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The Parliament of the Commonwealth of Australia

# **Revised Standing Orders**

**The standing orders of the House of  
Representatives as last amended on 6 February  
2003, redrafted and reorganised.**

House of Representatives  
Standing Committee on Procedure

November 2003  
Canberra

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## **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

## **Introduction to the revised standing orders**

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 of the House prepare a draft for the committee's consideration. In response to this recommendation the Clerk prepared a draft *Proposed Standing Orders*, for consideration by the committee. The committee tabled the draft as a discussion paper in September 2002, to give Members and other interested parties the opportunity to have input into the review.

The Procedure Committee has now completed its review of the *Proposed Standing Orders* and has pleasure in presenting its revised draft to the House. The committee recommends that these standing orders be adopted by the House, and hopes that they can come into effect in the next Parliament.

Margaret May  
Chair



**HOUSE OF REPRESENTATIVES**

# **Revised Standing Orders**

**As reviewed by the Standing  
Committee on Procedure**

**November 2003**





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# Chapter 1. Time limits and definitions

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## **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>
<b>Address in Reply</b> Each Member	20 mins
<b>Adjournment of the House or Main Committee—to end the sitting</b> Whole debate in House Whole debate in Main Committee Extended debate (if required by Minister to reply etc)	30 mins not specified 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 31 (House) and 191 (Main Committee))	5 mins

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<i>subject</i>	<i>time (max)</i>
<b><i>Bills—Main Appropriation—second reading</i></b>	
Mover	no limit
Leader of Opposition or Member representing	no limit
Any other Member	20 mins
<b><i>Bills—Other Government—second reading</i></b>	
Mover	30 mins
Leader of Opposition or Member representing	30 mins
Any other Member (including Minister at conclusion of debate)	20 mins
<b><i>Bills—Private Members' (All)—presentation</i></b>	
Presenter <i>(standing order 41)</i>	5 mins
<b><i>Bills—Private Members' (Government)—second reading</i></b>	
Mover	30 mins
Prime Minister or Member representing	30 mins
Leader of Opposition or Member representing	30 mins
Any other Member	20 mins
<b><i>Bills—Private Members' (Non-Government)—second reading</i></b>	
Mover	30 mins
Prime Minister or Member representing	30 mins
Any other Member	20 mins
<b><i>Bills—All—consideration in detail</i></b>	
<b><i>Bills—All—consideration of Senate amendments or requests</i></b>	
Each Member—unlimited number of periods	5 mins

<i>subject</i>	<i>time (max)</i>
<p><b><i>Censure of or no confidence in the Government</i></b>  <i>(if accepted by the Government under standing order 48)</i></p> <p>Mover 30 mins  Prime Minister or Minister representing 30 mins</p> <p>Any other Member 20 mins</p> <p><i>(if otherwise, e.g. under suspension of standing orders, see <b>Other debates—not otherwise provided for</b>)</i></p>	
<p><b><i>Committee and delegation reports on Mondays</i></b>  Each Member</p> <p><i>(standing orders 39 and 40)</i></p>	<p>10 mins maximum, as allotted by the Selection Committee</p>
<p><b><i>Condolence motion</i></b>  Each Member</p> <p><i>(standing order 49)</i></p>	<p>no limit</p>
<p><b><i>Elections of Speaker or Deputy Speakers</i></b>  Each Member</p> <p><i>(standing order 11)</i></p>	<p>5 mins</p>
<p><b><i>Extension of time</i></b>  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><b><i>Grievances</i></b>  Whole debate  Each Member</p> <p><i>(standing order 44)</i></p>	<p>1 hour 20 mins  10 mins</p>
<p><b><i>Matter of public importance</i></b>  Whole discussion  Proposer  Member next speaking</p> <p>Any other Member</p> <p><i>(standing order 46)</i></p>	<p>2 hours  15 mins  15 mins  10 mins</p>

<i>subject</i>	<i>time (max)</i>
<b><i>Other debates—not otherwise provided for</i></b> <i>(e.g. censure of a Minister, reference to committee, approval of public works)</i>	
Mover of a motion	20 mins
Any other Member	15 mins
<b><i>Other statements—by permission from the Speaker</i></b> <i>(e.g. adding to answer, personal explanation, privilege)</i>	
Each Member	at the discretion of the Speaker
<b><i>Other statements—by leave of the House</i></b> <i>(e.g. ministerial statements and responses to them, committee reports)</i>	
Each Member	no limit
<b><i>Private Members' business on Mondays</i></b>	
Whole debate	as allotted by the Selection Committee
Each Member <i>(standing order 41)</i>	
<b><i>Suspension of standing or other orders without notice</i></b>	
Whole debate	25 mins
Mover	10 mins
Secunder (if any)	5 mins
Member next speaking	10 mins
Any other Member <i>(standing order 47)</i>	5 mins
<b><i>Taxation or duty proposal</i></b>	
Mover	20 mins
Leader of Opposition or Member representing	20 mins
Any other Member <i>(standing orders 178 and 179)</i>	10 mins
<b><i>Thanks motion</i></b>	
Each Member <i>(standing order 49)</i>	no limit
<b><i>Urgent matters—allotment of time for debate</i></b>	
Whole debate	20 mins
Each Member <i>(standing order 84)</i>	5 mins



## 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 Bills*** are bills which appropriate money to fund annual government expenditure (other bills may appropriate money for special purposes).

***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. The expression is used in *standing orders 128 and 129 (divisions)*. See figure 1.

***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.

***committee*** includes a House or joint, standing or select committee

***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:

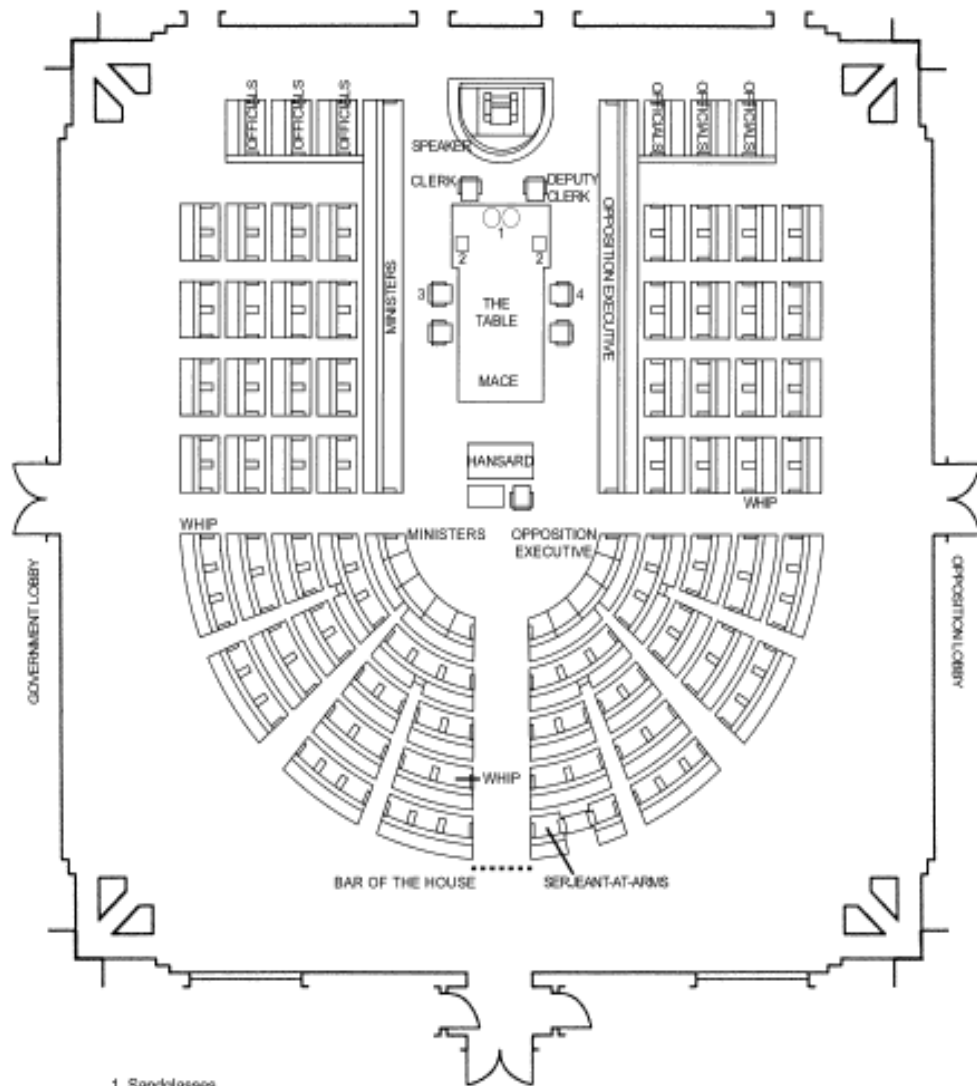
- (i) anything on which there is writing;
- (ii) anything on which there are marks, figures, symbols or perforations having a meaning for persons qualified to interpret them;
- (iii) anything from which sounds, images or writings can be reproduced with or without the aid of anything else; or
- (iv) a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

***Governor-General*** includes an Administrator of the Commonwealth.

**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

**House bill** is a bill originating in the House.

**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 a year appropriating money to fund expenditure for the ordinary annual services of government—that is, Appropriation Bill (No. 1).

**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 *standing order 98 (questions seeking information)*, and *standing order 193 (Members' three minute statements in the Main Committee)*.

**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.

**Parliamentary Secretary** see **Minister**.

**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. The expression is used in *standing order 56 (quorum)*. See *figure 1*.

**privilege** means the special rights and immunities belonging to the House, its committees and its members in accordance with section 49 of the Constitution, and as qualified by the *Parliamentary Privileges Act 1987*.

**present a paper** means table a paper.

**prorogation** means the formal ending of a session of Parliament by the Governor-General.

**question**, in relation to a motion, means the matter before the House or Main Committee for decision. The question is proposed from the Chair to the House after a motion has been moved and, if necessary, seconded. During the debate the Speaker states the question to the House between speeches. At the end of the debate the Speaker puts the question by restating the question to the House and asking Members for and against the question to call 'Aye' or 'No'.

**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 97*).

**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.

**reply** is the closing speech of a debate in which the mover of a motion sums up or responds to the debate.

**Senate bill** is a bill originating in the Senate.

**service of the House** means attendance in the Chamber. Used in (*standing order 26 (leave of absence)*, and (*standing order 94(b) (Member suspended)*)—but see also *standing order 94(e)*.

**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.

**sitting** means the period commencing with the meeting of the House and concluding at the adjournment of the House. (A sitting may extend over more than one day, and it is possible, although unusual, to have more than one sitting on a day.)

**Speaker** is defined in *standing order 3(d)*

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

**Supply Bills** appropriate money to fund government expenditure on an interim basis until Appropriation Bills have passed (now rarely necessary).

**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 made under the power granted by section 50 of the Constitution. 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 14 (*standing orders 183–198*), and

(ii) in all other committees, to the orders in Chapter 16 (*standing orders 214–248*).

(d) The Speaker is the principal officeholder of the House. References in the standing orders to the duties and actions for which the Speaker is responsible are to **Speaker**, notwithstanding the practice of relief arrangements 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. Similarly, references to the duties and actions for which the Deputy Speaker is responsible in relation to the Main Committee are to the Deputy Speaker notwithstanding relief arrangements.

Some matters are reserved only for the Speaker, or an acting Speaker: role in the election of Deputy Speaker and Second Deputy Speaker (*standing orders 13–14*); selection of the matter of public importance (*standing order 46*); decisions on matters of privilege (*standing orders 51–52*). The power to exercise a casting vote (*standing order 135*) is reserved for the Speaker, Acting Speaker, Deputy Speaker or Second Deputy Speaker.

(e) The Speaker (or other Member presiding) is responsible for ruling whenever any question arises as to the interpretation or application of a standing order and for deciding cases not otherwise provided for. In all cases the Speaker shall have regard to previous rulings of Speakers of the House and to established practices of the House.

## Chapter 2. Proceedings when Parliament called together

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### **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**

#### **4 First meeting of new Parliament after general election**

When Parliament first meets after a general election, the procedure shall be as follows:<sup>1</sup>

- (a) Members shall assemble in the House of Representatives at the time appointed by the Governor-General in the Proclamation calling Parliament together in accordance with section 5 of the Constitution.
- (b) The Clerk shall read the Proclamation to Members, who shall wait for a message inviting them to attend the declaration of the opening of Parliament.
- (c) Members shall proceed to another place to hear the declaration and return to the House.
- (d) The Clerk shall present the returns to writs following the general election.
- (e) Each Member shall swear the oath or make the affirmation of allegiance in accordance with section 42 of the Constitution, both orally and in writing.
- (f) Members shall elect a Speaker under *standing order 11 [Election procedures]*.
- (g) The Prime Minister or another Minister shall inform the House the time when the Governor-General will receive the Members of the House and the Speaker.

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<sup>1</sup> A detailed program is issued for each occasion.

- (h) Before any business of the House, the Speaker, leading other Members, shall present himself or herself to the Governor-General at the appointed time. The Speaker and Members shall then return to the House. The Speaker shall resume the Chair and report to the House.
- (i) Finally, a Minister shall inform the House the time when the Governor-General will state the reasons for calling Parliament together. The House may then suspend its sitting until that time, when it shall again assemble and wait for a message from the Governor-General.

## **Governor-General's speech and reply**

### **5 House attends to hear Governor-General's speech**

- (a) When the House receives the message from the Governor-General, Members of the House shall attend at the place appointed by the Governor-General to hear the speech stating the causes for the calling together of Parliament, in which the Government's program may be announced.
- (b) After the speech, the Speaker and the Members shall return to the Chamber.

### **6 Opening speech reported—Address in Reply**

- (a) Before the Governor-General's speech is reported some formal business shall be transacted and the Prime Minister may announce his or her ministry.
- (b) The Speaker shall report the speech to the House.
- (c) A committee shall be 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 shall move—

*That the Address be agreed to.*

### **7 Presentation of Address**

- (a) After the House has agreed to an Address in Reply, the Speaker shall present it to the Governor-General. Any Member may accompany the Speaker for the presentation.
- (b) The Speaker shall then report to the House the Governor-General's reply to the Address.

## **First meeting for new session—continuing Parliament**

### **8 First meeting for new session following prorogation other than for a new Parliament**

On the first meeting of a second or subsequent session of Parliament, instead of the procedure set down in *standing order 4*, the procedure shall be as follows:

- (a) Members shall assemble in the House at the time appointed by the Governor-General in the Proclamation calling Parliament together.
- (b) The Clerk shall read the Proclamation to Members.
- (c) The Speaker shall read Prayers.
- (d) Members shall wait for a message from the Governor-General stating the time when he or she will declare the causes for the calling together of Parliament.
- (e) Subsequent procedure shall follow *standing orders 5–7*.

## **When Governor-General does not attend**

### **9 When Governor-General does not attend**

- (a) If the Queen attends a meeting to declare the causes for the calling together of Parliament, references to the Governor-General in this chapter shall be read as references to Her Majesty.
- (b) If the Governor-General appoints a Deputy in accordance with section 126 of the Constitution to announce the causes for the calling together of Parliament, references to the Governor-General in this chapter shall be read as references to the Deputy.



# Chapter 3. Election of Speaker and Deputies

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## ***Chapter outline***

This chapter sets out procedures for the election of the Speaker, the Deputy Speaker and the Second Deputy Speaker.

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## **Election of Speaker**

### **10 When an election for Speaker takes place**

- (a) An election for Speaker shall take 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 shall be conducted by the Clerk acting as Chair, in the manner provided below in *standing order 11*.

### **11 Election procedures**

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

#### ***Nominees proposed***

- (a) The Chair shall invite nominations for the vacant office.
- (b) A Member shall propose the nomination of a Member to the vacant office by moving, without notice, that such Member 'do take the Chair of this House as Speaker'. The Member nominated must be present and the motion must be seconded.
- (c) The nominated Member shall inform the House whether he or she accepts the nomination.
- (d) The Chair shall ask:

#### ***Is there any further proposal?***

This question shall be repeated after any further proposals and acceptances.

- (e) If no further proposal is made the Chair shall state:

#### ***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, shall declare 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 shall be put immediately and resolved without amendment or debate. If the votes are equal the question shall be negatived, and debate may continue. If the question is carried, or when debate ends, the House shall proceed to a ballot.

***Ballot***

(i) Each Member voting shall provide 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 shall 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 shall be excluded from later ballots, and a fresh ballot shall be held. This process shall be repeated as often as necessary until one nominee receives a majority of the votes, and this nominee shall be elected Speaker.

***Election of Deputy Speaker and Second Deputy Speaker***

(ii) For deciding offices other than Speaker, the nominee who has the most votes shall be 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 is to be excluded from later ballots, a special ballot shall take place. At a special ballot, the routine shall be as follows:

- (i) the Chair shall inform 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 shall be proposed;
- (iii) each Member shall write 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 shall be 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 shall be 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 shall declare the equal votes to the House, and the sitting shall be suspended for 30 minutes. When the House resumes, the votes shall be 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 shall proceed as if the withdrawn Member had not been nominated.

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

**12 Successful Member is Speaker**

(a) At the conclusion of an election for Speaker, the Clerk shall declare the successful Member to have been elected Speaker.

(b) The successful Member shall be conducted to the Chair by the proposer and seconder, and take the Chair of the House as Speaker.

(c) The Speaker shall then acknowledge the honour conferred by the House. Once the Speaker is seated the Mace shall be taken from under the Table, and placed on the Table.

(d) The Speaker may receive congratulations from the House.

**Election of Deputy Speaker and Second Deputy Speaker**

**13 When Deputy Speaker and Second Deputy Speaker elected**

(a) The Deputy Speaker and Second Deputy Speaker shall be elected 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, elections for both offices shall be conducted together.

(b) The Speaker shall conduct the elections under *standing order 14*, and may not vote in an ordinary ballot.

(c) Only a non-government Member may be elected as Second Deputy Speaker.

(d) A Member shall propose the nomination of a Member to the vacant office by moving, without notice, that such Member 'be elected Deputy Speaker (or Second Deputy Speaker)'.

#### **14 Conducting elections of Deputy Speaker and Second Deputy Speaker**

Elections of Deputy Speaker and Second Deputy Speaker shall be conducted following the procedures in *standing order 11* as qualified here:

##### ***Nominee can be absent***

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

##### ***When only one nominee***

(b) If only one Member is nominated the Speaker shall declare 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 shall be the Deputy Speaker, and the nominee with the next greatest number of votes shall be 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 shall give a casting vote. The nominee for whom the Speaker votes shall be the Deputy Speaker and the other nominee shall be the Second Deputy Speaker.

(ii) If more than two nominees are equal, a special ballot shall take place, as provided in *standing order 11(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 shall give a casting vote. The nominee for whom the Speaker votes shall be the Second Deputy Speaker.

(ii) If more than two nominees are equal, a special ballot shall take place, as provided in *standing order 11(j), (k) and (l)*.

##### ***Speaker declares successful nominee elected***

(f) At the conclusion of voting for each office the Speaker shall declare the nominee with the most votes to be elected to the vacant office.

# Chapter 4. The Speaker and administration in the Chamber

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## **Chapter outline**

This chapter provides for:

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

## **The Speaker and other offices**

### **15 Members elect Speaker**

Members shall elect a Speaker at the beginning of every Parliament or when a vacancy occurs in accordance with section 35 of the Constitution, using the procedure set out in *standing order 11*.

### **16 Deputy Speaker and Second Deputy Speaker**

(a) In each Parliament, the House shall appoint a Deputy Speaker and a Second Deputy Speaker, using the procedure set out in *standing order 14*.

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

(c) The Second Deputy Speaker shall take the Chair of the House whenever asked to do so by the Speaker, act as Deputy Speaker in the absence of the Deputy Speaker, and assist the Deputy Speaker in the Main Committee.

### **17 Speaker's panel**

(a) At the beginning of every Parliament the Speaker shall nominate 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.

### **18 House informed of absences**

(a) If the Speaker is absent, the Clerk must inform the House, and the Deputy Speaker shall be the Acting Speaker. If both the Speaker and the Deputy Speaker are absent, the Second Deputy Speaker shall be 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 11*.

### **19 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 shall proceed 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 shall report 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 shall proceed to the election of a new Speaker immediately, using the procedure set out in *standing order 11*.

### **20 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 shall set the date and hour of the next meeting.

## **The Clerk**

### **21 Absence of Clerk**

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

## **22 Vacancy in office of Clerk**

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

## **Members' seats and attendance**

### **23 Seats for Ministers**

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

### **24 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 shall determine any dispute about the seats occupied by Members.

### **25 Members' roll**

The Clerk shall keep 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.

### **26 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 shall have priority over all other business.
- (b) A Member with leave of absence is excused from the service of the House or on any committee. The leave is forfeited if the Member attends in the Chamber of the House before the end of the period of leave.

## **Public record of proceedings**

### **27 Votes and Proceedings**

The Clerk shall keep and sign the official record of the proceedings of the House, the Votes and Proceedings. This record shall contain 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.

**28 Custody of records**

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



# Chapter 5. Meeting and adjournment of the House

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## **Chapter outline**

This chapter sets out:

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

## **Times of meeting**

### **29 Set meeting and adjournment times**

The House shall have a four weekly cycle of meetings. It shall meet on Mondays to Thursdays for two weeks followed by two weeks without sittings. When the House is sitting it shall meet and adjourn at the following times, subject to *standing orders 30 and 31*:

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>day</b>	<b>meeting commences</b>	<b>adjournment proposed</b>	<b>House adjourns</b>
Monday	12.30 pm	9.00 pm	9.30 pm
Tuesday	2.00 pm	9.00 pm	9.30 pm
Wednesday	9.00 am	7.30 pm	8.00 pm
Thursday	9.00 am	4.30 pm	5.00 pm

### **30 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) When the House is not sitting, the Speaker may set an alternative day or hour for the next meeting, and must notify each Member of any change.

## Adjournment

### 31 Automatic adjournment of the House

(a) At the time set for the adjournment to be proposed in *standing order 29, column 3 (times of meeting)*, the Speaker shall propose the question—

***That the House do now adjourn.***

This question shall be open to debate—maximum time for the whole debate shall be 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 29, column 4 (times of meeting)* the Speaker shall interrupt the debate and immediately adjourn 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 29, column 3 (times of meeting)* that division, and any consequent division, shall be 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 Speaker must put the question immediately and without debate.

#### ***Minister may extend debate***

(iii) When the Speaker 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 Speaker shall immediately adjourn the House until the time set for its next meeting.

#### ***Question negatived***

(iv) If the question is negatived, the House shall resume 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 shall be listed on the Notice Paper for the next sitting.

### 32 Adjournment otherwise

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

(b) The Speaker 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 57*; or

(ii) disorder arises, as provided in *standing order 95 (grave disorder)*.

**33 Limit on business after 9.30 pm**

No other business may be taken after 9.30 pm, unless by order of the House before 9.30 pm.

# Chapter 6. Business and proceedings of the House

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## ***Chapter outline***

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

- general order of business
  - 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**

### **34 Order of business**

The order of business to be followed by the House is shown in figure 2.

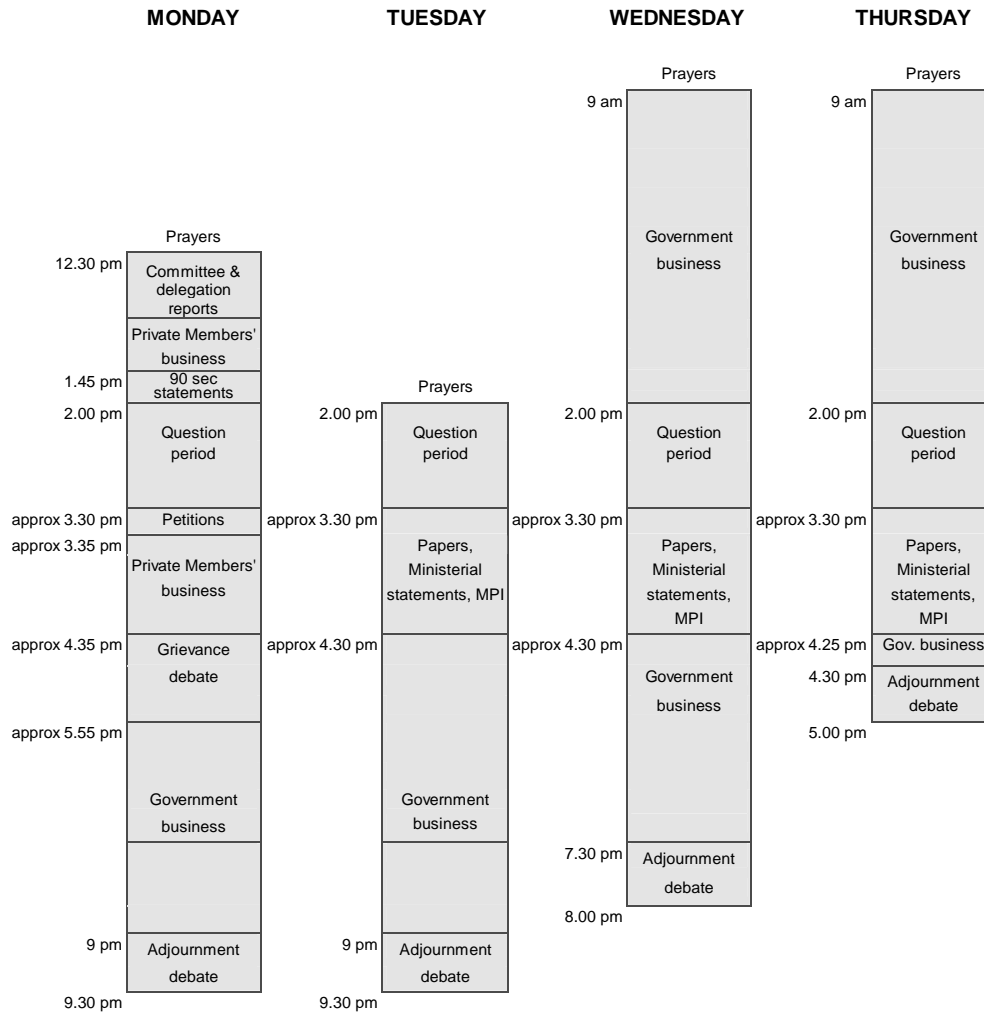
### **35 Priority of business**

Government business shall have priority over private Members' business except on Mondays as provided by *standing order 34 (order of business)*.

### **36 Notice Paper**

Business before the House shall be published on the Notice Paper for each sitting, in accordance with standing and sessional orders.

**Figure 2. House order of business**



### **37 Orders of the day**

- (a) The Notice Paper shall state 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 shall be listed on the Notice Paper for the next sitting.

### **38 Prayers**

On taking the Chair at the beginning of each sitting, the Speaker shall read 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**

### **39 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 34*); the Selection Committee shall set 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 shall be adjourned to a future day.

#### **40 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 shall set:

- (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**

#### **41 Private Members' business—procedure**

(a) In the period set for private Members' business under *standing order 23*, the Clerk shall call on private Members' notices and orders of the day in the order shown on the Notice Paper. When the time set by *standing order 34 (order of business)* or by the Selection Committee ends, the Speaker shall interrupt proceedings and put 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 Speaker shall interrupt proceedings and the matter shall be listed on the Notice Paper for the next sitting.

#### ***Private Members' bills—Selection Committee***

(c) The Selection Committee:

- (i) shall give priority to private Members' notices of intention to present bills over other notices and orders of the day; and
- (ii) shall set 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 may present the bill and may speak to it for no longer than 5 minutes. The bill shall be then read a first time and the motion for the second reading shall be 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 shall be accorded priority over other private Members' business and the Selection Committee may set times for consideration of the remaining stages.

### ***Alternation of notices***

(f) Subject to paragraph (c)(i), the Selection Committee shall provide for the consideration of private Members' notices to alternate between those of government and non-government Members.

### **42 Removal of private Members' business**

The Clerk shall remove 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 41* and not re-accorded priority by the Selection Committee;

for eight consecutive sitting Mondays.

### **43 Members' statements on Mondays**

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

## **Government business**

### **44 Grievance debate on Mondays**

- (a) Following the conclusion of private Members' business on Mondays, the first order of the day shall be grievance debate.
- (b) After the Speaker 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 shall be interrupted and any questions put.

### **45 Order of government business**

The Leader of the House may arrange the order of notices and orders of the day for government business on the Notice Paper as he or she thinks fit.



## Other business

### 46 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 Speaker shall read the statement to the House at the time provided in *standing order 34 (order of business)*.
- (c) The proposed discussion must be supported by eight Members, including the proposer, standing in their places. The Speaker shall then call on the Member who proposed the matter to speak first.
- (d) If more than one matter is received for the same day, the Speaker shall select 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 shall be put immediately and decided without amendment or debate. If agreed to, the business of the day shall be proceeded with immediately.

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

### 47 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 shall appear 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 shall be limited to the particular purpose of the suspension.

### 48 Censure of or no confidence in the Government

A motion on notice or an amendment of a motion which expresses censure of or no confidence in the Government shall have priority of all other business until it is disposed of by the House, if it is accepted by a Minister as a motion or amendment of censure or no confidence.

#### **49 Motion of condolence or thanks**

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

#### **50 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.

# Chapter 7. Privilege

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## **Chapter outline**

This chapter sets out rules governing matters of privilege.

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### **51 Privilege matter raised when House is sitting**

- (a) At any time during a sitting, a Member may raise a matter of privilege. The Member shall be prepared 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) The Speaker may:
  - (i) give the matter precedence and invite the Member to move a motion as stated in paragraph (a), or
  - (ii) reserve the matter for further consideration.
- (c) If the matter is given precedence, consideration and decision of every other question shall be suspended until the matter of privilege is disposed of, or debate on any related motion is adjourned.
- (d) 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.
- (e) If a matter of privilege related to the proceedings of the Main Committee is raised in the Main Committee, the Deputy Speaker must suspend the proceedings and report to the House at the first opportunity.

### **52 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 shall take no further action on the matter.

### **53 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.

# Chapter 8. Debate, order and disorder

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## **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 Speaker's ruling, and
- disorder.

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## **Quorum of the House**

### **54 Bells at start of meeting of the House**

At each sitting the bells shall be rung for five minutes before the appointed meeting time, calling Members to the meeting. The Speaker shall take the Chair and, if a quorum of 30 Members is present, read prayers. If a quorum is not present *standing order 57 (count out)* shall apply.

### **55 Lack of quorum**

(a) When the attention of the Speaker is drawn to the state of the House and the Speaker observes that a quorum is not present, the Speaker shall count the Members present in accordance with *standing order 56*.

(b) On Mondays and Tuesdays, if any Member draws the attention of the Speaker to the state of the House between the hours of 6.30 pm and

8 pm, the Speaker shall announce that he or she will count the House at 8 pm, if the Member so desires.

(c) If a quorum is in fact present when a Member draws attention to the state of the House, the Speaker may name the Member in accordance with *standing order 94(b) (sanctions against disorderly conduct)*.

### **56 Procedures for counting Members present**

When the Speaker is counting the Members present:

- (a) the bells shall be rung for four minutes;
- (b) the doors of the Chamber shall remain unlocked;
- (c) every Member within the physical limits of the Chamber, including the Speaker, shall be counted; and
- (d) no Member may leave the Chamber while the bells are ringing, or until a quorum is present.

### **57 Count out**

If a quorum is not present at the conclusion of the ringing of the bells, the Speaker may:

- (a) adjourn the House to the next sitting; or
- (b) if satisfied there is likely to be a quorum within a reasonable time, state the time at which he or she will resume the Chair. If at that time a quorum is not present, the Speaker shall adjourn the House to the next sitting.

### **58 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 57 (count out)* shall apply.

### **59 Resumption of interrupted proceedings after count out**

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

## **Order**

### **60 Order kept by Speaker or Chair**

- (a) The Speaker, or the occupier of the Chair of the House at the time shall keep order in the House.
- (b) The Deputy Speaker, or the occupier of the Chair of the Main Committee at the time, shall keep order in the Committee. The House

may address disorder in the Committee after receiving a report from the Deputy Speaker.

### **61 Members to recognise authority of the Speaker**

(a) If the Speaker stands during a debate, any Member then speaking or seeking the call shall sit down and the House shall be silent, so the Speaker may be heard without interruption.

(b) When the Speaker is putting a question no Member may walk out of or across the Chamber.

### **62 Members moving in the Chamber**

A Member in the Chamber must:

- (a) take his or her seat promptly;
- (b) bow to the Speaker on entering or leaving the Chamber;
- (c) not remain in the aisles; and
- (d) not pass between the Speaker and any Member who is speaking.

## **Leave of the House or Main Committee**

### **63 Leave**

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. Leave may be granted only if no Member present objects.

## **Manner and right of speech**

### **64 No Member to be referred to by name**

In the House and the Main Committee, a Member shall not be 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).

### **65 Members wishing to speak**

(a) A Member wishing to speak shall rise and, when recognised by the Speaker, address the Speaker. If a Member is unable to rise, he or she will be permitted to speak while seated.

(b) When a Member is speaking, no Member may converse aloud or make any noise or disturbance to interrupt the Member.

(c) If two or more Members rise to speak, the Speaker shall call on the Member, who in the Speaker's opinion, rose first. If the Speaker'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.

### **66 When interruption of Member allowed**

A Member may only interrupt another Member to:

- (a) call attention to a point of order ;
- (b) call attention to a matter of privilege suddenly arising;
- (c) call attention to the want of a quorum;
- (d) call attention to the unwanted presence of visitors;
- (e) move—

*That the Member be no longer heard;*

- (f) move—

*That the question be now put;*

- (g) move—

*That the business of the day be called on;*

- (h) make an intervention as provided in the standing orders.]<sup>2</sup>

### **67 Question is stated**

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

### **68 Personal explanation**

A Member may explain how he or she has been misrepresented or explain another matter of a personal nature whether or not there is a question before the House. The following conditions shall apply:

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

### **69 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;

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<sup>2</sup> At the date of this report there was a trial sessional order (84A) providing for interventions in the Main Committee.



- (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 shall be 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.

#### **70 Seconders may speak immediately or later**

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

#### **71 Reply closes debate**

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

#### **72 Member not to speak after question put**

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

### **References to other matters**

#### **73 References to other debates or proceedings**

Unless the reference is relevant to the discussion, a Member must not refer to debates or proceedings of the current session of the House.

#### **74 Reflections on votes of House**

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

#### **75 Irrelevance or tedious repetition**

- (a) The Speaker, after having called attention to the conduct of a Member who has persisted in irrelevance or tedious repetition, either of his or her own arguments or of the arguments used by other Members in debate, may direct the Member to discontinue his or her speech.
- (b) The Member may then ask the Speaker to put the question—  
*That the Member be further heard.*

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

### **76 Exceptions to confining debate to the question**

A Member must speak only 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.
- (b) On the debate of the address in reply to the Governor-General's speech.
- (c) On the motion for the second reading of the Main Appropriation Bill, and Appropriation or Supply Bills for the ordinary annual services of government, when public affairs may be debated.

### **77 Anticipating discussion**

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 Speaker must consider the probability of the anticipated matter being brought before the House within a reasonable time.

## **Matters not open to debate**

### **78 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 that a Member's time be extended (*standing order 1*).
- (b) Motion that the business of the day be called on (*standing order 46*).
- (c) Motion that a Member be heard now (*standing order 65*).
- (d) Motion that a Member be further heard (*standing order 75*).
- (e) Motion that debate be adjourned (*standing order 79*).
- (f) Motion that a Member be no longer heard (*standing order 80*).
- (g) Motion that the question be now put (*standing order 81*).
- (h) Question that the bill or motion be considered urgent, following a declaration of urgency (*standing orders 82 to 83*).
- (i) Motion that a Member be suspended (*standing order 94*).
- (j) Question that amendments made by the Main Committee be agreed to (*standing order 153*).
- (k) Question that a bill reported from the Main Committee be agreed to (*standing order 153*).

- (l) Motion that further proceedings on a bill be conducted in the House (*standing order 197*).
- (m) Question in the Main Committee that a bill be reported to the House (*standing order 198*).

Should any of these questions be negatived, no similar proposal shall be received if the Speaker is of the opinion that it is an abuse of the orders or forms of the House, or is moved for the purpose of obstructing business.

## **Adjournment of debate**

### **79 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**

### **80 Closure of a Member speaking**

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.

### **81 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

### 82 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 shall be subject to *standing orders 84 (Limited debate on allotment of time) and 85 (proceedings on urgent matter)*.
- (d) The order for the consideration in detail stage may allocate times to particular clauses or parts of the bill.

### 83 Urgent motion

- (a) Once a motion has been moved, a Minister may declare the 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 orders 84 (limited debate on allotment of time) and 85 (proceedings on urgent matter)*.

### 84 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 minutes; each Member 5 minutes.
- (b) After 20 minutes, or if debate concludes earlier, the Speaker must immediately put the question on any amendment or motion already proposed from the Chair.

### 85 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 Speaker must conclude the proceedings:
  - (i) First the Speaker shall immediately put any question already proposed from the Chair, and then put 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 shall be treated as if they have been moved.
- (c) *Standing order* 81, providing for the closure of a question, shall not apply to any proceedings for which time has been allotted.

## **Point of order and Speaker's ruling**

### **86 Point of order**

- (a) A Member may raise a point of order with the Speaker at any time. After the question of order has been stated to the Speaker by the Member rising to the question of order, consideration and decision of every other question shall be suspended until the matter is disposed of by the Speaker giving a ruling thereon.
- (b) A Member interrupted by a point of order must resume his or her seat.
- (c) During a division, Members may speak while seated to a point of order arising out of or during the division.

### **87 Dissent from ruling of Speaker**

If a Member dissents to a ruling of the Speaker, 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 Speaker shall then propose the question to the House, and debate may proceed immediately.

## **Disorder**

### **88 Use of certain names**

A Member must not refer disrespectfully to the Queen, the Governor-General, or a State Governor, in debate or for the purpose of influencing the House in its deliberations.

### **89 Offensive words**

A Member must not use offensive words against :

- (a) either House of the Parliament or a Member of the Parliament;
- or
- (b) a member of the Judiciary.

## **90 Reflections on Members**

All imputations of improper motives to a Member and all personal reflections on other Members shall be considered highly disorderly.

## **91 Disorderly conduct**

A Member's conduct shall be considered disorderly if the Member 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 Speaker; or
- (f) been considered by the Speaker to have behaved in a disorderly manner.

## **92 Intervention by Speaker**

- (a) The Speaker can intervene:
  - (i) to prevent any personal quarrel between Members during proceedings; and
  - (ii) when a Member's conduct is considered offensive or disorderly.
- (b) When the Speaker's attention is drawn to the conduct of a Member, the Speaker shall determine whether or not it is offensive or disorderly.

## **93 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 to this effect can be moved without notice.

## **94 Sanctions against disorderly conduct**

The Speaker can take action against disorderly conduct by a Member:

### ***Direction to leave the Chamber***

- (a) The Speaker can direct a disorderly Member to leave the Chamber for one hour. The direction shall not be open to debate or dissent, and if the Member does not leave the Chamber immediately, the Speaker can name the Member under the following procedure.

### ***Member named and suspended***

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

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

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

***Urgent action***

(c) If the Speaker determines there is an urgent need to protect the dignity of the House, the Speaker can order a grossly disorderly Member to leave the Chamber immediately. When the Member has withdrawn, the Speaker must immediately name the Member and paragraph (b) shall apply; except that the Speaker shall put 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 shall be:
- (i) on the first occasion, for the 24 hour period from the time of suspension;
  - (ii) on the second occasion during the same calendar year, for the three consecutive sittings following the day of suspension; and
  - (iii) on a third or later occasion during the same calendar year, for the seven consecutive sittings following the day of suspension.

A suspension in a previous session or an order to withdraw for one hour shall be 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, shall be excluded from the Chamber, its galleries and the room in which the Main Committee is meeting.

***Removal of Member***

(f) If a Member refuses to follow the Speaker's direction, the Speaker may order the Serjeant-at-Arms to remove the Member from the Chamber or the Main Committee or take the Member into custody.

**95 If grave disorder, House suspended or adjourned**

In the event of grave disorder occurring in the House, the Speaker, without any question being put, 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.

**96 Serjeant-at-Arms to remove persons**

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



# Chapter 9. Questions seeking information

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## **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**

### **97 Daily Question Time**

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

### **98 Questions to Ministers**

- (a) A Member may ask a question in writing of a Minister (but not a Parliamentary Secretary), to be placed on the Notice Paper for written reply.
- (b) During Question Time, a Member may orally ask a question of a Minister (but not a Parliamentary Secretary), without notice and for immediate response.
- (c) A Minister can only be questioned on the following matters, for which he or she is responsible or officially connected:
  - (i) public affairs;
  - (ii) administration; or
  - (iii) proceedings pending in the House.
- (d) Questioners must 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.

### **99 Questions to other Members**

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

### **100 Rules for questions**

The following general rules apply to all questions:

- (a) Questions must not be debated.
- (b) A question fully answered must not 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 Queen, 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 must 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) insults;
  - (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.

### **101 Speaker's discretion about questions**

The Speaker may:

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

- (c) change the language of a question in writing if the language is inappropriate or does not otherwise conform with the standing orders.

### **102 Lodging questions in writing**

- (a) A Member lodging a question for the Notice Paper must deliver it in writing to the Clerk at the Table or to the Table Office.
- (b) The question must be authorised by the Member.
- (c) Questions for the next Notice Paper shall be lodged by the cut off time determined by the Speaker, otherwise they will be included in the Notice Paper for the following sitting.

### **103 Questions to Speaker**

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

## **Replies to questions**

### **104 Answers**

An answer must be relevant to the question.

### **105 Replies to written questions**

- (a) A Minister's written reply to a question must be delivered to the Clerk. The Clerk shall provide a copy of the reply to the Member who asked the question, and the question and reply shall be 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.

# Chapter 10. Motions

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## **Chapter outline**

This chapter deals with:

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

## **Notices of motion**

### **106 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 43*.
- (b) The notice may specify the day proposed for moving the motion and must be authorised 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.

### **107 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.

### **108 Order of notices**

The Clerk shall enter notices on the Notice Paper in the order in which they are received, and before orders of the day. *Standing orders 41 (private Members' business), 42 (removal of private Members' business), 45 (order of government business), 113 (motion not moved) and 222 (Selection Committee)* also apply to the order of notices. A notice of motion becomes effective only when it appears on the Notice Paper.

### **109 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.

### **110 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;
- (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**

### **111 When a motion may be moved**

A Member must not 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 the standing orders.

### **112 Order of motions**

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

### **113 Motion not moved when called on**

A motion not moved when called on shall be 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.

### **114 Same motion**

- (a) A motion which has been withdrawn by leave of the House, or removed from the Notice Paper before being decided, may be moved again during the same session.

(b) Subject to *standing order 150*, the Speaker 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.

### **115 Motions not called on**

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

### **116 Seconding of motions**

(a) Unless otherwise provided, a motion must be seconded. A motion which is not seconded when required must not be debated, and shall not be 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**

### **117 Question proposed and put by the Speaker**

(a) After a motion has been moved and seconded, the Speaker shall propose the question 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 Speaker shall put the question to the House for decision.

### **118 Question put following amendments**

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

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

### **119 Complicated question divided**

A Member may move that a complicated question be divided.

## 120 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

### 121 Form of amendments and seconding

- (a) Once the Speaker has proposed a question on a motion to the House, the question 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 (if necessary), it must not be debated and shall not be recorded in the Votes and Proceedings. Amendments moved during the consideration in detail of a bill (*standing order 151*) or during the consideration of Senate amendments to a bill (*standing order 159*) do not require seconders.
- (c) The amendment must be relevant to the question it proposes to amend.
- (d) A proposed amendment may be withdrawn by leave.

### 122 Questions put on proposed amendments

- (a) The Speaker shall put a question reflecting the purpose of a proposed amendment.
  - (i) If the purpose is to omit certain words, the question shall be —  
*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 shall be —  
*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 Speaker shall put a further question—  
*That the words proposed be [inserted, or added].*
  - (iii) If the purpose is to insert or add certain words, the question shall be —  
*That the words proposed be [inserted, or added].*

(b) If no Member objects, instead of the questions in paragraph (a), the Speaker may put the question—

*That the amendment be agreed to.*

### **123 Restrictions on amendments to be moved**

(a) A proposed amendment must not be inconsistent with a previous decision on the question.

(b) 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) When it is moved to omit words in the main question in order to insert or add others, no amendment to the words proposed to be inserted or added may be moved until the question 'that the words proposed to be omitted stand part of the question' has been determined.

(d) 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.

(e) Each proposed amendment shall be disposed of before another amendment to the original question can be moved.

### **124 Amendments to proposed amendments**

Amendments may be moved to a proposed amendment as if the proposed amendment were an original question (*see standing order 121*).



# Chapter 11. Voting

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## ***Chapter outline***

This chapter provides for voting by Members on:

- the voices
  - divisions, and
  - ballots.
- 

## **On the voices**

### **125 Question determined by a majority of voices**

The Speaker shall put the question by stating its terms to the House and asking Members in favour of the question to say 'Aye' and those against 'No', and the question shall be resolved by the majority of Members calling either 'Aye' or 'No'. The Speaker shall then state whether the 'Ayes' or the 'Noes' have it. If the Speaker's opinion is challenged by more than one Member, the question must be decided by division of the House.

## **Divisions**

### **126 When division may be taken**

A division of the House may take place only after more than one Member challenges the Speaker'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 Speaker 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.

### **127 Four or fewer Members on a side**

If, after the doors are locked, there are four or fewer Members on one side in a division, the Speaker shall declare the decision of the House immediately, without completing the count. The names of the Members who are in the minority shall be recorded in the Votes and Proceedings.

### **128 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 Speaker's opinion, were in the minority when the Members called 'Aye' or 'No'.

### **129 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 131* in relation to successive divisions). A Member may leave the area of Members' seats unless he or she called for the division.
- (b) After four minutes have elapsed the doors shall be locked and no Member may enter or leave the Chamber until after the division.
- (c) Upon the doors being locked, the Speaker shall:
  - (i) state the question to the House;
  - (ii) direct the Members voting 'Aye' to move to the right side of the Chair, and the Members voting 'No' to move to the left; and
  - (iii) appoint tellers for each side.
- (d) No Member may move from his or her place from the commencement of the count until the result of that division is announced.

### **130 Procedures for counting and reporting the vote**

- (a) The respective tellers shall:
  - (i) record the name of each Member voting;
  - (ii) count the total number of Members voting;
  - (iii) sign their records; and
  - (iv) present their records to the Speaker.
- (b) The Speaker shall then declare the result of the division to the House.

### **131 Successive divisions**

- (a) If a division is called following a division and there is no intervening debate, the Speaker shall appoint tellers immediately and the bells shall be 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 shall 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) The vote shall be counted as in *standing order 130* if:
- (i) in the Speaker'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.

### **132 In case of confusion or error House again divides**

If confusion, or error concerning the numbers reported by the tellers, occurs and cannot be corrected, the House shall divide again.

### **133 Deferred divisions on Mondays and Tuesdays**

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

shall be deferred until the grievance debate has ended.

(b) On Mondays and Tuesdays, any division called for between the hours of 6.30 pm and 8 pm shall be deferred until 8 pm.

(c) The Speaker shall put all questions on which a division has been deferred, successively and without amendment or further debate.

(d) This standing order does not apply to a division called on a motion moved by a Minister.

### **134 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 shall be disallowed.

### **135 Recording of division**

(a) The Clerk shall record 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 direct the record to be corrected.

(c) Any reasons given by the Speaker for exercising a casting vote in accordance with section 40 of the Constitution, must be entered in the Votes and Proceedings.

## **Ballots**

### **136 Ballot taken after bells rung**

- (a) A ballot to elect a Member to a position or to perform a function may be taken whenever the House thinks fit.
- (b) Before the House proceeds to a ballot, the bells shall be rung for four minutes.

### **137 Manner of taking ballot**

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

- (a) Each Member present shall vote 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 shall be rejected.
- (b) When all the lists are collected, the Clerk shall count the votes and report the names of the Members having the most votes to the Speaker. These Members shall be declared chosen.
- (c) If nominees with the most votes receive equal votes, their names shall be put to a further ballot.

# Chapter 12. Bills

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## ***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**

### **138 Initiation of bills**

A House bill may be initiated:

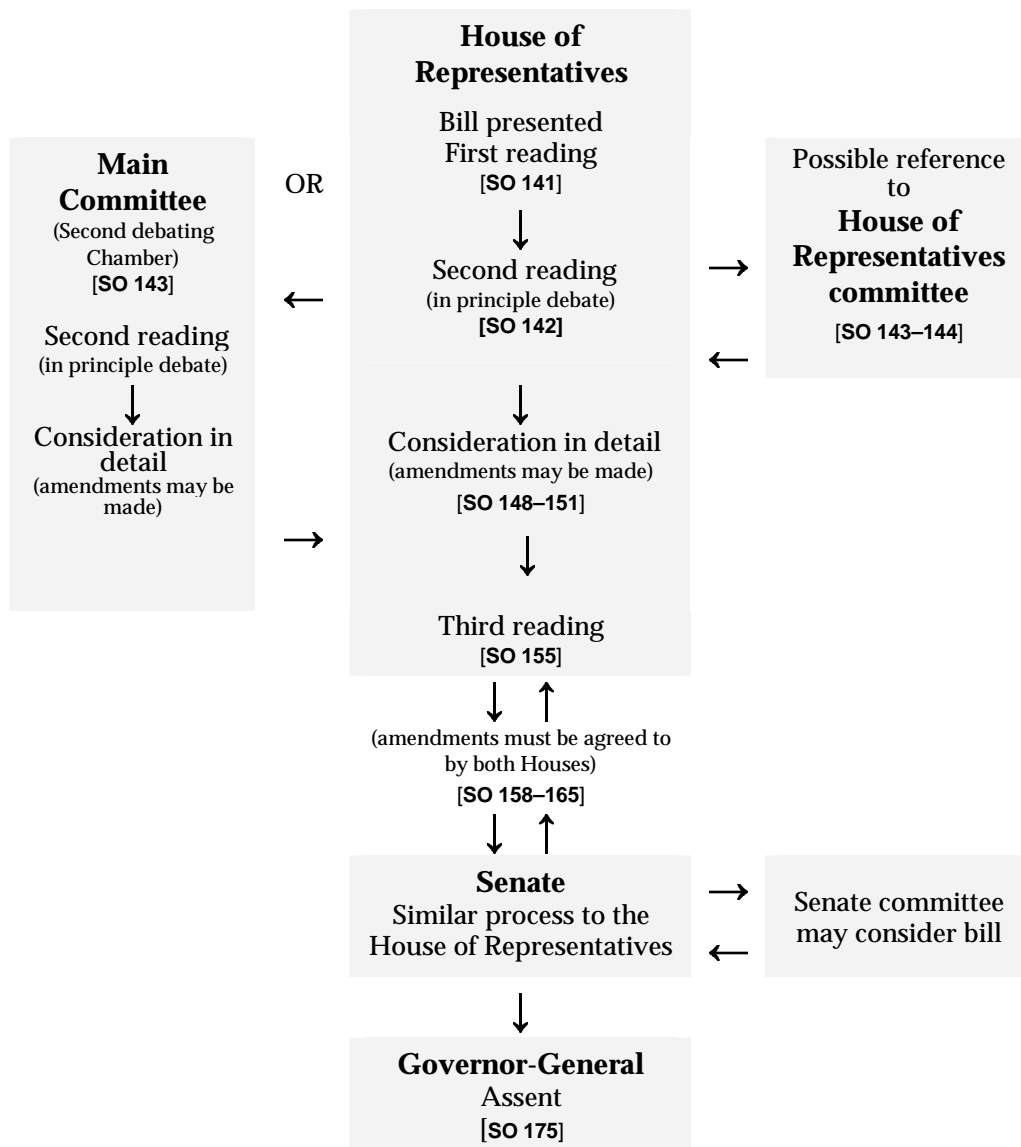
- (a) by the calling on of a notice of intention to present a bill;
- (b) by an order of the House; or
- (c) without notice by a Minister under *standing order 178* (*Appropriation Bill or bill dealing with taxation*).

A bill not prepared according to the standing orders of the House shall be ordered to be withdrawn.

### **139 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 43*.
- (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) A notice of intention to present a bill shall be treated as if it were a notice of motion.

**Figure 3.** Stages a House bill goes through



### **140 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.

## **First reading**

### **141 First reading**

When a bill is presented to the House, or a Senate bill is first received, the bill shall be read a first time without a question being put. A Member presenting a bill during private Members' business may speak to the bill, before it is read a first time, for no longer than 5 minutes.

## **Second reading**

### **142 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. After the first reading of a bill presented during private Members' business, the motion for the second reading shall be set down on the Notice Paper for the next sitting.

- (b) If copies of the bill are not available, a future sitting shall be 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 or Supply 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.

### **143 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 183*; 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).

#### **144 Report on bill referred to committee**

When a standing or select committee has presented a report on a bill, the Member in charge of the bill shall move a motion without notice to set a time for the consideration in detail of the bill.

#### **145 Second reading amendment**

(a) An amendment to the question—

*That this bill be now read a second time—*

- (i) must be relevant to the bill;
- (ii) may propose to omit words from the question in order to substitute other words (see *standing order 122(a)(ii)*);
- (iii) must not propose the addition of words to the question, and
- (iv) must not anticipate an amendment which may be moved during consideration in detail.

(b) For Appropriation or Supply Bills for the ordinary annual services of government, an amendment to the motion may relate to public affairs beyond the scope of the bill.

#### **146 Six month amendment**

An amendment may be moved to the question—

*That this 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.

#### **147 Message recommending appropriation**

Immediately after the second reading of a bill the Speaker shall announce any message from the Governor-General in accordance with section 56 of the Constitution recommending an appropriation in connection with the bill.

### **Consideration in detail**

#### **148 Consideration in detail**

The House or the Main Committee shall consider the bill in detail immediately following the second reading or after the Speaker has announced a message from the Governor-General under *standing order 147*, except that a bill referred to a standing or select committee under



*standing order 143(b)* shall not be considered in detail until the committee has reported.

A bill shall not be 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 is before the Main Committee and the Main Committee grants leave for the question to be put immediately—

***That this bill be reported to the House without amendment.***

### **149 Order in considering bill**

- (a) A bill shall be 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) by leave, a bill may be considered as a whole.
- (c) The Speaker shall propose 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 shall be put on the words of enactment at the head of the bill.

- (d) With the following types of bill schedules shall be considered before clauses:
  - (i) an Appropriation or Supply Bill—schedules of services for which an appropriation is to be made shall be considered before the clauses and proposed expenditures in a schedule shall be 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 shall be considered in their numerical order, and consecutive items which amend the same section of an Act shall be considered together, unless the House otherwise orders.

### **150 Amendments to bills during consideration in detail**

- (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 shall be relevant to the clause or amendment before the House or the Main Committee.

(c) If a clause or schedule is amended, the Speaker shall propose 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 shall be 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 shall be 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 negatived 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.

### **151 Detail amendments not seconded**

As an exception to *standing order 121*, an amendment moved during consideration in detail need not be seconded.

## **Report from Main Committee**

### **152 Bill reported to the House**

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

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

### **153 Questions to be put**

(a) If a bill is reported from the Main Committee without amendment or unresolved questions the question shall be put 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 shall be dealt with in the following order:

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

(ii) A single question shall be 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 shall be proposed—

***That the bill [as amended] be agreed to.***

The question must be decided without amendment or debate.

## **Reconsideration**

### **154 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**

### **155 Question for third reading**

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

The question shall be proposed on the motion—

***That this bill be now read a third time.***

(b) The only amendment which may be moved to this question is by omitting 'now' and adding 'this day 6 months', which, if carried, shall dispose of the bill.

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

### **156 Corrections to a bill**

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

### **157 Bill certified and sent to Senate**

- (a) When the House passes a House bill, the Clerk shall certify that the bill originated in the House, the date on which it passed, and any accompanying schedules.
- (b) After the bill is certified, it shall be sent to the Senate with a message asking the Senate to agree to the bill.

## **Senate amendments to House bills**

### **158 Bills returned by Senate with amendments**

- (a) If a House bill is returned from the Senate with amendments, the amendments shall be made available to Members and a time set for the House to consider them.
- (b) The House may:
  - (i) agree to any Senate amendment ;
  - (ii) make an amendment, which shall be relevant to the Senate amendment, to any Senate amendment;
  - (iii) disagree to any Senate amendments;
  - (iv) postpone consideration of any Senate amendments; or
  - (v) order the bill to be laid aside.

### **159 Motion on Senate amendments not seconded**

A motion for consideration of amendments to a bill made or requested by the Senate need not be seconded.

### **160 Further amendments to a bill must be relevant**

The House may only amend a House bill and which has been returned from the Senate if its further amendment is relevant to or consequent on the Senate amendments or requests for amendments.

### **161 Messages and reasons**

- (a) If the House agrees without amendment to Senate amendments to a House bill, the House shall inform the Senate by message.
- (b) If amendments to Senate amendments are agreed to by the House, the House shall send a message returning the bill with a schedule of the 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 shall:
  - (i) move—  
*That the amendment[s] be disagreed to—*; and
  - (ii) present to the House written reasons for the House not agreeing to the Senate amendments; and

- (iii) immediately move—  
*That the reasons be adopted.*

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

### **162 Continued Senate disagreement on amendments**

- (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 shall set 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.

### **163 Final agreement sent by message**

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

### **164 Clerk to certify House bill**

At every stage, when the House concludes its consideration of Senate amendments to a House bill, the Clerk shall certify the bill and any accompanying schedules.

## **Bills the Senate may not amend**

### **165 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 shall then incorporate the amendments in the bill.
- (b) The bill shall be 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.  
[Section 53 of the Constitution]

## **Senate bills**

### **166 Procedures for Senate bill**

A Senate bill coming to the House for the first time shall proceed, to the necessary extent, as if it were a House bill.

### **167 Clerk to certify when Senate bill agreed to**

When the House passes a Senate bill:

- (a) The Clerk shall certify that the bill has been agreed to by the House, without amendment or with amendments shown in any accompanying schedules, and the House shall return the bill to the Senate by message.
- (b) If the House amends the bill, the schedule of amendments shall refer to the clause, page, and line of the bill as amended.

### **168 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:

- (a) the Speaker shall announce the Senate message returning the bill;
- (b) the House shall set a time for considering the message; and
- (c) any schedule with the message shall be made available to Members.

### **169 Senate disagreement with House amendments**

(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 shall inform 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.

### **170 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 shall:

- (i) move—  
*That the amendment[s] be disagreed to—*

and

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

The message returning the bill to the Senate shall contain the reasons.

### **171 Clerk to certify Senate bill**

At every stage, when the House concludes its consideration of a Senate bill returned from the Senate after amendment by the House, the Clerk shall certify the bill and any accompanying schedules.

### **172 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 previously agreed to or made by the House.

## **Bills altering the Constitution**

### **173 Absolute majority required**

If, in accordance with section 128 of the Constitution, 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 shall be laid aside immediately and may not be revived during the same session of Parliament.

## **Lapsed bills**

### **174 Restoration after prorogation**

- (a) A bill shall lapse 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 shall proceed 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**

### **175 House bills presented to Governor-General**

When a House bill has finally passed both Houses, the Clerk shall certify this and the Speaker shall present the bill to the Governor-General for the Queen's assent in accordance with section 58 of the Constitution.

### **176 Governor-General's proposed amendments to House bills**

- (a) If the Governor-General returns a bill recommending amendment in accordance with section 58 of the Constitution, the House shall deal 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 shall send any amendment to the Senate for its agreement.
- (c) If the Senate makes an amendment, the House shall deal with it in the manner provided for Senate amendments to House bills in *standing orders 158 to 164*.
- (d) If the Governor-General's recommendations have been agreed to by both Houses, with or without amendment, any amendments shall be incorporated, the Clerk shall certify the bill, and the Speaker shall present 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 shall again present the bill in the form as before presented to the Governor-General for assent.

### **177 Governor-General's proposed amendment of Senate bills**

If the Senate has agreed to amendments recommended by the Governor-General in accordance with section 58 of the Constitution to a Senate bill, the House shall deal with the amendment in the manner provided in *standing orders 166 to 172*.

# Chapter 13. Financial proposals

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## **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**

### **178 Notice not required for certain bills or proposals**

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

### **179 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 scope of any charge.
- (b) Only a Minister may move an amendment to the proposal which increases or extends the scope of the charge proposed beyond the total already existing under any Acts of Parliament.
- (c) A Member who is not a Minister may move an amendment to the proposal which does not increase or extend the scope of the charge proposed beyond the total already existing under any Acts of Parliament.

## **Messages recommending appropriation**

### **180 Appropriations recommended by Governor-General**

- (a) All proposals for the appropriation of revenue or moneys require a message to the House from the Governor-General recommending the purpose of the appropriation in accordance with section 56 of the Constitution.
- (b) For an Appropriation or Supply Bill, the message must be announced before the bill is introduced.
- (c) For other bills appropriating revenue or moneys, 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.

**181 Message for Senate amendments and requests**

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

**182 Governor-General's messages announced**

The Speaker or Deputy Speaker shall announce 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.

# Chapter 14. Main Committee

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## ***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**

### **183 Appointment of Main Committee**

The Main Committee shall be 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 any motion.

### **184 Membership and quorum of Main Committee**

- (a) All Members shall be members of the Main Committee.
- (b) The quorum of the Committee is the Deputy Speaker, one government Member and one non-government Member.

### **185 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 33 (Application of the standing orders)*.

### **186 Deputy Speaker and meetings of Main Committee**

The Main Committee may meet at any time during a sitting of the House, except as provided by *standing order 190 (suspensions and adjournments of the Main Committee)*. 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.

### **187 Maintenance of order**

- (a) In the Main Committee the Deputy Speaker has the same responsibility for the preservation of order as the Speaker has in the House.
- (b) If sudden disorder occurs in the Committee the Deputy Speaker may, or on motion moved without notice by any Member must, suspend or adjourn the sitting immediately. If the sitting is adjourned, any business under discussion and not disposed of at the time of the adjournment shall be set down on the Notice Paper for the next sitting.
- (c) Following the suspension or adjournment the Deputy Speaker must report the disorder to the House. Any subsequent action against a Member under *standing order 94 [Sanctions against disorderly conduct]* may only be taken in the House.

### **188 How questions decided**

- (a) Every question in the Main Committee shall be decided on the voices and the result shall be announced by the Deputy Speaker.
- (b) If a Member dissents from the announced result, the question is unresolved. An unresolved question shall be 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.

### **189 Minutes recorded by Clerk of Committee**

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

## **Suspension and adjournment of Main Committee**

### **190 General rules for suspensions and adjournments of the Main Committee**

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

- (a) The Deputy Speaker must suspend proceedings in the Committee to enable Members to attend divisions in the House.
- (b) If a quorum is not present the Deputy Speaker must immediately suspend proceedings until a stated time, or adjourn the Committee.

- (c) If the House adjourns, the Deputy Speaker 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 shall stand 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) No amendment may be moved to the question.

### **191 Adjournment debate in Main Committee**

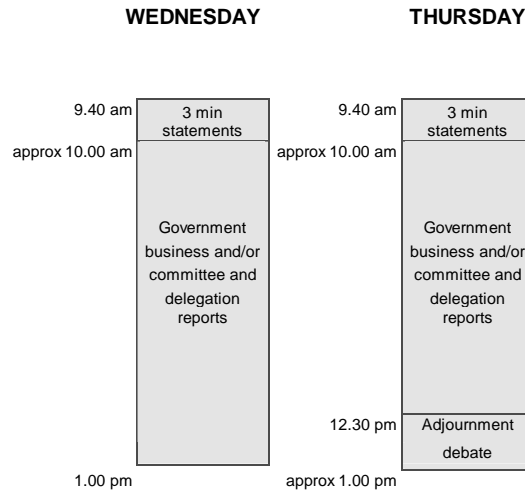
- (a) The question ***That the Committee do now adjourn*** may be debated, but no amendment may be moved to the question.
- (b) The following qualifications apply:
  - Member may require question to be put***
    - (i) If a Member requires the question for adjournment to be put immediately it is proposed, the Deputy Speaker must put the question immediately and without debate.
  - Minister may extend debate***
    - (ii) At the conclusion of the debate a Minister may ask for the debate to be extended by 10 minutes to enable Ministers to speak in reply to matters raised in the debate. After 10 minutes, or if debate concludes earlier, the Deputy Speaker shall immediately adjourn the Committee.
  - Unfinished business***
    - (iii) If the business being discussed is not disposed of when adjournment is proposed, the business shall be listed on the Notice Paper for the next sitting.

## **Main Committee business**

### **192 Main Committee's order of business**

If the Committee meets on a Wednesday or Thursday the normal order of business is set out in figure 4.

**Figure 4. Main Committee order 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 pm

### **193 Members' three minute statements**

If the Main Committee meets before 10 am the first item of business shall be statements by Members. The Deputy Speaker 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.

### **194 Adjournment of debate**

If no Member is able to move adjournment of debate, the Deputy Speaker 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.

### **195 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 shall return the bill to the House for further consideration.

### **196 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.

### **197 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 shall be put without amendment or debate. If the Committee agrees to, or is unable to resolve, this question, the bill or order of the day shall be 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.

### **198 Report of bill to the House**

- (a) When the Main Committee has fully considered a bill referred to it, a final question shall be 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 shall certify 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 Speaker shall report the matter at a later hour that day when other business is not before the House.



# Chapter 15. Documents and petitions

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## **Chapter outline**

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

- documents, and
  - petitions.
- 

## **Documents**

### **199 Documents presented**

(a) Documents may be presented to the House by Ministers or by the Speaker pursuant to statute or otherwise.

(b) Documents may be presented to the House at any time when other business is not before the House, or they may be delivered to the Clerk who shall record them in the Votes and Proceedings. Documents delivered to the Clerk shall be deemed to have been presented to the House on the day on which they are recorded in the Votes and Proceedings.

### **200 Documents ordered**

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

### **201 Documents quoted shall be presented**

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

### **202 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 34 (order of business)*, a single 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 shall then be 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.

### **203 Papers authorised for publication**

All documents presented to the House are authorised for publication.

## **Preparing a petition**

### **204 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.

### **205 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.

## **206 Rules about signatures**

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**

### **207 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.

### **208 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 209(b) or (c)*, the Member must also obtain certification by the Clerk or Deputy Clerk that it complies with the standing orders.

### **209 Presenting a petition**

A petition may be presented in one of three ways:

- (a) The Clerk shall announce petitions on each sitting Monday, in accordance with *standing order 34 (order of business)*. 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 43*, and in the Main Committee, in accordance with *standing order 193*.

(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.

### **210 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 shall certify the compliance on the petition.

### **211 Announcement of petitions and responses**

(a) Following Question Time on each sitting Monday, the Clerk shall announce petitions and responses received. The announcement of petitions lodged for presentation shall state 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 shall announce any ministerial responses to petitions previously presented.

## **Action on petitions**

### **212 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 shall announce any ministerial responses in accordance with *standing order 211*.

### **213 Action by the House**

(a) Discussion on the subject matter of a petition shall only be 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 209(c)*.

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

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

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

# Chapter 16. Standing, select and joint committees

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## ***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.

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## **Standing committees**

### **214 Appointment of standing committees**

Standing committees shall be appointed at the beginning of each Parliament.

### **215 General purpose standing committees**

(a) The following general purpose standing committees shall be 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 shall apply to these inquiries:

- (i) Reports shall stand referred to committees under a schedule tabled by the Speaker to record the areas of responsibility of each committee.
- (ii) The Speaker shall determine 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 shall end 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) shall consist 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.

### **216 Committee of Privileges**

(a) A Committee of Privileges shall be 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 51* or by the Speaker under *standing order 52*; or
- (ii) any other matter referred to it by or in accordance with a resolution of the House.

(b) The committee shall consist 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.

### **217 Library Committee**

(a) A Library Committee shall be 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 shall consist of seven members: the Speaker and six other Members.

### **218 House Committee**

(a) A House Committee shall be 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 shall consist of seven members: the Speaker and six other Members.

### **219 Publications Committee**

(a) A Publications Committee shall be 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 shall consist 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.

### **220 Committee of Members' Interests**

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

(i) inquire into and report on the arrangements made for the compilation, maintenance and accessibility of a Register of Members' Interests;

(ii) consider proposals by Members and others on the form and content of the register;

(iii) consider specific complaints about registering or declaring interests;

(iv) consider possible changes to any code of conduct adopted by the House; and

(v) consider whether specified persons (other than Members) ought to be required to register and declare their interests.

(b) The committee shall consist of seven members: four government and three non-government Members. When the Opposition is composed of two parties, the non-government Members shall 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.

### **221 Procedure Committee**

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

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

### **222 Selection Committee**

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

(b) The committee shall consist 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 shall be 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) shall be treated as having been adopted when they are presented. Reports shall be published in Hansard.

## **Select committees**

### **223 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**

### **224 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 shall appoint the Members to serve on the committee.

### **225 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.

### **226 Report of joint committee**

- (a) The proceedings of a joint committee shall be 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 247(b)* shall apply.

### **227 Consideration of bills by House members of joint committees**

Members appointed to a joint committee by the House shall be a committee for the purpose of considering bills referred by the House under *standing order 143*, and this committee shall operate as a committee of the House.

## **Operation of committees**

### **228 Rules for House apply to committees**

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

### **229 Appointment of committee members**

- (a) Members shall be 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 shall take effect from the time the Speaker receives the written nomination. At the next sitting, the Speaker shall report the change to the House and the House shall resolve the membership of the committee.

(c) If a committee is considering a bill referred under *standing order 143*, 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 215(d)*.

### **230 Speaker and Deputy Speakers on committees**

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

### **231 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.

### **232 Election of committee Chair and deputy Chair**

(a) Before the start of business, a committee shall elect a government member as its Chair. The Chair shall have a casting vote only.

(b) A committee shall also elect a deputy Chair who shall act 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 shall elect another member to act as Chair at the meeting.

### **233 Quorum of committees**

(a) A quorum of a committee is three members. When a quorum is not present, the Chair shall suspend proceedings until a quorum is present or adjourn 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 shall be entered in the minutes. The secretary of the committee shall then notify members of the next meeting.

### **234 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 shall appoint the Chair of each subcommittee, who shall have 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 shall 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.

### **235 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.

### **236 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 shall direct 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.

### **237 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.

### **238 Conferring with Senate committees**

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

### **239 Records of proceedings and documents**

- (a) The secretary shall record the proceedings of the committee or subcommittee in the minutes of proceedings. The minutes shall be confirmed by the committee or subcommittee and then signed by the Chair.
- (b) Documents presented to the committee or subcommittee shall be signed by the secretary.

### **240 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) the committee or subcommittee resolves that they withdraw;  
or
  - (iii) the committee or subcommittee is conducting a private meeting.

### **241 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.

### **242 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 shall determine the limits of the authorisation.

#### **243 Power to report from time to time**

A committee may report from time to time.

#### **244 Report consideration**

- (a) The Chair of a committee shall prepare a draft report and present 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 shall be considered paragraph by paragraph. When consideration of the chapters of the report is completed, the appendices shall be 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.

#### **245 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.

#### **246 Chair signs adopted report**

- (a) When a committee has completed its consideration of a draft report, it shall resolve to adopt the report.
- (b) The Chair shall sign each report of a committee.
- (c) Any protest or dissenting report shall be signed by the member or members protesting or dissenting.

### **247 Report presented**

- (a) A member of the committee must present the 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.

### **248 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 222*, the House may set down consideration of the report for a later sitting, when a motion about it may be moved without notice.

# Chapter 17. Witnesses and visitors

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## ***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.

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## **Members, Senators and employees of the Parliament**

### **249 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 shall summons the Member to attend in his or her place.
- (b) If a committee wishes a Member to attend as a witness, the Chair shall write inviting the Member to attend. If the Member refuses to attend or to give evidence or information as a witness, the committee shall not summon the Member again, but shall advise the House.

### **250 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 shall inform the Member and give the Member an opportunity to make a submission about the matter. Unless the committee considers the matter is without substance, it shall report the matter to the House and wait for its directions.

### **251 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 shall send a message to the

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

### **252 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.

### **253 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 relating to proceedings or give evidence relating to the examination of a witness.

## **Other witnesses summoned**

### **254 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 shall issue a summons of the House and the secretary of the committee shall issue 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 give evidence before the House or a committee.

## **All witnesses**

### **255 Examination of witnesses**

- (a) A Member giving evidence to the House shall be examined in his or her place.
- (b) A witness (other than a Member) shall be examined at the Bar, unless the House otherwise orders.
- (c) The Speaker shall examine the witness, and questions by Members are taken to be asked through the Speaker.
- (d) A witness before a committee or subcommittee shall be examined according to the procedure agreed on by the committee.



### **256 Witness entitled to protection**

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

## **Visitors**

### **257 Admission of Senators and visitors**

- (a) Only the Speaker shall have 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 shall have the privilege of being admitted into the Senators' gallery without invitation, but they must observe the Speaker's instructions regarding good order.

# Chapter 18. Communication between the House and the Senate

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## ***Chapter outline***

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

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## **General**

### **258 Modes of communication**

The House may communicate with the Senate by message or by conference in accordance with *standing orders 262–266*. Committees of the House may also confer with committees of the Senate in accordance with *standing order 238*.

## **Messages**

### **259 Messages to the Senate**

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

### **260 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.

### **261 Messages from the Senate**

When the House is sitting, every message from the Senate shall be received by the Clerk at the Table. When the House is not sitting, the Clerk shall receive any messages from the Senate. The Speaker shall report each message at the earliest convenient time and, if required, the House shall set a time for its consideration.

## **Conferences**

### **262 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.

### **263 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 shall appoint the time and place for the conference—the House must agree and communicates its agreement by message.

### **264 Conference requested by the Senate**

If the Senate has requested a conference:

- (a) the House shall appoint an equal number of delegates as the Senate to represent it in the conference;
- (b) the House shall appoint 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.

### **265 Proceedings at conference**

- (a) At any conference it shall be 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 shall be 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.

### **266 Conference delegates report proceedings**

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

# Chapter 19. Addresses to the Queen or the Governor-General

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## ***Chapter outline***

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

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### **267 Addresses moved**

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

### **268 Addresses to Queen given to Governor-General**

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

### **269 Presentation of addresses to Governor-General**

- (a) Unless the House otherwise orders, the Speaker shall present 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, shall attend at the place appointed by the Governor-General. The Speaker shall read the address to the Governor-General, while the Members who moved and seconded the address take their place at the Speaker's left hand.

### **270 Governor-General's reply**

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



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1	3(e)
2 (a)– (e), (g) (f)	4 (a)–(d), (f), (i) 10(b)
3	8
4	5(a)
5	9(b)
6	5(b)
7	6(a)
8	6(b) (c)
9	7
10	
11	9(a)
11A	2(part)

<i>Existing standing order numbers</i>	<i>Proposed standing order numbers</i>
12 (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p)	11 10, 11(a)-(c), 15 11(d)-(f) 11(g) 11(g) 11(g) 11(h) 136(b) 11(i) 11(i) 11(j) 11(m) 11(k) (l) 11(n), 12(a) 12(b)(c) 12(d), 4(g) 4(h)
13 intro (a)–(j)	13(a), 16 11 and 14
13A	16(b)
13B	16(c)
14	18(a)
15	18(b)
16	
17	16(c)
18	17(a)
19	17(b) (c)

<i>Existing standing order numbers</i>	<i>Proposed standing order numbers</i>
20	19(a)
21	19(b)
22	20
22A	13(a)
22B	11 and 14
23	21
24	22
25	
26	
27	
28	
28A	
28B	
28BA	
28C	
28D	
29	
30	25
31	27(c)
32	23
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b	31(c)(ii)
c	32(a)
d	31(c)(v)
e	31(b), 31(c)(iv)
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g	31(b)
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50	32(a)
51	30
52	60
53	61(a)
54	61(b)
55	65(b)
56	62(b)
57	62(d)
58	62(a) (c)
59	65(a)
60	65(a)
61	65(c)
62	
63	—
64	68
65	69(a) (b)
66	69(e)
67	69(c)
68	71
69	72
70	70
71	73
72	—
73	74
74	88
75	89

<i>Existing standing order numbers</i>	<i>Proposed standing order numbers</i>
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77	92(a) (ii)
78	92(b)
79	92(a) (i)
80	64
81	76(a), 76(c)
82	77
83	67
84	66
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86	78
87	79(a)
88	79(b)
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93	81
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95	51(a) (e)
96	51(b)-(d)
97	53
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98	86(a)
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110	48
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132	
133	106
134	107
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137	109(a)
138	110(b)
139	110(a)
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141	108
142	98 (a) (b) (c)
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147	101(a)
148	102(a) (b)
149	—
150	105(a) (b)

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155	112
156	115
157	49
158	113
159	113
160	116(a)
161	117(a)
162	117(b)
163	—
164	114(a)
165	117(c)
166	119
167	125
168	125
169	114(b)
170	120
171	121(a)
172	121(b)
173	121(c)
174	121(b)
175	122(a) (i)
176	122(a) (ii)
177	122(a) (iii)
178	122(b)
179	123(a)
180	123(b)
181	123(d)
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184	124
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203	130
203A	131(a)
203B	131 (b) (c)
204	127
205	86(c)
206	86(a)
207	135(a)
208	132
209	135(b)
210	135(c)
211	
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b	139(a)
c	139(b)
d	139(c)
212	140(a)
213	140(b)
214	138
215	141
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217	142
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217D	—
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221	
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222	148
223	144
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225	149(a) (c)
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239	155(b)
240	155(c)
241	156
242	157(a)
243	157(b)
244	158(a)
245	158(b)
246	160

<i>Existing standing order numbers</i>	<i>Proposed standing order numbers</i>
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248	161(c)
249	161(b)
250	162
251	163
252	164
253	166
254	167(a)
255	167(b)
256	168
257	169
258	170(b)
259	170(a)
260	171
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301	—
302	—
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315	257(b)
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317	—
318	—
319	199
320	203
321	201
322	202
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324	215
325	216
326	217
327	218
328	219
329	220
330	221
331	222
332	228
333	229
334	230
335	231
336	232
337	233
338	234
339	235
340	236
341	237
342	238
343	239
344	240
345	241
346	242

<i>Existing standing order numbers</i>	<i>Proposed standing order numbers</i>
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351	244(c)
352	246
353	247
354	248
355	223
356	223
357	224(a)
358	225
359	224(b)
360	226
361	227
362	254
363	249
364	250
365	251
366	252
367	256
368	255(b)
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369	258
370	259
371	260
372	261
373	263(a)
374	263(b)
375	262
376	—
377	263(c)
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381	265(b)
382	265(b) (c)
383	265(a) (d)
384	266
385	
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388	
389	
390	136(a)
391	136(b)
392	137
393	267(a)
394	267(b)
395	268
396	269(a)
397	269(b)
398	270
399	47(a) (c)
400	47(b)
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402	3