This question is put immediately and decided without amendment or debate. If agreed to, the business of the day is proceeded with immediately.

(f) A motion to adjourn the discussion or to move a closure of the question is not in order.

36 Motions for suspension of orders

(a) A Member may move, with or without notice, the suspension of any standing or other order of the House.

(b) If a suspension motion is moved on notice, it appears on the Notice Paper and may be carried by a majority of votes.

(c) If a suspension motion is moved without notice it:

(i) must be relevant to any business under discussion and seconded; and

(ii) can be carried only by an absolute majority of Members.

(d) Any suspension of orders is limited to the particular purpose of the suspension.

37 Censure or want of confidence in the Government

A motion on notice or an amendment which expresses a censure of or want of confidence in the Government has priority of all other business until it is disposed of by the House, if it is accepted by a Minister as a censure or want of confidence motion or amendment.

38 Vote of condolence or thanks

As a courtesy, the House may grant precedence to a motion moved without notice for a vote of condolence or thanks of the House.

39 Motion of Minister to discuss special matter

(a) At any time when other business is not before the House a Minister may state to the House a proposal to discuss a matter of special interest in preference to moving a specific motion.

(b) The Minister may first move a motion specifying the time to be allotted to the debate. The Minister must then move—

That [stating subject matter] be considered by the House.

(c) At the end of the time allotted to the debate, a Minister may withdraw the motion, without leave.

5. Privilege

Chapter outline

This chapter sets out rules governing matters of privilege.

40 Privilege matter raised when House is sitting

- (a) At any time during a sitting, a Member may raise a matter of privilege. The Speaker may:
- (i) reserve the matter for further consideration; or
 - (ii) invite the Member to move without notice, immediately or subsequently, a motion, declaring that a contempt or breach of privilege has been committed, or referring the matter to the Committee of Privileges.
- (b) If given precedence, consideration and decision of every other question is suspended until the matter of privilege is disposed of, or debate on any related motion is adjourned. The Speaker may grant precedence to a privilege motion over other business if satisfied that:
- (i) a *prima facie* case of contempt or breach of privilege has been made out; and
 - (ii) the matter has been raised at the earliest opportunity.
- (c) If a matter of privilege related to the proceedings of the Main Committee is raised in the Main Committee, the Chair must suspend the proceedings and report to the House at the first opportunity.

41 Privilege matter raised when House not sitting

- (a) When the House is not sitting and is not expected to meet for at least two weeks, a Member may raise with the Speaker a matter of privilege which has arisen since the House last met and which the Member proposes be referred to the Committee of Privileges.
- (b) The Speaker must refer the matter to the Committee of Privileges immediately, if satisfied that:
- (i) a *prima facie* case of contempt or breach of privilege has been made out; and
 - (ii) the matter requires urgent action.
- (c) The Speaker must report the referral to the House at its next sitting. Immediately after the Speaker's report, the Member must move, that the referral be endorsed by the House. If the motion is not agreed to, the Committee of Privileges takes no further action on the matter.

42 Complaint against publication

If a Member cites a statement in a published document, in connection with a contempt or breach of privilege, he or she must present to the House an extract of the publication containing the statement and be able to identify the author, printer or publisher.

6. Debate, order and disorder

Chapter outline

This chapter sets out general rules to establish orderly debate and behaviour in the Chamber and in the Main Committee.

The matters covered include:

- quorum of the House
 - order in the Chamber
 - leave of the House
 - manner and right of speech
 - references to other matters
 - matters not open to debate
 - adjournment of debate
 - closure of debate
 - debate of urgent matters
 - point of order and Chair's ruling, and
 - disorder.
-

Quorum of the House

43 Bells at start of meeting of the House

At each sitting the bells are rung for five minutes before the appointed meeting time, calling Members to the meeting. The Speaker takes the Chair and, if a quorum of 30 Members is present, reads prayers. If a quorum is not present *standing order 46* applies.

44 Member notices lack of quorum

If a quorum is not present during a meeting, a Member may draw the Chair's attention to the state of the House. The Chair must count the House using the procedures in *standing order 45*.

45 Procedures for counting the House

At any time when the Chair is counting the House:

- (a) the bells are rung for four minutes;
- (b) the doors of the Chamber remain unlocked;

- (c) every Member within the physical limits of the Chamber, including the Chair, is counted; and
- (d) no Member may leave the Chamber while the bells are ringing, or until a quorum is present.

46 No quorum

If a quorum is not present, the Chair:

- (a) adjourns the House to the next sitting—count out; or
- (b) if satisfied there is likely to be a quorum within a reasonable time, states the time at which he or she will resume the Chair. If at that time a quorum is not present, the Chair adjourns the House to the next sitting—count out.

47 No quorum at division

If a quorum of Members has not voted in a division, the House has not made a decision on the question, and *standing order 46* applies.

48 Resumption after count out

Proceedings that are adjourned by a count out may be resumed, on motion moved on notice, at the point where they were interrupted.

Order

49 Order kept by Speaker or Chair

- (a) The Speaker, or the Chair of the House for the time being, keeps order in the House.
- (b) The Deputy Speaker, or the Chair of the Main Committee for the time being, keeps order in the Committee. The House may address disorder in the Committee after receiving a report from the Deputy Speaker.

50 Members to recognise authority of the Chair

- (a) Members must respect the authority of the Chair.
- (b) If the Chair stands during a debate, any Member then speaking or seeking the call sits down and the House is silent, so the Chair may be heard without interruption.
- (c) When the Chair is putting a question no Member may walk out of or across the Chamber.

51 Members moving in the Chamber

A Member in the Chamber must:

- (a) take his or her seat promptly;

- (b) bow to the Chair on entering or leaving the Chamber;
- (c) not remain in the aisles; and
- (d) not pass between the Chair and any Member who is speaking.

Leave of the House or Main Committee

52 Leave

- (a) The House or Main Committee may grant leave to a Member to act in a manner, not expressly provided for in, or contrary to, orders of the House.
- (b) Leave may only be granted if no Member present objects.

Manner and right of speech

53 No Member is referred to by name

In the House and the Main Committee, a Member is not referred to by name, but by one of the following forms, as appropriate:

- (a) the Member's ministerial office (e.g. Prime Minister, Minister for Defence, Attorney-General);
- (b) the Member's parliamentary office (e.g. Leader of the House, Leader of the Opposition, Chief Government Whip);
- (c) the Member's electoral division (e.g. Member for Adelaide).

54 Members wishing to speak

- (a) A Member wishing to speak rises and addresses the Chair. If a Member is unable to rise, he or she will be permitted to speak while seated.
- (b) When a Member is speaking, no other Member may talk loudly or make a disturbance.
- (c) If two or more Members rise to speak, the Chair calls on the Member, who in the Chair's opinion, rose first. If the Chair's selection is challenged, a motion may be moved—

That [Member who was not called] be heard now.

The question must be put immediately and resolved without amendment or debate.

55 When interruption of Member allowed

A Member may only interrupt another Member to:

- (a) call attention to a point of order or privilege suddenly arising;
- (b) call attention to the want of a quorum;

- (c) call attention to the unwanted presence of visitors;
- (d) move the closure of a Member or of a question; or
- (e) move—

That the business of the day be called on.

56 Question is read

At any time, except when another Member is addressing the House, a Member may request the Chair to read the question or matter under discussion. This requirement does not apply when the terms of the question or matter have been circulated among Members.

57 Personal explanation

A Member may explain a matter of a personal nature whether or not there is a question before the House. The following conditions apply:

- (a) the Member must obtain permission from the Chair;
- (b) the Member must not interrupt another Member addressing the House; and
- (c) the matter must not be debated.

58 Member may speak further in limited circumstances

A Member may not speak a second or further time to a question except:

- (a) during consideration in detail of a bill;
- (b) during consideration of amendments to a bill made or requested by the Senate;
- (c) having moved a substantive motion or the second or third reading of a bill, the Member is allowed a reply confined to matters raised during the debate;
- (d) during the adjournment debate, if no other Member rises; or
- (e) to explain some material part of his or her speech which has been misquoted or misunderstood. In making this explanation the Member may not interrupt another Member addressing the House, debate the matter, or introduce any new matter.

59 Secunder may speak immediately or later

A Member seconding a motion or amendment may, speak immediately, or inform the House that he or she will speak later during the debate.

60 Reply closes debate

When the Member who moved the original motion replies, the debate closes except during consideration in detail of a bill or consideration of amendments to a bill made or requested by the Senate.

61 Member cannot speak after question put

A Member cannot speak to a question after it has been put and decided.

References to other matters

62 References to other debates or proceedings

Unless the reference is relevant to the discussion, a Member cannot refer to:

- (a) debates or proceedings of the current session of the House or the Senate; or
- (b) measures pending in the Senate.

This restriction does not prevent reference to a ministerial statement in the Senate.

63 Reflections on votes of House

A Member cannot reflect adversely on a vote of the House, except on a motion that it be rescinded.

64 Irrelevance or tedious repetition

- (a) The Chair may direct a Member to end his or her speech if:
 - (i) the Member has persisted in irrelevance or tedious repetition either, of his or her own arguments or of the arguments used by other Members in debate; and
 - (ii) the Chair has first called the attention of the House or the Main Committee to the Member's conduct.
- (b) The Member may then ask the Chair to put the question—
That the Member be further heard.

The question is put immediately and resolved without amendment or debate.

65 Exceptions to confining debate to question

A Member can only speak on the subject matter of a question under discussion. There are three exceptions:

- (a) On the question for the adjournment of the House to end the sitting, or for the adjournment of the Main Committee before 1.30 pm on a Thursday.
- (b) On the debate of the address in reply to the Governor-General's speech made on the first day of a new session or a new Parliament.

- (c) On the motion for the second reading of the Main Appropriation Bill, and Appropriation Bills for the same purpose, when public affairs may be debated.

66 Anticipating discussion

- (a) A Member may not anticipate the discussion of a subject which appears on the Notice Paper. In determining whether a discussion is out of order the Chair must consider the probability of the anticipated matter being brought before the House within a reasonable time.
- (b) A matter on the Notice Paper must not be anticipated by another matter in a less effective form of proceeding.

Matters not open to debate

67 Matters not open to debate

The following questions and motions are not open to debate, must be moved without comment and must be put immediately and resolved, without amendment:

- (a) Motion for extension of time (*standing order 1*).
- (b) Motion for the business of the day to be called on (*standing order 35*).
- (c) Question that a Member be heard now (*standing order 54*).
- (d) Question that a Member be further heard (*standing order 64*).
- (e) Motion for adjournment of debate (*standing order 68*).
- (f) Motion for a Member to be no longer heard (*standing order 69*).
- (g) Motion that the question to be now put (*standing order 70*).
- (h) Question following a declaration of urgency (*standing orders 71 to 73*).
- (i) Motion for a Member to be suspended (*standing order 84*).
- (j) Question that the amendments made by the Main Committee be agreed to (*standing order 146*).
- (k) Question that a bill reported from the Main Committee be agreed to (*standing order 146*).
- (l) Motion for further proceedings on a bill to be conducted in the House (*standing order 188*).
- (m) Question that a bill be reported to the House (*standing order 189*).

Adjournment of debate

68 Adjournment of debate

- (a) Only a Member who has not spoken to the question or who has the right of reply may move the adjournment of a debate. Unless a Member requests that separate questions be put, the time for the resumption of the debate may be included in the adjournment question. The question must be put immediately and resolved without amendment or debate.
- (b) If the question is resolved in the affirmative, the Member who moved the adjournment may speak first on the resumption.
- (c) If the question is negatived, the Member who moved the adjournment may speak at a later time during the debate.

Closure of debate

69 Closure of Member

If a Member is speaking, other than when giving a notice of motion or moving the terms of a motion, another Member may move—

That the Member be no longer heard.

The question must be put immediately and resolved without amendment or debate.

70 Closure of question

After a question has been proposed from the Chair, a Member may move without notice, and whether or not any other Member is speaking—

That the question be now put.

The question must be put immediately and resolved without amendment or debate.

Debate of urgent matters

71 Urgent bill

- (a) A Minister may declare a bill to be urgent at any time.
- (b) When a bill is declared urgent, the question—

That the bill be considered urgent—

must be put immediately and resolved without amendment or debate.

- (c) If the question is agreed to, a Minister may move at any time, except when a Member is speaking, a motion specifying times for any stage of the bill. Any motion is subject to *standing orders 74 and 75*.
- (d) The order for the consideration in detail stage may allocate times to particular clauses or parts of the bill.

72 Urgent tariff proposal

- (a) A Minister may declare a proposed resolution for customs or excise tariff to be urgent.
- (b) When a tariff proposal is declared urgent, the question—
That the proposed resolution be considered urgent—
must be put immediately and resolved without amendment or debate.
- (c) If the question is agreed to, a Minister may move at any time, except when a Member is speaking, a motion specifying times for parts of the proposed resolution. Any motion is subject to *standing order 74*.

73 Urgent motion

- (a) Once it has been moved, a Minister may declare a motion to be urgent.
- (b) When a motion is declared urgent, the question—
That the motion be considered urgent—
must be put immediately and resolved without amendment or debate.
- (c) If the question is agreed to, a Minister may immediately move a motion specifying times for the urgent motion. Any motion is subject to *standing order 74*.

74 Limited debate on motion for allotment of time

- (a) The maximum times for debate on a motion for allotment of time are: whole debate 20 mins; each Member 5 mins.
- (b) After 20 minutes, or if debate concludes earlier, the Chair must immediately put the question on any amendment or motion already proposed from the Chair.

75 Proceedings on urgent matter

- (a) If a time has been set for the start of an urgent matter, at the set time the business before the House or the Main Committee must be interrupted and all necessary steps taken so that the urgent matter can proceed.
- (b) At the end of the times allotted for particular proceedings the Chair must conclude the proceedings:

- (i) First the Chair immediately puts any question already proposed from the Chair, and then puts any other question required to dispose of the urgent matter.
 - (ii) If the Government has circulated copies of amendments, new clauses and schedules, and modifications to a bill, at least two hours before the end of the allotted time, they are treated as if they have been moved.
- (c) *Standing order 70*, providing for the closure of a question, does not apply to any proceedings for which time has been allotted.

Point of order and Chair's ruling

76 Point of order

- (a) A Member may raise a point of order with the Chair at any time. Consideration and decision of every other question is suspended until the matter is disposed of.
- (b) A Member interrupted by a point of order must resume his or her seat.
- (c) In a division, Members may speak while seated to a point of order arising out of or during the division.
- (d) If in the Chair's opinion a matter raised is a question of order, the Chair must rule on the point of order.

77 Objection to ruling of Chair

If a Member objects to a ruling of the Chair, the objection or dissent must be declared at once. A Member moving a motion of dissent must submit the motion in writing. If the motion is seconded, the Chair then proposes the question to the House, and debate proceeds immediately.

Disorder

78 Use of certain names

A Member cannot use the name of the Sovereign, the Governor-General, or a State Governor, disrespectfully in debate, or for the purpose of influencing the House in its deliberations.

79 Offensive words

A Member must not use offensive words against a:

- (a) House or Member of the Parliament;
- (b) member of the Judiciary; or
- (c) statute, unless moving for its repeal.

80 Reflections on Members

All imputations of improper motives and all personal reflections on Members are highly disorderly.

81 Disorderly conduct

A Member is disorderly if he or she has:

- (a) persistently and wilfully obstructed the House;
- (b) used objectionable words, which he or she has refused to withdraw;
- (c) persistently and wilfully refused to conform to a standing order;
- (d) wilfully disobeyed an order of the House;
- (e) persistently and wilfully disregarded the authority of the Chair; or
- (f) behaved unacceptably, as determined by the Chair.

82 Intervention by Chair

- (a) The Chair can intervene to prevent any personal quarrel between Members during proceedings of the House.
- (b) The Chair can intervene when a Member is offensive or disorderly.
- (c) When the Chair's attention is drawn to the conduct of a Member, the Chair determines whether or not it is offensive or disorderly.

83 Member ordered to attend House

A Member who wilfully disobeys an order of the House may be ordered to attend the House to answer for his or her conduct. A motion can be moved without notice.

84 Sanctions against a disorderly Member

The Chair can take action against a disorderly Member, or order the Serjeant-at-Arms to take action under *standing order 86(b)*:

Direction to leave the Chamber

- (a) The Chair can direct a disorderly Member to leave the Chamber for one hour. The direction is not open to debate or dissent, and if the Member does not leave the Chamber immediately, the Chair can name the Member under paragraph (b).

Member named and suspended

- (b) The Chair can name a disorderly Member. Immediately following a naming, on a motion being moved, the Speaker puts the question—

That the Member be suspended from the service of the House.

The question must be resolved without amendment, adjournment or debate.

Urgent need to protect House

(c) If the Chair determines there is an urgent need to protect the dignity of the House, the Chair can order a grossly disorderly Member to leave the Chamber immediately. When the Member has withdrawn, the Chair must immediately name the Member and paragraph (b) applies; except that the Chair puts the question for suspension without a motion being necessary. If the question is resolved in the negative, the Member may return to the Chamber.

Term of suspension

- (d) If a Member is named and suspended, the term of the suspension:
- (i) on the first occasion, is for the 24 hour period from the time of suspension;
 - (ii) on the second occasion during the same calendar year, is for the three consecutive sittings following the day of suspension; and
 - (iii) on a third or later occasion during the same calendar year, is for the seven consecutive sittings following the day of suspension.

A suspension in a previous session or an order to withdraw for one hour is disregarded in the calculation of these terms.

Exclusion from Chamber and Main Committee

(e) A Member who is serving a one hour withdrawal or a suspension for 24 hours or more, is excluded from the Chamber, its galleries and the room in which the Main Committee is meeting.

85 If grave disorder, House suspended or adjourned

If grave disorder occurs in the House, the Chair can:

- (a) suspend the sitting and state the time at which he or she will resume the Chair; or
- (b) adjourn the House to the next sitting.

86 Serjeant-at-Arms to remove persons

- (a) If a visitor disturbs the operation of the Chamber or the Main Committee, the Serjeant-at-Arms can remove the visitor or take the visitor into custody.
- (b) If a Member is disorderly, the Speaker can order the Serjeant-at-Arms to remove the Member from the Chamber or the Main Committee, or take the Member into custody.
- (c) If a Member or visitor is arrested by the Serjeant-at-Arms, the Speaker must report this to the House without delay.

7. Questions seeking information

Chapter outline

This chapter provides for Members to ask questions:

- orally and without notice during Question Time, and
 - placed on the Notice Paper.
-

Oral and written questions

87 Daily Question Time

- (a) Question Time begins at 2 pm on Monday, Tuesday, Wednesday and Thursday. The Speaker interrupts any business before the House and calls on questions without notice.
- (b) The business interrupted is dealt with in the following manner:
 - (i) if a division is in progress at the time, the division is completed and the result announced; or
 - (ii) the Speaker sets the time for resumption of debate on the business.

88 Questions to Ministers

- (a) A Member may ask a question in writing of a Minister, to be placed on the Notice Paper for written reply.
- (b) During Question Time, a Member may ask a question orally of a Minister, without notice and for immediate response.
- (c) A Minister can only be questioned on the following matters, for which he or she is responsible:
 - (i) public affairs;
 - (ii) administration; or
 - (iii) proceedings pending in the House.
- (d) Questions may not ask Ministers:
 - (i) for an expression of opinion, including a legal opinion; or
 - (ii) to announce government policy, but may seek an explanation about the policy and its application, and may ask the Prime Minister whether a Minister's statement in the House represents government policy.

89 Questions to other Members

During Question Time, a Member may ask a question orally of another Member who is not a Minister. Questions must relate to a bill, motion, or other business of the House or of a committee, for which the Member asked is responsible.

90 Rules for questions

The following rules apply to questions:

- (a) Questions must not be debated.
- (b) A question fully answered cannot be asked again.
- (c) For questions regarding persons:
 - (i) questions must not reflect on or be critical of the character or conduct of a Member, a Senator, the Sovereign, the Governor-General, a State Governor, or a member of the judiciary: their conduct may only be challenged on a substantive motion; and
 - (ii) questions critical of the character or conduct of other persons must be in writing.
- (d) Questions may not contain:
 - (i) statements of facts or names of persons, unless they can be authenticated and are strictly necessary to make the question intelligible;
 - (ii) arguments;
 - (iii) inferences;
 - (iv) imputations;
 - (v) epithets;
 - (vi) ironical expressions; or
 - (vii) hypothetical matter.
- (e) Questions must not refer to debates in the current session, or to proceedings of a committee not reported to the House.
- (f) Questions must not anticipate discussion on an order of the day or other matter.

91 Speaker's discretion about questions

The Speaker may:

- (a) change the language of a question if the language is inappropriate or does not conform with the standing orders; and
- (b) allow supplementary questions to be asked to clarify an answer to a question asked during Question Time.

92 Lodging questions in writing

- (a) A Member lodging a question for the Notice Paper must deliver it in writing to the Clerk.

- (b) The question must be:
 - (i) authorised by the Member; and
 - (ii) given in sufficient time for it to be published on the Notice Paper.

93 Questions to Speaker

At the conclusion of Question Time, Members may ask questions orally of the Speaker about any matter of parliamentary administration for which he or she is responsible.

Replies to questions

94 Answers

An answer must be relevant to the question.

95 Replies to written questions

- (a) A Minister's written reply to a question must be delivered to the Clerk. The Clerk provides a copy of the reply to the Member who asked the question, and the question and reply are published in Hansard.
- (b) If a reply has not been received 60 days after a question first appeared on the Notice Paper, the Member who asked the question may, at the conclusion of Question Time, ask the Speaker to write to the Minister concerned, seeking reasons for the delay in answering.

8. Motions

Chapter outline

This chapter deals with:

- notices of motion
 - motions
 - questions on motions, and
 - amendments.
-

Notices of motion

96 Giving notice

(a) In all cases, a Member giving a notice of motion must deliver it in writing to the Clerk at the Table. In addition, the Member may state its terms to the House during the period of Members' statements on Mondays under *standing order 32*.

(b) The notice must specify the day proposed for moving the motion and be signed by the Member and a seconder.

(c) Unless the Member has stated the terms of the motion to the House, as provided under paragraph (a), a notice of motion which expresses a censure of, or want of confidence in the government, or a censure of any Member, must be reported to the House by the Clerk at the first convenient opportunity.

97 Notice given for an absent Member

A Member may give a notice of motion on behalf of, and at the request of, another Member who is absent. The notice must show both the absent Member's name and the signature of the Member acting for him or her.

98 Order of notices

Subject to *standing orders 31, 34, 103, 134 and 199*, the Clerk enters notices on the Notice Paper in the order in which they are received, and before orders of the day. A notice of motion becomes effective only when it appears on the Notice Paper.

99 Speaker amends notice

If a notice:

- (a) contains inappropriate language or does not conform with the standing orders, the Speaker must amend the notice; or
- (b) contains matters which are not relevant to each other, the Speaker may divide the notice.

100 Member may change notice

A Member who has given a notice of motion may:

- (a) change the terms of the notice by notifying the Clerk in writing in time for the change to be published on the Notice Paper before the motion is called on; or
- (b) change the day proposed for moving the motion to a later day by notifying the Clerk in writing before the motion is called on; or
- (c) withdraw the notice by notifying the Clerk in writing before the motion is called on.

Proceeding with motions

101 When a motion may be moved

A Member cannot move a motion unless:

- (a) he or she has given a notice of motion and the notice has appeared on the Notice Paper; or
- (b) he or she has leave of the House; or
- (c) as otherwise specified in a standing order.

102 Motions appear on Notice Paper

The order in which motions appear on the Notice Paper is the order in which they are called on. A Member who gave notice of a motion may move its postponement without notice.

103 Motion not moved when called on

A motion not moved when called on is removed from the Notice Paper except if, the Member who gave notice, or another Member at his or her request, sets a future time for moving the motion.

104 Same motion

- (a) A motion which has not been decided by the House but which no longer appears on the Notice Paper may be moved again during the same session.

(b) Subject to *standing order 143*, the Chair may disallow any motion or amendment which he or she considers is the same in substance as any question already resolved in the same session.

105 Motions not called on

If any motions on the Notice Paper have not been called on before the adjournment of the House, they are set down on the Notice Paper for the next sitting, following the motions of which notice has been given for that day.

106 Seconding of motions

(a) Unless otherwise provided, a motion must be seconded. A motion which is not seconded when required may not be debated, and is not recorded in the Votes and Proceedings.

(b) A motion moved by a Minister does not require a seconder.

(c) A motion moved by the Chief Government Whip does not require a seconder if it relates to:

- (i) the sitting arrangements of the House or the Main Committee;
or
- (ii) the conduct of business of the House or the Main Committee,
but not including any stage of a government bill.

Questions on motions

107 Question proposed and put by the Chair

(a) After a motion has been moved and seconded, the Chair immediately proposes a question on the motion to the House.

(b) After the question on the motion has been proposed from the Chair, the motion is in the possession of the House, and cannot be withdrawn without leave.

(c) At the conclusion of debate, the Chair puts the question to the House.

108 Question put following amendments

(a) If amendments to a question have been made, the main question is put as amended.

(b) When amendments have been moved but not made, the question is put as originally proposed.

109 Complicated question divided

The House or the Main Committee may order a complicated question to be divided.

110 Resolution or vote rescinded

A resolution or other vote of the House may be rescinded during the same session. If the purpose of the rescission is to correct irregularities or mistakes the corrections may be made at once by leave of the House or after one day's notice has been given. In all other cases the rescission may only be made after seven days' notice.

Amendments

111 Form of amendments to motions

- (a) Once a question is proposed, it may be amended by:
 - (i) omitting certain words; and/or
 - (ii) inserting or adding words.
- (b) An amendment must be in writing and be signed by the mover and a seconder. If the amendment is not seconded, it will not be debated and is not recorded in the Votes and Proceedings (*but see standing orders 144 and 152*).
- (c) The amendment must be relevant to the question it proposes to amend.
- (d) A proposed amendment may be withdrawn by leave.

112 Questions on proposed amendments

- (a) The Chair puts a question reflecting the purpose of a proposed amendment.
 - (i) If the purpose is to omit certain words, the question is—
That the words proposed to be omitted stand part of the question.
 - (ii) If the purpose is to omit certain words in order to insert or add other words, the question is—
That the words proposed to be omitted stand part of the question.
If this question is resolved in the affirmative, the amendment is disposed of: if negatived, the Chair puts a further question—
That the words proposed be [inserted, or added].
 - (iii) If the purpose is to insert or add certain words, the question is—
That the words proposed be [inserted, or added].
- (b) If no Member objects, instead of the questions in paragraph (a), the Chair may put the question—
That the amendment be agreed to.

113 Restrictions on amendments to be moved

- (a) A proposed amendment must not be inconsistent with a previous decision on the question.
- (b) Amendments must follow the order of the question. An amendment may not be moved to an earlier part of the question
 - (i) after a later part has been amended, or
 - (ii) after an amendment to a later part has been proposed and the proposal has not, by leave, been withdrawn.
- (c) Only an amendment which adds other words may be moved to words which the House has resolved stand part of the question, or which have been inserted in, or added to, a question.
- (d) Each proposed amendment is disposed of before another amendment to the original question can be moved.

114 Amendments to proposed amendments

Amendments may be moved to a proposed amendment as if the proposed amendment were an original question (*see standing order 111*).

9. Voting

Chapter outline

This chapter provides for voting by Members on:

- the voices
 - divisions
 - ballots, and
 - elections for the Speaker and other offices.
-

On the voices

115 Question determined by “Ayes” and “Noes”

A question put by the Chair is resolved by the majority of Members calling either “Aye” or “No”. The Chair then states whether the “Ayes” or the “Noes” have it. If the Chair’s opinion is challenged by more than one Member, the question must be decided by division of the House.

Divisions

116 When division may be taken

A division of the House may take place only after more than one Member challenges the Chair’s opinion about whether a question was resolved for the “Ayes” or the “Noes” and calls for a division. If only one Member calls for a division, that Member may tell the Chair he or she wishes his or her dissent to be recorded, and the dissent must be recorded in the Votes and Proceedings and in Hansard.

117 Four or fewer Members on a side

If, before tellers are appointed, there are four or fewer Members on one side in a division, the Chair declares the decision of the House immediately, without completing the count. The names of the Members who are in the minority are recorded in the Votes and Proceedings.

118 Members calling for division

Members calling for a division must not leave the area of Members' seats and they must vote with those Members who, in the Chair's opinion, were in the minority when the Members called "Aye" or "No".

119 Procedures for a division

- (a) If the House is to divide, the Clerk must ring the division bells for four minutes and the doors must remain open (*see standing order 121* in relation to successive divisions). Any Member, other than Members calling for a division, may leave the area of Members' seats.
- (b) After four minutes the doors are locked and no Member may enter or leave the Chamber until after the division.
- (c) When the doors have been locked, the Chair:
 - (i) states the question to the House;
 - (ii) directs the Members voting "Aye" to sit to the right side of the Chair, and the Members voting "No" to sit to the left; and
 - (iii) appoints tellers for each side.
- (d) No Member may move during counting—from when the tellers are appointed until the result of the division is announced.

120 Procedures for counting and reporting the vote

- (a) For each side of the vote the respective tellers:
 - (i) record the name of each Member voting;
 - (ii) count the total number of Members voting;
 - (iii) sign their records; and
 - (iv) pass them to the Clerk.
- (b) The Clerk reports the total vote to the Chair.
- (c) The Chair then declares the result of the division to the House.

121 Successive divisions

- (a) If there is no intervening debate after a division and another division is called, the Chair appoints tellers immediately and the bells are rung for one minute.
- (b) If there is a successive division, Members who wish to vote in the same way as in the previous division must remain seated until the result of the division is announced. The tellers record each Member's vote as being the same as it was in the previous division unless a Member reports to them. A Member must report to the tellers if he or she:
 - (i) wishes to vote differently to his or her vote in the previous division; or

- (ii) voted in the previous division and does not wish to vote in the current division; or
 - (iii) did not vote in the previous division and wishes to vote in the current division.
- (c) A full count is made if:
- (i) in the Chair's opinion most Members wish to vote differently to their votes in the previous division; or
 - (ii) any confusion or error occurs in the count by the tellers.

122 In case of confusion or error House again divides

If confusion, or error about the numbers reported, occurs and cannot be corrected, the House divides again.

123 Divisions on Mondays

- (a) On Mondays, a division called for during:
- committee and delegation reports;
 - private Members' business;
 - Members' statements;
 - petitions; or
 - grievance debate;

is deferred until the grievance debate has ended. This condition does not apply to a division called on a motion moved by a Minister.

- (b) At the end of the grievance debate, the Chair puts all questions on which a division has been deferred, immediately and successively without amendment or further debate.

124 Member with pecuniary interest not to vote

- (a) A Member may not vote in a division on a question about a matter, other than public policy, in which he or she has a particular direct pecuniary interest.
- (b) The vote of a Member may be challenged on the grounds of the pecuniary interest by means of a substantive motion moved immediately after a division is completed. If the motion is carried, the Member's vote is disallowed.

125 Recording of division

- (a) The Clerk records lists of divisions in the Votes and Proceedings.
- (b) If a Member complains to the House that a division has been wrongly recorded, the Speaker may correct the record.
- (c) If the Speaker gives reasons for exercising a casting vote, they must be entered in the Votes and Proceedings.

Ballots

126 Ballot taken after bells rung

- (a) A ballot may be taken whenever the House thinks fit.
- (b) Before the House proceeds to a ballot, the bells are rung for four minutes.

127 Manner of taking ballot

Unless otherwise provided, a ballot is taken in the following manner:

- (a) Each Member present votes by giving the Clerk a list of Members he or she thinks should be chosen at the ballot. If the list does not contain the exact number of names to be chosen, the vote is invalid and is rejected.
- (b) When all the lists are collected, the Clerk counts the votes and reports the names of the Members having the most votes to the Speaker. These Members are declared chosen.
- (c) If nominees with the most votes receive equal votes, their names are put to a further ballot.

Election of Speaker

128 When an election for Speaker takes place

- (a) An election for Speaker takes place at:
 - (i) the opening of a new Parliament after the Members have been sworn or made an affirmation; or
 - (ii) any time when the office of Speaker is vacant.
- (b) The election is conducted by the Clerk acting as Chair, in the manner provided in *standing order 129*.

129 Election routine

When electing a Member to fill a vacant office the routine is as follows:

Nominees proposed

- (a) The Chair invites nominations for the vacant office.
- (b) A Member moves without notice, the nomination of a Member, who must be present, to the vacant office. The motion must be seconded.
- (c) The nominated Member informs the House whether he or she accepts the nomination.
- (d) The Chair asks:

Is there any further proposal?

This question is repeated after any further proposals and acceptances.

(e) If no further proposal is made the Chair states:

The time for proposals has expired.

No further nominations may be made.

If only one nominee—nominee elected

(f) If a nominee is unopposed, the Chair, without question put, declares the Member, who has been proposed and seconded, to have been elected to the vacant office.

If two or more nominees—debate then ballot

(g) If there are two or more nominees, when the time for proposals has expired, Members may speak on the election, however:

- (i) debate must be relevant to the election; and
- (ii) no Member may speak for more than five minutes.

(h) At any time during debate, and whether any Member is addressing the Chair or not, a Minister may move without notice—

That the question be now put.

The question is put immediately and resolved without amendment or debate. If the votes are equal the question is negatived, and debate may continue. If the question is carried, or when debate ends, the House proceeds to a ballot.

Ballot

(i) Each Member voting provides a ballot paper to the Chair, containing the name of the nominated Member or Members, as relevant, for whom he or she is voting. The Clerks at the Table count the votes:

Election of Speaker

- (i) For the office of Speaker, a nominee must receive a majority of votes. If no nominee has a majority after a ballot, the nominee with the smallest number of votes is excluded from later ballots, and a fresh ballot is held. This process is repeated as often as necessary, until one nominee receives a majority of the votes, and this nominee is elected Speaker.

Election of Deputy Speaker and Second Deputy Speaker

- (ii) For deciding offices other than Speaker, the nominee who has the most votes is elected to the vacant office.

If equal votes in ballot—special ballot

(j) If nominees have equal numbers of votes, making it impossible to calculate which name must be excluded from later ballots, a special ballot takes place. At a special ballot, the routine is as follows:

- (i) the Chair informs the House that the last ballot was inconclusive because nominees had equal numbers of votes;
- (ii) the names of those nominees who received equal numbers of votes are proposed;

- (iii) each Member writes on a ballot paper the name of the nominee he or she wishes to support; and
- (iv) the nominee with the smallest number of votes is excluded from later ballots.

When equal votes in first special ballot

(k) If a first special ballot is inconclusive because nominees have equal numbers of votes, a second special ballot is taken, unless a nominee withdraws making further ballots unnecessary.

When equal votes in second special ballot

(l) If after a second special ballot, nominees again receive equal numbers of votes, the Chair declares the equal votes to the House, and the sitting is suspended for 30 minutes. When the House resumes, the votes are taken again, unless a nominee withdraws making further ballots unnecessary.

When withdrawal of nominee

(m) A nominee may withdraw from an election after the result of the first ballot is declared or in between ballots. After a withdrawal, the election proceeds as if the withdrawn Member had not been nominated.

(n) If a withdrawal leaves only one nominee remaining, that nominee is elected to the vacant office.

130 Successful Member is Speaker

- (a) At the conclusion of an election for Speaker, the Clerk declares the successful Member to have been elected Speaker.
- (b) The successful Member is conducted to the Chair by the proposer and seconder, and takes the Chair of the House as Speaker.
- (c) The Speaker then acknowledges the honour conferred by the House. Once the Speaker is seated the Mace is taken from under the Table, and placed on the Table.
- (d) The Speaker may receive congratulations from the House.

Appointment of Deputy Speaker and Second Deputy Speaker

131 When appointments of Deputy Speaker and Second Deputy Speaker take place

(a) The Deputy Speaker and Second Deputy Speaker are appointed at the beginning of each Parliament, or at any time the respective office becomes vacant. Whenever the two offices are vacant at the same time, appointments for both offices are conducted together.

- (b) The Speaker conducts the appointments under *standing order 132*, and may not vote in an ordinary ballot.
- (c) Only a non-government Member may be appointed as Second Deputy Speaker.

132 Conducting appointments of Deputy Speaker and Second Deputy Speaker

Appointments of Deputy Speaker and Second Deputy Speaker are conducted following the routine in *standing order 129* as qualified here:

Nominee can be absent

- (a) A nominee does not have to be present at the election and does not inform the House whether he or she accepts nomination.

When only one nominee

- (b) If only one Member is nominated the Speaker declares that Member to be the Deputy Speaker. The House may leave the office of Second Deputy Speaker vacant or may in the future agree to a motion to conduct a ballot for the office.

Nominee with most votes is Deputy Speaker

- (c) If two or more Members are nominated, the nominee with the most votes is the Deputy Speaker, and the nominee with the next greatest number of votes is the Second Deputy Speaker.

When Speaker has casting vote

- (d) If two or more Members are nominated and it is impossible to determine the position of Deputy Speaker because nominees have received equal numbers of votes:
 - (i) If two nominees are equal, the Speaker gives a casting vote. The nominee for whom the Speaker votes is the Deputy Speaker and the other nominee is the Second Deputy Speaker.
 - (ii) If more than two nominees are equal, a special ballot takes place, as provided in *standing order 129(j), (k) and (l)*.
- (e) If two or more Members are nominated and it is impossible to determine the position of Second Deputy Speaker because nominees have received equal numbers of votes:
 - (i) If two nominees are equal, the Speaker gives a casting vote. The nominee for whom the Speaker votes is the Second Deputy Speaker.
 - (ii) If more than two nominees are equal, a special ballot takes place, as provided in *standing order 129(j), (k) and (l)*.

Speaker declares successful nominee elected

- (f) At the conclusion of voting for each office the Speaker declares the nominee with the most votes to be appointed to the vacant office.

10. Bills

Chapter outline

This chapter sets out the stages bills go through:

- House bills
 - Senate amendments to House bills
 - bills the Senate may not amend
 - Senate bills and House amendments
 - bills altering the Constitution
 - lapsed bills, and
 - Governor-General's consideration of bills.
-

House bills

133 Initiation of bills

A bill originating in the House is initiated:

- (a) on the calling on of a notice of intention to present a bill;
- (b) by an order of the House; or
- (c) without notice under *standing order 170*.

134 Notice of intention to present bill

(a) A Member giving a notice of intention to present a bill must deliver the notice in writing to the Clerk at the Table. In addition, the Member may state the terms of the notice to the House during the period of Members' statements on Mondays, under *standing order 32*.

(b) The notice must:

- (i) specify the title of the bill and the day for presentation; and
- (ii) be signed by the Member and at least one other Member.

(c) The standing orders apply, to the necessary extent, as if a notice of intention to present a bill were a notice of motion.

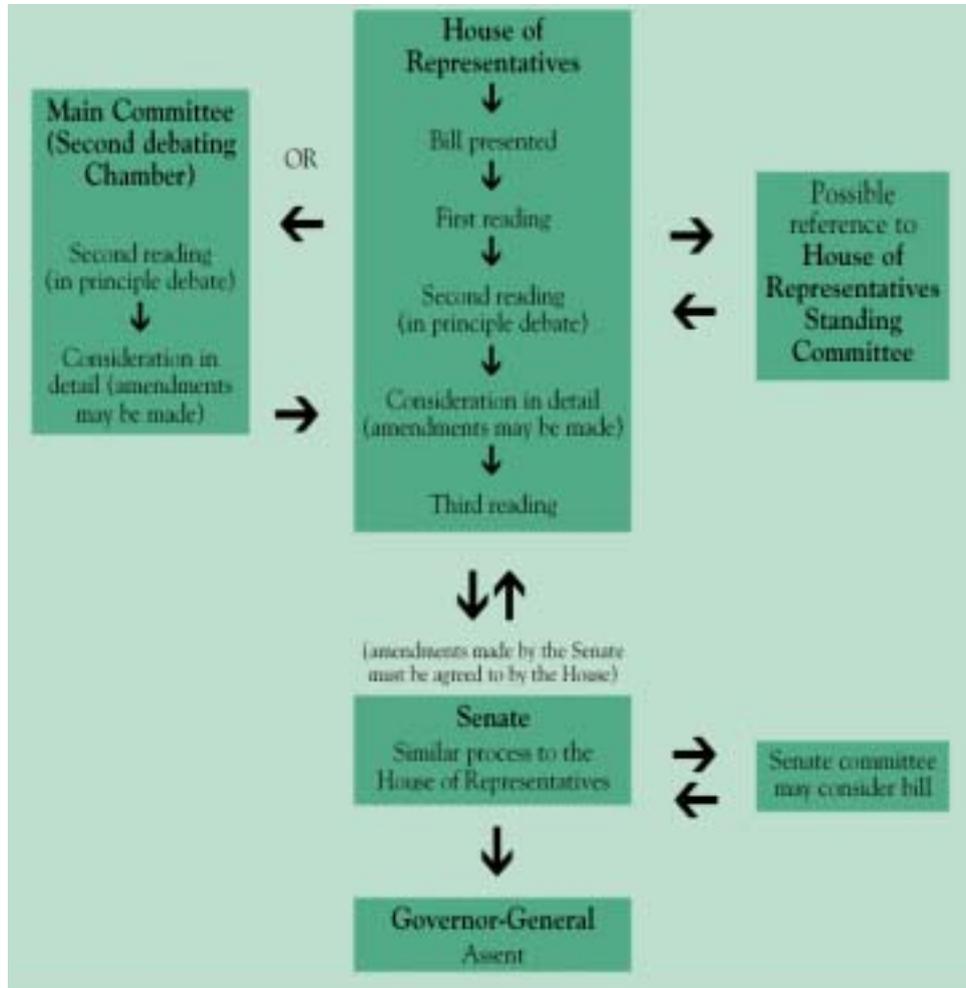
135 Signed copy of bill presented

(a) A Member presenting a bill must sign a legible copy of the bill and give it to the Clerk at the Table.

(b) The title of a bill must agree with the notice of intention to present it, and every clause must come within the title.

Figure 3. Stages a House bill goes through

[STANDING ORDER NOS TO BE ADDED TO DIAGRAM]



First reading

136 First reading

When a Member presents a bill, or a Senate bill is first received, the bill is read a first time without a question being put.

Second reading

137 Second reading and explanatory memorandum

(a) If copies of the bill are available to Members, the Member presenting the bill may move immediately after the first reading, or at a later hour—

That this bill be now read a second time.

The debate on the question must then be adjourned to a future sitting. For private Members' business see *standing order 30*.

(b) If copies of the bill are not available, a future sitting is appointed for the second reading and copies of the bill must then be available to Members.

(c) For any bill presented by a Minister, except an Appropriation Bill, the Minister must present a signed explanatory memorandum at the conclusion of his or her second reading speech. The explanatory memorandum must include an explanation of the reasons for the bill.

138 Bill referred to committee

Before the resumption of debate on the motion for the second reading:

- (a) a motion may be moved without notice to refer a bill to the Main Committee for further consideration as provided in *standing order 175*; or
- (b) a motion may be moved without notice to refer a bill to a standing or select committee for an advisory report. The motion may specify a date by which the committee is to report to the House. After an advisory report has been presented to the House, the bill may then be referred to the Main Committee under paragraph (a).

139 Second reading amendment

(a) An amendment to the question—

That this bill be now read a second time—

must:

- (i) be relevant to the bill;

- (ii) not propose the addition of words to the motion; and
 - (iii) not anticipate an amendment which may be moved during consideration in detail.
- (b) For Appropriation Bills for the ordinary annual services of government, an amendment to the motion may relate to public affairs beyond the scope of the bill.

140 Message from Governor-General

Immediately after the second reading of a bill the Chair announces any message from the Governor-General recommending an appropriation in connection with the bill.

Consideration in detail

141 Consideration in detail

The House or the Main Committee considers the bill in detail immediately following the second reading or after the Chair has announced a message from the Governor-General under *standing order 140*.

A bill is not considered in detail if:

- (a) the bill is before the House and the House grants leave for the question to be moved immediately—
That this bill be now read a third time—

or

- (b) the bill before the Main Committee and the Committee grants leave for the question to be put immediately—
That this bill be reported to the House without amendment.

142 Order in considering bill

- (a) A bill is considered in the following order:
 - (i) clauses and proposed clauses, in numerical order;
 - (ii) schedules and proposed schedules, in numerical order;
 - (iii) postponed clauses which have not been postponed to a specific point;
 - (iv) preamble; and
 - (v) title.
- (b) The Chair proposes a question on each clause or schedule or the preamble or title—

That the [clause or schedule or preamble or title] be agreed to.

No question is put on the words of enactment at the head of the bill.

- (c) In the following cases schedules are considered before clauses:

- (i) an Appropriation Bill—schedules of services for which an appropriation is to be made are considered before the clauses and proposed expenditures in a schedule are considered, in the order in which they appear, unless the House otherwise orders;
- (ii) a bill imposing taxation; and
- (iii) an amending bill—items within a schedule are considered in their numerical order, and consecutive items which amend the same section of an Act are considered together, unless the House otherwise orders.

143 Detail amendments

(a) An amendment may be moved to any part of a bill, if the amendment is within the title or relevant to the subject matter of the bill and conforms to the standing orders.

(b) Debate must be relevant to the clause or amendment before the House or the Main Committee.

(c) If a clause or schedule is amended, the Chair proposes a further question—

That the [clause or schedule], as amended, be agreed to.

Consideration of this question may be postponed.

(d) If an amendment has been made and an amendment of the title is necessary, the title is amended, and the question proposed—

That the title, as amended, be the title of the bill.

If the bill has been considered in the Main Committee the amendment of the title is reported to the House.

(e) No amendment, new clause or new schedule may be moved if it is:

- (i) substantially the same as one already negated by the House or the Main Committee; or
- (ii) inconsistent with one agreed to already by the House or the Main Committee.

If the bill is reconsidered an amendment, new clause or new schedule may be moved.

144 Motion on detail amendments not seconded

As an exception to *standing order 111*, a motion moved during consideration in detail need not be seconded.

Report from Main Committee

145 Bill reported to the House

(a) After a bill is returned from the Main Committee, the Chair of the House reports the bill when other business is not before the House. Any Governor-General's messages, schedules of amendments or unresolved questions are also reported at that time.

(b) When a bill is reported with amendments or with unresolved questions, the report may be considered immediately if copies of the schedules are available to Members. If copies of the schedules are not available, a future time is set for considering the report and copies of the schedules must then be available to Members.

146 Questions to be put

(a) If a bill is reported from the Main Committee without amendment or unresolved questions the question is proposed immediately—

That the bill be agreed to.

The question must be decided without amendment or debate.

(b) If a bill is reported with amendment or unresolved question, matters are dealt with in the following order:

(i) A separate question is proposed on each unresolved question and each is open to amendment or debate.

(ii) A single question is proposed, if necessary—

That the amendments made by the Main Committee be agreed to.

The question must be decided without amendment or debate.

(iii) New amendments may only be moved as a consequence of the resolution by the House of any unresolved question.

(iv) The question is proposed—

That the bill [as amended] be agreed to.

The question must be decided without amendment or debate.

Reconsideration

147 Reconsideration

Before the third reading of a bill is moved, a Member may move without notice that a bill be reconsidered in detail, in whole or in part, by the House.

Third reading and passing the House

148 Question for third reading

(a) When a bill has been agreed to, a future sitting is set for the third reading motion, or the House may grant leave for the motion to be moved immediately. The question is proposed on the motion—

That this bill be now read a third time.

(b) After the third reading no further question may be put, and the bill has passed the House.

149 Corrections to a bill

Under the authority of the Deputy Speaker, the Clerk may correct clerical or typographical errors in a bill.

150 Bill certified and sent to Senate

(a) When the House passes a bill, the Clerk certifies that the bill originated in the House, the date on which it passed, and any accompanying schedules.

(b) After the bill is certified, it is sent to the Senate with a message asking the Senate to agree to the bill.

Senate amendments to House bills

151 Amendments by Senate

(a) If a House bill is returned from the Senate with amendments, the amendments are made available to Members and a time is set for the House to consider them.

(b) The House may:

- (i) agree to any amendments, with or without amendment—
which must be relevant to the Senate amendments;
- (ii) disagree to any amendments;
- (iii) postpone consideration of any amendments; or
- (iv) order the bill to be laid aside.

152 Motion on Senate amendments not seconded

As an exception to *standing order 111*, a motion moved during consideration of amendments to a bill made or requested by the Senate need not be seconded.

153 Further amendments must be relevant

The House may only amend a House bill returned from the Senate if its further amendment is relevant to or consequent upon the House's decision on the Senate amendments.

154 Messages and reasons

- (a) If the House agrees without amendment to Senate amendments to a House bill, the House informs the Senate by message.
- (b) If the House agrees with amendments to Senate amendments to a House bill, the House sends a message returning the bill with a schedule of House amendments and asking the Senate to agree to the House amendments.
- (c) If the House disagrees to Senate amendments to a House bill, a Member:
 - (i) moves—
That the amendment[s] be disagreed to—
 - (ii) presents to the House written reasons for the House not agreeing to the Senate amendments; and
 - (iii) immediately moves—
That the reasons be adopted.

The House sends a message returning the bill for reconsideration, with a schedule listing amendments disagreed to and the reasons.

155 Senate disagreement

- (a) If the Senate returns a House bill insisting on the original Senate amendments to which the House has disagreed, the House may:
 - (i) agree, with or without amendment, to the Senate amendments to which the House had previously disagreed, and make any necessary consequential amendments to the bill; or
 - (ii) insist on its disagreement to the Senate amendments and make any necessary amendments relevant to the rejection of the Senate amendments.
- (b) If the Senate returns a House bill disagreeing to House amendments, the House may:
 - (i) withdraw its amendments and agree to the original Senate amendments;
 - (ii) make further amendments to the bill consequent upon the rejection of its amendments;
 - (iii) make new amendments as alternative to its amendments to which the Senate has disagreed; or
 - (iv) insist on its amendments to which the Senate has disagreed.
- (c) If the Senate returns a House bill with further amendments to the bill or to House amendments, the House may:

- (i) agree, with or without amendment, to the further Senate amendments, making consequential amendments to the bill, if necessary; or
 - (ii) disagree to the further Senate amendments and insist on its own amendments which the Senate has amended.
- (d) In the situations described in paragraphs (a), (b) and (c) the House may:
- (i) return the bill to the Senate;
 - (ii) order the bill to be laid aside; or
 - (iii) ask for a conference.

If the House returns the bill to the Senate, and the Senate returns the bill still disagreeing with any of the requirements of the House, the House sets a time for consideration of the Senate message. On its consideration, the House can order the bill to be laid aside or ask for a conference.

156 Final agreement sent by message

If the House has agreed to the requirements of the Senate in the bill, the House informs the Senate by message.

157 Clerk to certify House bill

Each time the House concludes its consideration of Senate amendments to a House bill, the Clerk certifies the bill and any accompanying schedules.

Bills the Senate may not amend

158 Senate requests

The Senate may return to the House a bill which the Senate may not amend, and by message, request the omission or amendment of any items or provisions. The House may consider the requests immediately, or set a time for considering them. When they are considered:

- (a) The House may agree to the requested amendments, with or without its own amendment. The Clerk then incorporates the amendments in the bill.
- (b) The bill is returned to the Senate with a message, stating how the House has dealt with the requests and asking the Senate to agree to the bill.

Senate bills

159 Bill originating in the Senate

(a) A bill originating in the Senate and coming to the House for the first time proceeds, to the necessary extent, as if it were a bill originating in the House.

(b) When the House passes a Senate bill, the Clerk certifies that the bill has been agreed to by the House, without amendment or with amendments shown in any accompanying schedules, and the House returns the bill to the Senate by message. If the House amends the bill, the schedule of amendments refers to the clause, page, and line of the bill as amended.

160 Senate amendments to House amendments

If the Senate disagrees to or amends the House amendments to a Senate bill and returns the bill to the House, the House sets a time for considering the Senate message, and any schedule with the message is made available to Members.

161 Senate disagreement—further proceedings

(a) If the Senate disagrees to House amendments to a Senate bill, the House may:

- (i) insist, or not insist, on its amendments;
- (ii) make further amendments to the bill consequent upon the rejection of its amendments;
- (iii) make new amendments alternative to the amendments to which the Senate has disagreed; or
- (iv) order the bill to be laid aside.

(b) If the Senate agrees to House amendments with amendments, the House may:

- (i) agree to the Senate's amendments, with or without amendment, making any consequential amendments to the bill;
- (ii) disagree to the Senate's amendments and insist on its own amendments; or
- (iii) order the bill to be laid aside.

(c) Except when a bill is laid aside, the House informs the Senate by message of its decision under paragraph (a) or (b). On any further return of the bill from the Senate with any of the requirements of the House still disagreed to, the House may order the bill to be laid aside.

162 House disagrees to or amends Senate amendments

(a) If the House amends any Senate amendments to original House amendments to a Senate bill, the House must prepare a schedule of

further amendments. The schedule must list each Senate amendment amended by the House and the further amendment made by the House.

(b) If the House disagrees to Senate amendments to House amendments, a Member:

(i) moves—

That the amendment[s] be disagreed to—

and

(ii) presents to the House written reasons for the House not agreeing to the Senate amendments.

The message returning the bill to the Senate contains the reasons.

163 Clerk to certify Senate bill

Each time the House concludes its consideration of a Senate bill, the Clerk certifies the bill and any accompanying schedules.

164 Amendments to words agreed to

The House may not amend any words of a bill which both Houses have agreed to, unless:

(a) the words have been the subject of, or directly affected by, some previous amendment; or

(b) the proposed House amendment is consequent upon an amendment already agreed to or made by the House.

Bills altering the Constitution

165 Absolute majority required

If an absolute majority of the House does not agree to the third reading of a bill which proposes an alteration of the Constitution, the bill is laid aside immediately and may not be revived during the same session of Parliament.

Lapsed bills

166 Restoration after prorogation

(a) A bill lapses if Parliament is prorogued before the bill has reached its final stage.

(b) Proceedings on the bill may be resumed in the next session, at the stage reached in the preceding session, if:

(i) a periodical election for the Senate, or a general election has not taken place between the two sessions; and

- (ii) the House in which the bill originated agrees to the resumption of proceedings.

The House in possession of the bill may resolve to restore it to the Notice Paper. When a bill is in the possession of the House in which it did not originate, that House may not resolve to restore the bill unless it has received a message from the originating House asking for consideration of the bill to be resumed.

(c) A bill restored to the Notice Paper proceeds as if it had not been interrupted by prorogation.

(d) If the House in which the bill originated does not ask for the resumption of proceedings, the bill may be re-introduced.

Governor-General's consideration of bills

167 House bills presented to Governor-General

When a House bill has finally passed both Houses, the Clerk certifies this and the Speaker presents the bill to the Governor-General for assent.

168 Governor-General's proposed amendments to House bills

(a) If the Governor-General returns a bill recommending amendment, the House deals with the amendment in the same manner as Senate amendments.

(b) The House may agree to an amendment proposed by the Governor-General, with or without amendment, and may make any consequential amendments. The House sends any amendment to the Senate for its agreement.

(c) If the Senate makes an amendment, the House deals with it in the manner provided for Senate amendments to House bills in *standing orders 151 to 157*.

(d) If the Governor-General's recommendations have been agreed to by both Houses, with or without amendment, any amendments are incorporated, the Clerk certifies the bill, and the Speaker presents it to the Governor-General.

(e) If the House disagrees to the Governor-General's proposed amendment, or if the two Houses cannot agree on the proposed amendment before the last day of the session, the Speaker again presents the bill in the form as before presented to the Governor-General for assent.

169 Governor-General's proposed amendment of Senate bills

If the Senate has agreed to amendments recommended by the Governor-General to a Senate bill, the House deals with the amendment in the manner provided in *standing orders 159 to 164*.

11. Financial proposals

Chapter outline

This chapter sets out:

- special measures for appropriation and taxation proposals, and
 - procedures for Governor-General's messages recommending appropriation.
-

Proposals for appropriation and taxation

170 Notice not required for certain bills or proposals

A Minister may present without notice an Appropriation Bill or a bill or proposal dealing with taxation.

171 Taxation proposals initiated by Minister

- (a) Only a Minister may initiate a proposal to impose, increase, or decrease a tax or duty, or change the incidence of any charge.
- (b) No Member, other than a Minister, may move an amendment to the proposal unless it does not increase or extend the incidence of the charge proposed beyond the total already existing under any Acts of Parliament.

Messages

172 Appropriations recommended by Governor-General

- (a) All proposals for the appropriation of public money require a message to the House from the Governor-General recommending the purpose of the appropriation.
- (b) For an Appropriation Bill, the message must be announced before the bill is introduced.
- (c) For other bills, a Minister may introduce the bill and the bill may be proceeded with before the message is announced.
- (d) A further message must be received before any amendment can be moved which would increase, or extend the objects and purposes or alter the destination of, a recommended appropriation.

173 Message for Senate requests

A message from the Governor-General recommending an appropriation in relation to a Senate amendment or request for amendment to a bill, must be announced before the House proceeds.

174 Governor-General's messages announced by Chair

The Chair announces all messages from the Governor-General in the House or the Main Committee, as appropriate, but not during a debate or so as to interrupt a Member speaking.

12. Main Committee

Chapter outline

This chapter establishes the Main Committee and provides for:

- the Chair and administration in the Committee
 - meetings and adjournments, and
 - the Committee's business.
-

General

175 Appointment of Main Committee

The Main Committee is established to consider matters referred to it by the House as follows:

- (a) proceedings on bills to the completion of the consideration in detail stage; and
- (b) orders of the day for the resumption of debate on motions.

176 Membership and quorum of Main Committee

- (a) All Members are members of the Main Committee.
- (b) The quorum of the Committee is the Chair, one government Member and one non-government Member.

177 Rules for House apply to Main Committee

The rules applying to the House also apply to the Main Committee, subject to the standing orders in this chapter: see *standing order 3*.

178 Chair and meetings of Main Committee

The Main Committee may meet at any time during a sitting of the House. The Deputy Speaker must set the meeting times of the Committee, notify the times to all Members, and take the Chair when the Committee meets.

179 Maintenance of order

- (a) In the Main Committee, the Deputy Speaker has the same authority as the Speaker for the preservation of order.

- (b) If grave disorder occurs in the Committee the Chair may, or on motion moved without notice by any Member must, suspend the sitting immediately.
- (c) Following a suspension the Chair must report the disorder to the House. Subsequent action against a disorderly Member under *standing order 84* may only be taken in the House.

180 How questions decided

- (a) Every question in the Main Committee is decided on the voices and the result is announced by the Chair.
- (b) If a Member dissents from the announced result, the question is unresolved. An unresolved question is recorded in the minutes, reported to the House and if related to a bill or order of the day, included in a schedule attached to the Committee's report to the House.

181 Minutes recorded by Clerk of Committee

The Clerk of the Committee records the proceedings of the Main Committee as the Minutes of Proceedings of the Committee. The minutes form part of the Votes and Proceedings of the House for that sitting.

Meetings and adjournment of Main Committee

182 Suspensions and adjournments of Main Committee

The following general rules apply to meetings and adjournments of the Main Committee:

- (a) The Chair must suspend proceedings in the Committee to enable Members to attend divisions in the House.
- (b) If a quorum is not present the Chair must immediately suspend proceedings until a stated time, or adjourn the Committee.
- (c) If the House adjourns, the Chair must interrupt the business before the Committee and immediately adjourn the Committee.
- (d) The Committee need not adjourn between items of business, nor during a suspension of the House.
- (e) The Committee stands adjourned on completion of all matters referred to it, or may be adjourned on motion moved without notice by any Member—

That the Committee do now adjourn.

- (f) On a Thursday, at 12.30 pm or on the earlier completion of all matters referred to the Committee, the Chair proposes the question for adjournment.
- (g) Except as provided in *standing order 183* debate on the question for adjournment must be relevant to the question. No amendment may be moved to the question and if it is unresolved, the question is treated as having been resolved in the affirmative.

183 Adjournment debate in Main Committee on Thursday

(a) Before 1.30 pm on a Thursday, debate on the question for adjournment of the Main Committee need not be relevant to the question. Debate may continue for 30 minutes, but must finish by 1.30 pm.

(b) The following qualifications apply:

Member may require question to be put

- (i) If a Member requires the question for adjournment to be put immediately it is proposed, the Chair must put the question immediately and without debate.

Question negatived

- (ii) If the question is negatived, the Committee resumes proceedings from the point of interruption.

Minister may extend debate

- (iii) At 1.30 pm the Chair interrupts debate and adjourns the Committee, unless a Minister asks for the debate to be extended by 10 minutes to enable Ministers to speak in reply to matters raised in the adjournment debate. After 10 minutes, or if debate concludes earlier, the Chair immediately adjourns the Committee.

Unfinished business

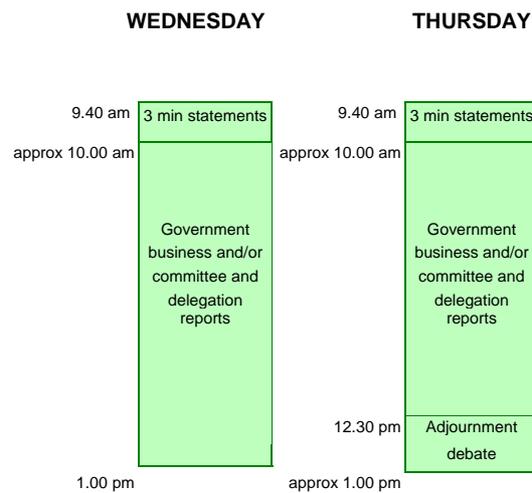
- (iv) If the business being discussed is not disposed of when adjournment is proposed, the business is listed on the Notice Paper for the next sitting.

Main Committee business

184 Committee's routine of business

The Main Committee may meet at any time during a sitting of the House. If the Committee meets on a Wednesday or Thursday the normal routine of business is set out in figure 4 on page 2.

Figure 4. Main Committee routine of business



The sitting times of the Main Committee are set by the Deputy Speaker and are subject to change. Additional sittings may be scheduled if required. The sitting on Thursday may extend until 1.30 p.m.

185 Members' three minute statements

If the Main Committee meets before 10 am the first item of business is statements by Members. The Chair may call a Member, including a Parliamentary Secretary but not a Minister, to make a statement for no longer than three minutes. The period for Members' statements may continue for 18 minutes, but must finish by 10 am.

186 Adjournment of debate

If no Member is able to move adjournment of debate on a matter, the Chair can announce the adjournment:

- (a) when there is no further debate on a matter; or
- (b) at the time set for the adjournment of the Main Committee.

187 Proceedings on bill where question unresolved

The Main Committee may continue proceedings on a bill regardless of unresolved questions unless agreement to an unresolved question is necessary to enable further questions to be considered. If progress cannot be made, the Committee returns the bill to the House for further consideration.

188 Resumption after suspension or adjournment

The Main Committee may resume proceedings at the point at which they were interrupted following any suspension or adjournment of the Committee.

189 Return of matters to the House

The Main Committee may return a matter to the House before its consideration is completed.

- (a) A matter may be returned to the House on a motion moved without notice at any time by any Member, no seconder required—

That further proceedings be conducted in the House.

The motion is put without amendment or debate. If the Committee agrees to, or is unable to resolve, this question, the bill or order of the day is returned to the House.

Consideration in the House must continue from the point reached in the Committee and the House must resolve any issues that the Committee reports.

- (b) The House may at any time require a matter to be returned for further consideration, on a motion moved without notice by any Member. The matter must be set down for consideration at a later hour that day.

190 Report of bill to the House

- (a) When the Main Committee has fully considered a bill referred to it, a final question is put immediately and resolved without amendment or debate—

That this bill be reported to the House, with[out] [an] amendment[s] [and with (an) unresolved question(s)].

- (b) The Clerk of the Committee certifies a copy of the bill or other matter to be reported to the House, together with any schedules of amendments and unresolved questions. Unless otherwise provided, the Chair of the House reports the matter at a later hour that day when other business is not before the House.

13. Standing, select and joint committees

Chapter outline

This chapter provides for committees of Members to be established:

- domestic and investigative standing committees
- special purpose select committees, and
- joint committees.

The chapter also provides for the operation of committees.

Standing committees

191 Appointment of standing committees

Standing committees are appointed at the beginning of each Parliament.

192 General purpose standing committees

(a) The following general purpose standing committees are appointed:

- (i) Standing Committee on Aboriginal and Torres Strait Islander Affairs;
- (ii) Standing Committee on Ageing;
- (iii) Standing Committee on Agriculture, Fisheries and Forestry;
- (iv) Standing Committee on Communications, Information Technology and the Arts;
- (v) Standing Committee on Economics, Finance and Public Administration;
- (vi) Standing Committee on Education and Training;
- (vii) Standing Committee on Employment and Workplace Relations;
- (viii) Standing Committee on Environment and Heritage;
- (ix) Standing Committee on Family and Community Affairs;
- (x) Standing Committee on Industry and Resources;
- (xi) Standing Committee on Legal and Constitutional Affairs;
- (xii) Standing Committee on Science and Innovation; and
- (xiii) Standing Committee on Transport and Regional Services.

(b) A committee appointed under paragraph (a) may inquire into and report on any matter referred to it by either the House or a Minister, including any pre-legislation proposal, bill, motion, petition, vote or expenditure, other financial matter, report or paper.

(c) A committee may make any inquiry it wishes to make into annual reports of government departments and authorities and reports of the Auditor-General tabled in the House. The following qualifications apply to these inquiries:

- (i) Reports stand referred to committees under a schedule tabled by the Speaker to record the areas of responsibility of each committee.
- (ii) The Speaker determines any question about responsibility for a report or part of a report.
- (iii) The period during which an inquiry into an annual report may be started by a committee ends on the day the next annual report of the department or authority is presented to the House.
- (iv) If a committee intends to inquire into all or part of a report of the Auditor-General, the committee must notify the Joint Committee of Public Accounts and Audit of its intention, in writing.

(d) Each committee appointed under paragraph (a) consists of 10 members: six government and four non-government Members. Each committee may supplement its membership by up to two members for a particular inquiry, with a maximum of one extra government and one extra non-government Member.

193 Committee of Privileges

(a) A Committee of Privileges is appointed to inquire into and report on:

- (i) complaints of breach of privilege or contempt which may be referred to it by the House under *standing order 40* or by the Speaker under *standing order 41*; or
- (ii) any other matter referred to it by or in accordance with a resolution of the House.

(b) The committee consists of 11 members: the Leader of the House or his or her nominee, the Deputy Leader of the Opposition or his or her nominee and nine other Members.

194 Library Committee

(a) A Library Committee is appointed to consider any matter about the provision of library services to Members referred to it by the House or by the Speaker.

(b) The committee consists of seven members: the Speaker and six other Members.

195 House Committee

(a) A House Committee is appointed to consider any matter about the provision of facilities in Parliament House referred to it by the House or by the Speaker.

(b) The committee consists of seven members: the Speaker and six other Members.

196 Publications Committee

(a) A Publications Committee is appointed to consider all documents presented to the House which have not been ordered to be published by either House of the Parliament. The committee may report when it sees fit and may recommend a document be published, in whole or in part.

(b) The committee consists of seven members.

(c) If conferring with a similar committee of the Senate the committee may inquire into and report on the publication and distribution of parliamentary and government publications and on matters referred to it by a Minister.

197 Committee of Members' Interests

(a) A Committee of Members' Interests is appointed to:

- (i) to inquire into and report on the arrangements made for the compilation, maintenance and accessibility of a Register of Members' Interests;
- (ii) to consider proposals by Members and others on the form and content of the register;
- (iii) to consider specific complaints about registering or declaring interests;
- (iv) to consider possible changes to any code of conduct adopted by the House; and
- (v) to consider whether specified persons (other than Members) ought to be required to register and declare their interests.

(b) The committee consists of seven members: four government and three non-government Members. When the Opposition is composed of two parties, the non-government Members consist of two members of the larger opposition party, and one member of the smaller opposition party.

(c) The committee may call for witnesses and documents, but must not exercise that power or undertake an investigation of a person's private interests, unless the action is approved by at least four members of the committee other than the chair.

(d) The committee may report when it sees fit, and must report to the House on its operations during the year as soon as possible after 31 December each year.

198 Procedure Committee

(a) A Procedure Committee is appointed to inquire into and report on the practices and procedures of the House and its committees.

(b) The committee consists of seven members: four government and three non-government Members.

199 Selection Committee

(a) A Selection Committee is appointed to arrange the timetable and order of private Members' business and committee and delegation reports for each sitting Monday.

(b) The committee consists of 11 members: the Deputy Speaker, the Chief Government Whip, the Chief Opposition Whip, the Third Party Whip, and four government and three non-government Members. A quorum is five members of the committee.

(c) Once the committee has reported on general principles concerning private Members' business, the House may adopt such principles.

(d) For committee and delegation reports and private Members' business, the committee may determine the order of consideration of the matters, and the times allotted for debate on each item and for each Member speaking.

(e) The committee must report its determinations to the House in time for its decisions to be published on the Notice Paper of the sitting Thursday before the Monday being considered.

(f) Reports of the committee under paragraph (e) are treated as having been adopted when they are presented. Reports are published in Hansard.

Select committees

200 Appointment of select committees

The House may appoint select committees by motion, and must set a day for the reporting of the proceedings of a committee to the House. A member of the committee must present a report of the committee on or before the set day, unless the House grants an extension of time.

Joint committees

201 Appointment of joint committees

(a) The House may agree to a proposal for a joint committee of the House and the Senate. The proposal must state the number of Members the House will appoint to serve on the committee and be sent to the Senate by message.

(b) After receipt of a message from the Senate agreeing to appoint a joint committee in the same terms as agreed to by the House, the House appoints the Members to serve on the committee.

202 Quorum of joint committee

The House may set the quorum of its Members required for a sitting of a joint committee. A joint committee may set its own quorum, subject to any requirement of the House.

203 Report of joint committee

(a) The proceedings of a joint committee are reported to the House by one of the Members it has appointed to serve on the committee.

(b) If the House is not sitting when a joint committee has completed a report of an inquiry the special arrangements provided under *standing order 224(b)* apply.

204 Consideration of bills by House members of joint committees

Members appointed to a joint committee by the House are a committee for the purpose of considering bills referred by the House under *standing order 138*, and this committee operates as a committee of the House.

Operation of committees

205 Rules for House apply to committees

The rules applying to the House also apply to committees, subject to the standing orders in this chapter: see *standing order 3*.

206 Appointment of committee members

(a) Members are appointed to or discharged from a committee by motion moved on notice.

(b) Special arrangements are required for a change in membership when the House is not sitting and is not expected to meet for at least two weeks. The relevant whip must nominate any appointment or

discharge of a member of a committee in writing to the Speaker. The change in membership takes effect from the time the Speaker receives the written nomination. At the next sitting, the Speaker reports the change to the House and the House resolves the membership of the committee.

(c) If a committee is considering a bill referred under *standing order 138*, one or more members of the committee may be replaced by other Members by motion moved on notice. This does not affect the power of a general purpose standing committee to supplement its membership by up to two members, under *standing order 192(d)*.

207 Speaker and Deputy Speakers on committees

The Speaker, the Deputy Speaker or the Second Deputy Speaker are only appointed to a committee if a standing or other order requires the appointment, or if the officeholder consents.

208 Member with pecuniary interest not to sit on inquiry

No Member may sit on a committee if he or she has a particular direct pecuniary interest in a matter under inquiry by the committee. If the right of a Member to sit on a committee is challenged, the committee may report the matter to the House for resolution.

209 Election of committee chair and deputy chair

(a) Before the start of business, a committee elects a government member as its chair. The chair has a casting vote only.

(b) A committee also elects a deputy chair who acts as chair of the committee whenever the chair is not present at a meeting. If neither the chair nor deputy chair is present at a meeting, the members present elect another member to act as chair at the meeting.

210 Quorum of committees

(a) A quorum is three members of a committee. When a quorum is not present, the chair suspends proceedings until a quorum is present or adjourns the committee.

(b) If a quorum is not present within 15 minutes of the time appointed for the meeting of a committee, the members present may retire, and their names are entered in the minutes. The secretary of the committee then notifies members of the next meeting.

211 Subcommittees

(a) A committee may appoint subcommittees of three or more of its members and may refer to a subcommittee any matter which the committee may examine.

(b) A committee appoints the chair of each subcommittee, who has a casting vote only. If the chair of a subcommittee is not present at a meeting of the subcommittee, the members of the subcommittee present elect another member of that subcommittee to act as chair at the meeting.

(c) A quorum of a subcommittee is two of its members.

(d) Members of the committee who are not members of a subcommittee may participate in the public proceedings of the subcommittee but may not vote, move any motion or be counted for the purpose of a quorum.

212 Proceedings and sittings of committee

(a) A committee or a subcommittee may conduct proceedings using any means approved by the House and in the following manner:

- (i) in private meeting;
- (ii) by hearing witnesses, either in public or in private; and
- (iii) in the form of any other meeting, discussion or inspection conducted under the practice of committees of the House.

(b) A committee may resolve to conduct proceedings using audio visual or audio links with members of the committee or witnesses not present in one place. If an audio visual or audio link is used, committee members and witnesses must be able to speak to and hear each other at the same time regardless of location. A committee may resolve for a subcommittee to use audio visual or audio links.

(c) A committee or a subcommittee may conduct proceedings at any time or place as it sees fit, and whether or not the House is sitting.

213 Power to call for witnesses and documents

(a) A committee or a subcommittee may call for witnesses to attend and for documents to be produced.

(b) The chair of a committee or subcommittee directs the secretary of the committee or subcommittee to invite or summon witnesses and to request or require documents to be produced as determined by the committee or subcommittee.

214 Power to make use of records of previous committees

A committee or a subcommittee may consider and make use of the evidence and records of similar committees appointed during previous Parliaments.

215 Conferring with Senate committees

A committee may confer with a similar committee of the Senate.

216 Records of proceedings and documents

- (a) The secretary records the proceedings of the committee or subcommittee in the minutes of proceedings. The minutes are confirmed by the committee or subcommittee and then signed by the chair.
- (b) Documents presented to the committee or subcommittee are signed by the secretary.

217 Admission of visitors

- (a) A committee or subcommittee may admit visitors when it is examining a witness or gathering information in other proceedings.
- (b) All visitors must withdraw if:
 - (i) the chair asks them to;
 - (ii) a member of the committee or subcommittee asks the chair to require them to withdraw; or
 - (iii) the committee or subcommittee is conducting a private meeting.

218 Admission of other Members

Other Members, who are not members of the committee, may be present when a committee or subcommittee is examining a witness, or gathering information in other proceedings. Other Members must withdraw when the committee or subcommittee is conducting a private meeting, or if the committee or subcommittee resolves that they withdraw.

219 Publication of evidence

- (a) A committee or subcommittee may authorise publication of evidence given before it or documents presented to it.
- (b) A committee's or subcommittee's evidence, documents, proceedings and reports may not be disclosed or published to a person (other than a member of the committee or parliamentary employee assigned to the committee) unless they have been:
 - (i) reported to the House; or
 - (ii) authorised by the House, the committee or the subcommittee.
- (c) A committee may resolve to:
 - (i) publish press releases, discussion or other papers or preliminary findings; or
 - (ii) divulge evidence, documents, proceedings or reports on a confidential basis to persons for comment.
- (d) A committee may resolve to authorise a member of the committee to give public briefings on matters related to an inquiry. An authorised member may not disclose evidence, documents proceedings or reports

which have not been authorised for publication. The committee determines the limits of the authorisation.

220 Power to report from time to time

A committee may report from time to time.

221 Report consideration

- (a) The chair of a committee prepares a draft report and presents it to the committee at a meeting convened for report consideration.
- (b) The report may be considered at once if copies have been circulated in advance to each member of the committee. The report is considered paragraph by paragraph. When consideration of the chapters of the report is completed, the appendices are considered in order.
- (c) After the draft report has been considered, the whole or any paragraph may be reconsidered and amended.
- (d) A member objecting to any portion of the report may vote against it or move an amendment when the particular paragraph or appendix is under consideration.
- (e) A member protesting about the report or dissenting from all or part of it may add a protest or dissenting report to the main report.

222 Alternative draft report

A member other than the chair, may give a draft report to the committee, and the committee must decide which report it will consider.

223 Chair signs adopted report

- (a) When a committee has completed its consideration of a draft report, it resolves to adopt the report.
- (b) The chair signs each report of a committee.
- (c) Any protest or dissenting report is signed by the member or members protesting or dissenting.

224 Report presented

- (a) A member of the committee must present a report of the committee together with the minutes of proceedings, to the House.
- (b) Special arrangements are required for times when the House is not sitting and a committee has completed a report of an inquiry. The committee may send the report to the Speaker, or to the Deputy Speaker if the Speaker is unavailable. When the Speaker, or the Deputy Speaker, receives the report:
 - (i) the report may be published; and

- (ii) he or she may give directions for the printing and circulation of the report.

The committee must then present the report to the House as soon as possible.

225 Consideration of report by House

When a report is presented to the House, it may be ordered to be printed with or without the documents accompanying it. Subject to the Selection Committee's determinations under *standing order 199*, the House may set down consideration of the report for a later sitting, when a motion about it may be moved without notice.

14. Witnesses and visitors

Chapter outline

This chapter sets out the requirements for persons attending or visiting the House or a House committee including: Members, Senators, employees of the Parliament, witnesses and visitors.

The chapter also provides for the conduct of Members or House employees attending the Senate or a Senate committee, and for House employees giving evidence anywhere else.

Members, Senators and employees of the Parliament

226 Attendance of Member before House or committee

- (a) If the House orders a Member to attend the Chamber for examination by the House, the Speaker summons the Member to attend in his or her place.
- (b) If a committee wishes a Member to attend as a witness, the chair writes inviting the Member to attend. If the Member refuses to attend or to give evidence or information as a witness, the committee does not summon the Member again, but advises the House.

227 Committee receiving allegations against Members

- (a) Only the Committee of Privileges and the Committee of Members' Interests may inquire into or make findings about the conduct of a Member, unless the House directs another committee to review the conduct of a Member.
- (b) If a committee (other than the Committee of Privileges and the Committee of Members' Interests) receives information or an allegation about a Member, the committee informs the Member and gives the Member an opportunity to make a submission about the matter. Unless the committee considers the matter is without substance, it reports the matter to the House and waits for its directions.

228 Attendance of Senator or Senate employee before House

If the House or one of its committees wishes to examine a Senator, or an employee of the Senate, the House sends a message to the Senate

asking it to give leave to the Senator or employee to attend the House for examination.

229 Attendance of Member or House employee before Senate

(a) If the Senate asks the House by message for a Member to attend before the Senate or one of its committees, the House may authorise the Member to attend, provided the Member agrees.

(b) If the Senate asks the House by message for an employee of the House to attend before the Senate or one of its committees, the House may instruct its own employee to attend, provided the House agrees.

230 Employees of the House not to give evidence without permission

Only if the House grants permission, may an employee of the House, or other staff employed to record evidence before the House or one of its committees, give evidence about proceedings or an examination of a witness.

Other witnesses summoned

231 Witness other than a Member

(a) A witness (other than a Member) may be ordered to attend the House or a committee by summons. The Clerk of the House issues a summons of the House and the secretary of the committee issues a summons of a committee.

(b) The House may deal as it sees fit with a witness who does not or refuses to attend or to give evidence before the House or a committee.

All witnesses

232 Examination of witnesses

(a) A Member giving evidence to the House is examined in his or her place.

(b) A witness (other than a Member) is examined at the Bar, unless the House otherwise orders.

(c) The Speaker examines the witness, and questions addressed by the Members are taken to be put through the Speaker.

(d) A witness before a committee or subcommittee is examined according to the procedure agreed on by the committee.

233 Witness entitled to protection

Any witness giving evidence to the House or one of its committees is entitled to the protection of the House for his or her evidence.

Visitors**234 Admission of Senators and visitors**

(a) Only the Speaker has the privilege of admitting visitors into the lower galleries, and may admit distinguished visitors to a seat on the floor of the Chamber.

(b) No Member may bring a visitor into any part of the Chamber, or that part of the room where the Main Committee is meeting, which is reserved for Members.

(c) Senators have the privilege of being admitted into the Senators' gallery without invitation, but they must observe the Chair's instructions on order.

15. Documents and petitions

Chapter outline

This chapter provides for material to be presented to the House:

- documents, and
 - petitions.
-

Documents

235 Documents presented

- (a) Documents may be presented by Ministers or by the Speaker pursuant to statute or otherwise.
- (b) Documents may be presented at any time when other business is not before the House, or they may be delivered to the Clerk who records them in the Votes and Proceedings. Documents delivered to the Clerk are deemed to have been presented to the House on the day on which they are recorded in the Votes and Proceedings.

236 Documents ordered

The House may order documents to be presented. The Clerk refers all orders for documents to the relevant Minister, and when the documents are received they are presented to the House.

237 Documents quoted are presented

If a Minister quotes from a document about public affairs, a Member may ask for it to be presented to the House. The document must be presented unless the Minister states it is of a confidential nature.

238 Motions to take note

- (a) When any document is presented to the House, a Minister may move without notice either or both of the following motions—
- That the House take note of the document.*
- That the document be made a Parliamentary Paper.*
- (b) Alternatively, at the conclusion of the period for presentation of documents, under *standing order 23*, one motion may be moved that the House take note of certain documents presented. The resumption of

debate on the motion to take note of each of the documents is then made a separate order of the day on the Notice Paper.

(c) A motion referred to in paragraph (a) not moved when the document is presented, may be moved on notice later.

239 Papers authorised for publication

All documents presented to the House are authorised for publication.

Petitions to the House

240 What must be in a petition

A petition for presentation to the House must:

- (a) be addressed to the House of Representatives;
- (b) refer to a matter which is within the power of the House of Representatives to act on, that is, a Commonwealth legislative or administrative matter;
- (c) state the facts which the petitioners wish to bring to the notice of the House; and
- (d) contain a request for the House or the Parliament to take one or more specified actions.

241 How to prepare a petition

A petition must conform to the following requirements:

- (a) It must be on paper.
- (b) It must be legible.
- (c) It must be in English or be accompanied by a translation certified to be correct. The person certifying the translation must place his or her name and address on the translation.
- (d) The text of the petition must not contain any alterations.
- (e) It must not have any letters, affidavits or other documents attached to it.
- (f) The language used must be respectful, courteous and moderate. The petition must not contain irrelevant statements.
- (g) The petition must not contain any indication that it has been sponsored or distributed by a Member of the House of Representatives. However to facilitate its lodgement, the petition may show the name and address of a Member as an address to which the petition may be sent for presentation to the House.
- (h) A petition from a corporation must be made under its common seal. Otherwise it will be received as the petition of the individuals who signed it.

242 Rules about signatures

- (a) Every petition must contain the signature and address of at least one person on the page on which the terms of the petition are written.
- (b) All the signatures on a petition must meet the following requirements:
 - (i) Each signature must be made by the person signing in his or her own handwriting. A petitioner who is not able to sign must make a mark in the presence of a witness. The witness must sign the petition as witness and write his or her address, and the name and address of the petitioner.
 - (ii) Every signature must be written on a page bearing the terms of the petition, or the action asked for by the petition. Signatures must not be copied, pasted or transferred on to the petition or placed on a blank page on the reverse of a sheet containing the terms of the petition.

Presentation of petitions

243 Only a Member may lodge a petition for presentation

A petition for presentation to the House may only be lodged by a Member. A Member cannot lodge a petition from himself or herself.

244 Responsibilities of Members

- (a) Before presenting a petition to the House a Member must:
 - (i) write his or her name and electoral division at the beginning of the petition; and
 - (ii) count the signatories and write the number of signatories at the beginning of the petition.
- (b) If presenting a petition under *standing order 245(b) or (c)*, the Member must also obtain certification by the Clerk or Deputy Clerk that it complies with the standing orders.

245 Presenting a petition

A petition may be presented in one of three ways:

- (a) The Clerk announces petitions on each sitting Monday, in accordance with *standing order 23*. A Member must lodge a petition with the Clerk by 12 noon on the Friday before the Monday on which it is proposed that the petition be presented.
- (b) A Member may present a petition during the periods of Members' statements in the House, in accordance with *standing order 32*, and in the Main Committee, in accordance with *standing order 185*.

(c) A Member may present a petition which refers to a motion or order of the day when that motion or order of the day is moved or called on for the first time.

246 Petition to comply with standing orders

The Clerk or the Deputy Clerk must check that each petition lodged for presentation complies with the standing orders, and if the petition complies he or she certifies the compliance on the petition.

247 Announcement of petitions and responses

(a) Following Question Time on each sitting Monday, the Clerk announces petitions and responses received. The announcement of petitions lodged for presentation states in each case:

- (i) the Member who lodged it;
- (ii) the identity and number of petitioners; and
- (iii) the subject matter of the petition.

(b) Following the announcement of petitions, the Clerk announces any ministerial responses to petitions previously presented.

Action on petitions

248 Petition referred to Minister for response

(a) After a petition is presented to the House, the Clerk must refer a copy of the petition to the Minister responsible for the administration of the matter raised in the petition.

(b) A Minister may respond to a petition by lodging a written response with the Clerk, who announces any ministerial responses in accordance with *standing order 247*.

249 Action by the House

(a) Discussion on the subject matter of a petition is only allowed when it is presented during Members' statements, or when the notice or order of the day to which it relates is called on in accordance with *standing order 245(c)*.

(b) Each petition presented is received by the House, unless a motion that it not be received is moved immediately and agreed to.

(c) The only other motion about a petition that may be moved is a motion that the petition be referred to a particular committee.

(d) The terms of petitions and responses are printed in Hansard.

16. Communication between the House and the Senate

Chapter outline

This chapter provides for communication between the House and the Senate.

General

250 Modes of communication

The House may communicate with the Senate by message or by conference. Committees of the House may also confer with committees of the Senate in accordance with *standing order 215*.

Messages

251 Messages to the Senate

Every message from the House to the Senate is signed by the Speaker or the Deputy Speaker and delivered by the Serjeant-at-Arms.

252 Motion to communicate resolution to the Senate

A Member may move, without notice, that a resolution of the House be communicated by message to the Senate.

253 Messages from the Senate

When the House is sitting, every message from the Senate is received by the Clerk at the Table. When the House is not sitting, the Clerk receives any messages from the Senate. The Chair reports each message at the earliest convenient time and, if required, the House sets a time for its consideration.

Conferences

254 Motion for conference

A Member may move a motion to request a conference with the Senate to resolve a disagreement between the Houses. The motion must contain the names of the Members proposed as delegates of the House.

255 Conference requested by the House

- (a) If the House wishes to confer with the Senate it must request a conference by message.
- (b) The message must contain an outline of the purpose of the conference and propose the number of delegates to represent the House in the conference: at least five.
- (c) The House may not request a conference on the subject of a bill or motion in the possession of the Senate.
- (d) The Senate appoints the time and place for the conference—the House must agree and communicates its agreement by message.

256 Conference requested by the Senate

If the Senate has requested a conference:

- (a) the House appoints an equal number of delegates as the Senate to represent it in the conference;
- (b) the House appoints the time and place for holding the conference; and
- (c) the delegates for the House must assemble at the time and place appointed, and receive the delegates of the Senate.

257 Proceedings at conference

- (a) At any conference it is the duty of the delegates of the House to resolve the disagreement between the two Houses with the delegates of the Senate.
- (b) The delegates of the House must read and deliver in writing to the delegates of the Senate the reasons or resolutions of the House, and hear and receive in writing from the delegates of the Senate the reasons or resolutions of the Senate.
- (c) The delegates may then discuss the disagreement. The objective of the delegates of the House is the withdrawal by the delegates of the Senate of the disagreement, or its modification or amendment.
- (d) For bills, the delegates of the House may not suggest an amendment (other than a consequential amendment) to any words of a bill which both Houses have already agreed, unless the words are directly affected by the disagreement.

258 Conference delegates report proceedings

The delegates of the House must report to the House immediately a conference has ended.

17. Proceedings when Parliament called together

Chapter outline

This chapter sets out procedures for the meeting of Parliament:

- after a general election of Members
 - for a new session of the same Parliament, and
 - including the Governor-General's speech and the address in reply.
-

First meeting of new Parliament after general election

259 First meeting of new Parliament after general election

When Parliament first meets after a general election, the routine is as follows:

- (a) Members meet at the time appointed by the Governor-General in the Proclamation calling Parliament together.
- (b) The Clerk reads the Proclamation to the meeting.
- (c) Members wait for a message inviting them to attend the declaration of the opening of Parliament. Members attend the declaration and return to the Chamber.
- (d) The Clerk presents the returns to writs following the general election.
- (e) Each Member swears the oath or makes the affirmation of allegiance, both orally and in writing.
- (f) Members elect a Speaker under *standing order 129*.
- (g) A Minister informs the House at what time the Governor-General will receive the House and the Speaker.
- (h) Before proceeding to any business the Speaker, leading the House, presents himself or herself to the Governor-General at the appointed time. The Speaker then returns to the Chamber, resumes the Chair and reports his or her presentation to the House.
- (i) Finally, a Minister informs the House at what time the Governor-General will declare the reasons for calling Parliament together. The House may then suspend its sitting

until that time, when it again assembles and waits for a message from the Governor-General.

First meeting for new session—continuing Parliament

260 First meeting for new session—continuing Parliament

On the first meeting of a second or subsequent session of Parliament, the routine is as follows:

- (a) Members meet at the time appointed by the Governor-General in the Proclamation calling Parliament together.
- (b) The Clerk reads the Proclamation to the meeting.
- (c) The Speaker reads Prayers.
- (d) The House waits for a message from the Governor-General stating at what time he or she will declare the reasons for calling Parliament together.

Governor-General's speech and reply

261 House attends to hear Governor-General's speech

- (a) When the House receives a message from the Governor-General, the House attends at the place appointed by the Governor-General to hear the speech stating the reasons for calling Parliament together.
- (b) After the speech, the Speaker and the Members return to the Chamber.

262 Opening speech reported—Address in Reply

- (a) Before the Governor-General's speech is reported some formal business is transacted.
- (b) The Speaker reports the speech to the House.
- (c) A committee is appointed to prepare an Address in Reply to the speech and to present it to the House.
- (d) When the committee presents the proposed Address in Reply to the House a Member moves—

That the Address be agreed to.

263 Presentation of Address

- (a) After the House has agreed to an Address in Reply, the Speaker presents it to the Governor-General. Any Member may accompany the Speaker for the presentation.

(b) The Speaker then reports to the House the Governor-General's reply to the Address.

264 When Governor-General does not attend

(a) If Her Majesty the Queen attends a meeting to declare the reasons for calling the Parliament together, references to the Governor-General in this chapter, are read as references to Her Majesty.

(b) If the Governor-General appoints a Deputy to announce the reasons for calling Parliament together, references to the Governor-General in this chapter, are read as references to the Deputy.

18. Addresses to the Queen or the Governor-General

Chapter outline

This chapter sets out the procedures for making addresses to the Queen or the Governor-General.

265 Addresses moved

- (a) A Minister may move an address to Her Majesty or the Governor-General after notice in the usual manner, except in cases of urgency.
- (b) A Minister may move without notice an address of congratulation or condolence to members of the Royal Family.

266 Addresses to Queen given to Governor-General

The Speaker gives to the Governor-General addresses to Her Majesty or to members of the Royal Family, and asks the Governor-General to send the addresses for presentation.

267 Presentation of addresses to Governor-General

- (a) Unless the House otherwise orders, the Speaker presents any addresses to the Governor-General.
- (b) When the House orders that an address be presented by the whole House, the Speaker and the House together, attend at the place appointed by the Governor-General. The Speaker reads the address to the Governor-General, while the Members who moved and seconded the address take their place at the Speaker's left hand.

268 Governor-General's reply

The Speaker reports to the House the Governor-General's reply to an address presented by the whole House.

19. Absence of provision

269 Absence of provision

In cases not provided for by the House, the Speaker may follow the practice of other Parliaments so far as it may be applied to the House.

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Appendix A

Extract from the report by the Standing Committee on Procedure, *It's your House: Community involvement in the procedures and practices of the House of Representatives and its committees*, October 1999.

Reader friendly standing orders

- 4.7 The standing orders of the House were first developed at the beginning of this century. They have been added to and amended repeatedly over the years with the result that the style of language used is inconsistent, with a mixture of modern and obsolete forms. The structure and order is not always logical. The ambiguous phrasing of some standing orders has led to changing interpretations over the years.
- 4.8 The committee proposes that the standing orders be restructured and, where necessary, rewritten to make them more consistent and easily used by Members and those observers and students seeking to understand better how the House operates. While retaining the effect of the present standing orders, the process could be used to:
- introduce a more logical sequence and groupings;
 - make the language generally more readable and intelligible to the modern reader;
 - incorporate intentions or purposes where appropriate to add meaning to formal processes; and
 - remove inconsistencies and ambiguities.
- 4.9 Uniquely parliamentary terms such as references to 'readings' of bills or 'naming' of a Member should be retained. They are a part of the House's heritage and character and are symbolic of its unique place among

national institutions. Obtuse sentence forms could be modified to make the document more readable.

- 4.10 The committee envisages that such a project would entail a considerable commitment of resources and take some time but a completely revised set of standing orders would be a fitting project for the House in its second 100 years.

Recommendation (8)

- 4.11 The committee recommends that the standing orders be restructured and rewritten to make them more logical, intelligible and readable. The committee recommends that the Clerk prepare a draft for the committee's consideration.**

Appendix B

Translation table for proposed changes to standing orders by reference to proposed numbers

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
Chapter 1—Time limits and definitions		
1 Maximum speaking times	91	Existing order relocated, reorganised and expanded to include other time limits and examples, for easier reference. New subjects included are: <ul style="list-style-type: none"> • urgent matters (extracted from existing SO 92) • privilege matter • statements by leave of the Chair or House • condolence motion
2 Definitions	new order	This is not an active order, but a list of definitions applying to the body of the standing orders. The order consolidates definitions used in existing orders. It also includes other definitions for the first time.
amending bill		
Appropriation Bill		
by leave		
Chair		
Clerk at the Table		
count out		
document		
evidence		
Governor-General	11A	Existing order is replaced by a definition.
House bill		
laid aside		
Main Appropriation Bill		
Member		

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
private Member		
Minister	Resolution Parl. Secs 5 May 1993	Resolution incorporated into definitions.
notice		
order of the day	188	Existing order extracted and incorporated into definitions.
Parliamentary Paper		
parliamentary privileges		
physical limits of the Chamber		
question		
Question Time		
quorum of the House		
quorum of the Main Committee		
reading	216	Existing order extracted and incorporated into definitions.
recess		
seats allotted to Members		
Senate bill		
session		
sitting		
substantive motion		
title of a bill		
visitor		Definition of new term used to replace 'stranger'.
voices		
witness		
3 Application	402 and new provisions	Existing provision included in proposed new order to assist in understanding how the standing orders apply to proceedings in general.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
Chapter 2—The Speaker and administration in the Chamber		
4 Members elect Speaker	part of 12 (a)	Existing orders applying to the offices of Speaker and Deputy Speaker have been relocated in accordance with a general rule of placing less regularly used orders in less prominent locations, and reorganised to improve readability
5 Deputy Speaker and Second Deputy Speaker (a) (b) (c)	13 13A 13B	Existing orders on same matter are combined.
6 Speaker's panel (a) (b) and (c)	18 19	Existing orders on same matter are combined.
7 House informed of absences (a) (b) (c)	14 15 17	Existing orders on same matter are combined.
8 Vacancy in office of Speaker (a) (b)	20 21	Existing orders on same matter are combined.
9 When Deputy Speaker may set time of meeting	22	Existing order is redrafted.
10 Absence of Clerk	23	Proposed order expands 'the Clerk Assistant' to 'a Clerk Assistant'. This expansion reflects current practice of there being more than one Clerk Assistant.
11 Vacancy in office of Clerk	24	Except for substituting 'are' for 'shall' this order is unchanged.
12 Seats for Ministers	32	Proposed order is reworded.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
13 Seats for Members (a) (b)	34 33	Orders on same matter are combined. Proposed order recognises the fact that seating arrangements will change when there is a change of government.
14 Members' roll	30	Reworded to improve readability. Now includes rolls for Territories (existing order refers only to rolls for States).
15 Leave of absence (a) (b)	35 36 and 37	Existing orders on the same matter are combined.
16 Votes and Proceedings (a) (b) (c)	38 Resolution —Votes & Proceed- ings 5/12/1994 279 31	Existing orders and resolution on the same matter are combined. Items recorded in Votes and Proceedings are listed to improve readability. Proposed order expressly provides for the Votes and Proceedings to record the decisions, as well as the proceedings of the House. Proposed order expressly provides for the Votes and Proceedings to record the proceedings and decisions of the Main Committee. Proposed order expressly provides for leave to be recorded, in addition to the recording of attendance.
17 Custody of records	part of 39	Proposed order uses modern language to express the same meaning. The reference to the return of records to a department has been omitted— <i>entry in Appendix D refers</i>

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
Chapter 3 Meeting and adjournment of the House		
18 Set meeting and adjournment times	40 part of 48A	Existing orders on same matter are combined. Proposed order uses a table format and includes express reference to the two weekly pattern of sittings.
19 Changes to meeting times (a) (b)	51 last para 40	Existing orders on same matter are combined. Proposed order includes express reference to the two weekly pattern of sittings.
20 Arrangements for automatic adjournment of the House (a) (b) (c)(i) (c)(ii) (c)(iii) (c)(iv) (c)(v)	48A and part 49 first para 48A + part 49 para after 48A(e) + (g) 48A(a) 48A(b) 48A(f) 48A(e) 48A(d)	Proposed order reorganises existing order to improve readability.
21 Adjournment otherwise (a) (b)	48A(c), 50 49	Proposed order combines existing orders which provide for exceptions to automatic adjournment.
22 Limit on business after 11 pm	103	Existing order on business taken at adjournment time is relocated to follow other orders about adjournment.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
Chapter 4— Business and proceedings of the House		
23 House's routine of business	101	Proposed order is the same in substance as the existing order —a pictorial view of the routine of business replaces the narrative as a measure to improve readability. It has also been relocated towards the front.
24 Priority of business	first para 104	
25 Notice Paper	100A	
26 Orders of the day (a) (b) (c) (d)	part 189 part 189 191 190	Existing orders on same matter are combined, reordered and relocated to end of chapter on business.
27 Prayers	43	Prayers is a subject that doesn't fit closely with any other but doesn't warrant a separate chapter. The logic for relocating the existing order to an introductory part of the chapter on business and proceedings is that it is with other orders that are relevant for each sitting and immediately before the order dealing with the first item of business on Mondays.
28 Presentation of reports (a)(i) (ii) (b)(i) (ii) (c)	102A 102 part 102B 102 part 102B	Existing orders on same subject combined and redrafted to improve readability.
29 Resumption of debate on reports	102C	Existing order redrafted to improve readability.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
30 Private Members' business—procedure (a) (b) (c) (d) (e)	104A first para 104A second para 104A part of third para 104A part of third para 104A fourth para	Existing order is redrafted and restructured.
31 Removal of private Members' business	104B	Existing order redrafted to improve readability.
32 Members' statements on Mondays	106A	Existing order redrafted to improve readability.
33 Grievance debate on Mondays	106	Existing order is set out in alphabetically identified paragraphs to improve readability.
34 Order of government business	105	Proposed order now includes express reference to 'government business'.
35 Discussion of definite matter of public importance (a) (b) (c) (d) (e) (f)	107 first para third para second para	Proposed order is set out in alphabetically identified paragraphs to improve readability. Proposed paragraph (d) states 'If more than one matter is received for the same day, the Speaker selects the matter to be read to the House that day.' <i>Entry in Appendix D refers</i>

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
36 Motions for suspension of orders (a) (b) (c) (d)	399 400 399 401	Existing orders combined and relocated from a separate chapter at the back to a more prominent position in the chapter on business and proceedings. Relocation reflects in part the frequency of use of these orders. Relevancy requirement in (c)(i) is existing practice.
37 Censure or want of confidence in the Government	110	Existing order redrafted to improve readability.
38 Vote of condolence or thanks	157	Existing order redrafted and relocated to form a group of particular motions.
39 Motion of Minister to discuss special matter	108	Existing order is set out in alphabetically identified paragraphs and relocated to form a group of particular motions.
Chapter 5—Privilege		
40 Privilege matter raised when House is sitting (a) (b) (c)	95 96 95	Existing orders on same subject are combined and redrafted with clearer expression. All the proposed orders on privilege have been relocated to a separate chapter.
41 Privilege matter raised when House not sitting (a) (b) (c)	97A first para second para	Existing order is set out in alphabetically identified paragraphs to improve readability.
42 Complaint against publication	97	Existing order is redrafted with clearer expression.
Chapter 6—Debate, order and disorder		
43 Bells at start of meeting of the House	first para 41	Existing orders on quorums have been restructured and relocated to chapter on order and disorder. Proposed order includes express reference to quorum of 30 Members in the text rather than in a footnote.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
44 Member notices lack of quorum	part 45	Footnote deleted.
45 Procedures for counting the House (a) (b) (c) (d)	48 47	Chair's action is taken out and made a separate order applying at any time a quorum is not present.
46 No quorum	part 41 part 44 part 45	Proposed order brings together
47 No quorum at division	part 44	
48 Resumption after count out	90	Existing order relocated to separate grouping of provisions dealing with quorums and counting out.
49 Order kept by Speaker or Chair	52	Proposed order provides for the authority of the Speaker and other Chairs in maintaining order. 52 is redrafted to list out references to the Chamber and the Main Committee.
50 Members to recognise authority of the Chair	53 54	Existing orders on same subject combined. Proposed order includes express requirement for Members to respect authority of whoever takes the Chair.
51 Members moving in the Chamber (a) (b) (c) (d)	58 56 58 57	Existing orders on same subject combined.
52 Leave	111	Existing order is relocated to chapter on order. Proposed order expands on why leave required.
53 No Member is referred to by name	80	Existing order is relocated to group of orders about Members speaking. Proposed order recognises current practice and lists out acceptable forms of address.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
54 Members wishing to speak (a) first sentence second sentence (b) (c)	59 60 55 61	Existing orders on same subject combined. Proposed paragraph (a) omits reference to 'sickness or infirmity' — <i>entry in Appendix D refers.</i>
55 When interruption of Member allowed	84	Existing order redrafted as a list to improve readability.
56 Question is read	83	
57 Personal explanation	64	Existing order is redrafted as a list and to include express reference to not interrupting a Member.
58 Member may speak further in limited circumstances (a) (b) (c) (d) (e)	65 67 91 66	Existing orders on same subject combined. Proposed order sets out the exceptions as a list to improve readability.
59 Seconder may speak immediately or later	70	Existing order is redrafted to include the requirement of current practice that a Member informs the House that he or she reserves the right to speak later.
60 Reply closes debate	68	
61 Member cannot speak after question put	69	Existing order is redrafted using simpler expression.
62 References to other debates or proceedings (a) (b)	71 72	Existing orders on same subject combined.
63 Reflections on votes of House	73	Existing order is redrafted using simpler expression.
64 Irrelevance or tedious repetition	85	Existing order is redrafted as a list to improve readability.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
65 Exceptions to confining debate to question (a) (b) (c)	81 (a) (b)	Existing order is redrafted and expanded for clarity. Proposed order para (b) now includes Address in Reply debate— <i>entry in Appendix D refers.</i>
66 Anticipating discussion (a) (b)	82 163	Existing orders on the same subject are combined.
67 Matters not open to debate (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m)	86 (d) (h) (a) (b) (c) (g) (f) (e) (m) (j) (k) (l) (i)	Existing order has been redrafted to improve readability.
68 Adjournment of debate (a) (b) (c)	87 88 89	Existing orders on the same subject are combined.
69 Closure of Member	94	Existing order relocated to follow other rules on debate.
70 Closure of question	93	Existing order relocated to follow other rules on debate.
71 Urgent bill	92(a)	Existing order is long and complex. It has been separated into five separate but related orders to improve readability.
72 Urgent tariff proposal	92(b)	
73 Urgent motion	92(c)	

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
74 Limited debate on motion for allotment of time	92(d)	
75 Proceedings on urgent matter (a) (b) (c)	92(f) 92(e) 92(g)	
76 Point of order (a) (b) (c) (d)	98 99 205 99, 206	Existing orders on same subject are combined and redrafted as a list to aid readability and to consolidate the major references about points of order in the volume of orders. Omits words 'the question of order has been stated to the Speaker by the Member rising', currently found in SO 99 — <i>entry in Appendix D refers</i> Proposed paragraph (d) restates existing orders about points of order taken during a division.
77 Objection to ruling of Chair	100	Existing order is redrafted using simpler expression.
78 Use of certain names	74	Existing order is redrafted using more direct language to clarify meaning and relocated to section on disorder.
79 Offensive words	75	Existing order is redrafted as list and relocated to section on disorder.
80 Reflections on Members	76	Proposed order differs from existing order only in its use of more active language.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
81 Disorderly conduct (a) (b) (c) (d) (e) (f)	303(b) 303(a) 303(c) 303(d) 309 303(e) 304A	Existing orders on same subject are combined and redrafted as a list to improve clarity. Proposed order is part of the restructured scheme of measures dealing with disorder and sanctions against disorderly Members. Proposed paragraph (d) expressly states that a Member is disorderly if he or she has wilfully disobeyed an order of the House. Proposed paragraph (f) expressly states that the Chair determines whether a Member is disorderly.
82 Intervention by Chair (a) (b) (c)	79 77 78	Existing orders on same subject are combined and redrafted as a list to improve clarity.
83 Member ordered to attend House	309	Existing order is redrafted
84 Sanctions against a disorderly Member (a) (b) (c) (d) (e)	304A 303, 304 306 305 307	Existing orders on same matter are combined. The proposed order builds up a scheme of action for dealing with a disorderly member, moving progressively from serious to more serious sanctions — commencing with suspension of a Member for one hour, then naming and suspension for a longer term.
85 If grave disorder, House suspended or adjourned	308	Existing order is redrafted. The proposed order sets out the action of the Chair in two steps using language similar to that used for action of the Chair in the proposed standing orders on quorums.
86 Serjeant-at-Arms to remove persons (a) (b) (c)	310 306 311	Existing orders on same matter are combined. Proposed paragraph (b) makes more explicit the Chair's power and the Serjeant's responsibilities in existing standing order 306.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
Chapter 7— Questions seeking information		
87 Daily Question Time (a) (b)(i) (b)(ii)	101A first para 101A (a) 101A (b)	Existing order is redrafted and relocated to the position of first order in chapter on questions seeking information, with express reference to Question Time.
88 Questions to Ministers (a) (b) (c) (d)	142 in part 142 in part 142 in part 144 third point	Existing orders on same matter are combined.
89 Questions to other Members	143	Existing order is redrafted.
90 Rules for questions (a) (b) (c) (d) (e) (f)	144 first point 146 153 144 second point 144 fourth point 144 fifth point	Existing orders on same matter are combined. The proposed order is set out in labelled paragraphs for ease of reference. Clearly identifies the two types of 'persons' alluded to under the existing order.
91 Speaker's discretion about questions (a) (b)	147 151	Existing order on matters requiring the discretion of the Speaker in relation to questions are combined.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
92 Lodging questions in writing (a) and (b)	148	Existing order is redrafted. The language of the proposed order recognises the current practice of a Member being able to lodge a question electronically by no longer requiring a Member to 'sign' a question, but to 'authorise' it.
93 Questions to Speaker	152	Existing order is redrafted.
94 Answers	145	Apart from numbering, the existing order is unchanged.
95 Replies to written questions (a) (b)	150 first para second para	Existing order is redrafted.
Chapter 8—Motions		
96 Giving notice	133	Existing order is redrafted.
97 Notice given for an absent Member	134	Existing order is redrafted.
98 Order of notices	135 141	Existing orders on same matter are combined. Reflects current practice of placing notices on the Notice Paper in the order in which they are received— <i>entry in Appendix D refers</i>
99 Speaker amends notice (a) (b)	137 136	Existing orders on same matter are combined.
100 Member may change notice (a) (b) (c)	139 138 140	Existing orders on same matter are combined.
101 When a motion may be moved	154	Existing order is redrafted and set out in separate paragraphs to improve readability.
102 Motions appear on Notice Paper	155	Existing order is redrafted.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
103 Motion not moved when called on	158 159	Existing orders on same matter are combined.
104 Same motion (a) (b)	164 169	Existing orders on same matter are combined and redrafted.
105 Motions not called on	156	Existing order is redrafted.
106 Seconding of motions (a) (b) (c)	160 Resolution —Chief Govt Whip 12/5/1994	Existing order and resolution on same matter are combined. Proposed paragraph (b) is a statement of current practice.
107 Question proposed and put by the Chair (a) (b) (c)	161 162 165	Existing orders on same matter are combined.
108 Question put following amendments (a) (b)	186 187	Existing orders on same matter are combined.
109 Complicated question divided	166	Existing order is redrafted.
110 Resolution or vote rescinded	170	Existing order is redrafted.
111 Form of amendments to motions (a) (b) (c) (d)	171 172 174 173 183	Existing orders on same matter are combined and redrafted.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
112 Questions on proposed amendments (a)(i) (a)(ii) (a)(iii) (b)	175 176 177 178	Existing orders on same matter are combined.
113 Restrictions on amendments to be moved (a) (b) (c) (d) (e)	179 180 181 182	Existing orders on same matter are combined.
114 Amendments to proposed amendments	184 185	Existing orders on the same matter are combined. The cross reference to proposed standing order 111 effectively replaces the requirements in existing standing order 185.
Chapter 9—Voting		
115 Question determined by “Ayes” or “Noes”	167 168 192	Existing orders on same matter are combined.
116 When division may be taken	193	Existing order is redrafted
117 Four or fewer Members on a side	204	Existing order is redrafted.
118 Members calling for division	195	Existing order is redrafted.
119 Procedures for a division (a) (b) (c) (d)	199 200 201 202	Existing orders on same matter are combined.
120 Procedures for counting and reporting the vote	203	Existing order is redrafted as steps to improve readability. The proposed order explicitly sets out the role of the Clerk in receiving the votes and reporting them to the Chair.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
121 Successive divisions (a) (b) (c)	203A 203B	Existing orders on same matter are combined.
122 In case of confusion or error House again divides	208	Existing order is redrafted.
123 Divisions on Mondays (a) (b)	193 last para 104 last para	Existing orders on same matter are combined.
124 Member with pecuniary interest not to vote	196	Existing order is redrafted.
125 Recording of division (a) (b) (c)	207 209 210	Existing orders on same matter are combined.
126 Ballot taken after bells rung (a) (b)	390 12(g) 391	Existing orders on same matter are combined.
127 Manner of taking ballot	392	Existing order is redrafted and set out as list to improve readability.
128 When an election for Speaker takes place (a) (b)	part of 12 2(f)	

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
129 Election routine (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n)	12 (a) (b) (c) (d) (e) (f) (h) (i) (j) (l) (l) (k) (m) [also13]	Existing orders are long and complex. They have been redrafted and restructured, and extra detail has been included to improve clarity. Common provisions for election of Speaker and Deputies (existing 12 and 13) have been combined to save repetition.
130 Successful Member is Speaker (a) (b) (c) (d)	12 (m) (n) (o) (o)	
131 When appointments of Deputy Speaker and Second Deputy Speaker take place (a) (b) (c)	first paras 13 and 22A 22B(a)	
132 Conducting appointments of Deputy Speaker and Second Deputy Speaker (a) (b) (c) (d) (e) (f)	22B 13 (c) 13 (g) 13 (h) 13 (i) 13 (g)	
Chapter 10—Bills		
		Pictorial representation of the passage of a bill inserted to aid understanding.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
133 Initiation of bills	211 (a)	Existing order is redrafted and divided into two proposed orders to improve readability. Obsolete provision for initiation by motion for leave to bring in bill has been omitted— <i>entry in Appendix D refers.</i>
134 Notice of intention to present bill (a) (b) (c)	211 (b) (c) (d)	Existing order is redrafted and divided into two proposed orders to improve readability.
135 Signed copy of bill presented (a) (b)	212 213	Existing orders on same matter are combined.
136 First reading	215	Existing order is redrafted.
137 Second reading and explanatory memorandum	217	Existing order is redrafted and set out as list to improve readability. Change to allow second reading to be moved at a later hour as well as immediately— <i>entry in Appendix D refers.</i>
138 Bill referred to committee (a) (b)	217A 217A 221 (b) 217B	Existing orders on same matter are combined.
139 Second reading amendment	220	Existing order is redrafted and set out as list to improve readability.
140 Message from Governor-General	221 (a)	Provision in an existing order is redrafted.
141 Consideration in detail	222	Existing order is redrafted. Reference in para (a) of existing SO 222 to select committee omitted— <i>entry in Appendix D refers.</i>
142 Order in considering bill (a) (b) (c)	225, 226 225 226	Existing orders on same matter are combined.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
143 Detail amendments (a) (b) (c) (d) (e)	227 228 229, 230 231 233	Existing orders on same matter are combined.
144 Motion on detail amendments not seconded	232	Existing order is redrafted.
145 Bill reported to the House (a) (b)	234 235	Existing orders on same matter are combined.
146 Questions to be put (a) (b)	236A 236	Existing orders on same matter are combined.
147 Reconsideration	236B	Existing order is redrafted.
148 Question for third reading (a) (b)	237, 238 240	Existing orders on same matter are combined. New provision for motion to be moved by leave immediately (actual current practice)— <i>entry in Appendix D refers.</i>
149 Corrections to a bill	241	Existing order is redrafted.
150 Bill certified and sent to Senate (a) (b)	242 243	Existing orders on same matter are combined.
151 Amendments by Senate (a) (b)	244 245	Existing orders on same matter are combined. Options of House are listed out.
152 Motion on Senate amendments not seconded	232	Existing order is redrafted.
153 Further amendments must be relevant	246	Existing order is redrafted.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
154 Messages and reasons (a) (b) (c)	247 249 248	Existing orders on same matter are combined.
155 Senate disagreement	250	Existing order is redrafted.
156 Final agreement sent by message	251	Existing order is redrafted.
157 Clerk to certify House bill	252	Existing order is redrafted.
158 Senate requests	262	Existing order is redrafted.
159 Bill originating in the Senate (a) (b)	253 254, 255	Existing order is redrafted.
160 Senate amendments to House amendments	256	Existing order is redrafted.
161 Senate disagreement—further proceedings	257	Existing order is redrafted.
162 House disagrees to or amends Senate amendments (a) (b)	259 258	Existing orders on same matter are combined.
163 Clerk to certify Senate bill	260	Existing order is redrafted.
164 Amendment to words agreed to	261	Existing order is redrafted.
165 Absolute majority required	263	Existing order is redrafted.
166 Restoration after prorogation	264	Existing order is redrafted.
167 House bills presented to Governor-General	265	Existing order is redrafted.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
168 Governor-General's proposed amendments to House bills (a) (b) (c) (d) (e)	266 267 269	Existing orders on same matter are combined.
169 Governor-General's proposed amendments to Senate bills	268	Existing order is redrafted.
Chapter 11—Financial proposals		
170 Notice not required for certain bills or proposals	291	Existing order is redrafted.
171 Taxation proposals initiated by Minister	293	Existing order is redrafted.
172 Appropriations recommended by Governor-General	292 295 296 297	Existing orders on same matter are combined.
173 Message for Senate requests	298	Existing order is redrafted.
174 Governor-General's messages announced by Chair	294	Existing order is redrafted.
Chapter 12—Main Committee		
175 Appointment of Main Committee first para (a) (b)	275 270	Existing orders on same matter are combined.
176 Membership and quorum of Main Committee (a) (b)	271 272	Existing orders on same matter are combined.
177 Rules for House apply to Main Committee	280	Existing order is redrafted.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
178 Chair and meetings of Main Committee	273	Existing order is redrafted.
179 Maintenance of order	280, 282	Existing redrafted.
180 How questions decided	276	Existing order is redrafted.
181 Minutes recorded by Clerk of Committee	279	Existing order is redrafted.
182 Suspensions and adjournments of Main Committee (a) (b) (c) (d) (e) (f) (g)	274 (b) 285 274 (d) 274(a) 274(c) 274(e) 276 last para	Existing orders on same matter are combined.
183 Adjournment debate in Main Committee on Thursday	274A	Existing order is redrafted.
184 Committee's routine of business	274 + new	New provision inserted showing usual timetable— <i>entry in Appendix D refers.</i>
185 Member's three minute statements	275A	Existing order is redrafted.
186 Adjournment of debate	new	New order is proposed to fill a gap in the current practice— <i>entry in Appendix D refers.</i>
187 Proceedings on bill where question unresolved	277	Existing order is redrafted.
188 Resumption after suspension or adjournment	286	no change
189 Return of matters to the House	270 in part	Existing order is redrafted.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
190 Report of bill to the House (a) (b)	234 280A	Existing orders on same matter are combined.
Chapter 13— Standing, select and joint committees		
191 Appointment of standing committees	323	Existing order is redrafted.
192 General purpose standing committees	324	Existing order is redrafted.
193 Committee of Privileges	325	Existing order is redrafted.
194 Library Committee	326	Existing order is redrafted.
195 House Committee	327	Existing order is redrafted.
196 Publications Committee	328	Existing order is redrafted.
197 Committee of Members' Interests	329	Existing order is redrafted.
198 Procedure Committee	330	Existing order is redrafted.
199 Selection Committee	331	Existing order is redrafted.
200 Appointment of select committees	355 356	Existing orders on same matter are combined.
201 Appointment of joint committees (a) (b)	357 359	Existing orders on same matter are combined.
202 Quorum of joint committee	358	Existing order is redrafted.
203 Report of joint committee	360	Existing order is redrafted.
204 Consideration of bills by House members of joint committees	361	Existing order is redrafted.
205 Rules or House apply to committees	332	Existing order is redrafted. Expanded.
206 Appointment of committee members	333	Existing order is redrafted.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
207 Speaker and Deputy Speaker on committees	334	Existing order is redrafted.
208 Member with pecuniary interest not to sit on inquiry	335	Existing order is redrafted.
209 Election of committee chair and deputy chair	336	Existing order is redrafted.
210 Quorum of committee	337	Existing order is redrafted.
211 Subcommittees	338	Existing order is redrafted.
212 Proceedings and sittings of committee	339	Existing order is redrafted. 339(b) extended to include use of audio visual and audio links by subcommittees (existing order refers only to committees). — <i>entry in Appendix D refers</i>
213 Power to call for witnesses and documents	340	Existing order is redrafted.
214 Power to make use of records of previous committees	341	Existing order is redrafted.
215 Conferring with Senate committees	342	Existing order is redrafted.
216 Records of proceedings and documents	343	Existing order is redrafted.
217 Admission of visitors	344	Existing order is redrafted.
218 Admission of other Members	345	Existing order is redrafted.
219 Publication of evidence	346	Existing order is redrafted.
220 Power to report from time to time	347	Existing order is redrafted.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
221 Report consideration (a) (b) (c) (d) (e)	348, first sentence 349 rest of 349 351 second para 349 third para 349	Existing orders on same matter are combined.
222 Alternative draft report	350	Existing order is redrafted.
223 Chair signs adopted report	352	Existing order is redrafted. Extra detail provided.
224 Report presented	353	Existing order is redrafted.
225 Consideration of report by House	354	Existing order is redrafted.
Chapter 14— Witnesses and visitors		
226 Attendance of Member before House or committee	363	Existing order is redrafted.
227 Committee receiving allegations against Members	364	Existing order is redrafted.
228 Attendance of Senator or Senate employee before House	365	Existing order is redrafted.
229 Attendance of Member or House employee before Senate	366	Existing order is redrafted.
230 Employees of the House not to give evidence without leave	368B	Existing order is redrafted. 368B placed at the end of the section on Members and officers of parliament.
231 Witness other than a Member	362	Existing order is redrafted. 362 placed after orders on Members as witnesses.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
232 Examination of witnesses (a) (b) (c) (d)	368A (c) 368A (a) 368A (d)	Existing orders on same matters are combined.
233 Witness entitled to protection	367	Existing order is redrafted. 367 placed at the end of orders on witnesses.
234 Admission of Senators and visitors (a) (b) (c)	312 315 312	Existing orders on same matter are combined.
Chapter 15— Documents and petitions		
235 Documents presented	319	Existing order is redrafted.
236 Documents ordered	316	Existing order is redrafted.
237 Documents quoted are presented	321	Existing order is redrafted.
238 Motion to take note	322	Existing order is redrafted.
239 Papers authorised for publication	320	Existing order is redrafted.
240 What must be in a petition	112	Existing order is redrafted. 112 with simplified (b).
241 How to prepare a petition	113	Existing order is redrafted. 113 with amended (d) and (g).
242 Rules about signatures	114	Existing order is redrafted. 114 with amended (a).
243 Only a Member may lodge a petition for presentation	115	Existing order is unchanged.
244 Responsibilities of Members (a) (b)	116 117 last para	Existing order is redrafted. 116 with first sentence changed.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
245 Presenting a petition (a) (b) (c)	117 (a) (b) (c)	Existing order is redrafted.
246 Petition to comply with orders	118 (a)	Existing order is redrafted.
247 Announcement of petitions and responses (a) (b)	118 (b) 120 (b)	Existing orders on same matter are combined.
248 Petition referred to Minister for response	120	Existing redrafted.
249 Action by the House	119 120	Existing order is redrafted.
Chapter 16— Communication between the House and the Senate		
250 Modes of communication	369	Existing order is redrafted.
251 Messages to the Senate	370	Existing order is redrafted.
252 Motion to communicate resolution to the Senate	371	Existing order is redrafted.
253 Messages from the Senate	372	Existing order is redrafted.
254 Motion for conference	375	Existing order is redrafted.
255 Conference requested by the House (a) (b) (c) (d)	373 374 377 379	Existing orders on same matter are combined.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
256 Conference requested by the Senate (a) (b) (c)	378 379 380	Existing orders on same matter are combined.
257 Proceedings at conference (a) (b) (c) (d)	383 381, 382 382 383	Existing orders on same matter are combined and restructured.
258 Conference delegates report proceedings	384	Existing order is redrafted.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
Chapter 17— Proceedings when Parliament called together		
259 First meeting of new Parliament after general election a b c d e f g h i	2 first sentence parts of 2(a) parts of 2(b) and (c) part of 2(d) part of 2(d) 2(e) part of 12(o) parts of 12(o) and (p) part of 2(g)	Existing order is relocated and redrafted to improve flow of actions and delete unnecessary references. Words ‘prescribed by the Constitution’ in existing 2(d) omitted— <i>entry in Appendix D refers.</i>
260 First meeting for new session—continuing Parliament	3	Existing order is relocated and redrafted. Actions are listed as separate paragraphs.
261 House attends to hear Governor-General’s speech (a) (b)	4 6	Existing orders on same subject are combined.
262 Opening speech reported—Address in Reply (a) (b) (c) (d)	7 8 8	Existing orders on same subject are combined.

Proposed standing orders June 2002	Existing standing orders	Comments on proposed amendments
263 Presentation of Address	9	Existing order is redrafted. Steps are listed as separate paragraphs and extra detail is included.
264 When Governor-General does not attend	11 5	Existing redrafted.
Chapter 18— Addresses to the Queen or the Governor-General		
265 Addresses moved (a) (b)	393 394	Existing orders on same subject combined.
266 Addresses to Queen given to Governor-General	395	Existing order is redrafted.
267 Presentation of addresses to Governor-General (a) (b)	396 397	Existing orders on same subject combined.
268 Governor-General's reply	398	Existing order is redrafted.
Chapter 19— Absence of provision		
269 Absence of provision	1	Provision now less specific— <i>entry in Appendix D refers.</i>

Appendix C

Translation table for proposed changes to standing orders by reference to existing numbers—June 2002

Existing standing order numbers as at 12 March 2002	Proposed standing orders June 2002
1	269
2	
(a) – (e), (g)	259
2(f)	128(b)
3	260
4	261(a)
5	264(b)
6	261(b)
7	262(a)
8	262(b) (c)
9	263
10	
11	264(a)
11A	2

Existing standing order numbers as at 12 March 2002	Proposed standing orders June 2002
12	
(a)	128, 129(a) (b) (c)
(b)	129(d) (e) (f), 130(b)
(c)	129(d) (e)
(d)	129(g) (i)
(e)	129(g) (ii)
(f)	129(h)
(g)	126(b)
(h)	129(i)
(i)	129(i)
(j)	129(j)
(k)	129(m)
(l)	129(l)
(m)	129(n), 130(a) (b)
(n)	130(b) (c)
(o)	130(d), 259(g)
(p)	259(h)

Existing standing order numbers as at 12 March 2002	Proposed standing orders June 2002
13	
intro	131(a)
(a)	129(a) (b)
(b)	129(e)
(c)	132(b)
(d)	129(g)
(e)	129(g)
(f)	129(h)
(g)	126(b), 132(c)
(h)	132(d)
(i)	132(e), (f)
(j)	129(m)
13A	5(a)
13B	5(b)
14	7(a)
15	7(b)
16	
17	5, 7(c)
18	6(a)
19	6(b) (c)
20	8(a)
21	8(b)
22	9
22A	131(a)
22B	
see 13 above	
23	10
24	11
25	
26	
27	
28	
28A	
28B	
28BA	
28C	
28D	
29	
30	14

Existing standing order numbers as at 12 March 2002	Proposed standing orders June 2002
31	16(c)
32	12
33	13(b)
34	13(a)
35	15(a)
36	15(b)
37	15(b)
38	16 intro, (a)
39	17
40	18, 19(b)
41	43 2 46
42	45(d)
43	27
44	47
45	46
46	
46A	
47	45(c) (d)
48	45(a) (b)
48A	
first para	18 20(a)
a	20(c)(i)
b	20(c)(ii)
c	21(a)
d	20(c)(v)
e	20(c)(iv)
f	20(c)(iii)
g	20(b)
49	20(a) (c)(v)
50	21(a)
51	19(a)
52	49(a) (b)
53	50(a) (b)
54	50(c)
55	54(b)
56	51(b)
57	51(d)
58	51(a) (c)

Existing standing order numbers as at 12 March 2002	Proposed standing orders June 2002
59	54(a)
60	54(a)
61	54(c)
62	
63	—
64	57
65	58(a)
66	58(e)
67	58(c)
68	60
69	61
70	59
71	62(a)
72	62(b)
73	63
74	78
75	79
76	80
77	82(b)
78	82(c)
79	82(a)
80	53
81	65(a), 65(c)
82	66(a)
83	56
84	55
85	64
86	67
87	68(a)
88	68(b)
89	68(c)
90	48
91	1

Existing standing order numbers as at 12 March 2002	Proposed standing orders June 2002
92	
a	71
b	72
c	73
d	74
e	75(b)
f	75(a)
g	75(c)
93	70
94	69
95	40(a) (c)
96	40(b)
97	42
97A	
first para	41(a) (b)
last para	41(c)
98	76(a)
99	76(b) (d)
100	77
100A	25
101	23
101A	
first para	87(a)
a	87(b)(i)
b	87(b)(ii)
102	28(a)(ii)
102A	28(a)(i)
102B	28(b)(i), 28(c)
102C	29
103	22
104	
first para	24
last para	123(b)
104A	30(a)- (e)
104B	31
105	34
106	33
106A	32

Existing standing order numbers as at 12 March 2002	Proposed standing orders June 2002
107 first para second para last para	35 (a) (b) (c) (e) (f) (d)
108	39
109	
110	37
111	52
112	240
113	241
114	242
115	243
116	244
117 a b c last para	245 (a) (b) (c) 244(b)
118 a b	246 247(a)
119	249
120 a b	249(d) 248(a) (b)
121	
122	
123	
124	
125	
126	
127	
128	
129	
130	
131	
132	
133	96
134	97
135	98

Existing standing order numbers as at 12 March 2002	Proposed standing orders June 2002
136	99(b)
137	99(a)
138	100(b)
139	100(a)
140	100(c)
141	98
142	88 (a) (b) (c)
143	89
144 first point second point third point fourth point fifth point	90(a) 90(d) 88(d) 90(e) 90(f)
145	94
146	90(b)
147	91(a)
148	92
149	—
150	95
151	91(b)
152	93
153	90(c)
154	101
155	102
156	105
157	38
158	103
159	103
160	106(a)
161	107(a)
162	107(b)
163	66(b)
164	104(a)
165	107(c)
166	109
167	115
168	115
169	104(b)

Existing standing order numbers as at 12 March 2002	Proposed standing orders June 2002
170	110
171	111(a)
172	111(b)
173	111(c)
174	111(b)
175	112(a)(i)
176	112(a)(ii)
177	112(a)(iii)
178	112(b)
179	113(a)
180	113(b)
181	113(c)
182	113(d)
183	111(d)
184	114
185	114
186	108(a)
187	108(b)
188	2
189	26(a) (b)
190	26(d)
191	26(c)
192	115
193	116, 123(a)
194	—
195	118
196	124
197	119
198	—
199	119(a)
200	119(b)
200A	
201	119(c)
202	119(d)
203	120
203A	121(a)
203B	121 (b) (c)
204	117
205	76(c)

Existing standing order numbers as at 12 March 2002	Proposed standing orders June 2002
206	76(d)
207	125(a)
208	122
209	125(b)
210	125(c)
211	
a	133
b	134(a)
c	134(b)
d	134(c)
212	135(a)
213	135(b)
214	—
215	136
216	2
217	137
217A	138(a) (b)
217B	138(b)
217C	
217D	—
218	
219	—
220	139
221	
a	140
b	138(b)
c	—
222	141
223	—
224	—
225	142(a)(iv) (v) 142(b)
226	142(a) (c)
227	143(a)
228	143(b)
229	143(c)
230	143(c)
231	143(d)

Existing standing order numbers as at 12 March 2002	Proposed standing orders June 2002
232	144
233	143(e)
234	145(a) 190
235	145(b)
236	146(b)
236A	146(a)
236B	147
237	148(a)
238	148(a)
239	—
240	148(b)
241	149
242	150
243	150(b)
244	151(a)
245	151(b)
246	153
247	154(a)
248	154(c)
249	154(b)
250	155
251	156
252	157
253	159(a)
254	159(b)
255	159(b)
256	160
257	161
258	162(b)
259	162(a)
260	163
261	164
262	158
263	165
264	166
265	167
266	168(a)
267	168(b) (c)

Existing standing order numbers as at 12 March 2002	Proposed standing orders June 2002
268	169
269	168(d) (e)
270	175 189
271	176(a)
272	176(b)
273	178
274	182
a	(d)
b	(a)
c	(e)
d	(c)
e	(e) (f)
274A	183
275	175
275A	185
276	180
last para	182(g)
277	187
278	—
279	181 16(b)
280	177
280A	190(b)
281	
282	179
283	
284	
285	182(b)
286	188
287	
288	
289	
290	
291	170
292	172
293	171
294	174
295	172(b)

Existing standing order numbers as at 12 March 2002	Proposed standing orders June 2002
296	172(c)
297	172(d)
298	173
299	—
300	—
301	—
302	—
303	81
304	84(b)
304A	84(a)
305	84(d)
306	84(c) 86(b)
307	84(e)
308	85
309	83
310	86(b)
311	86(c)
312	234(a) (c)
313	
314	—
315	234(b)
316	236
317	—
318	—
319	235
320	239
321	237
322	238
323	191
324	192
325	193
326	194
327	195
328	196
329	197
330	198
331	199
332	205
333	206

Existing standing order numbers as at 12 March 2002	Proposed standing orders June 2002
334	207
335	208
336	209
337	210
338	211
339	212
340	213
341	214
342	215
343	216
344	217
345	218
346	219
347	220
348	221(a)
349	221(b) (d) (e)
350	222
351	221(c)
352	223
353	224
354	225
355	200
356	200
357	201(a)
358	202
359	201(b)
360	203
361	204
362	231
363	226
364	227
365	228
366	229
367	233
368	232(b)
368A	232(a) (c) (d)
368B	230

Existing standing order numbers as at 12 March 2002	Proposed standing orders June 2002
369	250
370	251
371	252
372	253
373	255(a)
374	255(b)
375	254
376	—
377	255(c)
378	256(a)
379	256(b) 255(d)
380	256(c)
381	257(b)
382	257(b) (c)
383	257(a)
384	258
385	
386	
387	
388	
389	
390	126(a)
391	126(b)
392	127
393	265(a)
394	265(b)
395	266
396	267(a)
397	267(b)
398	268
399	36(a) (c)
400	36(b)
401	36(d)
402	3
<i>Joint SOs</i>	
I	—
II	—
III	—

Existing standing order numbers as at 12 March 2002	Proposed standing orders June 2002
<i>Resolutions</i>	
Parliamentary Secretaries p. 94	2
Chief Government Whip p. 94	106(c)
Votes and Proceedings p. 96	16

Table of deletions and changes of substance in proposed standing orders

Existing standing orders as at 12 March 2002	Proposed standing orders—June 2002	Comments on proposed deletions or changes
<p>(Unused numbers)</p> <p>10, 16, 25, 26, 27, 28, 28A, 28B, 28BA, 28C, 28D, 29, 46, 46A, 62, 109, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 200A, 217C, 218, 281, 283, 284, 287, 288, 289, 290, 313, 385, 386, 387, 388, 389</p>	<p>No corresponding proposed SO.</p>	<p>These are remnant standing order numbers which contain no text — they represent provisions which have previously been omitted, but the numbers retained to avoid renumbering.</p>
<p>Practice of House of Commons to be observed, unless other provision is made</p> <p>1 In all cases not provided for hereinafter, or by sessional or other orders or practice of the House, resort shall be had to the practice of the Commons House of the United Kingdom of Great Britain and Northern Ireland in force for the time being, which shall be followed as far as it can be applied.</p>	<p>269 Absence of provision</p> <p>In cases not provided for by the House, the Speaker may follow the practice of other Parliaments so far as it may be applied to the House.</p>	<p>This change was recommended by the Procedure Committee in 1991. (PP 167 (1991) pp. 1–2).</p> <p>Practices of the House have developed their own distinct character during the 100 years since Federation, and are well documented in House of Representatives Practice. Arguably, the most appropriate change would be to delete the order as this would recognise the reality that the House will continue to develop this considered body of practice and to independently adapt the precedents and practices of other parliamentary assemblies to meet its needs. In this draft the order has been moved from first place to last.</p> <p>The proposed change recognises the reality of current practice and does not diminish the ability of the Speaker to draw on the practice of the British Commons where it continues to be relevant.</p> <p>(House of Representatives Practice, p. 186).</p>

Existing standing orders as at 12 March 2002	Proposed standing orders—June 2002	Comments on proposed deletions or changes
<p>Return to Writs presented and Members sworn</p> <p>2 (d) The writ or copy-writ of election of each Member shall be laid upon the Table by the Clerk, and the Members shall then be sworn, or make affirmation, as prescribed by the Constitution.</p>	<p>259</p> <p>... (d) The Clerk presents the returns to writs following the general election. (e) Each Member swears the oath or makes the affirmation of allegiance, both orally and in writing.</p>	<p>Words 'as prescribed by the Constitution' in existing 2(d) omitted (consistent with other orders where there are no references to matters required under the Constitution or other legislation).</p>
<p>Custody of records</p> <p>39 Provided that on the application of a department any original document laid on the Table, if not likely to be further required by Members, may in the Speaker's discretion be returned to such department.</p>	<p>17 Custody of records</p> <p>This part of existing SO omitted from proposed SO 17.</p>	<p>This provision is no longer used. (House of Representatives Practice, p. 578).</p>

Existing standing orders as at 12 March 2002	Proposed standing orders—June 2002	Comments on proposed deletions or changes
<p>Indulgence to Members unable to stand</p> <p>60 By the indulgence of the House, a Member unable conveniently to stand, by reason of sickness or infirmity, will be permitted to speak sitting.</p>	<p>54 Members wishing to speak</p> <p>(a) If a Member is unable to rise, he or she will be permitted to speak while seated.</p>	<p>Proposed paragraph (a) omits 'by reason of sickness or infirmity,'. The House can decide what reasons are acceptable. Acceptable reasons are likely to include reasons other than sickness and infirmity, such as disability. (House of Representatives Practice, p. 478).</p>
<p>When Member may speak</p> <p>63 A Member may speak to any question before the Chair which is open to debate, when moving a motion which will be open to debate, when moving an amendment, when rising to order, upon a matter of privilege or upon a matter submitted under standing order 107, but not otherwise.</p>	<p>SO omitted.</p>	<p>Existing standing order is misleading because it is an incomplete summary of opportunities when a Member may speak. Other standing orders provide for the separate items mentioned. If the standing order remains, it should be amended to list out all opportunities when a Member may speak. (House of Representatives Practice, p. 470).</p>

Existing standing orders as at 12 March 2002	Proposed standing orders—June 2002	Comments on proposed deletions or changes
<p>Debate confined to present question—Exceptions</p> <p>81 No Member may digress from the subject matter of any question under discussion:</p> <p>Provided that—</p> <p>(a) on the question for the adjournment of the House to terminate the sitting, or on the question for the adjournment of the Main Committee prior to 1.30 p.m. on a Thursday, matters irrelevant thereto may be debated, and</p> <p>(b) on the motion for the second reading of an Appropriation or Supply Bill, except an Appropriation or Supply Bill for expenditure that is not expenditure for the ordinary annual services of the Government, matters relating to public affairs may be debated.</p>	<p>65 Exceptions to confining debate to question</p> <p>A Member can only speak on the subject matter of a question under discussion. There are three exceptions:</p> <p>(a) On the question for the adjournment of the House to end the sitting, or for the adjournment of the Main Committee before 1.30 pm on a Thursday.</p> <p>(b) On the debate of the address in reply to the Governor-General's speech made on the first day of a new session or a new Parliament.</p> <p>(c) On the motion for the second reading of the Main Appropriation Bill, and Appropriation Bills for the same purpose, when public affairs may be debated.</p>	<p>New proposed paragraph (b) reflects the longstanding practice that the Address in Reply debate is also exempt from the relevance rule. (House of Representatives Practice, p. 229).</p>

Existing standing orders as at 12 March 2002	Proposed standing orders—June 2002	Comments on proposed deletions or changes
<p>Point of order</p> <p>98 Any Member may at any time raise a point of order which shall, until disposed of, suspend the consideration and decision of every other question.</p> <p>Proceedings on question of order</p> <p>99 Upon a question of order being raised, the Member called to order shall resume his or her seat, and, after the question of order has been stated to the Speaker by the Member rising to the question of order, the Speaker shall give a ruling thereon.</p>	<p>76 Point of order</p> <p>(a) A Member may raise a point of order with the Chair at any time. Consideration and decision of every other question is suspended until the matter is disposed of.</p> <p>(b) A Member interrupted by a point of order must resume his or her seat.</p> <p>(c) In a division, Members may speak while seated to a point of order arising out of or during the division.</p> <p>(d) If in the Chair's opinion a matter raised is a question of order, the Chair must rule on the point of order.</p>	<p>Consistent with practice, para (d) of the proposed order gives the Chair the discretion to accept a point of order.</p> <p>(House of Representatives Practice, p. 229).</p>

Existing standing orders as at 12 March 2002	Proposed standing orders—June 2002	Comments on proposed deletions or changes
<p>Discussion of matter of public importance 107 Speaker to decide priority In the event of more than one matter being presented for the same day, priority shall be given to the matter which, in the opinion of the Speaker, is the most urgent and important, and no other proposed matter shall be read to the House that day.</p>	<p>35 Discussion of definite matter of public importance ... (d) If more than one matter is received for the same day, the Speaker selects the matter to be read to the House that day.</p>	<p>Criteria of 'most urgent and important' no longer specified because the decision is at the Speaker's discretion. (House of Representatives Practice, p. 562).</p>

Existing standing orders as at 12 March 2002	Proposed standing orders—June 2002	Comments on proposed deletions or changes
<p>Order of notices</p> <p>135 Subject to the provisions of standing orders 105, 133, 211 and 331 the notices shall be entered by the Clerk on the Notice Paper, in priority of orders of the day, in the order in which they were received:</p> <p>Provided that:</p> <p>(a) private Members' business notices shall be entered on the Notice Paper in such an order that, as far as possible, priority shall alternate between opposition or other non-government Members and government Members, and</p> <p>(b) two notices received from the same Member shall not be placed consecutively in priority of a notice received from another Member during the same sitting.</p>	<p>98 Order of notices</p> <p>Paragraphs 135 (a) and (b) are omitted from proposed SO 98.</p>	<p>The omitted provisions are not current practice, which is that notices are placed on the Notice Paper in the order in which they are received. This practice does not disadvantage a Member's chances of having a matter brought on for debate (since the advent of the Selection Committee).</p> <p>(House of Representatives Practice, p. 287).</p>

Existing standing orders as at 12 March 2002	Proposed standing orders—June 2002	Comments on proposed deletions or changes
<p>Order of questions 149 The Clerk shall place notices of questions on the Notice Paper in the order in which they were received by the Clerk.</p>	<p>SO omitted.</p>	<p>Existing order is not entirely consistent with practice, which is to also group questions by Member and ministerial precedence. (House of Representatives Practice, p. 536).</p>
<p>Member to vote in accordance with voice 194 Every Member shall vote in accordance with his or her voice (either “Aye” or “No”) and the vote shall be so recorded.</p>	<p>SO omitted.</p>	<p>Existing standing order is unnecessary because of the provisions of existing SO 195 (proposed SO 118). (House of Representatives Practice, p. 274).</p>
<p>Strangers withdraw 198 Previously to any division, Senators and strangers shall, if ordered, withdraw from the Chamber.</p>	<p>SO omitted.</p>	<p>Existing standing order is unnecessary. The Speaker has this power if it was needed. (House of Representatives Practice, p. 272).</p>

Existing standing orders as at 12 March 2002	Proposed standing orders—June 2002	Comments on proposed deletions or changes
<p>Initiation of bills</p> <p>211 (a) A bill (unless received from the Senate) shall be initiated by a motion for leave to bring in a bill specifying its title, by an order of the House, on the calling on of a notice of presentation, or in accordance with the provisions of standing order 291.</p>	<p>133 Initiation of bills</p> <p>A bill originating in the House is initiated:</p> <p>(a) on the calling on of a notice of intention to present a bill;</p> <p>(b) by an order of the House; or</p> <p>(c) without notice under standing order 170.</p>	<p>Provision for initiation by a motion for leave to bring in a bill has been omitted as it is no longer used.</p> <p>(House of Representatives Practice, p. 339. See also 3rd edn, p. 356)</p>
<p>Irregular bill to be withdrawn</p> <p>214 Every bill not prepared according to the standing orders of the House shall be ordered to be withdrawn.</p>	<p>SO omitted.</p>	<p>Existing standing order is unnecessary because any motion or bill not consistent with the standing orders must be withdrawn.</p> <p>(House of Representatives Practice, p. 342).</p>

Existing standing orders as at 12 March 2002	Proposed standing orders—June 2002	Comments on proposed deletions or changes
<p>Second reading and explanatory memorandum</p> <p>217 After the first reading a future day shall be appointed for the Member to move “That this bill be now read a second time” and the bill shall meanwhile be printed:</p> <p>Provided that if copies of the bill have been circulated among Members the second reading may be moved immediately after the bill has been read a first time. The debate on the question shall then be adjourned to a future day.</p> <p>...</p>	<p>137 Second reading and explanatory memorandum</p> <p>(a) If copies of the bill are available to Members, the Member presenting the bill may move immediately after the first reading, <u>or at a later hour</u>—</p> <p><i>That this bill be now read a second time.</i></p> <p>The debate on the question must then be adjourned to a future sitting.</p> <p>...</p>	<p>Underlined words are new.</p> <p>It seems incongruous that a Member is not permitted to do later the same day what he or she is permitted to do immediately. Current practice is that leave would be sought in this situation, but this should not be necessary.</p> <p>(House of Representatives Practice, p. 346).</p>
<p>Subsequent proceedings on bills not referred to Main Committee</p> <p>217D All stages of bills not referred to the Main Committee shall be considered in the House.</p>	<p>SO omitted.</p>	<p>This is automatic and the standing order is unnecessary.</p>

Existing standing orders as at 12 March 2002	Proposed standing orders—June 2002	Comments on proposed deletions or changes
<p>Amendment to second reading</p> <p>219 An amendment may be moved to the question “That the bill be now read a second time” by omitting “now” and adding “this day six months”, which, if carried, shall finally dispose of the bill. No amendment may be moved to this amendment.</p>	<p>SO omitted.</p>	<p>This provision is not used. Exactly the same result is achieved by voting against the second reading.</p> <p>(House of Representatives Practice, p. 355).</p>
<p>Proceedings following second reading</p> <p>221 Immediately after the second reading:</p> <p>Message</p> <p>(a) a message recommending an appropriation in connection with the bill may be announced;</p> <p>Reference to select committee</p> <p>(b) a motion “That this bill be referred to a select committee” may be moved, and</p> <p>Instruction</p> <p>(c) an instruction of which notice has been given may be moved. (see S.O.s 299–302)</p>	<p>Paragraphs (b) and (c) of existing SO omitted.</p>	<p>Proposed standing order 140 contains the provision in paragraph (a).</p> <p>The provision in paragraph (b) is not used. Provision to refer a bill to a select committee (before the second reading) is included in proposed SO 138.</p> <p>The provision in paragraph (c) is consequent upon existing standing orders 299—302 on instructions to committees which have been omitted (see below).</p> <p>(House of Representatives Practice, p. 356–9).</p>

Existing standing orders as at 12 March 2002	Proposed standing orders—June 2002	Comments on proposed deletions or changes
<p>Consideration in detail unless—</p> <p>222 After the second reading, or when proceeding under standing order 221, after those proceedings have been disposed of, the House or the Main Committee, as appropriate, shall forthwith consider the bill in detail unless—</p> <p>(a) the bill has been referred to a select committee in accordance with standing order 221, or . . .</p>	<p>141 Consideration in detail</p> <p>Paragraph (a) of existing SO omitted.</p>	<p>The omitted provision is consequent upon existing standing order 221(b) which has been omitted (see above).</p> <p>The other provisions in the existing standing order are redrafted to form proposed standing order 141.</p>
<p>Bill reported by select committee</p> <p>223 When a bill has been referred to a select committee and reported, a time shall be fixed on a motion without notice of the Member in charge of the bill for the consideration in detail of the bill as reported. The motion shall specify whether the bill is to be considered by the House or the Main Committee.</p>	<p>SO omitted.</p>	<p>This provision is not used. It was consequent on SO 221(b) which has been omitted (see above).</p>

Existing standing orders as at 12 March 2002	Proposed standing orders—June 2002	Comments on proposed deletions or changes
<p>Restriction on reference to select committee 224 No motion for referring a bill to a select committee may be moved after consideration in detail of the bill has been completed.</p>	<p>SO omitted.</p>	<p>This provision is not used. It was consequent on SO 221(b) which has been omitted (see above). Proposed standing order 138 states when a bill may be referred to a select or standing committee.</p>
<p>Day fixed for third reading 237 When a bill has been agreed to at the consideration in detail stage, the Speaker shall notify the House and a future day shall be fixed, on motion, for the third reading.</p>	<p>148 Question for third reading (a) When a bill has been agreed to, a future sitting is set for the third reading motion, or the House may grant leave for the motion to be moved immediately. . . .</p>	<p>Underlined words are new. This change recognises current practice that the third reading is almost invariably moved by leave immediately. (House of Representatives Practice, p. 369).</p>
<p>Amendment to third reading 239 The only amendment which may be moved to such question is by omitting “now” and adding “this day 6 months”, which, if carried, shall finally dispose of the bill.</p>	<p>SO omitted.</p>	<p>This provision is not used. Exactly the same result is achieved by voting against the third reading. (House of Representatives Practice, p. 369-70).</p>
<p>Contradictory motions 278 A motion contradictory of a previous decision of the Main Committee in relation to the same matter shall not be entertained.</p>	<p>SO omitted.</p>	<p>This provision is derived from rules applying to the committee of the whole which no longer exists, and is unnecessary. (House of Representatives Practice, p. 298).</p>

Existing standing orders as at 12 March 2002	Proposed standing orders—June 2002	Comments on proposed deletions or changes
<p>INSTRUCTIONS TO COMMITTEES Effects of an instruction 299 An instruction empowers a committee to consider matters not otherwise referred to it. What instructions may be moved 300 No instruction can be given to a committee to do that which it is already empowered to do, or, in the case of a bill referred to a select committee, to deal with a question beyond the scope of the bill as read a second time. When instructions may be moved 301 An instruction to the Main Committee in relation to a bill requires notice, and can only be moved before the Committee has met to consider the bill. Instruction to committee 302 An instruction to a committee extending or restricting the order of reference may be moved, after notice, on any day prior to the report of the committee.</p>	<p>SOs 299–302 omitted.</p>	<p>The provisions on instructions to committees are not used. They originally related to consideration of bills in the committee of the whole, which no longer exists, or by a select committee following the second reading (a provision which is not used—see SO 221 (b) above).</p> <p>Existing 301 only restates the normal requirements for notice of motions and about the timing and content of decisions of the House in relation to the Main Committee and other committees.</p> <p>The omission of existing 302 does not prevent a committee's terms of reference from being amended (by a motion on notice). (House of Representatives Practice, p. 358–9).</p>

Existing standing orders as at 12 March 2002	Proposed standing orders—June 2002	Comments on proposed deletions or changes
<p>Withdrawal of strangers</p> <p>314 If at any sitting of the House, or the Main Committee, any Member takes notice that strangers are present, the Speaker or the Chair, as the case may be, shall forthwith put the question “That strangers be ordered to withdraw”, which shall be decided without debate: Provided that the Speaker or the Chair may, whenever he or she thinks fit, order the withdrawal of strangers from any part of the Chamber or the room in which the Main Committee is meeting.</p>	<p>SO omitted.</p>	<p>This provision is unnecessary. The Speaker has this power if it is needed.</p> <p>(House of Representatives Practice, p. 114–5).</p>

Existing standing orders as at 12 March 2002	Proposed standing orders—June 2002	Comments on proposed deletions or changes
<p>Addresses for papers involving prerogative</p> <p>317 When the Royal Prerogative is concerned in any paper, an address shall be presented to the Governor-General praying that such paper may be laid before the House.</p> <p>Form of such addresses</p> <p>318 Motions for the production of despatches, or other correspondence addressed to the Governor-General, or for any information emanating from the Governor-General, shall be in the form—“That an address be presented to His or Her Excellency”, to that effect.</p>	<p>SOs omitted.</p>	<p>These provisions are out of date and have not been used. (House of Representatives Practice, p. 320, 575).</p>

Existing standing orders as at 12 March 2002	Proposed standing orders—June 2002	Comments on proposed deletions or changes
<p>Proceedings and sittings of committee 339 (b) A committee may resolve to conduct proceedings using audio visual or audio links with members of the committee or witnesses not present in one place. If an audio visual or audio link is used committee members and witnesses must be able to speak to and hear each other at the same time regardless of location.</p>	<p>212 Proceedings and sittings of committee (b) A committee may resolve to conduct proceedings using audio visual or audio links with members of the committee or witnesses not present in one place. If an audio visual or audio link is used, committee members and witnesses must be able to speak to and hear each other at the same time regardless of location. A committee may resolve for a subcommittee to use audio visual or audio links.</p>	<p>The existing provision, which refers only to the use of audio visual and audio links by committees, is extended to include use of audio visual and audio links by subcommittees (if resolved by the committee).</p>
<p>Examination of witnesses 368A (b) During consideration in detail of a bill in the House, any Member may put questions directly to a witness</p>	<p>Part (b) of SO omitted</p>	<p>This derived from outmoded (and unused) provisions for the committee of the whole stage of bills, which no longer exists.</p>
<p>During conference business suspended 376 During any conference the business of the House shall be suspended.</p>	<p>SO omitted.</p>	<p>There is no need to suspend the business of the House during any conference between the House and the Senate. (House of Representatives Practice, p. 444)</p>

Existing standing orders as at 12 March 2002	Proposed standing orders—June 2002	Comments on proposed deletions or changes
<p>JOINT STANDING ORDERS</p> <p>Acts assented to Acts to be dated—Copy to be retained by Clerk</p> <p>I. Every Act which has passed both Houses and received Her Majesty's assent shall have the date of such assent, or in the case of a bill which has been reserved for the signification of Her Majesty's pleasure thereon, of such reservation, and also the date of proclamation of assent, following the words "Assented to" or "Reserved" and "Assent proclaimed" respectively (as the case may be), within parenthesis, immediately after the title; and one copy of such Act, bearing the signature of the Governor-General, shall be retained by the Clerk for deposit amongst the records of the Parliament.</p>	<p>Joint SOs omitted.</p>	<p>These joint standing orders were previously included in the standing orders of both the House and the Senate. As they are no longer included in Senate standing orders there seems little point in leaving them in the House standing orders.</p>

Existing standing orders as at 12 March 2002	Proposed standing orders—June 2002	Comments on proposed deletions or changes
<p>JOINT STANDING ORDERS <i>—continued</i> Disagreement between the Houses Joint sitting—appointment of Chair II. The Members present at the joint sitting, under section 57 of the Constitution, shall appoint by ballot a Member to preside, and until such appointment the Clerk of the Senate shall act as Chair. Presentation of bill III. The Member chosen to preside shall present to the Governor-General for the Royal Assent any proposed law duly passed at such joint sitting.</p>	<p>Joint SOs omitted.</p>	<p>Joint SOs II and III were in any case found to be not sufficient for a joint sitting under s 57 of the Constitution in 1974, when more extensive rules were adopted.</p> <p>Orders for any joint sitting need to be agreed between the two Houses. Joint orders could readily be developed if needed.</p> <p>(House of Representatives Practice, p. 465)</p>

Existing standing orders as at 12 March 2002	Proposed standing orders—June 2002	Comments on proposed deletions or changes
<p>New provision</p>	<p>184 Committee's routine of business The Main Committee may meet at any time during a sitting of the House. If the Committee meets on a Wednesday or Thursday the normal routine of business is set out in figure 4.</p>	<p>New provision inserted showing the usual timetable for Wednesday and Thursday. The Main Committee usual routine of business is now well established and can now be incorporated into the standing orders. (House of Representatives Practice, p. 249)</p>
<p>New provision</p>	<p>186 Adjournment of debate If no Member is able to move adjournment of debate on a matter, the Chair can announce the adjournment: (a) when there is no further debate on a matter; or (b) at the time set for the adjournment of the Main Committee.</p>	<p>This new standing order is proposed to fill a gap in the current practice. A motion for adjournment of debate has to be moved by a Member who has not yet spoken in the debate or by a Member with the right of reply. It is often the case in the Main Committee that a Member eligible to move the motion is not present. (House of Representatives Practice, p. 503)</p>